

**REGULAR MEETING OF THE BOARD OF COMMISSIONERS**  
**April 25, 2011**

**1.0 Call to Order**

The regular meeting of the Washington Park District Board of Commissioners, Tazewell County, Illinois was held on March 21, 2011 at the Washington Park District office located at 105 S. Spruce Street, Washington, Illinois. President Jim Bremner called the meeting to order at 5:30 pm. Staff present was Doug Damery, Director; Kristy Howell, Recreation Manager; Jackie Hofer, Administrative Assistant; Brad Kanaga, Superintendent of Parks, and Kim Hess, Finance Manager. Commissioners present were: Herb Knoblauch and Doug Weston. Absent were: Julie Davison and Lorelei Cox.

**2.0 Petition and Public Comment**

None

**3.0 Approval Meeting Minutes**

3.1 Approval of March 21, 2011 Regular Meeting Minutes

3.2 Approval of April 22, 2011 Special Meeting Minutes

- A motion was made to approve the February 21, 2011 Regular Meeting Minutes and the April 22, 2011 Special Meeting Minutes (Knoblauch, Weston; C-Un)

**4.0 Financial Report**

- A motion was made to approve the Financial Report (Weston, Knoblauch; C-Un)

**5.0 Review and Approval of Claims**

5.1 Transfer Appropriation of Funds – Director Damery explained since we only have 3 commissioners, we are unable to transfer an appropriation of funds, so we need to increase our fiscal year budget for next year by the amount of that transfer which is \$8400.00.

5.2 Approval of Invoice for Hitchcock Design Group #3

- A motion was made to approve the invoice for Hitchcock Design Group #3

**6.0 Committee Reports**

6.1 Update from HISRA Representative- Director Damery was unable to attend the meeting.

6.2 .Update from the WACC Representative-Commissioner Knoblauch did attend the meeting and stated the main topics were management, the budget and the concession stand closing.

**7.0 Staff Reports**

7.1 Parks and Property-Brad had no additions to his report

7.2 Recreation Manager-Kristy had no additions to her report

7.3 Athletic Coordinator-report was included in packet

7.4 Executive Director-Director Damery reported no additions to his report however discussion items under Administration, Oak Ridge Park, and Washington Tennis Courts and Washington Park Pool.

## **8.0 Old Business**

### **8.1 Discussion and Action regarding the 2011-2012 Fiscal Year Budget**

Director Damery explained the adjustment to the capital fund in order to show that we included the \$8,400 for the work that had been done by Hitchcock Design Group. An additional \$5,000 was added to the recreation fund for in Engineering/Architecture for the survey for the Master Plan.(Weston, Knoblauch; C-Un)

## **9.0 New Business**

### **9.1 Discussion and Action regarding the purchase of a van**

Director Damery included the board summary in the packets. However, the Washington Park District would like approval of a Chevrolet G3500 15 passenger van, list price is \$25,474.00. This give Kristy more programming options and will also be our means of transportation for transporting kids to and from programs who are here for our summer camp and want to participant in other programs.

- A motion was made to approve the purchase of the Chevy van (Knoblauch, Weston; C-Un)

## **10.0 Executive Session in accordance with the open meetings to discuss personnel and acquisition, purchase or lease of property.**

- A motion was made at approximately 6:59 pm to move into executive session.
- A motion was made at approximately 7:45 pm to move out of executive session.

### **10.1 Potential Action on items discussed in Executive Session.**

- A motion was made to approve a 2% increase for full time staff positions including Administrative Assistant (Weston, Knoblauch; C-Un)

## **11.0 Adjournment**

- A motion was made at approximately 7:48 pm to adjourn. (Weston, Knoblauch; C-Un)

Respectfully Submitted,

Lorelei Cox, Secretary  
Washington Park District  
Board of Commissioners