

**REGULAR MEETING MINUTES
OF THE COMMISSIONERS OF THE
PRINCETON PARK DISTRICT
DECEMBER 18, 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, and Brandon Nyman. Also present were Executive Director, Tammy Lange; Assistant Director & Recreation Superintendent, Nick Davis; and Recording Secretary, DeAnn Underwood. Commissioners Andy Marti and Les Youngren were absent.

Present in the audience was Pete Mangold.

PERFECTION OF AGENDA:

None.

APPROVAL OF MINUTES:

Vice President Nink requested a motion for approval of the minutes of the Regular Meeting held on November 20, 2023. Motion was made by Commissioner Nyman and seconded by Commissioner Cochran. 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 \$6,570.37 and for the Princeton Park District in the amount of \$10,897.55 was presented for the time period of November 21, 2023 through December 18, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$18,170.89 and Princeton Park District in the amount of \$2,950.81 for the time period of November 21, 2023 through November 30, 2023, and handwritten checks for the Bureau County Metro Center in the amount of \$300.00 for the time period of December 1, 2023 through December 18, 2023, as well as Business Visa Card for November 2023 in the amount of \$3,179.25. Vice President Nink requested a motion for approval of all Bureau County Metro Center and Princeton Park District claims for a total amount of \$42,068.87. 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 November 2023 was \$124,683.20.

The Board reviewed the November 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 November 30, 2023 was \$2,430,182.34. Tammy noted transfers have been made to bring all funds to a positive balance.

NEW BUSINESS:

Present 2023-2024 General Liability Insurance & Worker's Compensation Insurance Package – Pete Mangold from Dimond Bros. reviewed the 2023-2024 General Liability Insurance & Worker's Compensation Insurance Package with the Board. The new premium for Worker's Compensation will be \$18,849, which is an increase of approximately 14.4% from last year's amount due to the increase in payroll. The premium for the 2023-2024 General Liability Insurance will be \$34,716, which is an increase of \$1,976 due to the increase in property values. Pete noted the Princeton Park District received \$1,539 in grant money thru the Illinois Public Risk Fund Grant Program. Vice President Nink requested a motion to accept the 2023-2024 General Liability Insurance & Worker's Compensation Insurance Package as presented. Motion was made by Commissioner Cochran and seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried.

Present the 2023-2024 Health, Dental & Life Insurance Renewal – Tammy reviewed the rate for 2023-2024 health insurance premium, noting there will be an 8.5% increase. The new premium per month will be \$6,281.47. Tammy noted our current plan is a transitional plan and recommended the park district continue with the current program/plan for the full-time staff. Vice President Nink requested a motion to approve the 2023-2024 Health, Dental & Life Insurance Renewal as presented. Motion was made by Commissioner Nyman and seconded by Commissioner Cochran. A voice vote was taken: ayes – all; nays – none. The motion carried. On behalf of the entire staff, Tammy thanked the Board for this benefit provided to them.

Review of the 2023 Princeton Park District Audit – Tammy reviewed the correspondence from CliftonLarsonAllen regarding the Audit for Year Ended June 30, 2023. As in past years, the inadequate segregation of duties due to the small number of administrative staff was noted. She and Nick also had a phone conference with Sandy Cook to review the audit. The Princeton Park District audit received a "Clean Opinion," which Tammy noted is what every organization strives to obtain. Vice President Nink requested a motion to accept the 2023 Princeton Park District Audit from CliftonLarsonAllen. Motion was made by Commissioner Cochran and seconded by Commissioner Nyman. A voice vote was taken: ayes – all; nays – none. The motion carried.

2024 Mileage Reimbursement Rate – Tammy stated the new IRS mileage reimbursement rate for 2024 will be 67 cents. Vice President Nink requested a motion for approval of the mileage reimbursement rate for 2024 to be set at 67 cents. Motion was made by Commissioner Nyman and seconded by Commissioner Cochran. 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 \$4,704.16 for registration and lodging. Vice President Nink requested a motion to approve expenses in the amount of \$8,000.00 for six individuals to attend the IAPD/IPRA “Soaring to New Heights” Conference being held January 25-27, 2024 in Chicago. Motion was made by Commissioner Nyman and seconded by Commissioner Cochran. A voice vote was taken: ayes – all; nays – none. The motion carried.

2024 IMRF Final Rate Notice – Tammy stated the Final Notice of the IMRF Contribution Rate for 2024 will be 8.83%. This is an increase from the 2023 rate of 8.23%.

UNFINISHED BUSINESS:

PoolPak Replacement Update – Tammy stated Mike and Nathan have had three different vendors on site looking at the PoolPak. The research continues on this project.

Reminder of Holiday Closings - Tammy reminded the Board the Metro Center will be closed on Sunday, December 24th and Monday, December 25th for Christmas Eve, and Christmas Day, as well as Sunday, December 31st and Monday, January 1, 2024 for New Year’s Eve and New Year’s Day.

DEPARTMENT REPORTS:

The Board reviewed and accepted the following reports:

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

OTHER BUSINESS:

The Board reviewed the Executive Director’s Report.

ADJOURNMENT:

At 6:01 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