

**REGULAR MEETING MINUTES  
OF THE COMMISSIONERS OF THE  
PRINCETON PARK DISTRICT  
JANUARY 16, 2023**

**CALL TO ORDER:**

The meeting was called to order by President Andy Marti at 5:00 p.m. at the Bureau County Metro Center, Princeton, Illinois.

**ROLL CALL:**

Present were Commissioners Abbie Cochran, Andy Marti, Dennis Nink, Brandon Nyman, and Les Youngren. Also present were Executive Director, Tammy Lange; Assistant Director & Recreation Superintendent, Nick Davis; Superintendent of Parks, Matt Wright; Attorney Bob Russell; and Recording Secretary, DeAnn Underwood.

**PERFECTION OF AGENDA:**

None.

**APPROVAL OF MINUTES:**

President Marti requested a motion for approval of the minutes of the Regular Meeting held on December 19, 2022. Motion was made by Commissioner Cochran and seconded by Commissioner Youngren. 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 \$7,799.93 and for the Princeton Park District in the amount of \$9,784.92 was presented for the time period December 20, 2022 through January 16, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$18,584.89 and Princeton Park District in the amount of \$19,128.15 for the time period of December 20, 2022 through December 31, 2022 and handwritten checks for the Princeton Park District in the amount of \$945.00 for the time period of January 1, 2023 through January 16, 2023, as well as the Business Visa Card in the amount of \$5,208.43 for December 2022. President Marti requested a motion for approval of all Bureau County Metro Center and Princeton Park District claims for a total amount of \$61,451.32. Motion was made by Commissioner Nink and seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried.

The Fiscal 2022/2023 Revenue/Expense Totals by Month Report was reviewed. The total amount for December 2022 was \$129,697.09, with the monthly average this fiscal year at \$128,426.23.

The Board reviewed the December 2022 Financial Statements for the Corporate Fund, Metro Center Enterprise Fund, and the Recreational Program Fund.

The Board reviewed the spreadsheet of Cash Fund Balance Reconciliation for the 2022/2023 fiscal year. The Cash Total as of December 31, 2022 was \$2,217,134.59. Transfers will be done in January to bring all funds to a positive balance.

### **NEW BUSINESS:**

**Review & Approval of the Revised Sick Day & Personal Day Policy in the Princeton Park District Personnel Manual** – Tammy reviewed the revisions to the 513:1 Sick Days Policy and 508:1 Personal Days Policy contained in the Princeton Park District Personnel Manual. It was noted the Full-time employees hired prior to April 1, 1999 section of the Sick Days Policy is no longer applicable and can be eliminated. President Marti requested a motion to approve the Revised 513:1 Sick Days & 508:1 Personal Days Policies with the noted change. Motion was made by Commissioner Nink and seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried.

**Elmer Zearing Trust #2 December 2022 Update** – The Board reviewed the Elmer Zearing Trust #2 FBO Princeton Park District Fourth Quarter 2022 Farm Report provided from Heartland Bank and Trust. It was noted 2022 was a very profitable year for this farm. The income distribution on December 30, 2022 was \$19,772.14.

**2023-2024 Payment Obligations** - Tammy provided the Board with the 2023/2024 Debt Obligations for the Princeton Park District, as well as the payment obligations for years 2016 thru 2023. The obligations for 2023/2024 total \$1,048,099.61. It was noted January 1, 2024 will be the final payment on the \$1.8 Million Zearing Bond.

**Security & Code of Conduct of BCMC Building** – Tammy stated in order to enhance the security system at the Bureau County Metro Center, the first step is to upgrade the Wi-Fi within the building. Currently there are two established access points. These access points will be replaced with new equipment, with an additional three access points added, for a total of five in the building. Nick noted we are currently waiting on a quote for this first step. The hope is to utilize the CrisisGo App which is used by Princeton High School. Tammy stated the park district has received a generous donation to be put toward this upgrade to the security system.

The Board reviewed the Code of Conduct for Participants and Guests of the Princeton Park District, Its Facilities & Programs. Attorney Bob Russell noted some language may need to be changed to enhance the Code of Conduct.

**UNFINISHED BUSINESS:**

**2023 Soaring to New Heights Conference Updates** – Tammy stated she will have the packets available later in the week with information for the 2023 Soaring to New Heights Conference.

**DEPARTMENT REPORTS:**

The Board reviewed and accepted the following reports:

- Superintendent of Parks – Matt stated he has been approached about the possibility of banners being displayed on dugouts/backstops at the ball diamonds. This will be an agenda item for the February 20<sup>th</sup> Meeting.
- Maintenance Director – Tammy noted Matt from Pipco has been in constant contact with us, but no date has been communicated yet for the receipt of the new boiler.
- Assistant Director/Superintendent of Recreation
- Front Desk Supervisor/Rentals

**OTHER BUSINESS:**

The Board reviewed the Executive Director’s Report.

**ADJOURNMENT:**

At 6:08 p.m. motion was made by Commissioner Nink and seconded by Commissioner Nyman to adjourn. A roll call was taken: ayes – all; nays – none. The motion carried.

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Andrew D. Marti, President

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Brandon Nyman, Secretary