

June 1 Meeting Minutes 2009

REGULAR MEETING MINUTES OF THE COMMISSIONERS OF THE PRINCETON PARK DISTRICT JUNE 1, 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, Bob Halberg, Jan Milles, Carl Pacunas, and Dick Volker. Also present were Executive Director, Elaine Russell; Superintendent of Parks, Keith Scherer; Administrative Assistant, Tammy Lange; Attorney Bob Russell, and Secretary, DeAnn Underwood.

Present in the audience were Donna Barker, Maria Borri, and Kevin Heitz.

PERFECTION OF AGENDA:

None.

OPEN DISCUSSION:

Nothing was presented.

APPROVAL OF HAND WRITTEN CHECKS:

A list of hand written checks, in the amount of \$16,212.11 was presented for the time period of May 15, 2009 through May 28, 2009 for the Metro Center and Princeton Park District. President Englehart requested a motion to approve the hand written checks in the amount of \$16,212.11. Motion was made by Commissioner Pacunas and seconded by Commissioner Volker. A voice vote was taken: ayes – all, nays – none. The motion carried.

NEW BUSINESS:

Change of Signatures on Bank Cards – Elaine stated new signature cards have been obtained from Citizens First National Bank and Amcore Bank. With the change of commissioners, updating the cards with the required two signatures on the accounts needed to be done. Elaine circulated the cards for completion.

Review Preventative Maintenance Projects for Metro Center – Elaine reviewed with the Board the following items needing to be completed under “Preventative Maintenance” projects for the 2009-2010 budget:

- Air Cooled Condenser – It has been recommended by Johnson Contracting Company, Inc. to replace the Carrier Air Cooled Condenser rather than refurbish the existing unit. The proposal received to replace the unit is \$14,460. Commissioner Pacunas inquired what size the new unit is, and if it was self contained. Elaine will check with the company to find out more specifics on the new unit.
- Gym Curtain – The curtain in the gym will need to be replaced. The hope is to do this project at a cost of approximately \$8,000.
- Locker Room Vanity Tops – The replacement of the vanity tops in both locker rooms needs to be done due to age and wear. Once this is complete, all countertops will be alike throughout the facility.
- Metro Center Roof Repair – The roof of the Metro Center is in need of replacement. The possibility of replacing it in four separate sections, over a four year period was discussed. Bids will be obtained for this project.
- Metro Center Pool Room & Locker Rooms – The painting of the pool room and locker rooms will be done. Shoemaker Foundation has made a semi-commitment to pay for the placement of baffles on the ceiling.
- Tuck Point Metro Center – Several areas of the building, specifically in the corner where the pool is located, will need to be

done.

Elaine noted a recent inspection of the sprinkler system was done. In order to bring the system up to code, sprinklers need to be replaced in the pool and maintenance area, as well as the addition of a sprinkler to the entrance of Shoemake Hall.

Attorney Russell noted large dollar projects needing to be completed should only be divided over the course of several years for appropriate reasons. This could include the need to spread the cost of a project over more than one fiscal budget.

UNFINISHED BUSINESS:

Skate Park Closure/Opening – Elaine stated the skate park was closed on May 20th for a period of one week due to violation of the “No Bicycles” rule. The skate park will continue to be monitored for violation of the rules.

Zearing Maintenance Shed Accident/No Parking Citations – Elaine noted a car backed into the shop door of the maintenance shed located at Zearing Park. A chain gate has been installed to deter anyone from parking next to the shed during evenings and weekends. A letter has been sent to the Princeton Police Department asking them to issue citations to those individuals parking in areas of the parks posted with “No Parking” signs.

Zearing Park Expansion Project – Kevin Heitz, Project Manager from Chamlin & Associates, gave an update regarding the Zearing Park Expansion Project. Kevin noted the following:

- The ground breaking ceremony was held today at the site. More equipment is arriving daily.

- Steve Zwicker did the soil borings last Friday for the septic system. The report should be back this week. Once the report is received, a final design can then be completed.

- Need to check with the City of Princeton in regard to which phase of lighting will be needed for the soccer fields.

- Have not received any response from Musco Lighting in regard to providing different options for consideration.

Elaine asked the Board for their input in regard to fundraising ideas, as well as a timeframe to begin. It is hopeful the donation of different items, such as trees, the brick walkway, etc. will be a possibility. A way to recognize donors was also discussed.

DEPARTMENT REPORTS:

The Board reviewed and accepted the following reports:

? Superintendent of Park's Report – Keith stated the RPZ valves and meters have been installed at Zearing Park.

? Maintenance Report

? Recreation Report

? Aquatics Report – Elaine stated Beth will be returning to work full-time in the near future.

? Rentals Report – Rentals were up for the month of May.

? Administrative Assistant Report

OTHER BUSINESS:

The Board reviewed the Executive Director's Report. Elaine noted the following:

- Attended an Energy on Demand Program presented by the city. The park district will definitely want to participate in this program.

- Helped at the Chamber Golf Outing on May 20th.

- Staff pictures have been taken to use for advertising purposes.

- The Princeton Park District Foundation has approved the purchase of a John Deere gator with the money raised at the “Lucky Nights” fundraiser held in March.

OPEN DISCUSSION:

None.

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 and review executive session minutes pursuant to Section 2(c) 21 of the Illinois Open Meetings Act at 5:33 p.m. A roll call was taken: ayes – all, nays – none. The motion carried.

The Board returned to regular session at 5:48 p.m.

BOARD ACTION FOLLOWING EXECUTIVE SESSION:

No action was taken.

ADJOURNMENT:

At 5:49 p.m. motion was made by Commissioner Pacunas, with a second by Commissioner Milles to adjourn. A roll call was taken: ayes – all, nays – none. The motion carried.

Gene Englehart, President

Dick Volker, Secretary