

**REGULAR MEETING MINUTES  
OF THE COMMISSIONERS OF THE  
PRINCETON PARK DISTRICT  
DECEMBER 15, 2025**

**CALL TO ORDER:**

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

**ROLL CALL:**

Present were Commissioners Dennis Nink, Brandon Nyman, Daniel Smith 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 Abbie Cochran.

Present in the audience was Pete Mangold.

**PERFECTION OF AGENDA:**

None.

**APPROVAL OF MINUTES:**

President Nyman requested a motion for approval of the minutes of the Regular Meeting held on November 17, 2025. Motion was made by Commissioner Nink 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 \$8,564.86 and for the Princeton Park District in the amount of \$7,272.57 was presented for the time period of November 18, 2025 through December 15, 2025, and handwritten checks for the Bureau County Metro Center in the amount of \$20,608.08 and Princeton Park District in the amount of \$312,309.76 for the time period of November 18, 2025 through November 30, 2025, and handwritten checks for the Bureau County Metro Center in the amount of \$1,187.58 and Princeton Park District in the amount of \$150.00 for the time period of December 1, 2025 through

December 15, 2025, as well as Business Visa Card for November 2025 in the amount of \$2,996.36. President Nyman requested a motion to approve all the Bureau County Metro Center and Princeton Park District claims for a total amount of \$353,089.21. Motion was made by Commissioner Nink 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 November 2025 was \$412,176.09. It was noted this figure included large checks which were issued for the playground surface and playground equipment installed at Zearing Park.

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

### **NEW BUSINESS:**

**General Liability and Workers Compensation Renewal – Pete Mangold, Dimond Bros/Rep IPARKS** - Pete Mangold, Sales Executive from Dimond Bros, reviewed with the Board the new premiums thru Illinois Public Risk Fund (IPARKS). The Worker’s Compensation premium for 2025-2026 will be \$18,516, which was a slight decrease from last year’s amount. The premium for the 2025-2026 General Liability Insurance will be \$45,487. President Nyman requested a motion to approve the 2025-2026 General Liability & Worker’s Compensation Insurance Package as presented. Motion was made by Commissioner Smith and seconded by Commissioner Nink. A voice vote was taken: ayes - all; nays - none. The motion carried.

**Discussion and Review of Proposed Amendment to the 2025-2026 Park District Budget** - Tammy reviewed with the Board the proposed changes to the 2025-2026 Park District Budget. After some discussion, Commissioner Nink made a motion to accept the Proposed Amendment to the Budget and Appropriation Ordinance of the Princeton Park District, Bureau County, Illinois for the Fiscal Year Beginning on the 1st Day of July 2025 and Ending on the 30th Day of June 2026. The motion was seconded by Commissioner Youngren. A voice vote was taken: ayes - all; nays - none. The motion carried. It was noted the Amended Budget will be approved at the January 19, 2026 Regular Meeting following the Public Hearing on the same date.

**2026 Illinois Association of Park Districts Soaring to New Heights Conference Expense Approval** - Tammy stated expenses to attend the 2026 IAPD Conference have been estimated at \$7,150 for registration and lodging, as well as some additional expenses being incurred at the conference. President Nyman requested a motion to approve expenses in the amount of \$10,000 to attend the IAPD/IPRA “Soaring to New Heights” Conference being held January 29-31, 2026 in Chicago. Motion was made by Commissioner Smith and seconded by Commissioner Youngren. A voice vote was taken: ayes – all; nays – none. The motion carried.

**2026 Mileage Reimbursement Rate** - Tammy noted the IRS mileage reimbursement rate for 2026 will be 70 cents. President Nyman requested a motion for approval of the mileage reimbursement rate for 2026 to be set at 70 cents. Motion was made by Commissioner Nink and seconded by Commissioner Smith. A voice vote was taken: ayes – all; nays – none. The motion carried.

**2026 Illinois Municipal Retirement Rate – Employer Contribution** - Nick stated the Final Notice of the IMRF Contribution Rate for 2026 will be 8.08%. This is a decrease from the 2025 rate of 8.15%.

**2026 Princeton Park District Board Meeting Dates** - Tammy reviewed with the Board the scheduled dates for the 2026 Board Meetings. President Nyman requested a motion to approve the 2026 Board Meeting Dates. Motion was made by Commissioner Youngren and seconded by Commissioner Nink. A voice vote was taken: ayes – all; nays – none. The motion carried.

**Recognition of Board Service for the Princeton Park District Legal Counsel, Bob Russell and Board Secretary, DeAnn Underwood** - Tammy recognized Attorney Bob Russell for his 50+ years of service as legal counsel for the Princeton Park District and DeAnn Underwood for her 20 years of serving as Recording Secretary and presented each with a gift of appreciation from the entire Board. Bob gave some background information on the vision community members had to create the Bureau County Metro Center, as well as the impact the Shoemake Community Foundation has had over the years helping the community. Bob and DeAnn both stated how much they have enjoyed their time serving with the Princeton Park District Board and thanked them for their gifts.

#### **OLD BUSINESS:**

**Holiday Hours Reminder (Christmas/New Years)** - Tammy reminded the Board the Bureau County Metro Center will close at Noon on Christmas Eve and be closed on Christmas Day. It will also close at Noon on New Year’s Eve and be closed on New Year’s Day.

**Continue Board Secretary Search vs. AI** - Tammy stated if anyone has a name of an individual(s) who would be interested in the Recording Secretary position for the Board, let her or Nick know. The possibility of researching using AI was discussed.

#### **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 5:57 p.m. motion was made by Commissioner Nink and seconded by Commissioner Smith to adjourn. A roll call was taken: ayes – all; nays – none. The motion carried.

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Brandon Nyman, President

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Dennis Nink, Secretary