

**GOLF MAINE PARK DISTRICT
REGULAR RESCHEDULED BOARD MEETING
8800 W. Kathy Lane, Niles, IL 60714
847.297.3000**

**January 18, 2024
6:00pm**

1. Call to Order
2. Roll Call
3. Visitors/Visitor Comment
4. Changes or Additions to the Agenda
5. Approval of the Consent Agenda
 - i. Minutes of the November 7, 2023 MNASR Board Meeting (Page1-4)
 - ii. Minutes of the December 19, 2023 Regular Rescheduled Meeting (Page 5-6)
 - iii. Treasurer's Report December, 2023 (Page 7)
 - iv. Bills Payable December, 2023 (Page 8)
6. Staff Reports
 - i. Executive Director (Page 9-11)
 - ii. Executive Advisor (Page 12)
7. Unfinished or Continuing Business
 - i. Legislative Update (Page 13-18)
 - ii. Appointment Approval of two (2) Residents to the Local Government Efficiency Committee (Page 19-20)
 - iii. Attendance Approval to IAPD/IPRA Soaring to New Heights Conference (January 25-27, 2024) @ Hyatt Regency, Chicago (Page21-26)
8. New Business
 - i. Board Member Comments
9. Closed Session

I make a motion that the Board go into closed Executive Session to consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of an officer, an employee or employees pursuant to Sections 2(c)(1) and 2(c)(2) of the Open Meetings Act.
10. Action as a result of Closed Session
 - i. Approval of Resolution 24-01 authorizing the release of Closed Session Minutes and Destruction of Closed Session Audio Recordings (Page 27-28)
11. Adjournment

*Indicates information attached

Our Mission - To enhance the quality of life for the residents of the Golf Maine Park District, and to promote a strong sense of community, by providing a broad, diverse, and challenging set of cultural and recreational programs, and clean, beautiful and safe parks.

THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
BOARD OF DIRECTORS SPECIAL MEETING - BUDGET WORKSHOP
6820 W. Dempster St., Morton Grove, IL 60053
November , 2023 | 10:25 AM

Board President Michelle Tuft called the November 7, 2023 Budget Workshop meeting to order at 10:25 AM.

Board Members present:

- Joe Weber, Des Plaines Park District
- John Jekot, Golf Maine Park District
- Jeff Wait, Morton Grove Park District
- Tom Elenz, Niles Park District
- Gayle Mountcastle, Park Ridge Park District
- Michelle Tuft, Skokie Park District
- Karen Hawk, Village of Lincolnwood

M-NASR Staff present: Trisha Breitlow, Executive Director; Lisa Barrera, Superintendent of Recreation

Executive Director Breitlow reviewed the proposed 2024 budget and related items including:

Salary Ranges - The salary ranges for 2024 presented were based on the proposed ranges from the salary benchmarking study with HR Source plus a 2% increase, which was an estimated increase. If a formal aging factor is available, Breitlow will update for the December board meeting.

Merit Increases - Breitlow indicated the proposed 2024 budget allows for 4.5% raises for current full-time and permanent part-time staff below the mid-point of their salary range and a 3.5% increase for those staff above the mid-point. After discussion, the board instructed Breitlow to plan for 4% increases for those above the mid-point. Breitlow also reviewed comparisons of other special recreation associations.

Health Insurance - Breitlow provided a summary of health insurance changes since M-NASR moved from PDRMA to working with the broker (Vista) in 2017. Breitlow anticipates continuing with the current BCBS PPO and HMO plans with the current employee contribution rates of employees at 5%, employees plus one at 15% and families at 17.5%, as well as now charging the same contribution for dental coverage. The budget had planned for a 10% increase, but Breitlow had just received the health insurance rates for 2024 which came in at a 3.5% decrease.

2023 Member District Contributions and Fund Balance Policy - Due to a large 2023 anticipated fund balance surplus, Breitlow is recommending Member District Contributions remain the same for 2024 as in 2023 at \$1,500,000. There were slight changes to individual district contributions as the 2022 EAVs were used for calculation.

2024 Proposed Budget - Breitlow presented the 2024 proposed budget, highlighting major changes. The budget will be voted on at the December 12, 2023 Board meeting.

A motion was made by Gayle Mountcastle to adjourn the November 7, 2023 Special Budget Workshop meeting at 10:54am. The motion was seconded by Karen Hawk and passed by a voice vote.

Michelle Tuft, Board President
Skokie Park District

Date

Trisha Breitlow, Board Secretary

Date

**MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
COMPARATIVE MONTH TREASURER'S REPORT
FOR THE MONTHS OF OCTOBER 31, 2023 AND NOVEMBER 30, 2023**

	<u>OCTOBER</u>	<u>NOVEMBER</u>
<u>MONTHLY CASH POSITION</u>		
BEGINNING BALANCE	\$ 1,089,053.82	\$ 1,311,253.22
CASH RECEIPTS	382,164.79	75,739.13
INTEREST	25.99	-
TRANSFERS INTO CASH ACCOUNTS		
PAYROLL DISBURSEMENTS	(102,995.88)	(104,215.85)
DISBURSEMENTS ON LIST OF BILLS	(32,406.19)	(42,647.69)
OTHER INCREASES/(DECREASES) *	(24,589.31)	(42,333.89)
 ENDING BALANCE	 <u>\$ 1,311,253.22</u>	 <u>\$ 1,197,794.92</u>
 <u>BANK BALANCES BY ACCOUNT</u>		
GENERAL ACCOUNT	\$ 1,303,786.67	\$ 1,190,594.75
PAYROLL ACCOUNT	210.45	\$ (55.93)
IMPREST ACCOUNT	1,467.08	\$ 1,467.08
TOTAL CASH ACCOUNTS	<u>\$ 1,305,464.20</u>	<u>\$ 1,192,005.90</u>
 ILLINOIS FUNDS MONEY MARKET ACCOUNT	 <u>\$ 5,789.02</u>	 <u>\$ 5,789.02</u>
	<u>\$ 5,789.02</u>	<u>\$ 5,789.02</u>
TOTAL INVESTMENT ACCOUNTS		
TOTAL CASH AND INVESTMENTS	<u>\$ 1,311,253.22</u>	<u>\$ 1,197,794.92</u>
 <u>DETAILED INVESTMENT INFORMATION</u>		
ILLINOIS FUNDS MONEY MARKET ACCOUNT AND THE		
MONTHLY INTEREST INCOME	\$ 25.99	\$ -
YEAR-TO-DATE INTEREST INCOME	\$ 237.39	\$ 237.39

* "Other decreases" includes credit card fees charged directly to bank statement, imprest disbursements that will appear on the "List of Bills" in subsequent month and credit card refunds.
"Other increases" may occur when checks written in a prior month are voided in the current month.

MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
BALANCE SHEET
AS OF OCTOBER 31, 2023 AND NOVEMBER 30, 2023

(Unaudited)

	<u>OCTOBER</u>	<u>NOVEMBER</u>
ASSETS		
Cash at bank	1,305,464.20	1,192,005.90
Petty cash	412.25	300.45
Investments	5,789.02	5,789.02
Accounts receivable	10,527.52	12,396.91
Prepaid Expenses	17,087.16	21,598.16
 Total Assets	 <u>\$ 1,339,280.15</u>	 <u>\$ 1,232,090.44</u>
LIABILITIES AND EQUITY		
Liabilities		
Payables, accruals and deferred revenues	48,071.76	37,301.60
Total Liabilities	<u>48,071.76</u>	<u>37,301.60</u>
Fund Balance		
Beginning of the year	1,343,310.48	1,343,310.48
Current year activity	(52,102.09)	(148,521.64)
Total Fund Balance	<u>1,291,208.39</u>	<u>1,194,788.84</u>
 Total Liabilities and Equity	 <u>\$ 1,339,280.15</u>	 <u>\$ 1,232,090.44</u>

**MINUTES OF THE REGULAR RESCHEDULED MEETING
BOARD OF COMMISSIONERS OF THE GOLF MAINE PARK DISTRICT
MAINE TOWNSHIP, COOK COUNTY, ILLINOIS
HELD ON DECEMBER 19, 2023**

1. CALL TO ORDER

- a. President Jamal Liddell called the meeting to order at 6:10pm

2. ROLL CALL

- a. Roll was called: Present: Jamal Liddell, Zain Durrani, Yogesh Patel
 Absent: Jasmin Zahirovic, Jay Shah
 Staff: Kevin Hubka, Executive Director
 John Jekot, Executive Advisor
 Guest: Jasleen Kaur (via ZOOM), Lauterbach & Amen, LLP

3. VISITORS / VISITOR COMMENTS

- a. There were no visitors present

4. CHANGES/ADDITIONS TO THE AGENDA

- a. None

5. Audit FYE April 30, 2023 Revised Presentation

- a. Jasleen Kaur from our audit firm, Lauterbach & Amen, LLP, presented changes made to the audit that was formally received at the October 19, 2023 meeting
b. Upon being formally received, Jasleen will reopen the audit submitted to the Illinois Comptrollers office for a resubmission

6. APPROVAL OF THE CONSENT AGENDA

- a. President Jamal Liddell moved to approve
b. Seconded by Commissioner Zain Durrani
c. Roll was called: Ayes: 3 Nays: 0

7. STAFF REPORTS

- a. Kevin Hubka, Executive Director
 i. Detailed report submitted in Board pack and was presented for questions & answers
b. John Jekot, Executive Advisor
 i. Detailed report submitted in Board pack and was presented for questions & answers

8. UNFINISHED or CONTINUING BUSINESS

- a. Revised Audit April 30, 2023 Formally Received Approval
 i. President Jamal Liddell moved to approve
 ii. Seconded by Commissioner Zain Durrani
 iii. Roll was called: Ayes: 3 Nays: 0
b. Legislative Update
 i. Update was submitted in Board pack
c. IAPD/IPRA Soaring to New Heights Conference (January 25-27, 2024 @ Regency, Chicago)
 i. Information included in Board pack

9. NEW BUSINESS

- a. Approval of Ordinance 23-03 Tax Levy for 2023 (2024 Tax Bill)
 - i. President Jamal Liddell moved to approve
 - ii. Seconded by Yogesh Patel
 - iii. Roll was called: Ayes: 3 Nays: 0
- b. Approval of Resolution 23-05 Instructions to Cook County Reducing Tax Levy
 - i. President Jamal Liddell moved to approve
 - ii. Seconded by Zain Durrani
 - iii. Roll was called: Ayes: 3 Nays: 0
- c. Board Member Comments
 - i. None

10. CLOSED SESSION

- a. None

11. ADJOURNMENT

- a. President Jamal Liddell moved to adjourn the meeting.
- b. Seconded by Commissioner Zain Durrani
- c. Roll was called: Ayes: 3 Nays: 0:
- d. Meeting adjourned at 6:25pm

01/18/2024

Minutes Approved

Jamal Liddell
President

John C Jekot
Secretary

GOLF MAINE PARK DISTRICT
FISCAL YEAR 2023-24
SUMMARY OF REVENUES, EXPENDITURES & CASH BALANCES
December 31, 2023

	November 2023		December 2022
MONTHLY CASH POSITION	Cash	Prior	Prior FY
	Balance	Month	Cash Balance
Beginning Balance	\$533,305.79	\$890,521.41	\$321,740.39
Cash Receipts	7,859.00	7,441.00	115,300.46
RE Taxes	454,193.99	167,158.29	323,449.99
Replacement Taxes	2,758.15	NA	0.00
Interest	5,669.63	5,764.37	4,649.99
Transfer into Cash Accounts	385,000.00	NA	40,000.00
Transfer Out of Investments	(385,000.00)	NA	(40,000.00)
Disbursements of Bills	(40,491.03)	(39,436.88)	(70,194.44)
Bond Payments	NA	(524,752.50)	(239.38)
Other Inc/(Dec)	NA	NA	NA
NSF/Fees	(30.00)	NA	(60.00)
Month End Balance	\$963,265.53	\$506,695.69	\$694,647.01
BANK BALANCES BY ACCOUNT	Bank	Bank	Prior FY
	Balance	Balance	Bank Balance
Savings Account - 1407	\$602,940.23	\$533,305.79	\$618,444.96
Checking Account - 7604	248,113.96	242,925.61	147,240.88
NorthShore - OSLAD - 4331	1,525.95	1,525.77	1,523.67
Director's Account	1,269.35	2,819.35	1,271.35
Liability Account	1,063.53	1,063.53	1,062.53
Wintrust Savings - BOND - 2537	\$1,133,149.09	\$1,128,249.09	\$1,303,454.76
Wintrust Checking - 2216	\$417,418.50	\$91,806.77	\$83,494.36
Wintrust Scholarship Fund - 3539	NA	NA	\$4,223.30
Total Cash Accounts	\$2,405,480.61	\$2,001,695.91	\$2,160,715.81
INVESTMENTS BY ACCOUNT	Investment	Investment	Prior FY
	Balance	Balance	Invest Balance
Illinois Funds Money Market	\$64,749.25	\$64,450.25	\$61,527.87
IPDLAF+Class	NA	NA	NA
Total Investments	\$64,749.25	\$64,450.25	\$61,527.87
TOTAL CASH AND INVESTMENTS	\$2,470,229.86	\$2,066,146.16	\$2,222,243.68

INVOICE REGISTER FOR GOLF MAINE PARK DISTRICT				CHECK RUN DATES 12/01/2023 - 12/31/2023			
Vendor ID	Vendor Name	Invoice #	Description	Due Date	Amount	Check Number	Check Date
00608	FOX VALLEY FIRE AND SAFETY	IN00643708	ANNUAL INSP FIRE ALARM SYSTEM	12/17/2023	\$492.00	4301	12/4/2023
00604	AMAZON CAPITAL SERVICES	1H73-DQQL-4NT3	POLOS FOR STAFF & COMMISSIONERS PICTURES	12/20/2023	\$144.76	4291	12/4/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53083	HANDSET	12/2/2023	\$188.00	4299	12/4/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53084	DELL INSPIRION LAPTOP-KEVIN	12/2/2023	\$1,735.00	4300	12/4/2023
00604	AMAZON CAPITAL SERVICES	13TQ-H4DL-FD1N	NEW LAPTOP CASE FOR KEVIN	12/21/2023	\$39.99	4292	12/4/2023
00608	FOX VALLEY FIRE AND SAFETY	IN00644543	ELEVATOR VENDOR MEET PER SERVICE REQUEST	12/22/2023	\$520.00	4302	12/4/2023
00604	AMAZON CAPITAL SERVICES	1CTY-PCJ3-3WJQ	OFFICE SUPPLIES	12/24/2023	\$20.85	4293	12/4/2023
00534	COMCAST	Nov 17, 2023	HIGH SPEED INTERNET	12/15/2023	\$209.90	4298	12/4/2023
00683	ATLAS CONCRETE LIFTING, INC	80811	REPAIR CONCRETE ENTRANCE AT FELDMAN	12/4/2023	\$2,200.00	4297	12/4/2023
00069	KONE	871219676	MAINTENANCE PERIOD 12/1/2023-2/29/2024 FOR FP & DP	12/11/2023	\$468.39	4305	12/4/2023
00339	AT & T	847795966311	DP PHONE	12/18/2023	\$50.08	4294	12/4/2023
00351	AT&T	Nov 28, 2023	INTERNET & PHONE/ACCOUNT #129239846	12/18/2023	\$64.24	4295	12/4/2023
00652	AT&T	Nov 28, 2023	INTERNET 100 - ACCT #320123859	12/18/2023	\$45.33	4296	12/4/2023
00370	GROOT, INC.	116738257092	WASTE PICKUP SERVICES @ FP	12/5/2023	\$242.02	4303	12/4/2023
00370	GROOT, INC.	116738267092	WASTE PICKUP SERVICES @ DP	12/5/2023	\$533.93	4304	12/4/2023
00592	LAUTERBACH & AMEN, LLP	85136	PROF SRV NOV 2023	12/15/2023	\$545.00	4306	12/4/2023
	FIFTH THIRD MASTERCARD	Dec 9, 2023	EMPLOYEE PURCHASES-KEVIN, JOHN, SAMIR	12/9/2023	\$2,472.81	ONLINE PYMT	12/5/2023
00604	AMAZON CAPITAL SERVICES	13GF-V9RC-963L	MARKETING & SPECIAL EVENT-SANTA	12/29/2023	\$130.60	4307	12/11/2023
00116	PDRMA	1123125	PROP,LIABILITY,WORK COMP,EMPLY PRAC,POLL LIAB	12/30/2023	\$1,495.92	4312	12/11/2023
00116	PDRMA	1123125H	MEMBER MONTHLY CONTRIBUTION	12/30/2023	\$5,809.59	4313	12/11/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53326	FELDMAN COPIER COLOR OVERAGE	12/10/2023	\$132.76	4309	12/11/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53327	DEE PARK COPIER COLOR OVERAGE	12/10/2023	\$0.70	4310	12/11/2023
00116	PDRMA	Nov 30, 2023	RISK MGMT TRAINING JOHN & LYNNEA	12/30/2023	\$160.00	4314	12/11/2023
00052	HOME DEPOT	Nov 29, 2023	MAINT SUPPLIES & REPAIR	12/25/2023	\$707.29	4311	12/11/2023
00534	COMCAST	Nov 26, 2023	HIGH SPEED INTERNET	12/24/2023	\$199.90	4308	12/11/2023
00515	ANDERSON PEST SOLUTIONS	55508519	PEST CONTROL @FP	1/2/2024	\$95.70	4319	12/18/2023
00515	ANDERSON PEST SOLUTIONS	55523993	PEST CONTROL @ DP	1/2/2024	\$60.90	4320	12/18/2023
00604	AMAZON CAPITAL SERVICES	1HRQ-G3VF-GQ13	MAINTENANCE SUPPLIES-FURNACE FILTERS	1/4/2024	\$215.25	4315	12/18/2023
00604	AMAZON CAPITAL SERVICES	1VKQ-K6DC-TRPX	OFFICE SUPPLIES-HANGING FOLDERS	1/5/2024	\$23.40	4316	12/18/2023
00604	AMAZON CAPITAL SERVICES	1LHD-TQT1-AN4D	SPECIAL EVENT-BREAKFAST WITH SANTA	1/5/2024	\$179.04	4317	12/18/2023
00632	APEX3 SYSTEMS	2408	EMERG 24 SRV-ANNUAL 12/1/2023-11/30/2024	1/5/2024	\$360.00	4321	12/18/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53383	ONLINE MONTHLY BACKUP 11/30/23-12/29/23	12/30/2023	\$40.00	4325	12/18/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53242	LEASE FOR PHONE SYSTEM 11/15/23-12/14/23	12/30/2023	\$68.00	4326	12/18/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53243	MONTHLY PHONE SVC 11/15/23-12/14/23	12/30/2023	\$211.40	4327	12/18/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53474	TICKET #801 NEW COMPUTER & MOVE	1/7/2024	\$794.00	4328	12/18/2023
00214	VILLAGE PLUMBING AND SEWER SERVIC	8105	DP-BASMENT MECHANICAL ROOM BACKFLOW REPAIR	10/18/2023	\$770.00	4333	12/18/2023
00409	TRESSLER, LLP	478611	PROF SRV-GENERAL & LITIGATION MATTERS	12/31/2023	\$1,320.00	4332	12/18/2023
00604	AMAZON CAPITAL SERVICES	1GL1-RRPV-JVDP	OFFICE SUPPLIES	1/12/2024	\$261.36	4318	12/18/2023
00662	ARTISTICALLY A&A	32	COACH SHIRTS 6-8TH GRADE B-BALL LEAGUE	11/21/2023	\$82.50	4322	12/18/2023
00662	ARTISTICALLY A&A	31	EMPLOYEE POLO'S	11/21/2023	\$45.00	4323	12/18/2023
00671	CITI CARDS	Dec 12, 2023	KEVIN, DINA, ANTHONY VISA CREDIT CARD PURCHASES	1/8/2024	\$3,212.91	4324	12/18/2023
00608	FOX VALLEY FIRE AND SAFETY	IN00649794	REPLACE BATTERY & SIMPLEX ANNUNCIATOR BOARD	1/13/2024	\$1,292.00	4330	12/18/2023
00055	ILLINOIS ASSOCIATION OF PARK DIST	DUES2024	ANNUAL MEMBERSHIP DUES FOR 2024	12/18/2023	\$4,155.29	4331	12/18/2023
00682	DESIGN GROUP SIGNAGE CORP	230419-2	INSTALLATION OF FP SIGN	12/18/2023	\$1,923.23	4329	12/18/2023
00096	NICOR GAS	Nov 29, 2023	GAS AT FP	1/17/2024	\$705.76	4345	12/26/2023
00604	AMAZON CAPITAL SERVICES	1G7J-P6HL-WHG1	OFFICE SUPPLIES	1/6/2024	\$38.97	4334	12/26/2023
00533	EXPERT CHEMICAL & SUPPLY, INC.	959478	CAN LINERS,TOILET PAPER,DUSTER,HANDWASH	1/12/2024	\$1,738.30	4342	12/26/2023
00156	COM ED	Dec 7, 2023	ELECTRICITY @ DP	1/22/2024	\$889.31	4339	12/26/2023
00604	AMAZON CAPITAL SERVICES	1GNR-M4DX-Q4RQ	HOLIDAY DECORATIONS	1/9/2024	\$413.80	4335	12/26/2023
00604	AMAZON CAPITAL SERVICES	1KFK-KLJV-MMCH	NEW MATS FOR BUILDINGS	1/12/2024	\$845.40	4336	12/26/2023
00604	AMAZON CAPITAL SERVICES	1X3T-CYQN-L9JH	REC SUPPLIES & OFFICE SUPPLIES	1/16/2024	\$99.49	4337	12/26/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53518	TONER FOR COPIER	1/13/2024	\$18.95	4340	12/26/2023
00566	COSTPERCOPY CONSULTANTS, INC.	AR53535	TICKET #830 MONITOR AND SPEAKERS	1/14/2024	\$173.98	4341	12/26/2023
00640	MBD MARTIAL ARTS, INC.	15764730	FALL SESSION #2 NOV 6 - DEC 18, 2023	12/26/2023	\$540.00	4344	12/26/2023
00449	FAST SIGNS	29-79768	PUNEET BUSINESS CARDS	1/8/2024	\$43.53	4343	12/26/2023
00647	NORTH SHORE RHYTHMIC GYMNASTICS CTR	Dec 22, 2023	SESSION #3 NOV 15-DEC 20, 2023	12/26/2023	\$810.00	4346	12/26/2023
00436	BAILA-TONE FITNESS, LLC	Dec 22, 2023	SESSION #6 NOV 16-DEC 21, 2023	12/26/2023	\$454.50	4338	12/26/2023
			TOTAL		\$40,491.03		

BOARD REPORT – JANUARY 2024

(By: Kevin Hubka, Executive Director)

*UPCOMING EVENTS

- *MOVIE NIGHT - FEBRUARY (TBD)
- *FAMILY SPORTS DAY - MARCH (TBD)
- *EASTER EGG HUNT - MARCH (TBD)

*PROJECT REPORT

<u>PROJECT</u>	<u>STATUS</u>	<u>COMENTS</u>
FELDMAN GYM/BUILDING DÉCOR	IN PROGRESS	N/A
FELDMAN GYM LOBBY/OFFICE MAKEOVER	IN PROGRESS	IN PROCESS OF MAKING LAYOUT.
WASHER/DRYER	NOT STARTED	TARGET DATE – MARCH 2024
BADMINTON SLEEVE REPAIR	SPRING	VENDOR TO GIVE OPTIONS ON REPAIR.
DEE PARK WEST GAZEBO DEMO	DELAYED	VENDOR SCHEDULE BOOKED. WAITING FOR UPDATE.
FELDMAN/DEE PARKING LOTS RESURFACING	DELAYED	SPRING 2024

*RECREATION REPORT

<u>Revenue Report</u>	<u>DECEMBER (2022)</u>	<u>DECEMBER (2023)</u>	<u>(+/-)</u>
PROGRAMS	\$9,934.00	\$17,741.25	+\$7,807.25
RENTALS	\$15,040.00	\$21,502.00	+\$6,462.00
Total	\$24,974.00	\$39,243.25	+\$14,269.25

(Year over Year Comparison) Total: **Up 57.1%** total revenue in the same span over last year.

GMPDC Community Strong

WINTER BREAK PROGRAM REPORT:

<u>YEAR</u>	<u>PARTICIPANTS</u>	<u>(+/-)</u>	<u>REVENUE</u>	<u>(+/-)</u>
2022	78	N/A	\$4890.00	N/A
2023	109	+31	\$7945.00	+\$3055.00

***IAPD/IPRA CONFERENCE (CHICAGO)**

*JANUARY 25-27

***BOARD PICTURES**

*BOARD PICTURES WILL BE SCHEDULED TO BE TAKEN AT THE FEBRUARY 15, 2024 MEETING.

***FINANCE/BUSINESS REPORT**

*AS OF JANUARY 1, 2024, CUSTOMERS WILL NOW BE CHARGED A 3% SERVICE FEE FOR ALL CREDIT/DEBIT CARD TRANSACTIONS. UNTIL NOW, WE HAVE BEEN CHARGED FOR ALL SERVICE FEES FOR CREDIT CARD USERS.

SERVICE FEES CHARGED TO PARK BY YEAR:

2022: \$7,952.90 (Apr-Dec)

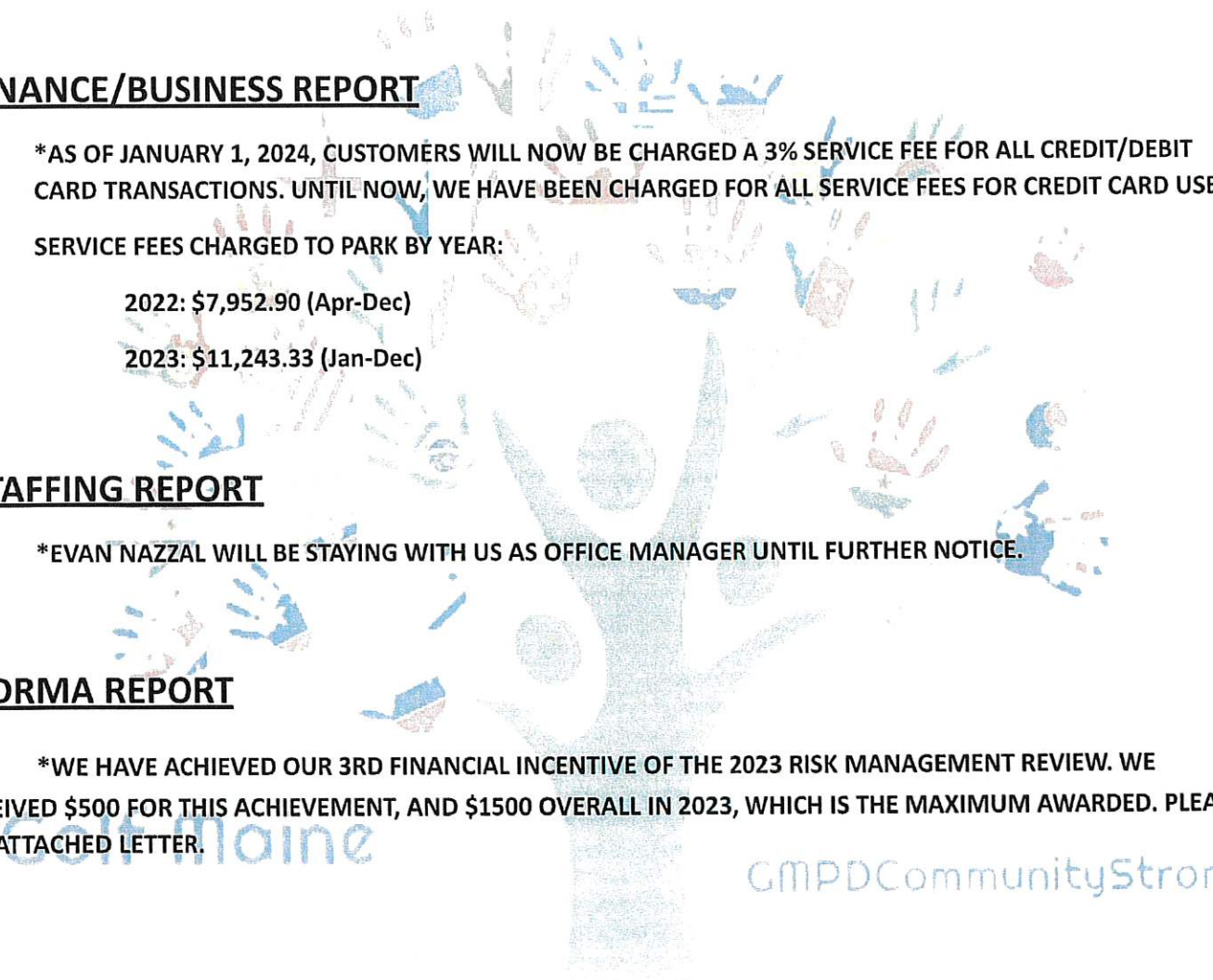
2023: \$11,243.33 (Jan-Dec)

***STAFFING REPORT**

*EVAN NAZZAL WILL BE STAYING WITH US AS OFFICE MANAGER UNTIL FURTHER NOTICE.

***PDRMA REPORT**

*WE HAVE ACHIEVED OUR 3RD FINANCIAL INCENTIVE OF THE 2023 RISK MANAGEMENT REVIEW. WE RECEIVED \$500 FOR THIS ACHIEVEMENT, AND \$1500 OVERALL IN 2023, WHICH IS THE MAXIMUM AWARDED. PLEASE SEE ATTACHED LETTER.



Colt Maine

GMPDCCommunityStrong



A Partner You Can Depend On

December 21, 2023

Kevin Hubka
Golf Maine Park District
8800 Kathy Lane
Niles, IL 60714

Re: 2023 Risk Management Review Action Plan Incentive

Dear Kevin,

On behalf of PDRMA, I would like to congratulate you on your agency successfully meeting the third incentive metric deadline of the 2023 Risk Management Review (RMR).

Enclosed is a \$500 financial incentive check – the final your agency could have earned this year – that is the last part of the overall \$1,500 short-term financial incentive for the 2023 RMR. Your agency earned this incentive by:

- Completing the applicable SMART Goal action steps and the Slip, Trip and Fall Self-assessments for all major facilities by Nov. 15, 2023.
- Completing all other agreed upon activities (i.e., private, or regional training classes and/or vendor approved activities such as OSHA programming or ergonomic and back safety classes) by Dec. 1, 2023.

These deadlines not only establish objective metrics but provide consistency in awarding incentives. Adhering to them helps us identify and schedule additional risk management and training programs for members. It also helps us gather data to evaluate and establish correlations between member RMR performance and loss data; we will use that information to establish a long-term member incentive program.

The incentive structure for 2023 clarifies expectations for members, gives agencies more time to meet the incentive goals and deadlines, and makes scheduling meetings and planning activities throughout the year more efficient for both PDRMA and members.

For more information on the Risk Management Review, including a video highlighting a summary of 2022 activities and enhancements, and 2023 highlights for the multi-year RMR implementation plan, please visit our [Risk Management Review](#) website page.

“In The Know”

Communication From Executive Advisor

Date: January 18, 2024

All items in my report have been included in tonight's meeting agenda.

Legislative Update



The Latest Legislative Issues Affecting Parks, Recreation and Conservation

#1-2024 -- January 10, 2024

TO: IAPD Members

**FROM: Peter Murphy, Esq., CAE, IOM, IAPD President and CEO
Jason Anselment, IAPD General Counsel
Mitchell Remmert, Director of Advocacy and Strategic Initiatives**

RE: \$28 Million in PARC Grants Announced

Today, the Governor's office formally announced more than \$28 million for PARC grants to 13 park districts, conservation districts, and other recreation agencies to construct, renovate, and improve recreational facilities. The Governor's press release is available by [clicking here](#).

PARC funding is made available through the Rebuild Illinois capital program and was the direct result of IAPD's advocacy efforts in 2019.

As Peter stated in the Governor's press release: "The PARC program is one of the most significant grant opportunities administered by the IDNR for park, recreation, and conservation agencies, and allows them to acquire and develop land for recreational purposes. The PARC program creates jobs, supports small businesses and labor, promotes physical and mental health, helps educate and provide jobs to youth, and improves the environment. IAPD thanks the governor and the IDNR for their continued investment in recreational opportunities in communities throughout Illinois."

IAPD congratulates all of the PARC Grant recipients:

City of Anna (Union County) – \$2.8 million

Plans are to redesign the city ballpark and create a more usable, efficient, and disabled-accessible facility for the community. The current ballpark is dilapidated and has no disabled accessibility, sidewalks, or accessible parking.

Arlington Heights Park District (Cook County) – \$2.8 million

This project consists of renovating the interior of an existing building, converting it to a bathhouse, demolishing the existing lap pool and children's pool, and building a new Olympic-sized lap pool and children's water play area. Site improvements will make the pool, the children's area, and the bathhouse building Americans with Disabilities Act (ADA) compliant.

Batavia Park District (Kane County) – \$2.8 million

A commercial office building purchased by the park district in 2021 will be repurposed into a community recreation center to increase indoor recreation space. Planned renovations include demolition of existing offices, restrooms and closets; installation of an elevator; and carpentry, drywall, electrical, mechanicals, and plumbing, along with safety systems, finishes and furniture. A parking lot will be modified to be disabled accessible.

Village of Crossville (White County) – \$324,047

Plans are to supply Crossville's Tiger Park with ADA-accessible sidewalks, parking spaces, and restrooms to replace outdated facilities and non-compliant walkways. The existing pavilion will be rewired to update and increase use of the structure. Pickleball courts will be constructed to add an additional recreation component to the park.

Decatur Park District (Macon County) – \$2.8 million

Plans are to renovate the former Scoville Golf Course Clubhouse into a recreational senior center that will feature a range of activities to serve an array of interests, expectations, and needs for the community's mature populations. Currently, senior recreational services take place in three separate locations in Decatur. The new space will offer daily exercise programs and activities like art classes, lectures, music enrichment, cards, games, and some meal service.

Macon County Conservation District (Macon County) – \$870,750

This project consists of renovating existing office space into program space to accommodate the existing increase in program participants and allow for further expansion of programs. It will include expansion of the existing program space into an outdoor classroom with chalkboard, demonstration gardens, science lab, kitchen area, seat walls, fire pit, and interpretive kiosks.

Glenview Park District (Cook County) – \$2.8 million

Plans are to update finishes and add new mechanical systems and other features to the aging aquatics center. Work will include removal and replacement of the pool basin finish systems, refreshed decking materials, and new paint and acoustics on walls and ceilings. The pool mechanical system will be enlarged and refreshed with a system that can service all three pools with independent temperature controls and filtration. A retractable pool ninja course will be added in the lap pool, as well as a replacement play feature in the activity pool.

Park District of Highland Park (Lake County) – \$2.8 million

A new community center at West Ridge Park will replace the aging West Ridge Center with a new, sustainable facility with increased recreational capacity, improved disabled accessibility, and green space. The facility will include a dedicated gymnastics gym, flexible spaces for youth enrichment, and visual and performing arts programs.

Northbrook Park District (Cook County) – \$2.8 million

Plans are to renovate the interior of the Leisure Center to respond to a growing demand for diverse recreational program offerings. The project includes adding a knowledge center, an innovation lounge, a sensory/de-escalation lounge, and a technology and training room. It also includes renovating multipurpose rooms, activity studios, demonstration kitchen, a costume shop, a flexible performance space, and making restrooms ADA-compliant and gender neutral.

Oak Lawn Park District (Cook County) – \$2.1 million

The proposed remodel of the Memorial Park Recreation Center will include converting smaller rooms, such as locker rooms, shower facilities, and storage areas, into larger multipurpose rooms and new restrooms. The entry vestibule will be changed to a lobby and reception area.

City of Rock Island (Rock Island County) – \$901,800

Plans are to replace the 95-year-old clubhouse at Saukie Golf Course with a new facility to better serve golfers and all users while maintaining the golf course's historical significance. The current clubhouse is beyond its useful life and in a state of deterioration. The new clubhouse will include meeting space, seating areas, office, kitchen and dining area, two golf simulators, and outdoor seating facing the course. It will create a more welcoming and fully accessible starting and ending point for golfers and provide year-round space for learning and enrichment activities with indoor hitting bays and simulators.

Rockford Park District (Winnebago County) – \$2.8 million

The project is the development of the 50-acre Clarence Hicks Sports Park, including an eight-lane running track; a multi-purpose sports field with artificial turf for football, soccer, and lacrosse; throw and jump event areas; a spectator area with bleacher seating for 1,000; parking lot with solar lights; and landscape improvements.

City of Woodstock (McHenry County) – \$2.8 million

This project includes remediation work to prolong the life of the Woodstock Recreation Center, a Woodstock-owned indoor facility that supports the city's extensive recreational programs. Plans are to seal the pool area to eliminate condensation issues; remove and replace the gymnasium roof, exterior doors, electrical panels and exterior siding; renovate the pool, hot tub and sauna; add an ADA lift to the pool area; improve parking lot drainage; add a disabled accessible restroom; and more.

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Details Reports

File #: 24-0583 Version: 1 Name: Paid Leave Ordinance
 Type: Ordinance Amendment Status: Approved
 File created: 12/12/2023 In control: [Board of Commissioners](#)
 On agenda: 12/14/2023 Final action: 12/14/2023

Title: PROPOSED ORDINANCE AMENDMENT PAID LEAVE BE IT ORDAINED, by the Cook County Board of Commissioners, that CHAPTER 42, HUMAN RELATIONS, ARTICLE II, IN GENERAL, DIVISION 1, PAID LEAVE, Section 42-1 through 42-10 of the Cook County Code is hereby amended as Follows: DIVISION 1. EARNED SICK PAID LEAVE Sec. 42-1. Short title. Sec. 42-2. Definitions. Sec. 42-3. Earned sick Paid leave. [Sec. 42-4. Reserved.] Sec. 42-5. Application to collective bargaining agreements. Sec. 42-6. Related Employer responsibilities; Notice and posting. Sec. 42-7. Retaliation prohibited. Sec. 42-8. Enforcement and penalties. Sec. 42-9. Effect of invalidity; severability. Sec. 42-10. Effective date. This Division shall take effect on December 31, 2023. Effective date: This ordinance shall be in effect on December 31, 2023 Click for Full Text: <https://bit.ly/3RFJ33V>

Sponsors: [TONI PRECKWINKLE \(President\)](#), [ALMA E. ANAYA](#), [ANTHONY J. QUEZADA](#), [FRANK J. AGUILAR](#), [SCOTT R. BRITTON](#), [BRIDGET DEGGEN](#), [KEVIN B. MORRISON](#), [JOSINA MORITA](#), [TARA S. STAMPS](#), [MAGGIE TREVOR](#)

Attachments: 1. [24-0583 Full Text](#)

History (2) Text

Date	Ver.	Action By	Motion	Result	Action Details	Meeting Details	Video
12/14/2023	1	Board of Commissioners	suspend the rules	Pass	Action details	Meeting details	Not available
12/14/2023	1	Board of Commissioners	approve	Pass	Action details	Meeting details	Not available

The second provision will limit the amount of retainage a local government may withhold on some public work contracts. If a contractor has furnished a surety bond or bond substitute under the Public Construction Bond Act, the new law will cap the amount of retainage that local governments may withhold to no more than 10% of any payment made prior to the date of completion of 50% of the public works contract. When the contract is 50% complete, the local government must reduce the retainage so that no more than 5% is held, and no more than 5% of the amount of any subsequent payments may be withheld.

Finally, the legislation will apply a current requirement for state agencies under the Illinois Solid Waste Management Act to local governments. Beginning next year, local governments will also be required to consider whether compost products can be used when soliciting and reviewing bids for land maintenance activity projects. If so, then compost products must be used **unless** 1) the products are not available within a reasonable timeframe, 2) they do not comply with existing purchasing standards, or 3) they do not comply with federal or state health and safety standards.

The Act also encourages local governments to give priority to purchasing compost products from companies that compost products locally, are certified by a nationally recognized organization, and produce compost products that are derived from municipal solid waste compost programs.

Paid Leave for All Workers Act

As you are aware, the Paid Leave for All Workers Act takes effect on January 1, 2024. As you also know, park districts are exempt from this new law.

During the past month, legislators introduced several proposals that would exempt other IAPD member agencies including forest preserve districts, special recreation associations (SRAs), and municipal recreation departments, as detailed below.

- [SB 2613 \(Lightford, K.\) / SFA #2 to SB 509 \(Harmon, D.\)](#) would exempt SRAs.
- [HB 4191 \(Sosnowski, J.\)](#) would exempt forest preserve districts.
- [HB 4208 \(Sosnowski, J.\)](#) would exempt municipalities, townships, counties, and forest preserve districts.

Numerous other bills exempting many other groups were also filed, but ultimately **the General Assembly did not consider or pass any changes to the Act during the Fall Veto Session.**

To assist member agencies to which the law applies, IAPD has added resources to the [Tools section of the IAPD website](#).

The Illinois Department of Labor is also hosting a series of informational webinars on compliance with the Act, with the next one **scheduled for this Thursday, November 16, 2023**. More information about the Act, including registration for the upcoming webinars, is available through the [Illinois Department of Labor's website by clicking here](#). A copy of the recently filed proposed administrative rules is available [by clicking here](#).

2024 Spring Session Calendars Released

Both chambers of the Illinois General Assembly are scheduled to begin their Spring Session on January 16, 2024. A copy of the House calendar is available by [clicking here](#). A copy of the Senate's calendar is available by [clicking here](#).

The bills discussed above are only a small sample of the dozens of bills that IAPD closely tracked during the Fall Veto Session.

For a complete list of the status of all of the bills we are tracking, please visit [IAPD's Bill Tracker](#) on the IAPD website, and, as always, please let us know if you have questions concerning any of the bills referenced above or any other specific legislation.

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Advocacy, Education & Research**

Illinois Association of Park Districts | 211 E. Monroe, Springfield, IL 62701

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RESOLUTION NO. 23-

**A RESOLUTION FORMING A COMMITTEE ON
LOCAL GOVERNMENT EFFICIENCY**

**GOLF MAINE PARK DISTRICT,
COOK COUNTY, ILLINOIS**

WHEREAS, the Golf Maine Park District ("Park District") is required to form a Committee on Local Government Efficiency ("Efficiency Committee") pursuant to 50 ILCS 70/1 *et seq.* (the Act); and

WHEREAS, pursuant to the Act, the Efficiency Committee shall: (1) study the Park District's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements, and interrelationships with other governmental units and the State of Illinois, (2) collect data, research, and analysis as necessary to prepare a written report that includes recommendations with respect to increased accountability and efficiency, and (3) provide a written report to the administrative office of each county board of the county in which the governmental unit is located; and

WHEREAS, the Efficiency Committee shall consist of the elected or appointed members of the Board of Commissioners of the Park District, at least two residents from the district appointed by the President of the Board of Commissioners and approved by the Board of Commissioners, and the chief executive officer or other officer of the Park District, if any; and

WHEREAS, The President desires to appoint (*Open Position*) and (*Open Position*) as the two resident members of the Efficiency Committee, with the advice and consent of the Board of Commissioners; and

WHEREAS, the Efficiency Committee shall meet at least three times and shall operate as a public body pursuant to the Open Meetings Act and Freedom of Information Act; and

WHEREAS, the Efficiency Committee shall provide a written report to the administrative office of the Cook County Board no later than eighteen months after the day of the Efficiency Committee's formation; and

WHEREAS, the Efficiency Committee will be dissolved after it has made a written report to the Cook County Board and all other statutory requirements have been satisfied;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GOLF MAINE PARK DISTRICT, COOK COUNTY, ILLINOIS as follows:

SECTION 1: That the Board of Commissioners hereby forms its Committee on Local Government Efficiency consisting of the following individuals:

- Jamal A Liddel, Board President
- Jasmin Zahirovic, Commissioner
- Jay Shah, Commissioner
- Yogesh N Patel, Commissioner
- Zain Durrani, Commissioner
- (Open Position), Resident
- (Open Position), Resident
- Kevin Hubka, Interim Executive Director
- John C Jekot, Executive Advisor

SECTION 2: That John C Jekot shall serve as the chairperson of the Efficiency Committee; and

SECTION 3: That the Park District's Board Secretary, Open Meetings Act Officer, and Freedom of Information Act Officer shall serve the Efficiency Committee in those respective roles; and

SECTION 4: That the Efficiency Committee shall perform its duties in accordance with 50 ILCS 70/1 *et seq.*; and

SECTION 5: That the Board of Commissioners shall provide a written report to the Cook County Board no later than October 18, 2024, which is eighteen months after the day of the Efficiency Committee's formation.

^{25th JCS}
DATED this ~~18th~~ day of May, 2023.

[SEAL]

GOLF MAINE PARK DISTRICT

By: Jamal A. Liddel
Board President

ATTEST:

John C. Jekot
John C Jekot
Board Secretary

2024

CONFERENCE GUIDE

January 25-27, 2024 | Hyatt Regency Chicago

151 E. Wacker Drive, Chicago, Illinois



IAPD
Illinois Association of Park Districts

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CONFERENCE SCHEDULE AT-A-GLANCE



THURSDAY, JANUARY 25

8:00 am – 5:00 pm	Conference Registration Open
10:00 am – 12:00 pm	Conference Workshops (0.2 CEUs)
10:30 am – 11:30 am	Conference Sessions (0.1 CEUs)
11:00 am – 5:00 pm	Grand Opening of the Exhibit Hall
12:30 pm – 2:30 pm	Conference Workshops (0.2 CEUs)
3:00 pm – 4:00 pm	Conference Sessions (0.1 CEUs)
4:00 pm – 5:00 pm	Exhibit Hall Dedicated Hours
5:15 pm – 7:15 pm	IPRA Section Meetings
6:00 pm – 7:00 pm	Professional Connection
9:00 pm – 11:30 pm	Opening Social with Hello Weekend

FRIDAY, JANUARY 26

7:00 am – 5:00 pm	Conference Registration Open
8:30 am – 9:30 am	Conference Sessions (0.1 CEUs)
8:30 am – 4:00 pm	Agency Showcase
9:00 am – 12:00 pm	Exhibit Hall Open
10:00 am – 11:00 am	Conference Sessions (0.1 CEUs)
11:00 am – 12:00 pm	Exhibit Hall Dedicated Hours
12:15 pm – 12:45 pm	Conference Speed Sessions
12:15 pm – 2:15 pm	All Conference Awards Luncheon*
1:00 pm – 2:00 pm	Conference Sessions (0.1 CEUs)
1:00 pm – 3:30 pm	Exhibit Hall Open
2:15 pm – 3:30 pm	Dessert in the Exhibit Hall*
3:45 pm – 4:45 pm	Conference Sessions (0.1 CEUs)
5:00 pm – 6:30 pm	Commissioners' Reception**
5:00 pm – 6:30 pm	IPRA Annual Business Meeting
9:30 pm – 11:00 pm	Chairmen's Reception**

SATURDAY, JANUARY 27

7:45 am – 12:00 pm	Conference Registration Open
9:00 am – 10:00 am	Keynote General Session with Charles Clark (0.1 CEUs)
10:30 am – 11:30 am	Conference Sessions (0.1 CEUs)
12:30 pm – 1:30 pm	Conference Sessions (0.1 CEUs)
2:00 pm – 3:00 pm	Conference Sessions (0.1 CEUs)
3:30 pm – 5:00 pm	IAPD Annual Business Meeting
7:00 pm – 10:00 pm	Closing Social at the Hyatt Regency Chicago*

* Ticketed Event ** By Invitation Only

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GOLF MAINE PARK DISTRICT
MEETING ATTENDANCE AND EXPENSE REIMBURSEMENT POLICY

The Board of Commissioners of the Golf Maine Park District believes it is in the best interest of the District for the individual commissioners and staff members to further their education in matters pertaining to their role as commissioners and employees.

For this reason, it is deemed essential to the best interests of the District for members of the Board of Commissioners and staff to participate in activities which will provide quality, role-related education.

Should a greater number of commissioners or staff than are indicated desire to attend the events listed, attendance shall be rotated based on monies available, and fair rotation unless a particular session relates to the functions of a staff or board member who is also an officer or a member of a specific committee of the Board and would especially benefit from attendance at such session, in which event, that commissioner or staff member shall have priority in attending such session.

Expenses for attendance at such educational functions shall be reimbursed to the individual commissioner or staff member in accordance with the District's policy on reimbursement. In no case shall an individual commissioner or staff member benefit financially from attending any of the functions listed.

The words "travel" and "entertainment" as used herein shall have the same meanings as those set forth in the Local Government Travel Expense Control Act (P.A. 99-0604) (the "Act"), as may be amended from time to time.

Authorized travel or other expenses incurred by either the Board or staff members which are related to and pre-approved by the District shall be reimbursed upon documentation of such expenses in accordance with the following policy:

1. In conjunction with the preparation of the budget and appropriation ordinance for the Park District for each fiscal year, the Board of Commissioners will determine the aggregate amount of funds to be made available for commissioner and staff attendance at meetings, conferences and seminars ("Meetings").
2. Prior to each approved Meeting, the Board of Commissioners will designate those Park Commissioners and the Director will designate those staff members who will attend the Meeting.
3. The Board shall designate approved Meetings for Park Commissioners which may include but are not limited to the following:
 - a. Meetings sponsored by the National Recreation and Park Association (NRPA) which include Park Commissioner educational sessions.
 - b. Meetings sponsored by the Illinois Association of Park Districts (IAPD) which include Park Commissioner educational sessions, and
 - c. Meetings sponsored by the Illinois Park and Recreation Association (IPRA) which include Commissioner educational sessions.
4. The Director shall designate approved Meetings for staff which may include but are not limited to the following:
 - a. Meetings sponsored by the National Recreation and Park Association (NRPA) which include staff educational sessions.
 - b. Meetings sponsored by the Illinois Association of Park Districts (IAPD) which include staff educational sessions.
 - c. Meetings sponsored by the Illinois Park and Recreation Association (IPRA) which include staff

d. Meetings sponsored by Committees of the Illinois Parks and Recreation Association, and

e. Special schools or education sessions for enhancement of particular staff skills or knowledge in a developing area of expertise.

5. The Park District shall reimburse attendees for (or advance to attendees) the actual and necessary expenses incurred for travel to and attendance at approved Meetings in accordance with IRS guidelines. Individual miscellaneous out-of-pocket expenses shall not be subject to advances. Expense reimbursement for meals and lodging shall not exceed the then current per-diem rate set by the General Services Administration (GSA) for the location of the Meeting. Expense reimbursement for air travel, ground transportation or other mass transit shall not exceed \$1,000 in the aggregate. Attendees are expected to obtain the lowest available fares that reasonably meet the business travel needs of the Park District. Expense reimbursement for parking shall not exceed \$60.00 per day. Every effort should be made to minimize travel, transportation and parking related expenses.

6. If a commissioner or staff member indicates his/her intention to attend an approved Meeting and subsequently notifies the Park District of his/her intention not to attend such Meeting, or fails to attend such Meeting, for reasons other than illness or emergency, he/she shall reimburse the District in full for all expenses incurred or monies advanced by the Park District in connection with the expected attendance at such Meeting. This reimbursement must be made within thirty (30) days after written request is made by the Park District. This shall be waived in the event that a qualified replacement attends.

7. If the cost of meals is included in the Meeting registration fee, the attendee shall not be entitled to reimbursement for any meals taken separately unless such separate meal is necessitated by virtue of the attendee's required attendance at a meeting or other event apart from the event at which the pre-paid meal is served.

8. No money for expenses (other than meal per diem) shall be advanced to any attendee nor shall any attendee be reimbursed for any expenses incurred on behalf of any person other than such attendee unless authorized in advance by the Director in the case of staff or by roll call vote of the Board of Park Commissioners in the case of a commissioner. No authorization shall be given for any such expense which is not related to the business and affairs of the Park District.

9. No expense should be reimbursed which would have been incurred by the Commissioner or staff member irrespective of his/her attendance at a meeting or session, and the expense incurred must bear a legitimate and rational relationship to the business and affairs of the Park District.

10. Attendees shall provide the Park District with a report of educational sessions attended at Meetings which shall contain a brief description of subject matter and recommendations or ideas pertinent to the operations of the Park District, if any.

11. Use of personal vehicles for Park District business shall be reimbursed at the current IRS determined auto expense reimbursement rate for mileage, as well as costs of tolls and parking. All personal vehicles used for Park District business must be insured as required by Illinois law.

12. The following substantiation is required for reimbursement of travel expenses under prevailing tax regulations (Internal Revenue Code 274) and must be submitted on the Park District's standardized "Expense Reimbursement Form," attached hereto and made a part hereof as Exhibit A:

a. Name and title of Board or Staff member

b. The amount of each major expenditure.

c. Receipt for the cost of all travel, meals, or lodging expenses.

d. Dates of departure and return for each trip and the number of days spent on District business. If trips combine District business and pleasure, care must be taken that the records indicate that the principle

purpose was District business and that reasonable allocations of costs were made.

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e. Names and locations of each destination on each trip.

f. Park District business reasons for each trip. IRS regulations limit reimbursement of meal costs to expenditures on a trip which involve at least one overnight accommodation. Lunch will be reimbursed if the workshop begins before 10:30 a.m. and goes into the afternoon.

13. Notwithstanding any of the foregoing, the Park District shall not reimburse any officer, employee or member of the Board of Park Commissioners for any entertainment expenses, as that term is defined in the Act, and as may be amended from time to time. No liquor expenses will be approved for payment or reimbursement.

14. Requests for travel expense reimbursements shall be submitted using the Park District's standardized "Expense Reimbursement Form" (see Exhibit A) and shall be made in accordance with the following procedures:

a. Staff members (other than the Director) shall submit expense reimbursement requests to their immediate supervisors for approval. Supervisors shall evaluate the requests and recommend their payment or rejection to the Director who shall then review the staff submission for compliance with this policy and recommend appropriate action to the Board.

b. The Director shall submit his reimbursement requests to the Board for approval through the Director's Account

c. Board members shall submit their expense reimbursement requests to the Board of Park Commissioners who shall review the submissions for compliance with Policy and, if in compliance, shall approve same by roll call vote and shall instruct the Director to process the requests through Accounts Payable. If the Board of Park Commissioners believe the submission is not in compliance with Board Policy, they will so advise the Board member, specify the details of such perceived non-compliance and request that the Board Member comply.

d. In order to be eligible for reimbursement, expense reimbursement requests must be made within sixty (60) days of the date the expense was incurred.

e. Notwithstanding the foregoing provisions of this Policy, expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum allowed under this Policy due to emergency or extraordinary circumstances; or (2) any member of the Park District's Board of Park Commissioners regardless of amount may only be approved by roll call vote at a duly called open meeting of said Board.

Updated 12/95

Updated 03/02

Updated 12/16

**GOLF MAINE PARK DISTRICT
Expense Reimbursement Form**

In compliance with the Local Government Travel Expense Control Act, the following form must be filled out by every employee, officer and member of the Board of Park Commissioners who seeks to be reimbursed by the Golf Maine Park District for travel, meal and lodging expenses.

Only travel, meal and lodging expenses that are related to the official business of the Golf Maine Park District are eligible for reimbursement. An individual may not be reimbursed for travel, meal or lodging unless and until all the information below is provided.

Name of the individual requesting reimbursement: _____

Job title or office of the individual who received or is requesting reimbursement: _____

Date or dates of the travel, meal or lodging to be reimbursed: _____

An estimate of the cost of travel, meals, or lodging if the expense has not yet been incurred, or a receipt of the cost of travel, meals, or lodging if the expense has already been incurred (receipts should be stapled to this form): _____

Nature of the official Park District business in which the expense was incurred (be specific):

GOLF MAINE PARK DISTRICT

RESOLUTION 24-01

A RESOLUTION AUTHORIZING THE RELEASE OF CLOSED SESSION MINUTES

AND

THE DESTRUCTION OF CLOSED SESSION AUDIO RECORDINGS

WHEREAS, the Golf Maine Park District Board of Commissioners has met from time to time in closed session for purposes authorized by the Illinois Open Meetings Act; and

WHEREAS, as required by the Act, the Board has kept written minutes and verbatim records in the form of an audio recording of all such closed sessions; and

WHEREAS, pursuant to the requirements of 5 ILCS120/2.06(d) the Board has determined that the minutes of the meetings listed below no longer require confidential treatment and should be made available for public inspection; and

WHEREAS, the Board also approves the destruction of verbatim recordings of closed sessions listed below, all of which are of meetings which occurred more than 18 months prior to the destruction of the recording.

WHEREAS, the Board will comply with the law and disposal of audio will not be completed in cases when exceptions like potential litigation is in play.

NOW, THEREFORE BE IT RESOLVED by the Board of Commissioners of the Golf Maine Park District as follows:

SECTION 1: The closed session minutes from those meetings set forth as follows are hereby released:

March 15, 2023

March 23, 2023

August 17, 2023

SECTION 2: The Board Secretary is hereby authorized and directed to make said minutes available for inspection and copy in accordance with the Illinois Freedom of Information Act.

SECTION 3: The Board Secretary is hereby authorized and directed to destroy all audio recordings for those meetings set forth as follows:

NONE

SECTION 4: This resolution shall be in full force and effective from and after its passage and approval.

Adopted this 18th day of January, 2024 pursuant to a roll call vote as follows:

5 Ayes: JAMALL LIDDELL, JASMIN BAHIROVIC, YOGESH PATEL, JAY SHAH,
ZAIN DUKRANI

0 Nays:

0 Abstained:

0 Absent & Not Voting:

Jamal Liddell
President Board of Commissioners
Golf Maine Park District

ATTESTED this 18th of January, 2024

John C. Jekot
John C. Jekot
Secretary, Board of Park Commissioners
Golf Maine Park District