

December 21 2009 Meeting Minutes

REGULAR MEETING MINUTES OF THE COMMISSIONERS OF THE PRINCETON PARK DISTRICT DECEMBER 21, 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; Attorney Bob Russell; and Secretary, DeAnn Underwood.

Present in the audience were Donna Barker and Maria Borri.

PERFECTION OF AGENDA:

None.

APPROVAL OF MINUTES:

President Englehart requested a motion for approval of the minutes of the Public Hearing Meeting and Regular Meeting on November 16, 2009. Motion was made by Commissioner Milles 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 December 7, 2009. Motion was made by Commissioner Milles and seconded by Commissioner Pacunas. A voice vote was taken: ayes – all, nays – none. The motion carried.

OPEN DISCUSSION:

Commissioner Volker commended Executive Director Elaine Russell and Princeton Emergency Personnel on the excellent care given to a patron who had fallen in the locker room.

APPROVAL OF CLAIMS:

A list of bills due and payable for the Bureau County Metro Center in the amount of \$33,640.53 was presented for the time period of November 16, 2009 through December 21, 2009. President Englehart requested a motion for approval of all Bureau County Metro Center claims totaling \$33,640.53. 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 \$36,069.18 was presented for the time period of November 16, 2009 through December 21, 2009. President Englehart requested a motion for approval of all Princeton Park District claims totaling \$36,069.18. Motion was made by Commissioner Milles and seconded by Commissioner Pacunas. A voice vote was taken: ayes – all; nays – none. The motion carried.

A list of hand written checks in the amount of \$15,779.34 was presented for the time period of December 1, 2009 through December 15, 2009, as well as debit card transactions in the amount of \$5,558.68 dated November 5, 2009 through November 25, 2009. President Englehart requested a motion to approve the hand written checks and debit card transactions, for a total amount of \$21,338.02. Motion was made by Commissioner Pacunas and seconded by Commissioner Milles. A voice vote was taken: ayes – all, nays – none. The motion carried.

The Board reviewed the November 2009 Financial Statements and the spreadsheet of Cash Fund Balance Reconciliation for the

2009/10 fiscal year. Elaine noted all funds have a positive balance. As December ends the first six months of the budget year, staff will be reviewing their budgets, as well as their IAPD/IPRA Conference itineraries with the Board in January 2010.

NEW BUSINESS:

Holiday Closings – Elaine reviewed with the Board the Holiday Closing Schedule. The Metro Center will close at 2:00 p.m. on Christmas Eve and New Year's Eve and will be closed on Christmas Day and New Year's Day.

UNFINISHED BUSINESS:

Coca-Cola Contract – Elaine stated after numerous attempts and with no success to meet with a representative from Pepsi, it was her recommendation to sign the three year contract with Coca-Cola. The contract has been reviewed by Attorney Russell. President Englehart requested a motion for the Princeton Park District to enter into a three year contract with Coca-Cola. Motion was made by Commissioner Volker and seconded by Commissioner Pacunas. A voice vote was taken: ayes – all, nays – none. The motion carried.

FOIA Officers – Elaine noted with the discussion of the Freedom of Information Act at the upcoming IAPD/IPRA Conference in January, it was her recommendation to delay the appointment of FOIA officers. This will allow for additional information to be obtained regarding the Freedom of Information Act. This will be an agenda item for a future meeting in 2010.

Northern Border Pipeline Update – President Englehart stated he and Attorney Russell attended the informational meeting hosted by the Northern Border Pipeline Company on Monday, December 7th. It was noted the pipeline will be located east of Joe Meyers Park.

Zearing Park Expansion Project – President Englehart stated there have been no recent developments at the expansion site since the last meeting. Elaine noted she has contacted the insurance company in regard to the required signage needed at the entrances and pond area since the park is closed for the season. Elaine also stated reflectors will need to be attached to the metal posts located at the site.

OTHER BUSINESS:

Director's Report & Administrative Assistant's Report– The Board reviewed the Executive Director's Report & Administrative Assistant's Report. Elaine noted after the recent inspection of the facility by Fire Chief John Petrakis, there will be no need to widen the doorway at the bottom of the stairs in order for the building to be in compliance with the fire safety code. Tammy noted the monthly billing is being done exclusively through the new system. Letters have been sent to all corporate members in regard to changes effective in 2010.

OPEN DISCUSSION:

Nothing was presented.

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 to discuss a vacancy pursuant to Section 2(c) 3 of the Illinois Open Meetings Act at 4:57 p.m. A roll call was taken: ayes – all, nays – none. The motion carried.

The Board returned to regular session at 5:29 p.m.

BOARD ACTION FOLLOWING EXECUTIVE SESSION:

No action was taken.

ADJOURNMENT:

At 5:30 p.m. motion was made by Commissioner Milles, with a second by Commissioner Halberg to adjourn. A roll call was taken: ayes – all, nays – none. The motion carried.

Gene Englehart, President

Dick Volker, Secretary