

April 20th Meeting Minutes 2009

REGULAR MEETING MINUTES OF THE COMMISSIONERS OF THE PRINCETON PARK DISTRICT APRIL 20, 2009

CALL TO ORDER:

The meeting was called to order by President Englehart at 4:30 p.m. at the Bureau County Metro Center, Princeton, Illinois.

ROLL CALL:

Present were Commissioners Gene Englehart, Jan Milles, Carl Pacunas, and Dick Volker. Also present were Executive Director Elaine Russell; Superintendent of Parks, Keith Scherer; Administrative Assistant, Tammy Lange; Secretary, DeAnn Underwood; and Attorney Bob Russell. Commissioner Wayne Stone was absent.

Present in the audience were Mike Anderson, Donna Barker, Maria Borri, Bob Halberg, Kevin Heitz, Jeff Murphy, Kerri Sissel, Ted Tamul, and Lindsay Welbers.

PERFECTION OF AGENDA:

None.

APPROVAL OF MINUTES:

President Englehart requested a motion for approval of the minutes of the Regular Meeting on March 16, 2009. Motion was made by Commissioner Pacunas and seconded by Commissioner Volker. A voice vote was taken: ayes - all, nays - none. The motion carried.

President Englehart requested a motion for approval of the minutes of the Regular Meeting on April 6, 2009. Motion was made by Commissioner Volker and seconded by Commissioner Pacunas. A voice vote was taken: ayes - all, nays - none. The motion carried.

OPEN DISCUSSION:

Nothing was presented.

APPROVAL OF CLAIMS:

A list of bills due and payable for the Bureau County Metro Center in the amount of \$17,655.54 was presented for the time period of March 31, 2009 through April 15, 2009. President Englehart requested a motion for approval of all Bureau County Metro Center claims totaling \$17,655.54. Motion was made by Commissioner Milles and seconded by Commissioner Volker. A voice vote was taken: ayes - all, nays - none. The motion carried.

A list of bills due and payable for the Princeton Park District in the amount of \$29,058.89 was presented for the time period of March 31, 2009 through April 15, 2009. President Englehart requested a motion for approval of all Princeton Park District claims totaling \$29,058.89. Motion was made by Commissioner Volker and seconded by Commissioner Pacunas. A voice vote was taken: ayes - all; nays - none. The motion carried.

A list of hand written checks in the amount of \$9,710.44 was presented for the time period of March 31, 2009 through April 15, 2009, as well as a debit card transaction in the amount of \$34.95 dated March 31, 2009. President Englehart requested a motion to approve the hand written checks and debit card transaction, for a total amount of \$9,745.39. Motion was made by Commissioner Pacunas and seconded by Commissioner Volker. A voice vote was taken: ayes - all, nays - none. The motion carried.

The Board reviewed the March Financial Statements and the spreadsheet of Cash Fund Balance Reconciliation for the 2008/09 fiscal year. Elaine noted salaries and advertising in some line items will be over budget this year; however, revenue is currently above projection.

NEW BUSINESS:

Introduce Maintenance Coordinator, Mike Anderson - Elaine introduced Mike Anderson to the Board. Mike is the new maintenance coordinator and joined the staff on April 9th. Mike thanked the Board for the opportunity to work for the Princeton Park District. He noted one of the goals he has is to implement a Preventative Maintenance Program for the Metro Center.

Lord & Murphy Membership Computer System Presentation - Jeff Murphy of Lord & Murphy, Inc. gave a presentation on their Membership Management Software. The park district has been contemplating the purchase of this type of program for a number of years. Kerri stated she and Tammy have visited two facilities currently using this software. They have received favorable comments in regard to the program, as well as the technical support provided by Lord & Murphy. Tammy stated this type of system would allow easier access to be able to contact new members, provide follow up opportunities, as well as provide better communication with all members. Elaine noted, if compatible, any current equipment will be used to help defray some of the initial cost. Elaine stated if the Board approves pursuing the purchase of this software, she will forward their contract to Attorney Russell for review and negotiate with Lord & Murphy, Inc. to secure the lowest possible monthly rate. President Englehart requested a motion to proceed with the purchase of the Membership Management Software from Lord & Murphy, Inc. Motion was made by Commissioner Pacunas and seconded by Commissioner Volker. A voice vote was taken: ayes - all, nays - none. The motion carried.

UNFINISHED BUSINESS:

Award Concession Stand Bid - Kevin Heitz, Project Manager from Chamlin & Associates, reviewed with the Board the lowest base bid received for the concession/restroom facility from D.J. Sickley Construction in the amount of \$208,806.00, which includes a 50 year standing seam roof. President Englehart requested a motion for approval to award the concession/restroom facility project for the Zearing Park Expansion to D.J. Sickley Construction. Motion was made by Commissioner Volker and seconded by Commissioner Milles. A voice vote was taken: ayes - all, nays - none. The motion carried.

Award Dock Bid - Kevin reviewed with the Board the lowest base bid received for the fishing pier from Liebhart Construction in the amount of \$34,995.00, which includes using treated lumber for the base construction. President Englehart requested a motion for approval to award the fishing pier project for the Zearing Park Expansion to Liebhart Construction. Motion was made by Commissioner Volker and seconded by Commissioner Milles. A voice vote was taken: ayes - all, nays - none. The motion carried.

Award Road Repair Bid for City County - Keith reviewed with the Board the road work slated to be done at City County Park. This includes the grinding of the old road, adding a five inch gravel base, as well as a two inch binder on top, with a two foot gravel shoulder. The final coat would include one inch of top coating. The lowest bid received for the road repair at City County Park was from McDonald Trucking in the amount of \$164,284.50. President Englehart requested a motion for approval to award the road repair project for City County Park to McDonald Trucking. Motion was made by Commissioner Volker and seconded by Commissioner Pacunas. A voice vote was taken: ayes - all, nays - none. The motion carried. It was noted this project is included in more that one fiscal year's budget. Elaine stated the County and City have also given a tremendous amount of assistance to this project.

Project Modifications with Advanced Asphalt - Kevin stated he has reviewed the project modifications with Advanced Asphalt in regard to recalculation of some of the units for the contract. This will result in a cost savings of approximately \$199,000. The park district will be entering into a unit price contract with Advanced Asphalt which allows for payment of only the actual materials used for the project. Once the contracts are signed by Advanced Asphalt, Kevin will forward them to the Princeton Park District for signature.

It was noted Nora Fesco-Ballerine is assisting with the issue of the exchange of real estate between Bonucci Farms and the Princeton Park District. Chamlin & Associates will be providing the additional map needed for the IDNR to approve this.

Discuss Project Administration Contract - Kevin reviewed with the Board the Chamlin & Associates contracts for the construction engineering and construction contract management for the Grading, Drainage & Paving Project, the Concession/Restroom Facility, and the Fishing Pier for the Zearing Park Expansion Project. President Englehart requested a motion to approve the Chamlin & Associates contracts for the construction engineering and construction contract management for the Zearing Park Expansion Project. Motion was made by Commissioner Milles and seconded by Commissioner Pacunas. A voice votes was taken: ayes - all, nays - none. The motion carried.

Kevin stated he is also working to secure the permit from the Health Department, meeting with city officials in regard to the electrical distribution within the park, working on the septic design, and meeting with a representative of Musco Lighting regarding the lighting of the premiere soccer field.

Wilson Seed Farms, Inc. - Elaine reviewed with the Board the letter from Chris Wilson of Wilson Seed Farms, Inc. in regard to the seeding of the four acre parcel with warm season grass. This will be done at no cost to the park district. In return, Wilson Seed Farms will have the exclusive right to harvest the prairie grass seed, as well as place a sign on the property indicating they are maintaining the parcel. It was the consensus of the Board to allow the seeding of the four acre parcel by Wilson Seed Farms, with Attorney Bob Russell reviewing the contract prior to signatures.

OTHER BUSINESS:

Director's Report - The Board reviewed the Executive Director's Report.
Elaine noted the repair work at the skate park is underway, with completion of the project slated for Tuesday evening or Wednesday.

OPEN DISCUSSION:

Donna Barker inquired as to what the timeframe was for completion of the skate park repairs. Elaine stated the repairs should be done by Tuesday evening or Wednesday.

Donna inquired as to what the approximate length of the road area to be repaired at the City County Park will include. Keith stated it was approximately one mile in length, with areas of the road being closed during certain phases of the repair work.

Donna inquired what the cost of the administrative services from Chamlin & Associates was going to be. Elaine stated the approximate cost would be \$70,000. It was noted the work will be done on an hourly basis; therefore, this amount could possibly be lower.

Maria Borri inquired what the road work at the City County Park would include. Keith stated it would be the grinding of the old road, adding a five inch gravel base, with a two inch binder on top, and a final one inch of top coating. A two foot gravel shoulder will also be added.

EXECUTIVE SESSION:

A motion was made by Commissioner Volker, seconded by Commissioner Milles and unanimously carried to meet in executive session to discuss personnel pursuant to Section 2(c) 1 of the Illinois Open Meetings Act at 5:50 p.m. A roll call was taken: ayes - all, nays - none. The motion carried.

The Board returned to regular session at 6:00 p.m.

BOARD ACTION FOLLOWING EXECUTIVE SESSION:

No action was taken.

ADJOURNMENT:

A motion was made by Commissioner Volker, with a second by Commissioner Milles to adjourn the meeting at 6:01 p.m. Voice vote: ayes - all, nays - none. The motion carried.

Gene Englehart, President

Wayne Stone, Secretary