

**REGULAR MEETING MINUTES
OF THE COMMISSIONERS OF THE
PRINCETON PARK DISTRICT
OCTOBER 20, 2025**

CALL TO ORDER:

The meeting was called to order by Vice President Abbie Cochran at 5:00 p.m. at the Bureau County Metro Center, Princeton, Illinois.

ROLL CALL:

Present were Commissioners Abbie Cochran, Daniel Smith, and Les Youngren. Also present were Executive Director, Tammy Lange; Assistant Director & Recreation Superintendent, Nick Davis; Recreation Supervisor, Brett Renner; Attorney Bob Russell; and Recording Secretary, DeAnn Underwood. Absent were Commissioners Dennis Nink and Brandon Nyman.

Present in the audience were David Hall from Chamlin & Associates and Dave Snyder from Chicagoland Renovations, Inc.

PERFECTION OF AGENDA:

Vice President Cochran amended the agenda by revising **New Business a. to read - *Preliminary Tax Levy Discussion.***

APPROVAL OF MINUTES:

Vice President Cochran requested a motion for approval of the minutes of the Public Hearing and Regular Meeting held on September 15, 2025. Motion was made by Commissioner Smith 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 \$33,299.64 and for the Princeton Park District in the amount of \$27,869.71 was presented for the time period of September 16, 2025 through October 20, 2025, and handwritten checks for the Bureau County Metro Center in the amount of \$28,431.29 and Princeton Park District in the amount of \$19,578.33 for the time period of September 16, 2025 through September 30, 2025, and handwritten checks for the Bureau County Metro Center in the amount of \$13,320.77 and Princeton Park District in the amount of \$3,478.86 for the time period of October 1, 2025 through October 20, 2025, as well as Business Visa Card for September 2025 in the amount of \$4,043.53. Vice President Cochran requested a motion to approve all the Bureau County Metro Center and Princeton Park District claims for a total amount of \$130,022.13. Motion was made by Commissioner Youngren and seconded by Commissioner Smith. A voice vote was taken: ayes – all; nays – none. The motion carried.

The Fiscal 2025/2026 Revenue/Expense Totals by Month Report was reviewed. The total amount for September 2025 was \$185,027.29.

The Board reviewed the September 2025 Financial Statements for the Corporate Fund, Metro Center Enterprise Fund, and the Recreational Program Fund.

NEW BUSINESS:

Preliminary Tax Levy Discussion – Attorney Bob Russell discussed with the Board information regarding the 2025 Real Estate Tax Levy, which equates to \$530,000 total tax dollars received. This is an approximate 4.73% increase over the 2024 levy extension. Vice President Cochran requested a motion to approve the Resolution Establishing Preliminary Levy Determination for the 2025 Real Estate Tax Levy for the Princeton Park District, Bureau County, Illinois. Motion was made by Commissioner Smith and seconded by Commissioner Youngren. A voice vote was taken: ayes – all; nays – none. The motion carried.

Appoint the Delegates for the IAPD Annual Meeting in Chicago on January 31, 2026 - The Board discussed the appointment of delegates for the Annual Business Meeting of the IAPD on January 31, 2026. The Board appointed Executive Director, Tammy Lange as the Delegate; Assistant Director & Recreation Superintendent, Nick Davis as 1st Alternate; Recreation Supervisor, Brett Renner as 2nd Alternate; and Commissioner Brandon Nyman as 3rd Alternate.

2026 Soaring to New Heights Convention Early Registration due before December 19th - Tammy reminded the Board of the early bird registration deadline for the IAPD 2026 Soaring to New Heights Annual Convention in Chicago, January 29th - 31st, 2026. Please let Tammy know if you plan to attend so hotel reservations can be made.

Review & Approve the 2025 Princeton Park District Audit - Tammy reviewed the correspondence from CliftonLarsenAllen regarding the Audit for Year Ended June 30, 2025. As in past years, the inadequate segregation of duties due to the small number of administrative staff was noted. Great strides have been taken to improve this with several different staff members handling the transactions, as well as the Board reviewing the financial report summaries each month. It was noted extra time was needed for CLA to go through the process of understanding the Stoner Trust information. Tammy stated the Princeton Park District Audit received a “Clean Opinion” which is what every organization strives to obtain. Vice President Cochran requested a motion to approve the 2025 Princeton Park District Audit. Motion was made by Commissioner Youngren and seconded by Commissioner Smith. A voice vote was taken: ayes - all; nays - none. The motion carried.

Review, Discuss & Approve BIDS for a New Shelter at City County Park - Tammy introduced David Hall from Chamlin & Associates. The Board reviewed the bid sheet provided by Chamlin & Associates who handled the bid process. After some discussion, Commissioner Cochran made a motion to table awarding the construction project for the new shelter at City County Park until the November 17, 2025 Regular Meeting. Commissioner Youngren seconded the motion. A voice vote was taken: ayes - all; nays - none. The motion carried.

Legal Symposium Oak Brook, IL November 6th, 2025 - Tammy noted she, Nick and Brett will be attending the IAPD Legal Symposium event this year. It will be held on November 6, 2025 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 this event. Attorney Bob Russell is registered to attend via Zoom.

Holiday Closings for November & December 2025 - Tammy reviewed with the Board the holiday closings for November and December in 2024. After some discussion, motion was made by Commissioner Youngren and seconded by Commissioner Smith to approve the same holiday closings observed in 2024, which are as follows: Closed Thanksgiving Day, Christmas Day and New Year’s Day, and closing at noon on Christmas Eve and New Year's Eve. A voice vote was taken: ayes - all; nays - none. The motion carried.

OLD BUSINESS:

Bureau County Metro Center Pool Repair Update - Pool Re-Opened on Friday, October 10th - Tammy stated a temporary fix has been completed on the Metro Center Pool and it re-opened on Friday, October 10th. A permanent solution for the pool pit area will need to be discussed and implemented in the near future.

DEPARTMENT REPORTS:

The Board reviewed and accepted the following report:

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

OTHER BUSINESS:

The Board reviewed the Executive Director's Report.

ADJOURNMENT:

At 5:44 p.m. motion was made by Commissioner Smith and seconded by Commissioner Yougren to adjourn. A roll call was taken: ayes – all; nays – none. The motion carried.

Abbie Cochran, Vice President

Dennis Nink, Secretary