

November 16, 2009 Meeting Minutes

REGULAR MEETING MINUTES OF THE COMMISSIONERS OF THE PRINCETON PARK DISTRICT NOVEMBER 16, 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, 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. Commissioner Carl Pacunas was absent

Present in the audience were Donna Barker and Kevin Heitz.

PERFECTION OF AGENDA:

President Englehart perfected the agenda by adding under New Business b. Skate Park.

APPROVAL OF MINUTES:

President Englehart requested a motion for approval of the minutes of the Public Hearing Meeting and Regular Meeting on October 19, 2009. Motion was made by Commissioner Milles 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 November 2, 2009. Motion was made by Commissioner Milles and seconded by Commissioner Volker. 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 \$21,434.05 was presented for the time period of October 19, 2009 through November 16, 2009. President Englehart requested a motion for approval of all Bureau County Metro Center claims totaling \$21,434.05. Motion was made by Commissioner Volker and seconded by Commissioner Halberg. 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 \$10,577.53 was presented for the time period of October 19, 2009 through November 16, 2009. President Englehart requested a motion for approval of all Princeton Park District claims totaling \$10,577.53. 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 \$39,835.36 was presented for the time period of November 3, 2009 through November 9, 2009, as well as debit card transactions in the amount of \$2,348.29 dated October 8, 2009 through October 28, 2009. President Englehart requested a motion to approve the hand written checks and debit card transactions, for a total amount of \$42,183.65. Motion was made by Commissioner Volker and seconded by Commissioner Milles. A voice vote was taken: ayes – all, nays – none. The motion carried.

The Board reviewed the October 2009 Financial Statements and the spreadsheet of Cash Fund Balance Reconciliation for the 2009/10 fiscal year. Elaine noted transfers were made in October to the Metro Fund, further reducing the fund's negative balance.

NEW BUSINESS:

Review 2008-2009 Audit – The Board reviewed the 2008-2009 Audit completed by Clifton Gunderson. Elaine reviewed the Statement of Revenues, Expenses and Changes in Net Assets, noting what each category is comprised of. Elaine stated, as in prior years, the control deficiency has been noted. It was the consensus of the Board to forego, at this point in time, having someone from Clifton Gunderson attend a meeting to review the audit.

Skate Park – Elaine stated during the past four to six weeks vandalism and littering has taken place at the Skate Park. Rail caps, the latch on the gate, as well as other pieces of fencing have been broken. Elaine recommended closing the Skate Park until the spring of 2010. President Englehart requested a motion to close the Skate Park until the spring of 2010. Motion was made by Commissioner Volker and seconded by Commissioner Milles. A voice vote was taken: ayes – all, nays – none. The motion carried. Keith will repair the latch and chain the gate to the Skate Park. Closed signs will also be posted.

UNFINISHED BUSINESS:

Sale of bonds - \$590,000 – Attorney Russell stated two bids were received for the \$590,000 in General Obligation Bonds, with Centru Bank being the lowest bidder at 1.65% and no fee. Citizens First National Bank submitted a bid of 2.30% with a \$500 fee. A bid from Central Bank had to be disregarded due to receipt after the bid deadline. President Englehart requested a motion to approve the sale of the \$590,000 in bonds, at the rate of 1.65%, as offered by Centru Bank. Motion was made by Commissioner Volker and seconded by Commissioner Milles. A voice vote was taken: ayes – all, nays – none. The motion carried.

Coke/Pepsi Pricing – Elaine stated she and Beth will be meeting with the Pepsi representative to obtain figures for comparable discounting to Coke. Once the information is received, a comparison between the two companies will be done and the data presented to the Board.

Zearing Park Expansion Project – The Board reviewed the Engineer's Payment Estimate from Chamlin & Associates payable to Advanced Asphalt. The third payment totaled \$353,232.18. President Englehart requested a motion to approve payment to Advanced Asphalt in the amount of \$353,232.18. Motion was made by Commissioner Milles and seconded by Commissioner Volker. A voice vote was taken: ayes – all, nays – none. The motion carried.

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

- Geo-grid and base rock have been added to the wet area in the northwest corner of the expansion project to stabilize the soil. This was an additional expense of \$43,650.
- 70% of the rock has been put on the walk pathway.
- Access to the area for the concession/restroom facility is now available. Footings may be done yet this fall.
- Official change order for the fishing pier project was presented for President Englehart's signature. Kevin will obtain the final lien waver.
- The south entrance will need to be closed for the winter.
- Work on the septic system will probably not begin until spring.
- A meeting with the City of Princeton will be held to discuss the electrical and water needs.

It was noted the posts for the gate at the entrance to Zearing Park will need to be reinstalled for the winter, as well as the installation of the barriers for the Thompson Street and Carter Street entrances.

OTHER BUSINESS:

Director's Report & Administrative Assistant's Report– The Board reviewed the Executive Director's Report & Administrative Assistant's Report. Tammy noted she inquired into the \$2.13 electric service charge listed on the Princeton Municipal Utilities statements. This fee represents 25% of the total amount of the actual service charge.

President Englehart inquired about information received at the Freedom of Information Act and Open Meetings Act Seminar held in Moline on November 10th. Attorney Russell stated he will present the information at a future meeting.

OPEN DISCUSSION:

Nothing was presented.

ADJOURNMENT:

At 5:44 p.m. motion was made by Commissioner Milles, with a second by Commissioner Volker to adjourn. A roll call was taken: ayes – all, nays – none. The motion carried.

Gene Englehart, President

Dick Volker, Secretary