

**REGULAR MEETING MINUTES
OF THE COMMISSIONERS OF THE
PRINCETON PARK DISTRICT
OCTOBER 21, 2024**

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, 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. Absent was Commissioner Andy Marti.

PERFECTION OF AGENDA:

Vice President Nink perfected the agenda by changing under **Old Business b. November 7th Legal Symposium Oak Brook, IL**

APPROVAL OF MINUTES:

Vice President Nink requested a motion for approval of the minutes of the Public Hearing Meeting and Regular Meeting held on September 16, 2024. Motion was made by Commissioner Cochran 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 \$36,503.66 and for the Princeton Park District in the amount of \$13,389.94 was presented for the time period of September 17, 2024 through October 21, 2024, and handwritten checks for the Bureau County Metro Center in the amount of \$17,833.13 and Princeton Park District in the amount of \$16,975.76 for the time period of September 16, 2024 through September 30, 2024, and handwritten checks for the Bureau County Metro Center in the amount of \$13,597.57 and Princeton Park District in the amount of \$599.30 for the time period of October 1, 2024 through October 21, 2024, as well as Business Visa Card for September 2024 in the amount of \$2,759.95. Vice President Nink requested a motion to approve all the Bureau County Metro Center and Princeton Park District claims for a total amount of \$101,659.31. 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 2024/2025 Revenue/Expense Totals by Month Report was reviewed. The total amount for September 2024 was \$152,678.05.

The Board reviewed the September 2024 Financial Statements for the Corporate Fund, Metro Center Enterprise Fund, and the Recreational Program Fund.

NEW BUSINESS:

Preliminary Tax Levy Discussion & Adoption of the Levy for 2024-2025 - Attorney Bob Russell discussed information regarding the 2024 Real Estate Tax Levy. The current figures indicate an approximate 3% increase in the EAV for 2024. Attorney Russell presented an estimated 2024 tax rate in all funds of .28943, which equates to \$506,000 total tax dollars received. This is a 4.66% over the 2023 levy extension. Vice President Nink requested a motion for the approval of the Resolution Establishing Preliminary Levy Determination for the 2024 Real Estate Tax Levy for the Princeton Park District, Bureau County, Illinois. Motion was made by Commissioner Nyman and seconded by Commissioner Cochran. A voice vote was taken: ayes – all; nays – none. The motion carried.

2024 General Obligation Bond. Authorize Bob Russell to Solicit for the 2024 General Obligation Bond Bids from the local financial institutions – Attorney Bob Russell reviewed with the Board information regarding the proposed selling of a General Obligation Bond for approximately \$930,000. Vice President Nink requested a motion to direct Attorney Bob Russell to proceed with contacting the local banks to bid on the General Obligation Bond for 2024, as well as to proceed with the notice to be published in the newspaper regarding the Bond Hearing. Motion was made by Commissioner Cochran and seconded by Commissioner Youngren. A voice vote was taken: ayes – all; nays – none. The motion carried. It was noted the Bid Opening will be held on November 18, 2024 at 12:00 p.m.

Review and Approve the 2024 Princeton Park District Audit – Tammy reviewed the correspondence from CliftonLarsonAllen regarding the Audit for Year Ended June 30, 2024. 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, Senior Audit and Signing Director at CLA, to review the audit. Sandy suggested contacting the local financial institutions which the park district does business with to confirm regular monitoring of the district's accounts for FDIC coverage is being done. Tammy stated the Princeton Park District Audit received a "Clean Opinion," which is what every organization strives to obtain.

E-Scooters – IAPD Urges Caution – The Board reviewed information from IAPD regarding E-Scooters on park district property. Tammy stated signs are posted at the entrances of each park restricting the use of any motorized vehicles on the paths or green spaces. It was suggested additional signage be put within the parks, as well as another press release done, and a reminder on social media the park district does not allow motorized vehicles within the parks.

Appoint the Delegates for the IAPD Annual Meeting in Chicago on January 25th, 2025 – The Board discussed the appointment of delegates for the Annual Business Meeting of IAPD on January 25, 2025. The Board appointed Executive Director, Tammy Lange as the Delegate, Assistant Director/Recreation, Nick Davis as 1st Alternate, and Commissioner Cochran as 2nd Alternate.

Invitation to the October 25th Northwest Illinois Association of Parks & Recreation Meeting – Tammy invited the Board to attend the Northwest Illinois Association of Parks & Recreation’s Meeting on October 25th, hosted by the Princeton Park District. Mayor Ray Mabry will be the guest speaker at the meeting. Let Tammy know if you plan to attend.

Holiday Closing for November and December – Tammy discussed with the Board the closing times for Christmas Eve and New Year’s Eve this year. After some discussion, motion was made by Commissioner Cochran and seconded by Commissioner Youngren to close the Metro Center on Christmas Eve and New Year’s Eve at noon. A voice vote was taken: ayes – all; nays – none. The motion carried.

OLD BUSINESS:

2025 Soaring to new Heights Convention Early Registration Due Next Month – Tammy reminded everyone of the 2025 Illinois Association of Park District’s Annual Conference to be held January 23rd – 25th, 2025 in Chicago, IL. Please let Tammy know if you plan to attend so hotel reservations can be made.

November 7th Legal Symposium Oak Brook, IL - Tammy noted she and Nick will be attending the IAPD Legal Symposium event this year. It will be held on November 7, 2024 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 is registered to attend via Zoom.

DEPARTMENT REPORTS:

The Board reviewed and accepted the following report:

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

OTHER BUSINESS:

The Board reviewed the Executive Director’s Report.

ADJOURNMENT:

At 6:11 p.m. motion was made by Commissioner Cochran and seconded by Commissioner Youngren to adjourn. A roll call was taken: ayes – all; nays – none. The motion carried.

Andrew D. Marti, President

Brandon Nyman, Secretary