

**REGULAR MEETING MINUTES  
OF THE COMMISSIONERS OF THE  
PRINCETON PARK DISTRICT  
AUGUST 21, 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:**

President Marti perfected the Agenda by removing under **Unfinished Business c.) *Sample of Proposed Signage at all Parks Regarding a No Trespass Notice.***

**APPROVAL OF MINUTES:**

President Marti requested a motion for approval of the minutes of the Regular Meeting held on July 17, 2023. Motion was made by Commissioner Cochran and seconded by Commissioner Nink. 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 \$13,813.74 and for the Princeton Park District in the amount of \$16,274.76 was presented for the time period of July 17, 2023 through August 21, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$17,615.97 and Princeton Park District in the amount of \$5,954.93 for the time period of July 17, 2023 through July 31, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$3,850.86 and Princeton Park District in the amount of \$2,062.89 for the time period of August 1, 2023 through August 21, 2023, as well as Business Visa Card for July 2023 in the amount of \$1,565.77. President Marti requested a motion for approval of all Bureau County Metro Center and Princeton Park District claims for a total amount of \$61,138.92. Motion was made by Commissioner Cochran and seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried.

The Fiscal 2023/2024 Revenue/Expense Totals by Month Report was reviewed. The total amount for July 2023 was \$133,816.87.

The Board reviewed the July 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 2023/2024 fiscal year. The Cash Total as of July 31, 2023 was \$1,574,502.05.

**NEW BUSINESS:**

**Review & Approval of the Ordinance Authorizing the Levy and Collection of an Annual Tax For Public Safety & Security** – Attorney Bob Russell reviewed with the Board the new Public & Safety Tax which can be levied for public safety and security measures. The maximum rate is .025. President Marti requested a motion for approval of the Princeton Park District, Bureau County, Illinois Ordinance No. 23-08-21-01, which is an Ordinance Authorizing the Levy and Collection of an Annual Tax for Public Safety and Security. Motion was made by Commissioner Nyman and seconded by Commissioner Youngren to approve Ordinance No. 23-08-21-01. A voice vote was taken: ayes – all; nays – none. The motion carried.

**Review of the Code of Conduct Policy for the Princeton Park District** – The Board reviewed the Code of Conduct for Participants and Guest of the Princeton Park District, Its Facilities and Programs. It was noted all new or renewing memberships are asked to agree to this policy upon obtaining or renewing the membership. It was the consensus of the Board no change to the existing policy is necessary.

**Building & Grounds Committee Proposed Priority Project List** – Commissioner Nink and Commissioner Cochran both reviewed with the Board the Project List which was created during the meeting on August 14, 2023 with Tammy and Nick. The list contains items for the Bureau County Metro Center, all the parks, as well as items the community has requested. After some discussion, a disc golf course and a new sport court floor were also added to the list.

**Set the Efficiency Committee First Meeting Date** – President Marti requested the Efficiency Committee to have their first meeting on Monday, October 2, 2023 at 5:00 p.m. The committee will need to meet a minimum of three times.

**A reminder that the Bureau County Metro Center will close at 12:00 p.m. on Saturday, September 9, 2023 for the Homestead Festival Activities** – Tammy reminded the Board the Metro Center will close at 12:00 p.m. on Saturday, September 9<sup>th</sup> so staff can enjoy the events taking place during Homestead Festival.

**Accept the Resignation of Park Superintendent, Matt Wright** – The Board accepted, with regret, the resignation of Park Superintendent, Matt Wright. His last day with the Princeton Park District will be on Friday, September 8<sup>th</sup>. The Board thanked Matt for his 15 years of service to the park district. Matt stated he has enjoyed his time working at the park district and the knowledge he gained during his employment.

**UNFINISHED BUSINESS:**

**Boiler Project Update** – Tammy stated Matt from Pipco, along with his field manager, Bret Collins, will be at the Metro Center later this week to reevaluate the space for the boiler. The replacement of the boiler is finally coming to fruition.

**Review & Approve a Policy for Advertisement, Peddling, and Solicitation on Park District Property** – The Board reviewed the new Policy for Advertising, Peddling & Solicitation on Park District Property. Nick noted he was able to use a template available from IAPD to create the policy for the Princeton Park District. President Marti requested a motion to approve the policy for Advertisement, Peddling, and Solicitation on Park District Property as presented. Motion was made by Commissioner Nink and seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried.

**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.

**EXECUTIVE SESSION:**

Motion was made by Commissioner Nyman, seconded by Commissioner Nink, and unanimously carried to meet in executive session to discuss Personnel pursuant to Section 2 (c) 1 of the Illinois Open Meetings Act at 6:07 p.m. A roll call was taken: ayes – all, nays – none. The motion carried.

The Board returned to regular session at 6:49 p.m.

**BOARD ACTION FOLLOWING EXECUTIVE SESSION:**

No action was taken.

**ADJOURNMENT:**

At 6:50 p.m. motion was made by Commissioner Nink and seconded by Commissioner Cochran 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