

**REGULAR MEETING MINUTES  
OF THE COMMISSIONERS OF THE  
PRINCETON PARK DISTRICT  
DECEMBER 19, 2022**

**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; Superintendent of Parks, Matt Wright; 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 November 21, 2022. Motion was made by Commissioner Nink 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 \$8,807.79 and for the Princeton Park District in the amount of \$8,965.45 was presented for the time period November 18, 2022 through December 19, 2022, and handwritten checks for the Bureau County Metro Center in the amount of \$15,167.93 and Princeton Park District in the amount of \$36,449.97 for the time period of November 18, 2022 through November 30, 2022, as well as handwritten checks for the Bureau County Metro Center in the amount of \$1,040.88 for the time period of December 1, 2022 through December 15, 2022. President Marti requested a motion for approval of all Bureau County Metro Center and Princeton Park District claims for a total amount of \$70,432.12. 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 November 2022 was \$131,851.82, with the monthly average this fiscal year at \$128,215.26.

The Board reviewed the November 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 November 30, 2022 was \$2,249,866.79. Tammy stated transfers will be completed to bring all funds to a positive balance.

**NEW BUSINESS:**

**Final Notice of the 2023 IMRF Rate** - Tammy stated the Final Notice of the IMRF Contribution Rate for 2023 will be 8.23%. This is a decrease from the 2022 rate of 12.09%.

**Review of the CliftonLarsonAllen Audit** – Tammy reviewed the correspondence from CliftonLarsonAllen regarding the Audit for Year Ended June 30, 2022. As in past years, it was noted the inadequate segregation of duties due to the small number of administrative staff. She and Nick also had a phone conference with Sandy Cook to review the audit.

Tammy reviewed with the Board, stating this is the first full year post COVID, the Statement of Revenues, Expenses, and Changes in Net Position; Combining Balance Sheet – All Funds; and the Princeton Park District Enterprise Fund and Metro Center Enterprise Fund Statement of Revenues, Expenditures, and Changes in Net Position – Budget and Actual as of June 30, 2022. The Princeton Park District audit received a “Clean Opinion”, which Tammy noted is what every organization strives to obtain.

President Marti requested a motion to approve the Audit presented by CliftonLarsonAllen of the Princeton Park District for the year ending June 30, 2022. Motion was made by Commissioner Nink and seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried

**2023 Meeting Dates** - Tammy reviewed with the Board the scheduled dates for the 2023 Board Meetings. President Marti requested a motion to approve the 2023 Board Meeting Dates. Motion was made by Commissioner Nink and seconded by Commissioner Youngren. A voice vote was taken: ayes – all; nays – none. The motion carried.

**2023 Mileage Reimbursement Rate** - Tammy stated the new IRS mileage reimbursement rate for 2023 will be 62.5 cents. President Marti requested a motion for approval of the mileage reimbursement rate for 2023 to be set at 62.5 cents. Motion was made by Commissioner Nyman and seconded by Commissioner Youngren. A voice vote was taken: ayes – all; nays – none. The motion carried.

**IAPD Annual Conference Expense Approval** - Tammy noted expenses to attend the IAPD Conference have been estimated at \$6,119.09 for registration, travel, meals, and lodging. President Marti requested a motion to approve expenses in the amount of \$6,500.00 for eight individuals to attend the IAPD/IPRA “Soaring to New Heights” Conference being held January 26-28, 2023 in Chicago. Motion was made by Commissioner Nink and seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried.

**Report on Candidates Who Have Turned in Packets** – Tammy stated three candidates have turned in packets to run for the Princeton Park District Board. They are Abigail Cochran, Brandon Nyman and Les Youngren.

**DEPARTMENT REPORTS:**

The Board reviewed and accepted the following reports:

- Superintendent of Parks – Matt noted once freezing temperatures are consistent, we will begin the ice rink installation and fill it with water. The rink will be under a surveillance camera.
- Maintenance Director
- Assistant Director/Superintendent of Recreation
- Front Desk Supervisor/Rentals

**OTHER BUSINESS:**

The Board reviewed the Executive Director’s Report.

**ADJOURNMENT:**

At 6:02 p.m. motion was made by Commissioner Nyman and seconded by Commissioner Nink 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