

**REGULAR MEETING MINUTES
OF THE COMMISSIONERS OF THE
PRINCETON PARK DISTRICT
SEPTEMBER 18, 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, 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 Dennis Nink was absent.

PERFECTION OF AGENDA:

None.

APPROVAL OF MINUTES:

President Marti requested a motion for approval of the minutes of the Regular Meeting held on August 21, 2023. Motion was made by Commissioner Nyman 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 \$24,132.45 and for the Princeton Park District in the amount of \$30,418.48 was presented for the time period of August 22, 2023 through September 18, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$15,965.03 and Princeton Park District in the amount of \$7,462.21 for the time period of August 22, 2023 through August 31, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$689.70 and Princeton Park District in the amount of \$2,536.02 for the time period of September 1, 2023 through September 18, 2023, as well as Business Visa Card for August 2023 in the amount of \$3,197.53. President Marti requested a motion for approval of all Bureau County Metro Center and Princeton Park District claims for a total amount of \$84,401.42. Motion was made by Commissioner Cochran and seconded by Commissioner Youngren. 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 August 2023 was \$162,221.56.

The Board reviewed the August 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 August 31, 2023 was \$2,291,932.67.

NEW BUSINESS:

Legal Symposium Invitation – Tammy noted she and Nick attended the IAPD Legal Symposium event in 2022 and plan to attend this year. It will be held on November 2, 2023 at The Conference Center/Hyatt Lodge in Oak Brook, IL. Please let Tammy know if you would like to attend and she will register you for the event. Attorney Bob Russell stated he would like to be registered to attend via Zoom.

Approve Transfers in the 2023 – 2024 Budget – Tammy reviewed the list of transfers for the 2023 – 2024 Park District Budget (Attached Exhibit A). It was noted under the Capital Improvement Fund, the Revenue / In should be a transfer from the Working Cash Fund. President Marti made a motion to approve the Transfers in the 2023 - 2024 Princeton Park District Budget as presented, with the noted change. The motion was seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried.

UNFINISHED BUSINESS:

Approval of Budget & Appropriation Ordinance of the Princeton Park District, Bureau County, Illinois For the Fiscal Year Beginning on July 1, 2023 and Ending on June 30, 2024 – President Marti requested a motion to approve the 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. Motion was made by Commissioner Nyman and seconded by Commissioner Cochran. A voice vote was taken: ayes – all; nays – none. The motion carried.

The Board discussed the issues with the PoolPak and the need for it to be replaced in the foreseeable future.

Reminder of the October 2, 2023 Efficiency Committee Meeting – President Marti reminded the Board of the Efficiency Committee Meeting to be held on Monday, October 2, 2023 at 5:00 p.m. Information will be distributed to review at the meeting.

DEPARTMENT REPORTS:

The Board reviewed and accepted the following reports:

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

OTHER BUSINESS:

The Board reviewed the Executive Director's Report.

ADJOURNMENT:

At 5:43 p.m. motion was made by Commissioner Nyman and seconded by Commissioner Cochran to adjourn. A roll call was taken: ayes – all; nays – none. The motion carried.

Andrew D. Marti, President

Brandon Nyman, Secretary

EXHIBIT A

Transfers in the 2023 - 2024 Park District Budget

Corporate Fund <i>Revenue/In</i>	Transfer from the General Obligation Bond Fund	\$ 100,000.00
Corporate Fund <i>Appropriations/ Out</i>	Tranter to the Enterprise (Metro) Fund	\$ 30,000.00
	Transfer to the Audit Fund	\$ 20,000.00
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Recreation Fund <i>Appropriations/ Out</i>	Transfer_to the Enterprise (Metro) Fund	\$ 200,000.00
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General Obligation Fund <i>Appropriations/ Out</i>	Transfer to the Enterprise (Metro) Fund	\$ 300,000.00
	Transfer to the Corporate Fund	\$ 100,000.00
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Audit Fund <i>Revenue/In</i>	Transfer from the Corporate Fund	\$ 20,000.00
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Enterprise Fund <i>Revenue/In</i>	Transfer from the Corporate Fund	\$ 30,000.00
	Transfer from the Recreation Fund	\$ 200,000.00
	Transfer from the Bond Fund	\$ 300,000.00
	Transfer from the Capital Improvement Fund	\$ 28,000.00
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Capital Improvement Fund <i>Revenue/In</i>	Transfer from the Working Cash Fund	\$ 130,117.00
<i>Appropriations/ Out</i>	Transfer to the Enterprise (Metro) Fund	\$ 28,000.00
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Working Cash Fund <i>Appropriations/ Out</i>	Transfer to the Capital Improvement Fund	130,117.00