

**REGULAR MEETING MINUTES
OF THE COMMISSIONERS OF THE
PRINCETON PARK DISTRICT
JULY 17, 2023**

CALL TO ORDER:

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

ROLL CALL:

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

Present in the audience was Kent Parrish.

PERFECTION OF AGENDA:

None.

APPROVAL OF MINUTES:

Vice President Nink requested a motion for approval of the minutes of the Regular Meeting held on June 19, 2023. 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:

Kent Parrish requested the Board stand and say the Pledge of Allegiance. Kent addressed the Board with his concerns regarding the Princeton Park District's inequitable Resident Annual Membership Fees and Non-Resident Annual Membership Fees. His belief is the Princeton Park District's fee structure does not agree with the preamble and fifth and fourteenth amendments of the Constitution of the United States, nor with the Constitution of the State of Illinois, as well as the Illinois Park District Code. The Board thanked Kent for attending the meeting.

APPROVAL OF CLAIMS:

A list of bills due and payable for the Bureau County Metro Center in the amount of \$27,092.85 and for the Princeton Park District in the amount of \$22,103.43 was presented for the time period of June 20, 2023 through July 17, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$18,953.33 and Princeton Park District in the amount of \$7,170.41 for the time period of June 16, 2023 through June 30, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$236.15 and Princeton Park District in the amount of \$154.85 for the time period of July 1, 2023 through July 17, 2023, as well as Business Visa Card for June 2023 in the amount of \$4,450.12. Vice President Nink requested a motion for approval of all Bureau County Metro Center and Princeton Park District claims for a total amount of \$80,161.14. Motion was made by Commissioner Nyman and seconded by Commissioner Cochran. 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 June 2023 was \$180,607.24, with the monthly average this fiscal year at \$127,967.95. Tammy noted part of the higher balance was due to three payrolls in the month of June.

The Board reviewed the June 2023 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 the fiscal year end on June 30, 2023 was \$1,660,547.26. This was a decrease of \$38,114.13 from fiscal year end 2021/2022. The purchase of a new electronic sign and a new canopy for the entrance of the Metro Center, as well as a new floor for the fitness room were the major expenses accounting for this decrease.

NEW BUSINESS:

Election Canvass Results & Oath of Offices – Tammy reviewed the Election Canvass Results from the April 4, 2023 Election for the Princeton Park District Commissioners as follows:

Brandon Nyman -	784 Votes
Abigail Cochran -	730 Votes
Leslie Youngren -	794 Votes

Commissioners Brandon Nyman, Abigail Cochran, and Leslie Youngren all read and signed their Oath of Office.

Review & Approval of the 2023–2024 Tentative Budget – Tammy reviewed with the Board the Tentative Budget & Appropriation Ordinance. The total amount budgeted is \$4,209,905, with the estimate of revenue for the 2023-2024 fiscal year being \$1,889,800. It was noted under the Summary of Budget and Appropriations Ordinance the Amount Budgeted and Amount Appropriated for the Working Cash Fund should be at zero. Vice President Nink requested a motion for approval of the Tentative Budget and Appropriation Ordinance of the Princeton Park District, Bureau County, Illinois for the Fiscal Year Beginning on the 1st Day of July 2023 and Ending on the 30th Day of June 2024, with the noted change. Motion was made by Commissioner Nyman and seconded by Commissioner Youngren. A voice vote was taken: ayes – all; nays – none. The motion carried. A Public Hearing will be held on Monday, September 18th with the final approval at the Regular Meeting on September 18th.

Attorney Bob Russell noted a new 2½ cent tax levy will be available for the purpose of organizing and maintaining a police system and will expand the permissible uses of the park district police system levy by allowing those funds to be used for other public safety and security measures. This would include, but is not limited to, security personnel, special-events staff, safety audits, safety drills, active-shooter training or similar training, and security improvements or safety-related upgrades to buildings, grounds, or other facilities, such as security lighting, video cameras, metal detectors, and emergency call boxes. It was noted this year will be the final year of the Working Cash Fund Tax Levy which was also 2 ½ cents. It was the consensus of the Board for Attorney Bob Russell to draft a resolution to adopt the proposed tax levy at the August 21st Regular Meeting.

Proposal for Signage at all Parks – No Trespass Notice – Tammy stated it has been requested from local authorities the Princeton Park District post “No Trespass Notice” signage at the entrance to all park district property, as well as on restroom facilities located within the parks. This will allow the local police the ability to issue citations to anyone caught in the parks after the posted hours when the park premises are closed. It was the consensus of the Board to post the “No Trespass Notice” signage.

Discussion of a policy for Advertisement, Peddling, and Solicitation on Park District Property – Tammy discussed with the Board the need for adopting a policy regarding Advertisement, Peddling and Solicitation on park district property, which we currently do not have. Tammy noted a bulletin board has been placed in the foyer of the Metro Center for the purpose of promoting community events only. The Board instructed Tammy to work with Attorney Bob Russell to draft a policy for advertisement, peddling, and solicitation on park district property to present at the August 21st Regular Meeting.

Approve/Hold/Destroy Past Executive Session Minutes & Recordings – Tammy requested the following Executive Session Minutes and Cassette Tapes of Executive Session Meetings for the following dates be destroyed: July 20, 2020; August 17, 2020; September 8, 2020; September 21, 2020; October 5, 2020; October 19, 2020; November 2, 2020; November 10, 2020; December 7, 2020; May 17, 2021; and June 21, 2021. Tammy also requested the Executive Session Minutes and Cassette Tapes of Executive Session Meetings for the following dates be held: June 20, 2022; October 17, 2022; and June 19, 2023. Vice President Nink requested a motion to approve the destroying of Executive Session Minutes and Recordings as stated, as well as the holding of the Executive Session Minutes & Recordings as stated. Motion was made by Commissioner Cochran and seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried.

Discussion for Consideration of Contracting with North Central Illinois Council of Governments for an OSLAD Grant – Tammy discussed with the Board the conference call with Ryan Hogan from NCICG she and Commissioner Marti had in regard to entering into an agreement with NCICG for application service for an OSLAD Grant. The cost would be \$2,000 with the application deadline of August 30, 2023. The grant would be a 50/50 match if approved. The Board would also need to decide which project would be on the grant application. Tammy expressed her concern with the short timeframe in which to decide on the project and complete the application. After some discussion, a motion was made by Commissioner Nyman and seconded by Commissioner Youngren to approve a Resolution To Enter Into An Agreement For An Illinois Open Space Land Acquisition and Development (OSLAD) Grant on Behalf of the Princeton Park District with North Central Illinois Council of Governments. A voice vote was taken: ayes – all; nays – none. The motion carried.

UNFINISHED BUSINESS:

Boiler Project Update – Tammy noted as of the last updated from Matt at Pipco, the Boiler Project is set to begin by the end of August, beginning of September.

Partnership with Princeton Area Chamber/City & Park District on the July 4th Celebration at Zearing Park – Tammy stated the July 4th Celebration at Zearing Park was a success. There were a lot of compliments from community members on how well it went. The Board thank the park district staff for all their efforts and dedication into making this event happen.

DEPARTMENT REPORTS:

The Board reviewed and accepted the following reports:

- Superintendent of Parks
- Maintenance Director
- Assistant Director/Superintendent of Recreation
- Front Desk Supervisor/Rentals

OTHER BUSINESS:

The Board reviewed the Executive Director’s Report. It was noted the Efficiency Committee Members will need to complete the Open Meetings Act Training.

ADJOURNMENT:

At 5:58 p.m. motion was made by Commissioner Cochran and seconded by Commissioner Nyman to adjourn. A roll call was taken: ayes – all; nays – none. The motion carried.

Andrew D. Marti, President

Brandon Nyman, Secretary