

# September 8 2009 Meeting Minutes

## REGULAR MEETING MINUTES OF THE COMMISSIONERS OF THE PRINCETON PARK DISTRICT SEPTEMBER 8, 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, Jeff Fiegenschuh, and Lindsay Welbers.

### PERFECTION OF AGENDA:

None.

### OPEN DISCUSSION:

Nothing was presented.

### APPROVAL OF HAND WRITTEN CHECKS:

A list of hand written checks, in the amount of \$214,296.38 was presented for the time period of August 14, 2009 through August 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 \$214,296.38. 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:

Tennis Courts / City County ~ High School Usage Requests – Elaine reviewed with the Board a letter addressed to Dave Moore, Athletic Director and Kirk Haring, Superintendent of Princeton High School in regard to the change in location of the Princeton Invitational Cross Country Meet from City County Park to Zearing Park on Saturday, September 13th. The decision to change the location was due in part to the recent road repairs at City County Park. It was noted a letter should also be sent to Pat Hodge, PHS Cross County Coach.

Elaine noted a discussion has also taken place with Dave Moore in regard to charging a fee for the set up and removal of the net on the 5th tennis court when needed by the high school. This court is normally used by the public for playing hockey. It was the consensus of the Board, as recommended by Elaine and Keith, to charge a fee of \$30 per day for this additional service provided by park district staff.

Jeff Fiegenschuh, City Manager ~ Sewer Line Easement – Jeff Fiegenschuh, City Manager, addressed the Board in regard to obtaining an easement, through Metro Center property, for a proposed sewer relief line. This sewer line will run through the north end of the Metro Center parking lot. Kevin Heitz from Chamlin & Associates, stated photos would be taken of the condition of the parking lot prior to beginning construction in an effort to return the area affected by the project to its present condition. The relocating of an emergency generator to park district property would also be done at this time. The project is slated to begin in the spring of 2010. Attorney Russell requested a drawing be completed showing both the water and sewer lines, as well as the depths of the lines, for future reference by Princeton Park District staff. Jeff stated he will direct the city attorney to prepare the easement agreement for the Metro Center and Princeton Park District's consideration at their September 21st or October 5th meeting. Elaine thanked Jeff and the City of Princeton for all their assistance with the road project at the City County Park.

West Side Scoreboard – Keith gave an update in regard to the scoreboard at West Side Park. After inspecting the controls, it was determined some switches in the control box are not functioning properly and need to be replaced. Upon completion of the baseball

season, maintenance on the control box will be done and a determination made if it is cost effective to have the switches changed or just purchase a new control box. The possibility of contacting the original donor who purchased the scoreboard as a memorial was suggested. They may have an interest in assisting with repairs or the purchase of new equipment, if necessary.

NWIAPR Meeting – Elaine stated if any commissioners are interested in attending the Northwest Illinois Association of Park & Recreation Agencies Meeting on Thursday, September 17th they will need to contact her so reservations can be made. Ted Flickinger, Executive Director of IAPD, will be the guest speaker. He will be retiring on January 31, 2010.

#### UNFINISHED BUSINESS:

2009-2010 Budget & Appropriation Ordinance – President Englehart requested a motion for approval of the Budget & Appropriation Ordinance for the 2009-2010 fiscal year. Motion was made by Commissioner Milles and seconded by Commissioner Volker. A voice vote was taken: ayes – all, nays – none. The motion carried.

Alexander Pool Revenues/Expenses – The Board reviewed the Alexander Park Pool 2009 Income & Expenses as of July 31, 2009. It was noted an additional two months of expenses will need to be added to complete the figures for the year. The pool closed for the season on September 8th.

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 project is progressing well due to the current weather conditions.
- Pond area is dug completely.
- 70% of the rip rap has been placed around the pond.
  
- Dock is staked and construction will begin on September 9th.
- Work on the concession/restroom facility is beginning with the concrete pad being poured.
- Contracts for the septic installer are ready to be signed.
- Plans are still to complete the project in 2009.

It was noted the grading of the fields appears to be steep. Kevin stated all fields are at the same elevation in relation to the existing park, but will check on this issue.

Kevin informed the Board of the wet conditions of the soil in the northwest corner of the project. The possibility of treating the area with lime was discussed. A soil analysis would be completed for verification if this option was exercised.

Commissioner Pacunas inquired if the seeding will be done soon to the top area of the pond as to not encounter an erosion issue. Kevin will check into this.

Attorney Russell stated he has received correspondence from the Illinois Department of Natural Resources stating the restrictive covenant has been released from the property being exchanged. A deed for the property exchange will be prepared for approval at the September 21st Regular Meeting.

#### DEPARTMENT REPORTS:

The Board reviewed and accepted the following reports:

- ? Superintendent of Park's Report – Keith stated clean up from the storm damage is ongoing.
- ? Maintenance Report
- ? Recreation Report – Elaine invited the commissioners to assist at the Underground Railroad 5K Race on Saturday.
- ? Rentals Report

#### OTHER BUSINESS:

The Board reviewed the Executive Director's Report and Administrative Assistant's Report. Tammy noted Jeff from Lord & Murphy will be returning on September 10th to do maintenance on the system.

#### OPEN DISCUSSION:

Nothing was presented.

EXECUTIVE SESSION:

A motion was made by Commissioner Volker, seconded by Commissioner Pacunas and unanimously carried to meet in executive session to discuss personnel pursuant to Section 2(c) 1 and to review executive session minutes pursuant to Section 2(c) 21 of the Illinois Open Meetings Act at 5:45 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:

At 6:01 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.

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Gene Englehart, President

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Dick Volker, Secretary