

**REGULAR MEETING MINUTES
OF THE COMMISSIONERS OF THE
PRINCETON PARK DISTRICT
OCTOBER 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; Program Supervisor, Brett Renner; 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 Public Hearing and Regular Meeting held on September 18, 2023. Motion was made by Commissioner Cochran and seconded by Commissioner Nyman. 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 \$7,382.38 and for the Princeton Park District in the amount of \$22,288.63 was presented for the time period of September 19, 2023 through October 16, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$39,603.04 and Princeton Park District in the amount of \$5,628.81 for the time period of September 19, 2023 through September 30, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$623.95 and Princeton Park District in the amount of \$704.61 for the time period of October 1, 2023 through October 16, 2023, as well as Business Visa Card for September 2023 in the amount of \$2,758.76. President Marti requested a motion for approval of all Bureau County Metro Center and Princeton Park District claims for a total amount of \$78,990.18. 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 2023/2024 Revenue/Expense Totals by Month Report was reviewed. The total amount for September 2023 was \$140,680.12.

The Board reviewed the September 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 September 30, 2023 was \$2,164,789.53. Tammy noted transfers will be made to bring all funds to a positive balance.

NEW BUSINESS:

Preliminary Tax Levy Discussion & Adoption of the Levy for 2023-2024 – Attorney Bob Russell discussed information regarding the 2023 Real Estate Tax Levy. The current figures indicate an approximate 3% increase in the EAV for 2023. Attorney Russell presented an estimated 2023 tax rate in all funds of .29709, which equates to \$481,500 total tax dollars received. President Marti requested a motion for the approval of the Resolution Establishing Preliminary Levy Determination for the 2023 Real Estate Tax Levy for the Princeton Park District, Bureau County, Illinois. Motion was made by Commissioner Nyman and seconded by Commissioner Youngren. A voice vote was taken: ayes – all; nays – none. The motion carried.

Authorize Bob Russell to Solicit Bonds for the 2023 General Obligation Bond – Attorney Bob Russell reviewed with the Board information regarding the proposed selling of a General Obligation Bond for approximately \$900,000. President Marti requested a motion to direct Attorney Bob Russell to proceed with contacting the local banks to bid on the General Obligation Bond for 2023, as well as to proceed with the notice to be published in the newspaper regarding the Bond Hearing. Motion was made by Commissioner Nink and seconded by Commissioner Cochran. A voice vote was taken: ayes – all; nays – none. The motion carried. It was noted the Bid Opening will be held on November 20, 2023 at 12:00 p.m.

Adopt the Annual Abatement Ordinance of the 2018 \$778,000 Refunding Bond – Attorney Bob Russell reviewed the Annual Abatement Ordinance No. 23-10-16-01 which is the Ordinance abating the tax hereto levied for the year 2023 to pay the principal of and interest on \$778,000 Refunding Alternate Revenue Bonds (Alternate Revenue Source), Series 2018, of the Princeton Park District, Bureau County, Illinois. President Marti requested a motion to approve the Annual Abatement Ordinance No. 23-10-16-01. Motion was made by Commissioner Nyman and seconded by Commissioner Nink. A voice vote was taken: ayes – all; nays – none. The motion carried.

PoolPak Replacement Update – Tammy stated several park districts and recreational facilities with a pool area similar to the Metro Center's have been contacted to see what type/brand of air handling unit is being used. This information will be used to determine which companies to contact to get a quote for our replacement. It was noted the current PoolPak was installed in 2002.

Correspondence with the City of Princeton/State of IL Regarding the Entrance to City County Park – Tammy noted she was contacted by Mayor Ray Mabry regarding the entrance to City County Park. The Board reviewed a letter sent to the Illinois Department of Transportation (IDOT) regarding the sight distance concern and the response from IDOT. IDOT is willing to send their maintenance team to trim the trees along the east side of the highway, north of the entrance to City County Park, and relocate the southbound “Park Entrance” sign to a location which provides motorist better warning of the park entrance traffic ahead.

Appoint the Delegates for the Illinois Association of Park Districts (IAPD) for the Annual Meeting in Chicago January 25th - 27th, 2024 – The Board discussed the appointment of delegates for the Annual Business Meeting of IAPD on January 27, 2024. President Marti requested a motion to appoint Executive Director, Tammy Lange as the Delegate and Assistant Director/Recreation, Nick Davis as 1st Alternate. Motion was made by Commissioner Nink and seconded by Commissioner Marti. A voice vote was taken: ayes – all; nays – none. The motion carried.

Review Alexander Pool Financials for 2022-2023 Year – Tammy reviewed with the Board the Alexander Park Pool financials for Fiscal Year 2022-2023. It was noted there is a meeting scheduled with City Manager, Theresa Wittenauer to review the utilities assessed during the months the pool is not in use.

Holiday Hours (Thanksgiving, Christmas & New Year’s) – Tammy reviewed with the Board the option of being closed on Christmas Eve and New Year’s Eve this year as they both fall on a Sunday, rather than the normal 2:00 p.m. closing time. After some discussion, motion was made by Commissioner Nyman and seconded by Commissioner Cochran to close the Metro Center on Christmas Eve and Christmas Day, as well as New Year’s Eve and New Year’s Day. A voice vote was taken: ayes – all; nays – none. The motion carried.

Introduction of New Program Supervisor – Brett Renner – Tammy introduced Brett Renner, the new Program Supervisor. He joined the staff on September 25th. Brett gave a background of his employment history, working in athletics and as a fitness coach. He stated he is excited to be back in the area and is looking forward to working for the Princeton Park District.

UNFINISHED BUSINESS:

Reminder of the November 6th, 2023 Efficiency Committee Meeting – President Marti reminded everyone of the Efficiency Committee Meeting on November 6th. Please review the draft report distributed at the October 2nd meeting and bring any changes/things to discuss to the next meeting.

2024 Illinois Association of Park District’s Annual Conference – January 25th -27th, 2024 Hyatt Regency Hotel Chicago, IL – Tammy reminded everyone of the 2024 Illinois Association of Park Districts Annual Conference to be held January 25th – 27th, 2024 in Chicago, IL. Please let me know if you plan to attend so hotel reservations can be made.

DEPARTMENT REPORTS:

The Board reviewed and accepted the following reports:

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

OTHER BUSINESS:

The Board reviewed the Executive Director’s Report. Tammy noted she and Nick will be attending a meeting for IPRA Members held in Carol Stream, IL on different membership software vendors. Our current vendor RecPro has been bought out by DaySmart. We will need to decide if we will stay with DaySmart or switch to a new vendor.

ADJOURNMENT:

At 5:58 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.

Andrew D. Marti, President

Brandon Nyman, Secretary