

August 17 Meeting Minutes 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; Secretary, DeAnn Underwood; and Attorney Bob Russell.

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

PERFECTION OF AGENDA:

None.

APPROVAL OF MINUTES:

President Englehart requested a motion for approval of the minutes of the Regular Meeting on July 20, 2009. Motion was made by Commissioner Volker and seconded by Commissioner Pacunas. 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 August 3, 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:

Commissioner Volker noted the scoreboard control box at Westside Ball Park doesn't always work properly. Elaine stated she would check into the situation and report back to the Board.

APPROVAL OF CLAIMS:

A list of bills due and payable for the Bureau County Metro Center in the amount of \$16,451.31 was presented for the time period of July 29, 2009 through August 13, 2009. President Englehart requested a motion for approval of all Bureau County Metro Center claims totaling \$16,451.31. Motion was made by Commissioner Pacunas and seconded by Commissioner Milles. 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 \$27,511.28 was presented for the time period of July 29, 2009 through August 13, 2009. President Englehart requested a motion for approval of all Princeton Park District claims totaling \$27,511.28. 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 hand written checks in the amount of \$1,587.87 was presented for the time period of August 3, 2009 through August 12, 2009, as well as debit card transactions in the amount of \$2,298.23 dated July 8, 2009 through July 28, 2009. President Englehart requested a motion to approve the hand written checks and debit card transactions, for a total amount of \$3,886.10. Motion was made by Commissioner Pacunas and seconded by Commissioner Volker. A voice vote was taken: ayes – all, nays – none. The motion carried.

Commissioner Milles inquired as to the revenue generated from the tennis tournament. Elaine stated she would provide this figure to the Board.

The Board reviewed the July 2009 Financial Statements and the spreadsheet of Cash Fund Balance Reconciliation for the 2009/10 fiscal year.

NEW BUSINESS:

Six Month Review of Executive Session Minutes & Tapes – President Englehart requested a motion to release the following executive session minutes as recommended by Executive Director, Elaine Russell: April 3, 2006, February 5, 2007, February 19, 2007, March 5, 2007, March 19, 2007, April 16, 2007, May 7, 2007, May 21, 2007, June 4, 2007, June 18, 2007, July 16, 2007, August 6, 2007, August 20, 2007, September 4, 2007, November 5, 2007, November 19, 2007, December 3, 2007, December 17, 2007, January 7, 2008, January 21, 2008, February 4, 2008, February 18, 2008, April 7, 2008, April 21, 2008, May 5, 2008, May 19, 2008, and June 16, 2008; as well as to authorize the destruction of the executive session tapes of July 16, 2007, August 6, 2007, August 20, 2007, September 4, 2007, November 5, 2007, November 19, 2007, December 3, 2007, December 10, 2007, December 17, 2007, January 7, 2008, and January 21, 2008. Motion was made by Commissioner Volker and seconded by Commissioner Pacunas. A voice vote was taken: ayes – all, nays – none. The motion carried.

Award Septic System Construction Bid for Zearing Park Expansion – Kevin Heitz, Project Manager from Chamlin & Associates, stated the bids for the Septic System Construction were opened this afternoon at 3:00 p.m., with a total of two bids submitted. Area Wide Septic Service had the low bid of \$15,724.64, with Harmon Excavating submitting a bid of \$19,555.00. President Englehart requested a motion for approval to award the Septic System Construction Bid to Area Wide Septic Service in the amount of \$15,724.64. Motion was made by Commissioner Volker and seconded by Commissioner Milles. A voice vote was taken: ayes – all, nays – none. The motion carried.

Open Account at Central Bank – Elaine recommended opening an interest bearing account with Central Bank and depositing the \$130,000 from the Working Cash Fund into this new account. It was noted this will be the last year for this fund. The account will also be used as an investment fund for future projects. President Englehart requested a motion for approval to open an interest bearing account at Central Bank with an initial deposit of \$130,000. Motion was made by Commissioner Milles and seconded by Commissioner Halberg. A voice vote was taken: ayes – all, nays – none. The motion carried.

UNFINISHED BUSINESS:

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 moving of dirt has been delayed by the recent weather conditions, however the earthwork is approximately 90% complete.
- Seven of the eight soccer fields are done.
- Construction on the dock will begin in the next 1½ - 2 weeks.
- Materials for the concession/restroom facility have been purchased.

OTHER BUSINESS:

Director's Report & Administrative Assistant's Report– The Board reviewed the Executive Director's Report & Administrative Assistant's Report. Elaine noted the following:

- The small mounds of dirt located around the Metro Center are due to the city looking for water mains. Once the city has completed this project, they will repair and reseed the areas affected by this process.
- The Jacuzzi motor quit working and was replaced with a repaired motor.
- The audit by Clifton Gunderson was completed in four days.
- The thumbprint terminal is currently having maintenance done on it.

OPEN DISCUSSION:

Nothing was presented.

ADJOURNMENT:

A motion was made by Commissioner Volker, with a second by Commissioner Milles to adjourn the meeting at 5:10 p.m. Voice vote: ayes – all, nays – none. The motion carried.

Gene Englehart, President

Dick Volker, Secretary