

July 6 Meeting Agenda 2009

REGULAR MEETING MINUTES OF THE COMMISSIONERS OF THE PRINCETON PARK DISTRICT JULY 6, 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; Administrative Assistant, Tammy Lange; and Secretary, DeAnn Underwood.

Present in the audience were Donna Barker and Kevin Heitz.

PERFECTION OF AGENDA:

President Englehart perfected the agenda by changing under Unfinished Business a. Review 2009-2010 Budget

OPEN DISCUSSION:

Nothing was presented.

APPROVAL OF HAND WRITTEN CHECKS:

A list of hand written checks, in the amount of \$100,513.39 was presented for the time period of June 10, 2009 through June 30, 2009 for the Metro Center and Princeton Park District, as well as debit card transactions in the amount of \$305.84 dated June 23, 2009 through June 29, 2009. President Englehart requested a motion to approve the hand written checks and debit card transactions, for a total amount of \$100,819.23. Motion was made by Commissioner Milles and seconded by Commissioner Pacunas. A voice vote was taken: ayes – all, nays – none. The motion carried.

NEW BUSINESS:

Review of In-House Credit Card System – Tammy reviewed with the Board information regarding the fees associated with the credit/debit card machines currently being used. The machines are not compliant and are unable to have the necessary updates installed; therefore, one unit will be purchased to be used for both types of transactions. This will realize a cost savings of \$30-\$40 per month.

Red Cross “Business Partner Award” – Elaine stated she and Tammy attended the Annual Meeting of the Red Cross held June 17th in the Quad Cities to accept the “Business Partner Award” on behalf of the Princeton Park District. The park district was nominated by Lori Compton.

Alexander Park Sport Court ~ Tennis Courts – Elaine noted she received a call from Kirk Haring, Superintendent of Princeton High School, in regard to repair/replacement of the tennis courts. Elaine explained to Kirk the park district currently has no funding available for repair work to be done to the tennis courts, noting there would be a three to five year timeframe before any type of work could be completed. Kirk stated that Princeton High School would like to partner with the park district to redo the courts. It was noted the park district would be looking into possible grants available for this type of work, as well as creating an intergovernmental agreement between the two entities. A different location for the tennis courts could also be considered.

UNFINISHED BUSINESS:

Review 2009-2010 Budget – Elaine reviewed with the Board the 2009-2010 Budget, highlighting a few line items she will be rechecking

to insure the figures are correct. Tentative approval of the 2009-2010 Budget will be done at the July 20th Regular Meeting.

City County Road Project Update – Elaine noted the old roadway has been ground up and new gravel added to the road surface at City County Park. The asphalt paving of the road, as well as shoulder work will be completed by McDonald Trucking later this summer. Elaine stated once the road work is complete, a luncheon will be held at the park for city, county and park district staff assisting with this project as a token of appreciation. Elaine thanked John Gross and Gary Nivotni from the Bureau County Highway Department for their assistance in overseeing the construction phase of the project.

New Membership Program Update – Tammy updated the Board on the status of the new membership program. Staff from Lord & Murphy have presented two sessions on the new system and two additional sessions will be held on July 7th & July 8th. The goal during the next few weeks will be to scan thumbprints of current members to prepare for the implementation of the new system on August 3rd. It was noted the scan of the thumbprint is actually a scan of five characteristics of a person's print, not the actual thumbprint itself.

Zearing Park Expansion Project – The letter received from Public Health regarding the concession/restroom facility was reviewed by the Board. Kevin Heitz, Project Manager from Chamlin & Associates, gave an update regarding the Zearing Park Expansion Project. Kevin noted the following:

- Waiting for a return call from Springfield on the design loading rate.
- The report from the soil borings in regard to the septic system has been received. A curtain drain will be needed.
- Approximately 40% of the earthwork has been completed, as well as 40% of the pond area. A timeline for the remaining site work will be completed for review by the Board.
- Approximately 800 feet of clay tile has been damaged/deteriorated and will need to be replaced. The proposed plan is to lay the new tile along the west side of the expansion project all the way to the existing storm sewer located on the south side. Advanced Asphalt will be preparing a bid amount to do this work, as it will be an additional cost not included in the original project bid. Kevin will supply Elaine with the bid amount once it is received. Board members will then be notified and approval obtained to proceed with the new tile work. This will avoid delays to the overall project.
- The contractor for the fishing pier will be starting work at the site in the near future.
- Work at the concession/restroom facility will start when the area is a little easier to access.
- Met with the city regarding electrical requirements for the project. Installation of the maximum phase for the soccer fields will be done during the initial construction stage of the project.

DEPARTMENT REPORTS:

The Board reviewed and accepted the following reports:

- ? Superintendent of Park's Report
- ? Maintenance Report
- ? Recreation Report
- ? Aquatics Report
- ? Rentals Report

OTHER BUSINESS:

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

- Evaluated all full time staff. Requested full time staff evaluate their part time staff, as well as complete an evaluation of the Executive Director.
- Gave a presentation at Rotary regarding the Zearing Park Expansion Project.
- Met with Samantha Warren, Regional Director for U.S. Representative Debbie Halverson, to discuss funding possibilities.

The Board reviewed the Administrative Assistant's Report. Tammy noted she conducted a customer service training session for the recreational staff.

OPEN DISCUSSION:

Commissioner Volker stated the Budweiser Clydesdale horses will be in the 2009 Homestead Festival Parade and will be present at the Metro Center after the parade for viewing and photo opportunities. LRB Distributors in Dixon, IL is sponsoring the entry.

EXECUTIVE SESSION:

A motion was made by Commissioner Milles, seconded by Commissioner Pacunas and unanimously carried to meet in executive

session to review executive session minutes pursuant to Section 2(c) 21 of the Illinois Open Meetings Act at 5:37 p.m. A roll call was taken: ayes – all, nays – none. The motion carried.

The Board returned to regular session at 5:45 p.m.

BOARD ACTION FOLLOWING EXECUTIVE SESSION:

No action was taken.

ADJOURNMENT:

At 5:46 p.m. motion was made by Commissioner Milles, with a second by Commissioner Pacunas to adjourn. A roll call was taken: ayes – all, nays – none. The motion carried.

Gene Englehart, President

Dick Volker, Secretary