

**GOLF MAINE PARK DISTRICT
COMBINED ANNUAL BUDGET AND APPROPRIATION MEETING
8800 W. Kathy Lane, Niles, IL 60714
847.297.3000**

-AGENDA-

**May 16, 2024
5:45pm**

1. Call to Order
2. Roll Call
3. Visitors/Visitor Comments
4. Ordinance No. 24-01; Combined Budget and Appropriation Ordinance 2024/25 – **(Page 4-9)**
5. Adjournment

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.

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The following document was successfully uploaded to the Tax Reports Portal:

Your 2024 Budget Ordinance document for: GOLF MAINE PARK DISTRICT #05-0410-000 has been Submitted. Clerk's staff will review your document

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GOLF MAINE PARK DISTRICT

ORDINANCE 24-01
COMBINED BUDGET AND APPROPRIATION ORDINANCE

AN ORDINANCE SETTING FORTH THE BUDGET AND
MAKING APPROPRIATIONS OF SUMS OF MONEY FOR
ALL OF THE NECESSARY EXPENDITURES OF THE
GOLF MAINE PARK DISTRICT OF COOK COUNTY,
ILLINOIS, FOR CORPORATE PURPOSES FOR THE
FISCAL YEAR BEGINNING MAY 1, 2024 AND
ENDING APRIL 30, 2025

WHEREAS, the Board of Park Commissioners of the Golf Maine Park District, Cook County, Illinois, caused to be prepared in tentative combined form a budget and appropriation ordinance, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such budget and appropriations ordinance on the May 16th, 2024, notice of said hearing having been given at least one (1) week prior thereto as required by law and all other legal requirements having been complied with.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE GOLF MAINE PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. That the fiscal year of this district be and the same is hereby fixed and declared to be from May 1, 2024 to April 30, 2025.

SECTION 2. That the said Board of Park Commissioners of the Golf Maine Park District hereby budget and appropriate the sum or sums of money hereinafter mentioned and set forth to defray all the necessary expenses connected with the maintenance and operations of the park grounds, buildings, other improvements and other grounds now or to be under the control of the Golf Maine Park District for the fiscal year beginning May 1, 2024 and ending April 30, 2025, and that said sum or sums of money are deemed necessary by said Board of Park Commissioners of Golf Maine Park District to defray said expense and liabilities and that said Board of Park Commissioners of said Golf Maine Park District hereby certifies the objects and purposes for which said budget and appropriations are made, and the amount budgeted and appropriated for each object or purpose as follows:

PART ONE
ESTIMATED REVENUES AVAILABLE

Estimated Cash on Hand May 1, 2024	\$2,514,139.69
General Taxes	\$1,635,950.00
Replacement Tax	\$50,000.00
Interest on Investment	\$70,000.00
Grant Proceeds	\$250,000.00
Bond Proceed	\$1,250,000.00
Recreation Fees	\$501,000.00
Estimated Amount Available	\$6,271,089.68
Less: Estimated Expenditures (Budget)	\$3,329,810.00
Estimated Ending Cash Balance April 30, 2025	\$2,941,279.68

PART TWO
ESTIMATED EXPENDITURES

	BUDGET	APPROPRIATIONS
I. Corporate Fund		
Legal & Professional	\$20,000.00	\$23,000.00
Health Insurance	\$112,805.00	\$129,725.75
Dues	\$9,000.00	\$10,350.00
Contractual Agreements	\$55,000.00	\$63,250.00
Repairs	\$25,000.00	\$28,750.00
Utilities/Telephone	\$97,670.00	\$112,320.50
Office Supplies	\$12,000.00	\$13,800.00
Maintenance Supplies	\$21,000.00	\$24,150.00
Equipment	\$3,100.00	\$3,565.00
Motor Fuel	\$3,500.00	\$4,025.00
Building/Park Improvements	\$10,925.00	\$12,563.75
Other	<u>\$15,000.00</u>	<u>\$17,250.00</u>
Total Corporate Fund:	\$385,000.00	\$442,750.00
II. Recreation Fund		
Administrative Salaries	\$322,725.00	\$371,133.75
Recreation Salaries	\$339,800.00	\$390,770.00
Maintenance Salaries	\$220,000.00	\$253,000.00
Travel & Training	\$14,000.00	\$16,100.00
Contractual Agreements	\$22,800.00	\$26,220.00
Supplies	\$68,050.00	\$78,257.50
Special Activities	\$12,000.00	\$13,800.00
Postage	\$1,000.00	\$1,150.00
Printing	\$5,000.00	\$5,750.00
Equipment	\$5,000.00	\$5,750.00
General Park Improvement	\$0	\$0
Marketing	\$14,000.00	\$16,100.00
Wellness Incentives	\$1,000.00	\$1,150.00
Other	<u>\$15,500.00</u>	<u>\$17,825.00</u>
Total Recreation Fund:	\$1,040,875.00	\$1,197,006.25

PART TWO
ESTIMATED EXPENDITURES
(Continued)

PAGE 6

	BUDGET	APPROPRIATIONS
III. Liability Insurance Fund	\$30,000.00	\$34,500.00
IV. Worker's Compensation Insurance Fund	\$9,000.00	\$10,350.00
V. Unemployment Compensation Insurance Fund	\$60,000.00	\$69,000.00
VI. Bond & Interest Fund	\$543,410.00	\$624,921.50
VII. Illinois Municipal Retirement Fund	\$62,500.00	\$71,875.00
VIII. Social Security Fund	\$65,000.00	\$74,750.00
IX. Audit Fund	\$15,000.00	\$17,250.00
X. Paving & Lighting Fund	\$1,000.00	\$1,150.00
XI. Handicapped Recreation Fund	\$45,600.00	\$52,440.00
XII. Police Fund	\$20,000.00	\$23,000.00
XIII. Capital Improvements Fund	\$1,052,425	\$1,210,288.75

	BUDGET	APPROPRIATIONS
Corporate Fund	\$385,000.00	\$442,750.00
Recreation Fund	\$ 1,040,875.00	\$1,197,006.25
Liability Insurance Fund	\$30,000.00	\$34,500.00
Worker's Compensation Insurance Fund	\$9,000.00	\$10,350.00
Unemployment Comp. Insurance Fund	\$ 60,000.00	\$ 69,000.00
Bond and Interest Fund	\$543,410.00	\$624,921.50
Illinois Municipal Retirement Fund	\$62,500.00	\$71,875.00
Social Security Fund	\$65,000.00	\$74,750.00
Audit Fund	\$15,000.00	\$17,250.00
Paving and Lighting Fund	\$1,000.00	\$1,150.00
Handicapped Recreation Fund	\$45,600.00	\$52,440.00
Police Fund	\$20,000.00	\$23,000.00
Capital Improvement	<u>\$ 1,052,425.00</u>	<u>\$1,210,288.75</u>
Total of all Funds	\$3,329,810.00	\$3,829,281.50

SECTION 3. That all expended balances of any item or items of any general appropriation made in this Ordinance be expended in making up any deficiency in any item in the same general purpose, or any like appropriation made by this Ordinance.

SECTION 4. That all unexpended balances from annual appropriations of previous years be and they are hereby re-appropriated for the same or similar purposes.

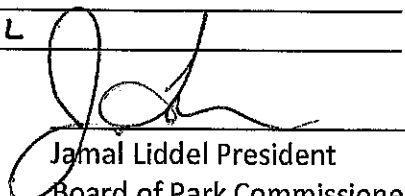
SECTION 5. That should any clause, sentence, paragraph or a part of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not effect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

SECTION 6. This Ordinance shall be in full force and effect from and after its adoption as provided by law.

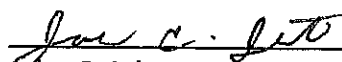
Adopted this 16th day of May 2024 pursuant to a roll call vote as follows:

Ayes: JAMAL LIDDELL, JASMIN ZAHIRUVEG, ZAIN DURRANI, JAT SHAH
 Nays: _____

Abstained: _____
 Absent & Not Voting: YOGESH PATEL


 Jamal Liddel President
 Board of Park Commissioners
 Golf Maine Park District

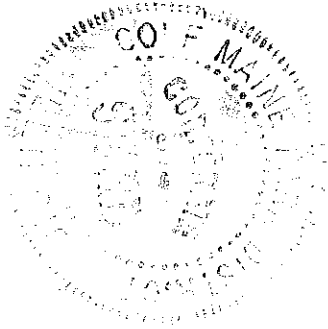
ATTESTED this 16th day of May 2024:


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

I, Zain Durrani, do hereby certify that I am the duly qualified and elected Treasurer and chief fiscal officer at the Golf Maine Park District and as such official, I do further certify that the estimated revenues, by source, anticipated to be received by the Golf Maine Park District, Cook County, Illinois, in the fiscal year 2024-2025 are those estimated revenues as set forth in Part I of the attached Combined Budget and Appropriation Ordinance of the Golf Maine Park District, Cook County, Illinois, for the fiscal year beginning May 1, 2024 and ending April 30, 2025, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 16th day of May 2024 all, as appears from the official records of said Park District.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Golf Maine Park District, at 8800 Kathy Lane, Niles, Illinois on this 16th day of May 2024.

(SEAL)



Zain Durrani, Treasurer and Chief Fiscal Officer
Board of Park Commissioners
Golf Maine Park District

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

-AGENDA-

**May 16, 2024
6:00 PM**

1. Call to Order
2. Roll Call
3. Visitors / Visitor Comment
4. Changes or Additions to the Agenda
5. Election of Board Officers
 - i. President
 - ii. Vice-President
 - iii. Treasurer
 - iv. Assistant Treasurer
 - v. Secretary
 - vi. Assistant Secretary
6. Approval of the Consent Agenda
 - i. Minutes of the February 27, 2024 MNASR Board Meeting
 - ii. Minutes of the April 18, 2024 Regular Scheduled Board Meeting
 - iii. Treasurers Report April, 2024
 - iv. Bills Payable April, 2024
7. Staff Reports
 - i. Executive Director
 - ii. Executive Advisor
8. Unfinished or Continuing Business
 - i. Legislative Update
9. New Business
 - i. Approval of Ordinance 24-01; Combined Budget and Appropriation Ordinance
 - ii. Approval of Ordinance 24-02, Authorizing the Disposal of Certain Surplus Property
 - iii. Approval of Amendment to Fiscal Policy Manual
 - iv. Approval of Splash Pad Repairs (George's Landscaping) not to Exceed \$10,000.00
 - v. Approval of Professional Services for OSLAD Grant Assistance for Dee Park Inclusive Play Area Development (Design Perspectives) @ \$4,994.22
 - vi. Approval of Feldman Copy Machine (Cost Copy Consultants) not to Exceed \$10,385.00 (includes trade-in of current machine)
 - vii. Approval of Feldman Server not to Exceed \$3,045.00
 - viii. Approval of Feldman Gymnasium Additional Scoreboard not to Exceed \$6,825.00
 - ix. Approval of Gym Décor at Feldman & Dee Park Gymnasiums not to Exceed \$5,250.00
 - x. Approval of Office/Board Room Chairs not to Exceed \$5,250.00
 - xi. Approval of Pressure Washer W/Attachments not to Exceed \$1,575.00
 - xii. Approval of Super Raker not to Exceed \$31,500.00
 - xiii. Approval of Staff Computers (2) not to Exceed \$2,310.00
 - xiv. Approval of Tablets for Student Center nor to Exceed \$2,520.00
 - xv. Approval of Air Hockey Table not to Exceed \$1,575.00
 - xvi. Approval of Foos Ball Table not to Exceed \$630.00
 - xvii. Board Member Comments
10. 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.
11. Action as a result of Closed Session
12. Adjournment

*Indicates information attached

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6. Approval of the Consent Agenda
 - i. Minutes of the February 27, 2024 MNASR Board Meeting – (Page 11-15)
 - ii. Minutes of the April 18, 2024 Regular Scheduled Board Meeting – (Page 16-17)
 - iii. Treasurers Report April, 2024 – (Page 18)
 - iv. Bills Payable April, 2024 – (Page 19-20)
7. Staff Reports
 - i. Executive Director – (Page 21-23)
 - ii. Executive Advisor – (Page 24)
8. Unfinished or Continuing Business
 - i. Legislative Update – (Page 25-36)
9. New Business
 - i. Approval of Ordinance 24-01; Combined Budget and Appropriation Ordinance – (Page 37-42)
 - ii. Approval of Amendment to Fiscal Policy Manual – (Page 43-50)
 - iii. Approval of Professional Services for OSLAD Grant Assistance for Dee Park Inclusive Play Area Development (Design Perspectives) @ \$4,994.22 – (Page 51)
 - iv. Approval of Feldman Copy Machine (Cost Copy Consultants) not to Exceed \$10,385.00 (includes trade-in of current machine)
 - v. Approval of Feldman Server not to Exceed \$3,045.00 – (Page 52)
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**THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
BOARD OF DIRECTORS MEETING**

6820 W. Dempster St., Morton Grove, IL 60053

February 27, 2024 | 10:00 AM

Board President Michelle Tuft called the February 27, 2024 meeting to order at 10:00 AM.

Board Members in attendance:

Joe Weber, Des Plaines Park District (arrived 10:01 AM)

John Jekot, Golf Maine Park District

Jeff Wait, Morton Grove Park District

April Armer, Park Ridge Park District (arrived 10:27 AM)

Michelle Tuft, Skokie Park District

Karen Hawk, Village of Lincolnwood

Staff in attendance: Trisha Breitlow, Executive Director; Lisa Barrera, Superintendent of Recreation; Kelly Brunning, Sr. Operations Manager; Keli Stonitsch, Human Resources Manager; Lindsey Anderson, Support Staff Coordinator; Audra Ebling, Communication & Marketing Manager; Taylor Gonio, Recreation Specialist

Changes to Agenda: The Community Service Award was moved to after the consent agenda.

Introduction of Visitors: Pete Peterson, M-NASR Volunteer

Consent Agenda:

- Minutes of the December 12, 2023 Board Meeting
- Minutes of the December 12, 2023 Closed Session
- Treasurer's Report for the months ending December 31, 2023 and January 31, 2024
- Voucher list of bills in the amount of \$183,711.24

John Jekot made a motion to approve the Consent Agenda, seconded by Michelle Tuft. The motion passed in a roll call vote as follows:

Des Plaines: Yes
 Golf Maine: Yes
 Morton Grove: Yes
 Niles: Absent
 Park Ridge: Yes
 Skokie: Yes
 Lincolnwood: Yes

Superintendent Lisa Barrera reviewed the program report and highlighted the winter season. Spring registration is now open. She also highlighted one of the basketball teams which qualified for the Illinois Special Olympics State Tournament. This summer will feature a day camp at Molloy School, for their summer school students. Inclusion all staff member training will take place May 21. Barrera presented a new inclusion manual designed for park districts. Recognition Night will take place Wednesday, April 24 at the Chateau Ritz.

Communications and Marketing Manager Audra Ebling reported planning is well under way for the summer and day camp brochures. Spring registration seems to be going smoothly, with reminders sent to participants as this is the first season with a combined winter/spring brochure. Updated photos and artwork will be hung in the M-NASR office.

Fundraising and Development Manager Vera Kramer updated that the Board received a list of pending grants. She further reported that the sponsorships for the Liponi Dinner Dance are higher than in 2023.

The Board reviewed the budget report.

Executive Director Breitlow reported on goals updates, as well as outreach events staff have attended. She recognized staff for their continued efforts with goals and the strategic plan.

A motion was made by Michelle Tuft to approve the updated Paid Leave for All Workers Act policy as presented, seconded by John Jekot. This passed in a roll call vote as follows:

Des Plaines: Yes
 Golf Maine: Yes
 Morton Grove: Yes
 Niles: Absent
 Park Ridge: Yes
 Skokie: Yes
 Lincolnwood: Yes

A motion was made by Joe Weber to approve the Town of Maine Funding agreement as presented, seconded by Karen Hawk. This passed in a roll call vote as follows:

Des Plaines: Yes
 Golf Maine: Yes
 Morton Grove: Yes
 Niles: Absent
 Park Ridge: Yes
 Skokie: Yes
 Lincolnwood: Yes

Discussion ensued whether each park district or M-NASR would be responsible for paying for missed inclusion shifts under the Paid Leave for All Workers Act Policy. Breitlow will review with legal counsel and bring it back to the Board for further discussion.

Discussion ensued regarding the location of the April Board meeting. The Board agreed to move the meeting to The Lakeview Center, 1177 Howard Ave., Des Plaines.

Karen Hawk made a motion to adjourn the February 27, 2024 Board meeting at 10:28am, seconded by Joe Weber. The motion passed in a voice vote.

Jeff Wait, Board President
Morton Grove Park District

Date

Trisha Breitlow, Board Secretary
Maine-Niles Association of Special Recreation

Date

**MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
COMPARATIVE MONTH TREASURER'S REPORT
FOR THE MONTHS OF FEBRUARY 29, 2024 AND MARCH 31, 2024**

	<u>FEBRUARY</u>	<u>MARCH</u>
<u>MONTHLY CASH POSITION</u>		
BEGINNING BALANCE	\$ 1,325,799.73	\$ 1,193,058.12
CASH RECEIPTS	72,557.02	70,122.32
INTEREST	25.21	-
TRANSFERS INTO CASH ACCOUNTS		
PAYROLL DISBURSEMENTS	(161,961.33)	(110,175.47)
DISBURSEMENTS ON LIST OF BILLS	(25,679.02)	(26,492.51)
OTHER INCREASES/(DECREASES) *	(17,683.49)	(36,327.63)
 ENDING BALANCE	 <u>\$ 1,193,058.12</u>	 <u>\$ 1,090,184.83</u>
<u>BANK BALANCES BY ACCOUNT</u>		
GENERAL ACCOUNT	\$ 1,185,696.85	\$ 1,082,823.56
IMPREST ACCOUNT	1,467.08	\$ 1,467.08
TOTAL CASH ACCOUNTS	<u>\$ 1,187,163.93</u>	<u>\$ 1,084,290.64</u>
 ILLINOIS FUNDS MONEY MARKET ACCOUNT	 \$ 5,894.19	 \$ 5,894.19
	<u>\$ 5,894.19</u>	<u>\$ 5,894.19</u>
TOTAL INVESTMENT ACCOUNTS		
TOTAL CASH AND INVESTMENTS	<u>\$ 1,193,058.12</u>	<u>\$ 1,090,184.83</u>

DETAILED INVESTMENT INFORMATION

ILLINOIS FUNDS MONEY MARKET ACCOUNT AND THE

MONTHLY INTEREST INCOME	\$ 25.21	\$ -
YEAR-TO-DATE INTEREST INCOME	\$ 51.97	\$ 51.97

* "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 FEBRUARY 29, 2024 AND MARCH 31, 2024

(Unaudited)

	<u>FEBRUARY</u>	<u>MARCH</u>
ASSETS		
Cash at bank	1,187,163.93	1,084,290.64
Petty cash	300.45	300.45
Investments	5,894.19	5,894.19
Accounts receivable	12,026.36	24,449.97
Prepaid Expenses	72,408.44	19,598.80
 Total Assets	 <u>\$ 1,277,793.37</u>	 <u>\$ 1,134,534.05</u>
LIABILITIES AND EQUITY		
Liabilities		
Payables, accruals and deferred revenues	51,836.59	58,097.88
Total Liabilities	<u>51,836.59</u>	<u>58,097.88</u>
 Fund Balance		
Beginning of the year	1,073,458.66	1,225,956.78
Current year activity	152,498.12	2,977.51
Total Fund Balance	<u>1,225,956.78</u>	<u>1,228,934.29</u>
 Total Liabilities and Equity	 <u>\$ 1,277,793.37</u>	 <u>\$ 1,287,032.17</u>

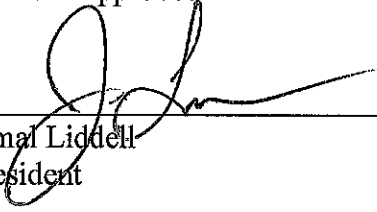
9. CLOSED SESSION

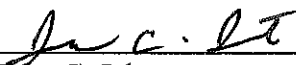
- a. None

10. ADJOURNMENT

- a. President Jamal Liddell moved to adjourn the meeting.
- b. Seconded by Commissioner Zain Durrani
- c. Roll was Called: Ayes: 4 Nays: 0
- d. Meeting adjourned at 6:19pm

05/16/2024
Minutes Approved


Jamal Liddell
President


John C. Jekot
Secretary

GOLF MAINE PARK DISTRICT
FISCAL YEAR 2023-24
SUMMARY OF REVENUES, EXPENDITURES & CASH BALANCES
April , 2024

		March 2024	April 2023
MONTHLY CASH POSITION	Cash	Prior	Prior FY
	Balance	Month	Cash Balance
Beginning Balance	\$1,328,085.79	\$787,281.31	\$895,125.24
Cash Receipts	24,026.75	33,306.75	23,136.00
RE Taxes	0.00	539,731.58	354,303.21
Replacement Taxes	3,207.98	3,596.65	8,174.24
Interest	6,883.19	6,282.05	5,933.57
Transfer into Cash Accounts	78,625.00	0.00	229,545.54
Transfer Out of Investments	(78,625.00)	0.00	(229,545.54)
Disbursements of Bills	(50,910.58)	(43,708.81)	(80,845.62)
Bond Payments	NA	NA	NA
Other Inc/(Dec)	NA	NA	NA
NSF/Fees	NA	(15.00)	(7.35)
Month End Balance	\$1,311,293.13	\$1,326,474.53	\$1,205,819.29
BANK BALANCES BY ACCOUNT	Bank	Bank	Prior FY
	Balance	Balance	Bank Balance
Savings Account - 1407	\$1,329,277.24	\$1,328,085.79	\$1,250,469.60
Checking Account - 7604	308,722.76	227,325.77	355,169.63
NorthShore - OSLAD - 4331	1,526.72	1,526.52	1,524.41
Director's Account	2,689.35	1,569.35	1,079.35
Liability Account	1,063.53	1,063.53	1,062.53
Wintrust Savings - BOND - 2537	\$1,075,242.69	\$1,148,468.55	\$1,093,054.10
Wintrust Checking - 2216	\$147,431.31	\$208,864.93	\$198,899.06
Wintrust Scholarship Fund - 3539	NA	NA	\$4,193.90
Total Cash Accounts	\$2,865,953.60	\$2,916,904.44	\$2,905,452.58
INVESTMENTS BY ACCOUNT	Investment	Investment	Prior FY
	Balance	Balance	Invest Balance
Illinois Funds Money Market	\$65,917.13	\$65,624.73	\$62,456.62
IPDLAF+Class	NA	NA	NA
Total Investments	\$65,917.13	\$65,624.73	\$62,456.62
TOTAL CASH AND INVESTMENTS	\$2,931,870.73	\$2,982,529.17	\$2,967,909.20

INVOICE REGISTER FOR GOLF MAINE PARK DISTRICT
EXP CHECK RUN DATES 04/12/2024 - 04/30/2024

Vendor ID	Vendor Name	Invoice #	Description	Inv. Date	Amount	Check Number	Check Date
00196	NICOR GAS	Mar 13, 2024	GAS AT DP	03/13/2024	756.84	4507	04/01/2024
00504	AMAZON CAPTL. SERVICES	1KMK-LHT3-SHSM	OFFICE SUPPLIES	03/21/2024	152.56	4494	04/01/2024
00504	AMAZON CAPTL. SERVICES	1PVT-QDPR-20Y3	SPECIAL EVENT BASKET	03/22/2024	25.55	4495	04/01/2024
00504	AMAZON CAPTL. SERVICES	1PVT-QDPR-20Y3	BASKETBALL HOOPS DISTRICT SUPPLIES	03/25/2024	259.10	4496	04/01/2024
00117	FSS TECHNOLOGIES	1-19911	DP-FIRE ALARM/ALARM SRV AGRMT 4/2024-8/2024	03/17/2024	136.80	4503	04/01/2024
00370	GRUOT, INC.	12030407092	WASTE PICKUP SERVICES AT DP	04/01/2024	593.53	4504	04/01/2024
00370	GRUOT, INC.	12030407092	WASTE PICKUP SERVICES AT DP	04/01/2024	243.82	4505	04/01/2024
00438	SAVA-TONE FITNESS, LLC	Mar 26, 2024	SESSION 02 FEB 23-MAR 26, 2024	03/26/2024	438.00	4446	04/01/2024
00516	AGUA ELIMIOS, INC.	Mar 27, 2024	SESSION 02 FEB 23-MAR 26, 2024	03/26/2024	202.50	4501	04/01/2024
00516	AGUA ELIMIOS, INC.	Mar 27, 2024	SESSION 02 FEB 23-MAR 26, 2024	03/27/2024	426.54	4497	04/01/2024
00059	KONE	1158701827	ANNUAL CODE REQUIRED TESTING @ DP	03/27/2024	322.82	4498	04/01/2024
00059	COSTERECO COPY CONSULTANTS, INC.	AR555043	SUPPORT & SERVICE FOR ROLLING DECK SETUP & NEW BATTERY FOR BACKUP	03/25/2024	1,686.00	4502	04/01/2024
00504	COMCAST	FEB 17, 2024	4547 HIGH SPEED INTERNET AT DP	02/17/2024	445.50	4501	04/01/2024
00504	FIFTH THIRD MASTERCARD TRANSACTION	Apr 2, 2024	JOHN, KEVIN, ANTHONY, SAMIR TRANSACTIONS	04/02/2024	817.14	4508	04/02/2024
00504	AMAZON CAPTL. SERVICES	1TR6-KODR-4VPC	HOOP'S SUPPLIES, OFFICE SUPPLIES	04/01/2024	65.55	4508	04/02/2024
00504	AMAZON CAPTL. SERVICES	1YMK-LYUN-N1H1	MAINTENANCE SUPPLIES	03/30/2024	29.49	4509	04/02/2024
00226	NICOR GAS	Mar 27, 2024	GAS AT FELDMAN	03/27/2024	995.21	4514	04/02/2024
00566	COSTERECO COPY CONSULTANTS, INC.	AR555693	FELDMAN COOPER COLOR OVERAGE FEE	03/31/2024	314.54	4511	04/02/2024
00566	COSTERECO COPY CONSULTANTS, INC.	AR555690	DEE PARK COOPER COLOR OVERAGE FEE	03/31/2024	62.28	4512	04/02/2024
00530	ANDERSON LOCK	7116600	UTILITY CLOSET @ FELDMAN REPAIR	04/05/2024	413.50	4510	04/05/2024
00540	MED MARTIAL ARTS, INC.	Mar 18, 2024	SESSION 02 FEB 19-MAR 18, 2024	03/18/2024	450.00	4515	04/05/2024
00178	PRIMA	331125	MAR 2024 LIFELINES/PROPERT/INVER COMPLETELY PRO/CYBER	03/07/2024	2,035.43	4516	04/05/2024
00178	PRIMA	034125H	MAR 2024 MEMBER CONTRIBUTION	03/07/2024	8,102.75	4516	04/05/2024
00877	CITI CARDS	Apr 26, 2024	SPORTS SP EVENTS, OFFICE, MKTG	04/15/2024	776.01	4528	04/15/2024
00877	CITI CARDS	Mar 28, 2024	MAINTENANCE/CAPITAL IMPROVEMENTS	03/28/2024	2,135.97	4529	04/15/2024
00553	ILLINOIS STATE POLICE	20240300660	BARAN, CAH, WARR, ALBA, TAVIER, SWIFT, CHAMBERLAIN	03/01/2024	68.00	4531	04/15/2024
00836	TRUGREEN PROCESSING CENTER	168472956	DP-ORNAMENTAL BED WEED CONTROL	04/02/2024	101.55	4534	04/15/2024
00836	TRUGREEN PROCESSING CENTER	168472954	FP-ORNAMENTAL BED WEED CONTROL	04/02/2024	93.60	4535	04/15/2024
00566	COSTERECO COPY CONSULTANTS, INC.	AR555845	ONLINE MONTHLY BACKUP FEES	03/31/2024	84.00	4527	04/15/2024
00566	COSTERECO COPY CONSULTANTS, INC.	AR555911	LEASE FOR PHONE SYSTEM	03/31/2024	84.00	4527	04/15/2024
00566	COSTERECO COPY CONSULTANTS, INC.	AR555921	MONTHLY PHONE SERVICE	03/31/2024	226.40	4528	04/15/2024
00566	COSTERECO COPY CONSULTANTS, INC.	AR555933	OTTECH MAINTENANCE AGREEMENT-ORT MAR, JUN	03/31/2024	605.50	4529	04/15/2024
00504	AMAZON CAPTL. SERVICES	1FR0-KODR-5MAY	OFFICE SUPPLIES	04/01/2024	27.66	4517	04/15/2024
00504	AMAZON CAPTL. SERVICES	1KQ1-4L6L-AMKRS	REC SLIP PARK BASKETRY OFFICE SLIP	04/07/2024	414.54	4516	04/15/2024
00504	AMAZON CAPTL. SERVICES	1KXN-XNTR-JULY	SPECIAL EVENT EARTH DAY	04/07/2024	54.99	4516	04/15/2024
00515	ANDERSON PEST SOLUTIONS	2950342	PEST CONTROL @ FP	04/07/2024	95.70	4520	04/15/2024
00515	ANDERSON PEST SOLUTIONS	58606112	PEST CONTROL @ DP	04/07/2024	68.50	4521	04/15/2024
00682	ARTISTICALLY AAA	000043	HOOP DIST JERSEY 8TH GRADE	04/07/2024	448.00	4522	04/15/2024
00682	ARTISTICALLY AAA	000043	HOOP DIST JERSEY FRESHMAN	04/07/2024	428.00	4523	04/15/2024
00682	ARTISTICALLY AAA	000044	GAIRD LOBBY CUSTOMIZATIONS	04/08/2024	508.00	4524	04/15/2024
00203	TEAM SPORT PRO LTD.	6-5532	HOOP'S DIST BASKETBALL SHORTS	04/08/2024	180.00	4523	04/15/2024
00203	TEAM SPORT PRO LTD.	6-5531	HOOP'S DIST BASKETBALL SHORTS/JERSEY	04/08/2024	47.50	4523	04/15/2024
00604	AMAZON CAPTL. SERVICES	1W8F-5NLT-NF3F	REC SUPPLIES	04/17/2024	994.48	4537	04/22/2024
00604	AMAZON CAPTL. SERVICES	635924	OTR NEW RADIO BROADCAST/RAIN 4/2024 - 8/2024	04/14/2024	216.00	4539	04/22/2024
00132	SUNVIEW PARK DISTRICT	312-265-0246	SUBMER CAMP-FLOCK OUTDOOR AQUATIC CENTER	04/16/2024	2,892.00	4542	04/22/2024

NO.	CD	DESCRIPTION	DATE	AMOUNT	DATE	AMOUNT	DATE
00158	COM ED	APR 12, 2024 ELECTRICITY @ DP	04/12/2024	2,177.95	4540	04/29/2024	
00804	AMAZON CAPITAL SERVICES	KILL-SPEECH SPECIAL EVENT	04/10/2024	125.66	4538	04/29/2024	
00156	COM ED	APR 13, 2024 ELECTRICITY @ DP	04/13/2024	2,141.11	4541	04/29/2024	
00988	COSTERECOOPY CONSULTANTS, INC.	ARREST LEASE FOR PHONE SYSTEM 4/15/24 - 5/14/24	04/08/2024	88.80	4543	04/29/2024	
00892	AIR COMFORT CORPORATION	4Q3/14 ANNUAL PREV MAINT ASSESSMENT	04/12/2024	3,968.00	4536	04/29/2024	
00834	COMCAST	APR 17, 2024-S-100P HIGH SPEED INTERNET	04/17/2024	212.50	4542	04/29/2024	
00409	THESELET, L.P	485031 MARCH 2024 GENERAL LITIGATION MATTERS	04/18/2024	352.83	4553	04/29/2024	
00952	AUTERSBACH & ALLEN, L.P	88551 MARCH 2024 PROF SERVICES	04/09/2024	645.00	4557	04/29/2024	
00804	AMAZON CAPITAL SERVICES	1700-TY IN-LINE OFFICE SUPPLIES	04/17/2024	43.40	4546	04/29/2024	
00804	AMAZON CAPITAL SERVICES	1700-TY IN-LINE OFFICE SUPPLIES	04/23/2024	35.59	4546	04/29/2024	
00316	ADVA ELIMIDS, INC.	APR 30, 2024-301 ACTUAL READING 3/29/2024 - 4/22/2024 @ FP	04/24/2024	333.37	4547	04/29/2024	
00553	EXPERT CHEMICAL & SUPPLY, INC.	889223 MAINTENANCE SUPPLIES	04/24/2024	2,288.47	4548	04/29/2024	
00089	KONE	1188718754 ANNUAL CODE REQUIRED TESTING @ FP	04/25/2024	888.80	4549	04/29/2024	
00169	KONE	902618556 REPAIR DP ELEVATOR	04/18/2024	2,745.57	4530	04/29/2024	
00998	NIDOR GAS	APR 28, 2024 GAS AT FELDMAN	04/28/2024	582.75	4531	04/29/2024	
00998	NIDOR GAS	APR 31, 2024 GAS AT DP	04/17/2024	884.78	4532	04/29/2024	
00214	VILLAGE PLUMBING AND SEWER SERVIC	79501 REPAIR FELDMAN MENS BASEMENT BATHROOM	12/09/2023	2,433.00	4534	04/29/2024	
00269	KONE	1188718987 APR 18, 20 REPAIR DE PARK ELEVATOR	04/18/2024	1,052.72	4536	04/29/2024	
		TOTAL		89,910.88			

BOARD REPORT – MAY 2024

(By: Kevin Hubka, Executive Director)

*** UPCOMING EVENTS**

- * MAY 15 - POP-UP SHOP @ DEE PARK
- * MAY 22 - BATTLE OF DISTRICT 63 FIELD DAY @ DEE PARK (MARK TWAIN VS. APOLLO)
- * JUNE 29 - 4TH ANNUAL JIM RAU BASKETBALL TOURNAMENT

*** PROJECT REPORT**

<u>PROJECT</u>	<u>STATUS</u>	<u>COMMENTS</u>
FELDMAN GYM DÉCOR/PAINTING	IN PROCESS	TARGET DATE - JUNE 2024
WASHER/DRYER	IN PROCESS	TARGET DATE – JUNE 2024
BADMINTON SLEEVE REPAIR	APPROVED/DELAYED	LOOKING INTO NEW VENDORS
DEE PARK WEST GAZEBO DEMO	APPROVED/DELAYED	LOOKING INTO NEW VENDORS
SIGNAGE @ FELDMAN / DEE	APPROVED	LOOKING INTO CO-OP STATUS
FELDMAN/DEE PARKING LOTS RESURFACING	APPROVED	SPRING 2024
SPRAY PARK PIT	IN PROGRESS	VORTEX TO PRESSURE TEST

*** MARKETING COMMITTEE REPORT**

- * MEETING WITH POTENTIAL SPONSORS HAS BEGUN.

*** HR/BUSINESS REPORT**

- * NEW TIME CLOCK MANAGEMENT SYSTEM WAS IMPLEMENTED ON 5/1/24.
- * 2024 AUDIT KICK-OFF HAS OFFICIALLY BEGUN.
 - * PRELIMINARY DATE: JUNE 12
 - * ON-SITE FIELD WORK: JULY 15-17

*** FACILITIES REPORT**

- * PEPSI VENDING AGREEMENT
 - * DEE PARK WILL ADD 2 OUTDOOR PEPSI MACHINES AND 1 INDOOR PEPSI MACHINE (LATE MAY)
 - * FELDMAN PARK WILL ADD 2 INDOOR PEPSI MACHINES (LATE MAY)

*** STAFF UPDATE**

- * ALL EMPLOYEE EVALUATIONS TO BE COMPLETED AND FILED BY 5/15/24.
- * ALL EMPLOYEES ASSIGNED GOALS FOR 2024-25 FISCAL YEAR.


***PDRMA UPDATE**

*WE HAVE ACHIEVED OUR FIRST OF THREE INCENTIVES FOR 2024. THE INCENTIVE IS \$500.00.

-ATTACHED IS THE LETTER.

***RECREATION REPORT**

*INTERGOVERNMENTAL AGREEMENT FOR SCHOOL DISTRICT 63.

- 1)DOCUMENT SENT TO SCHOOL DISTRICT FOR REVIEW. 
- 2)DOCUMENT WILL BE SIGNED BY PARK DISTRICT BOARD (Target - June Board Mtg)
- 3)DOCUMENT WILL BE SIGNED BY DISTRICT 63 SCHOOL BOARD (Target - June Board Mtg)

*INTERGOVERNMENTAL AGREEMENT FOR SCHOOL DISTRICT 207.

- 1)DOCUMENT SENT TO SCHOOL DISTRICT FOR REVIEW. 

STATE OF GMPD RECREATION REPORT

YEAR OVER YEAR COMPARISON:

Revenue Report	2022-2023	2023-2024	(+/-)	%
PROGRAMS	\$187,644.52	\$215,472.65	\$27,828.13	+14.8%
RENTALS	\$315,183.90	\$338,417.75	\$23,233.85	+7.4%
Total	\$502,828.42	\$553,890.40	\$51,061.98	+10.2%

PARTICIPATION REPORT	2022-2023	2023-2024	(+/-)	%
PROGRAMS	2583	2853	+270	+10.5%
OPEN GYM	3238	2769	-469	-14.5%

FEEES SAVED: CREDIT CARD SERVICE CHARGES (JANUARY 2024 -APRIL 2024) : \$2991.84



A Partner You Can Depend On

April 30, 2024

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

Re: 2024 Risk Management Review Kickoff Process Incentive

Dear Kevin:

On behalf of PDRMA, I would like to congratulate you on your agency successfully meeting the first incentive metric deadline of the 2024 Risk Management Review (RMR).

Enclosed with this letter is a \$500 financial incentive check – one of three your agency can earn this year – that is part of the overall \$1,500 short-term financial incentive for the 2024 RMR. Your agency earned this incentive by:

- Returning the Kickoff Form within 30 days of receiving notification from your Risk Management Consultant.
- Completing the Kickoff Meeting/Discussion no later than April 1, 2024.

Your agency can receive the two remaining \$500 metrics if it fulfills the following requirements:

1. For members who have completed their 2023 SMART Goal prior to April 1, 2024, define and create your next SMART Goals by July 1, 2024. Those members will receive their second \$500 financial incentive check by the end of July. For members with 2023 completion dates after April 1, 2024, you must complete your SMART Goal by the defined completion date, define, and create your next SMART Goal within 90 days of completing the 2023 SMART Goal. Those members will receive their second \$500 financial incentive check by the end of December. You should work with your Risk Management Consultant to choose an appropriate goal, and goals should be based on the results of the 2023 RMR Target Form and/or the 2024 Kickoff Meeting/Discussion.
2. Complete the applicable SMART Goal action steps, assigned target form and all other agreed upon activities (i.e., policy development, onsite visits, private or regional training classes and/or vendor approved activities such as OSHA programming or ergonomic and back safety classes) by Dec. 1, 2024.

“In The Know”

Communication From Executive Advisor

Date: May 16, 2024

From: John Jekot, Executive Advisor

All items in my report have been included in meeting agenda.

Legislative Update



The Latest Legislative Issues Affecting Parks, Recreation and Conservation

#10-2024 -- April 22, 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: Bills Pass Chambers of Origin

Happy Earth Day!

The past two weeks were marked with a flurry of legislative activity at the Capitol as last Friday was the House's "third reading deadline" to pass House bills and send them to the Senate. A similar Senate deadline to pass Senate bills and move them to the House was April 12. These deadlines are a major milestone because any bill that did not advance to the opposite chamber is not likely to move forward this spring unless it receives a deadline extension.

This also means that **legislation that did pass the chamber of origin prior to these deadlines is one step closer to becoming law**. Therefore, it is very important that you review the measures detailed in this legislative update and let us know if you have any questions.

IAPD Platform Bills Advance

Two bills that are part of our [2023-2024 Legislative Platform](#) passed their respective chambers of origin. [SB 2849 \(Morrison, J.\)](#) / [HB 4715 \(Rita, B.\)](#) would allow units of local government to adopt rules related to the use of drones above public property that is intended or permitted to be used for

recreational or conservation purposes so long as those rules do not conflict with any state or federal laws or regulations. [SB 2849](#) passed the Senate with a vote of 50-3-0 while [HB 4715](#) passed the House with a vote of 97-0-0. The bills now head to the opposite chamber.

There has also been progress on two other IAPD Platform initiatives.

[HB 4502 \(Lilly, C.\)](#) would statutorily protect dedicated OSLAD grant funds from being swept or transferred to another State fund. We are happy to report that [HB 4502](#) was unanimously approved by the House Appropriations-General Services Committee and has received a 3rd Reading deadline extension until the end of the spring session, meaning it may be considered at any point prior to adjournment.

As we [previously reported](#), IAPD testified in a subject matter hearing of the House Ethics and Elections Committee on another IAPD Platform Bill, [HB 4503 \(Stuart, K.\)](#), which seeks to ensure cooperation between local governments and election authorities on the use of local government facilities as early voting polling places. Bills like [HB 4503](#) that amend the Election Code do not always adhere to the bill deadlines because they are typically considered as part of one omnibus bill at the end of session. We have been working behind the scenes with key legislators and staff to ensure that [HB 4503](#) is considered as part of that omnibus bill.

Other Bills that Passed Chamber of Origin

In the past two weeks alone, legislators considered and voted on hundreds of legislative proposals prior to heading back to work in their district offices this week. This includes many items we [previously reported on](#), some of which were amended prior to passage to the opposite chamber for further consideration, as detailed below.

[SB 1 \(Lightford, K.\)](#) is an initiative of the Governor's office aimed at streamlining early childhood and child care programs that are currently housed at the Illinois State Board of Education, Illinois Department of Human Services, and Illinois Department of Children and Family Services. The legislation would create a new Department of Early Childhood on July 1, 2024 and move early childhood programs and services from legacy agencies to the new Department on July 1, 2026. The legislation does not propose any policy or implementation changes to existing programs or services other than to move them to the new agency in 2026. However, changes are anticipated during the next two years and IAPD will be closely monitoring these changes and will keep members updated. [SB 1](#) passed the Senate with a vote of 56-0-0.

[SB 536 \(Ellman, L.\)](#) would amend the Public Funds Investment Act to allow local governments to adopt an ordinance or resolution to allow for the investment of public funds in other instruments not specifically listed in the Act so long as those investments comply with laws authorizing investments of public funds and with the public agency's investment policy. The legislation would also allow local governments to earn additional interest on their investments by increasing the maturity length in highly rated corporate obligations to 10 years from the date of purchase (currently 3 years). [SB 536](#) passed the Senate with a vote of 57-0-0.

[SB 692 \(Morrison, J.\)](#) would create the Task Force on Interjurisdictional Zoning Impacts to study State and local zoning laws and policies relating to large industrial developments, annexation laws and policies, the potential impacts of large industrial developments on neighboring units of local governments, trends in industrial zoning across urban, suburban, and rural regions of Illinois, and outcomes in recent zoning proceedings for large industrial developments. **The task force includes a representative of IAPD.** [SB 692](#) passed the Senate with a vote of 54-0-0.

[SB 2665 \(Porfirio, M.\)](#) would amend the **Open Meetings Act** to add "performance of active military duty as a service member" to the current list of reasons that a public body member may attend a meeting remotely if a quorum of the members of the public body is physically present and the public body has met the other statutory requirements, including the adoption of a remote attendance policy. [SB 2665](#) passed the Senate with a vote of 55-0-0.

[SB 2781 \(Ventura, R.\)](#) would establish the Healthy Forests, Wetlands, and Prairies Grant Program through IDNR with the goal of restoring degraded forest lands and native prairies. Through the program, eligible grant recipients, including park districts, municipalities, conservation districts, and forest preserve districts, may use grant funding for: (1) local projects restoring or expanding forests, wetlands, prairies, or other natural landscapes demonstrated to absorb carbon dioxide from the atmosphere; (2) education and marketing regarding local projects or steps community members may take to promote the growth of native vegetation that removes carbon dioxide from the atmosphere; and (3) any other purpose approved by IDNR that advances the State goal that there be no overall net loss of the State's existing forest, prairie, or wetland acres or their functional value due to State-supported activities. **IAPD supports the legislation.** [SB 2781](#) passed the Senate with a vote of 57-2-0.

Last year, we reported on [HB 1370 \(Tarver, C.\)](#), which would require the owner or operator of an event facility that is used for holding public meetings or public events to provide for recycling at these facilities if they have a maximum legal

capacity of at least 3,500 persons. **IAPD successfully advocated for an amendment** to this proposal to clarify that these requirements apply only to facilities that are structures and not other “locations” such as open spaces like public parks. Although HB 1370 did not pass both chambers prior to the General Assembly’s adjournment, the language of the bill was refiled this year as [SB 2876 \(Villa, K.\)](#), and includes the language that IAPD previously advocated for in HB 1370. [SB 2876](#) passed the Senate with a vote of 42-16-0.

Under current law, **mosquito abatement districts** may abate mosquitoes, flies, and insects. As introduced, [SB 2938 \(Fine, L.\)](#), would have expanded that authority to any animal capable of carrying disease-producing organisms to a human or animal host. **In response to concerns raised by forest preserve districts** about the breadth of this expanded authority, the sponsor agreed to narrow the scope of the bill by limiting the expanded authority to only ticks and rats. The legislation would also permit mosquito abatement districts to conduct routine surveillance of vectors (defined as arthropods, rodents, including rats and mice, birds, or other animals capable of carrying disease-producing organisms to a human or animal host but not including animals that transmit disease to humans only when used as human food) to detect and report on the presence of vector-borne diseases of public health significance. Additionally, the legislation would allow mosquito abatement districts to annex territory if it operates predominantly within a municipality or two or more municipalities that would be coterminous upon the annexation of the territory. [SB 2938](#) passed the Senate with a vote of 58-0-0.

[SB 3207 \(Tracy, J.\)](#) would allow a **daycare center** to operate for a full 24 hours and provide care for an individual child for a period of up to 12 hours if the parent or guardian of the child is employed in a position that requires regularly scheduled shifts and a 10-hour period elapses between daycare visits. The legislation requires DCFS to adopt administrative rules necessary to implement the legislation. [SB 3207](#) passed the Senate with a vote of 59-0-0.

[SB 3208 \(Villa, K.\)](#) would set the conditions for when an employer is required to provide a current or former employee with a copy of the **employee’s pay stubs**. First, the legislation would require an employer to maintain a copy of an employee’s pay stubs for a period of not less than 3 years after the date of payment and require the employer to provide an employee a copy of their pay stubs upon the employee’s request by the end of the next pay period. Employers would be permitted to require the employee to submit their request in writing and employers would not be required to grant an employee’s request for a copy of their pay stubs more than twice in a 12-month period. Second, the legislation would require an employer to provide a *former* employee with a copy of their pay stubs upon request. The employer would have until the end of the employer’s next pay period to fulfill the former employee’s request. An

employer would be required to provide the copy of the pay stubs in either a physical or electronic format, as chosen by the former employee. An employer would not be required to grant the employee's request more than one year after the date of separation or more than twice during that time period. Finally, if an employer furnishes electronic pay stubs and former employees cannot access those electronic pay stubs for at least a full year after separation, then the employer must offer to provide the outgoing employee with a record of all their pay stubs from the year preceding the date of separation. An employer must keep a written record of the offer and the employee's response. [SB 3208](#) passed the Senate with a vote of 41-16-0.

[SB 3310 \(Simmons, M.\)](#) would extend the date for an aggrieved party to file a charge for an alleged violation of the Human Rights Act from 300 calendar days to 2 years. [SB 3310](#) passed the Senate with a vote of 38-10-0.

[SB 3323 \(McConchie, D.\)](#) would create the Accessible Electric Vehicle Charging Station Act and require the Illinois Department of Transportation to adopt technical requirements and standards for EV charging stations throughout the state. [SB 3323](#) passed the Senate with a vote of 58-0-0.

[SB 3342 \(McClure, S.\)](#) would create the Pesticide Application on Rights-of-Way Notification Act and would place substantial new notification requirements on units of local government when applying pesticides to a public right of way. **As a result of IAPD's advocacy efforts, the bill was amended to exempt park districts, forest preserves, and conservation districts from these requirements.** [SB 3342](#) passed the Senate with a vote of 54-0-0.

[SB 3455 \(Martwick, R.\)](#) would require the Illinois Department of Revenue to conduct a **study of the property tax system** in Illinois, examine whether the existing property tax levy, assessment, appeal, and collection process is reasonable and fair, and issue recommendations to improve that process. The Department's preliminary report is required to be completed by May 31, 2025, with a final report due to the General Assembly and Governor by July 1, 2025. [SB 3455](#) passed the Senate with a vote of 58-0-0.

[SB 3567 \(Harriss, E.\)](#), as introduced, would have altered a current law that requires a taxing district with a website maintained by its full-time staff to post notice of a Truth in Taxation hearing on its website in addition to the "black box" newspaper publication. Specifically, the legislation would have required taxing districts to post these notices *conspicuously* on their homepage or on a page accessible through a direct link from the homepage and to leave the notice posted for not less than 30 consecutive days. **IAPD opposed the original bill** out of concern that a taxing body could have its notice challenged by parties with differing interpretations of what "conspicuous" means. **As a direct result of our advocacy**, the sponsor amended the bill to strike the word

“conspicuous” and instead require that the notice must be posted on or near the top of the taxing body’s homepage or on a page accessible through a direct link from the homepage. This requirement would still only apply to a taxing body that has a website maintained by the full-time staff of the taxing district. [SB 3567](#) passed the Senate with a vote of 58-0-0.

[SB 3597 \(Ventura, R.\)](#) as introduced, would have allowed townships, counties, and school districts to borrow money from the Illinois Finance Authority to build, purchase, or lease new clean energy infrastructure projects. **At IAPD’s request**, Senator Ventura amended her bill to extend this borrowing authority to all units of local government, **including park districts, forest preserve districts, and conservation districts.** [SB 3597](#) passed the Senate with a vote of 49-6-0.

[SB 3646 \(Peters, R.\)](#) is an Illinois Department of Labor (IDOL) initiative that would update and reorganize the Child Labor Law. When the bill was introduced, IAPD noted that it omitted the current exemption that allows 14- and 15-year-olds to work an additional two hours (until 9:00 p.m.) during the school year, and an additional hour (until 10:00 p.m.) during the summer when working for park districts, not-for profit youth clubs, and municipal parks and recreation departments subject to other limitations. The legislation also removed IDOL’s discretion as it relates to circumstances when it may revoke the employment certificate for 12- and 13-year-olds that officiate youth sports activities and, instead, would have mandated revocation even in extraordinary circumstances like where a supervising parent has an emergency with another child. Additionally, the proposal would have quadrupled the civil penalties IDOL is authorized to impose for violations under the Act in all circumstances. **As a result of IAPD’s advocacy, the bill was amended to restore the exemption for 14- and 15-year-olds, restore IDOL’s discretion as it relates to revoking 12- and 13-year-olds’ work certificates, and address our concerns over the enhanced penalties by creating a tiered penalty structure depending on the severity of the violation.** [SB 3646](#) passed the Senate with a vote of 59-0-0.

[HB 255 \(Mussman, M.\)](#) would create a new youth jobs program on public lands owned or leased by IDNR. An initial amendment filed last week to the legislation would have eliminated the Youth Recreation Corps grant program that has benefited IAPD member agencies in the past. **IAPD opposed the removal of this historically successful grant program immediately after the amendment was filed, and as a result of this quick action, the sponsor filed a new amendment that left the Youth Recreation Corps grant program intact.** IAPD thanks Representative Mussman for working with us and for her recognition of the value of the Youth Recreation Corps program. [HB 255](#) passed the House with a vote of 98-0-0.

[HB 612 \(Kifowit, S.\)](#) would expand the Disabled Veteran Homestead Exemption to provide a 100% property tax exemption for veterans of World War II regardless of their level of disability and provide that these veterans do not need to reapply for the exemption on an annual basis. Additionally, the legislation would limit the exemption for a veteran with a service-connected disability of 70% or more, or a surviving spouse of a veteran whose death was service-connected, to the first \$250,000 of a qualified property's EAV as opposed to the entire value under current law. [HB 612](#) passed the House with a vote of 105-0-0.

[HB 1075 \(Lilly, C.\)](#) would amend the **Park District Aquarium and Museum Act** to allow municipalities to levy a tax under the Act. As originally introduced, the proposal would have excluded all taxes levied under the Act, including those levied by park districts, from the aggregate extension under PTELL. Because of an objection by the Taxpayers' Federation of Illinois, the PTELL exemption was removed. [HB 1075](#) passed the House with a vote of 63-38-0.

[HB 2161 \(Guzzardi, W.\)](#) would amend the Illinois Human Rights Act to make it a civil rights violation for any employer to refuse to hire, to segregate, to engage in harassment, or to act with respect to recruitment, hiring, promotion, renewal of employment, selection for training or apprenticeship, discharge, discipline, tenure or terms, privileges, or conditions of employment on the basis of family responsibilities. The legislation would define "family responsibilities" as "an employee's actual or perceived provision of personal care to a family member." The legislation would clarify that an employer is not obligated to make accommodations for an employee based on family responsibilities, including accommodations related to leave, scheduling, absenteeism, timeliness, work performance, referrals from a labor union hiring hall, and benefits. [HB 2161](#) passed the House with a vote of 69-29-0.

[HB 2232 \(Rita, B.\)](#) would allow a claim for a property tax refund to be submitted within 20 years after a decision by the Property Tax Appeal Board. The legislation would further stipulate that the aggregate total of the refund shall not exceed \$5 million in any calendar year for claims filed more than 7 years after the year in which the party is seeking a refund. However, if this bill were to become law, it is worth noting that a change to the Property Tax Code through [Public Act 102-0519](#) would allow a taxing district subject to PTELL to increase its levy by a prior year's adjustment whenever an assessment is decreased due to the issuance of a certificate of error, a court order, or a final administrative decision of the Property Tax Appeal Board that results in a refund from the taxing district. [HB 2232](#) passed the House with a vote of 110-0-0.

[HB 3763 \(Guzzardi, W.\)](#) would amend the Personnel Record Review Act to clarify that every employee has a legal right to inspect, copy, and receive copies of personnel documents such as: 1) employment-related contracts or agreements that the employer maintains are legally binding on the employee, 2) employee handbooks that the employer made available to the employee or that the employee acknowledged receiving, and 3) written employer policies or procedures that the employer contends the employee was subject to and that concern qualifications for employment, promotion, transfer, compensation, benefits, discharge, or other disciplinary action. The legislation also clarifies to whom the employee may make the request and stipulates what must be included within the employee's written request. [HB 3763](#) passed the House with a vote of 71-35-0.

[HB 4059 \(Haas, J.\)](#) would require DCFS or any State agency that assumes responsibility for daycare licensing to host licensing orientation programs to help educate potential daycare centers about the daycare licensing process at least twice annually in each legislative district in the State. [HB 4059](#) passed the House with a vote of 104-0-0.

[HB 4412 \(Vella, D.\)](#) would allow a childcare facility, non-licensed service provider, daycare center, group daycare home, or daycare home to authorize DCFS or a third-party fingerprinting vendor licensed by the Illinois Department of Financial and Professional Regulation to collect fingerprints for the purposes of a background investigation of an applicant, employee, or volunteer. [HB 4412](#) passed the House with a vote of 113-0-0.

[HB 4441 \(Didech, D.\)](#) would allow, *but not require*, counties, municipalities, townships, forest preserves, park districts, libraries, school districts, and community colleges to establish aspirational goals for the awarding of contracts to minority-owned businesses, women-owned businesses, and businesses owned by persons with disabilities. [HB 4441](#) passed the House with a vote of 84-28-0.

[HB 4737 \(Costa Howard, T.\)](#) would amend the Illinois Governmental Joint Purchasing Act to allow governmental units to purchase a supply or service that is available on contracts from multiple contractors if the governmental unit determines that the selected contract best meets the governmental unit's needs. [HB 4737](#) passed the House with a vote of 111-0-0.

[HB 4742 \(Hoffman, J.\)](#) would amend the Employee Blood and Organ Donation Leave Act to allow *part-time* employees to use up to 10 days of paid leave in any 12-month period to serve as an organ donor. The legislation would require employers to calculate the daily average pay that the part-time employee received during his or her previous two months of employment and compensate the employee in the amount of the daily average pay for the leave

days used. Under the Act, employees may only use leave to serve as an organ donor after obtaining approval from the employer. This legislation builds upon legislation that the General Assembly passed last year, [HB 3516 / Public Act 103-0450 \(Syed, N. / Villivalam, R.\)](#), which requires local governments to grant *full-time* employees 10 days of paid leave to serve as an organ donor. [HB 4742](#) passed the House with a vote of 85-26-0.

[HB 4867 \(Moeller, A.\)](#) would amend the Illinois Human Rights Act to prohibit discrimination based on "reproductive health decisions," which are defined as "a person's decisions regarding the person's use of: contraception; fertility or sterilization care; assisted reproductive technologies; miscarriage management care; healthcare related to the continuation or termination of pregnancy; or prenatal, intranatal, or postnatal care." [HB 4867](#) passed the House with a vote of 72-39-0.

[HB 5011 \(Fritts, B.\)](#) would amend the **Governmental Account Audit Act** to raise the threshold by which governmental units are required to conduct and file an audit report with the Comptroller from \$850,000 in annual revenues to \$1,400,000 beginning in fiscal year 2026. This threshold amount would increase or decrease by a percentage equal to the Consumer Price Index-U as reported on January 1 or each year. Additionally, the legislation would allow governmental units to conduct an audit every two years rather than annually unless the latest audit filed contains an adverse or disclaimer of opinion, in which case the governmental unit would be required to file an audit report annually until the audit shows no adverse or disclaimer of opinion. [HB 5011](#) passed the House with a vote of 108-0-0.

[HB 5277 \(Slaughter, J.\)](#) would create the Transit-to Trails Grant Program through the Illinois Department of Transportation (IDOT) to fund projects that facilitate travel by public transportation to public outdoor recreation sites for outdoor activities, including hiking, biking, boating, picnicking, hunting, fishing, wildlife observation, or other nature-based activities. **IAPD supports the legislation.** [HB 5277](#) passed the House with a vote of 95-17-0.

[HB 5294 \(Faver Dias, L.\)](#) would create the Family Neonatal Intensive Care Leave Act which would grant certain employees unpaid leave while a child of the employee is a patient in a neonatal intensive care unit. Employees of an employer with more than 16 but less than 51 employees would be entitled to use a maximum of 10 days of unpaid leave, while an employee of an employer with 51 or more employees would be entitled to use 20 days of unpaid leave. Employers would be allowed to require leave to be taken in minimum increments of not less than 2 hours in duration. [HB 5294](#) passed the House with a vote of 92-9-0.

[HB 5433 \(Harper, S.\)](#) would create the Prairie Lawns Act for the IDNR to provide assistance to Illinois residents to install pollinator-friendly native plants in residential lawns in order to protect and support native species of pollinators such as bees, butterflies, moths, beetles, and flies. To implement the program, the IDNR would cooperate with units of local government to create demonstration neighborhoods, which are community projects intended to enhance pollinator habitats and raise awareness about pollinators. If units of local governments choose to participate, they would work with residents to install pocket gardens, trees, bushes, shrubs, meadows, and lawns that are beneficial to pollinators in residential lawns. The new program is subject to appropriation and would require IDNR to develop criteria to award grants to units of local government to create demonstration neighborhoods. [HB 5433](#) passed the House with a vote of 68-34-0.

[HB 5488 \(Hirschauer, M.\)](#) would create the Legacy Tree Program Task Force charged with making recommendations for the creation of a statewide legacy tree recognition program to promote the identification, awareness, commemoration, and preservation of significant trees within the State. The task force, **which includes a representative of IAPD**, is required to meet on a quarterly basis for four years and must submit a report with final recommendations to the General Assembly no later than June 30, 2028. **IAPD supports the legislation.** [HB 5488](#) passed the House with a vote of 87-13-0.

Again, each of these bills must now head to the opposite chamber for approval before they can become law.

REGISTER FOR THE IAPD LEGISLATIVE CONFERENCE TODAY!

The bills discussed above are only a sample of the hundreds of bills that IAPD has been closely tracking this Spring Session. **There are at least a half dozen more bills that we have been actively working on behind the scenes to protect the IAPD membership.**

Some of those bills would have been highly detrimental for IAPD member agencies but did not move forward ahead of Friday's deadline as a direct result of IAPD's advocacy. We will be discussing those and many of the bills above in detail at the upcoming IAPD Legislative Conference. We will also be updating you on important developments related to OSLAD funding and the Governor's proposed fund sweep.

It is critical that your agency support IAPD's advocacy efforts by coming to the Capitol on May 7-8 for Parks Day, the Legislative Reception, and the Legislative Conference.

If you have not already done so, [register today by clicking here!](#)

Protect OSLAD, Oppose Fund Sweep

- OSLAD is funded by **dedicated, non-General Revenue Fund (non-GRF) dollars** through a portion of the Real Estate Transfer Tax. Of every dollar collected through this tax, \$.35 goes toward OSLAD, while \$.15 goes to IDNR's Natural Areas Acquisition Fund, and \$.50 goes into a fund for affordable housing.
- **The Governor's proposed budget would sweep all \$25 million in new revenues for OSLAD grants in FY2025 into the General Revenue Fund.**
- **Demand for OSLAD grants has never been higher.** In the past two grant cycles alone, more than 400 agencies submitted nearly \$200 million in grant requests. **At least 185 applications totaling \$82 million were not funded in just the past two years.**
- In fact, the land acquisition and capital needs of local park and recreation agencies were **\$3 billion** even before the pandemic. Since then, this overwhelming demand for recreational programming, facilities, and open space has only increased.
- While the Governor's proposed budget includes \$30 million for new grants, these are the OSLAD grant funds that were not awarded during the pandemic and are needed along with next year's new revenues to help meet the immense demand for matching grants.
- The **\$25 million** in new OSLAD revenues the Administration proposes to sweep could **fund an additional 40-50 projects** during the next grant cycle.

**Support a \$55 Million
Appropriation for New
OSLAD Grants!**

**ORDINANCE 24-01
COMBINED BUDGET AND APPROPRIATION ORDINANCE**

**AN ORDINANCE SETTING FORTH THE BUDGET AND
MAKING APPROPRIATIONS OF SUMS OF MONEY FOR
ALL OF THE NECESSARY EXPENDITURES OF THE
GOLF MAINE PARK DISTRICT OF COOK COUNTY,
ILLINOIS, FOR CORPORATE PURPOSES FOR THE
FISCAL YEAR BEGINNING MAY 1, 2024 AND
ENDING APRIL 30, 2025**

WHEREAS, the Board of Park Commissioners of the Golf Maine Park District, Cook County, Illinois, caused to be prepared in tentative combined form a budget and appropriation ordinance, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing was held as to such budget and appropriations ordinance on the May 16th, 2024, notice of said hearing having been given at least one (1) week prior thereto as required by law and all other legal requirements having been complied with.

NOW, THEREFORE BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE GOLF MAINE PARK DISTRICT, COOK COUNTY, ILLINOIS, AS FOLLOWS:

SECTION 1. That the fiscal year of this district be and the same is hereby fixed and declared to be from May 1, 2024 to April 30, 2025.

SECTION 2. That the said Board of Park Commissioners of the Golf Maine Park District hereby budget and appropriate the sum or sums of money hereinafter mentioned and set forth to defray all the necessary expenses connected with the maintenance and operations of the park grounds, buildings, other improvements and other grounds now or to be under the control of the Golf Maine Park District for the fiscal year beginning May 1, 2024 and ending April 30, 2025, and that said sum or sums of money are deemed necessary by said Board of Park Commissioners of Golf Maine Park District to defray said expense and liabilities and that said Board of Park Commissioners of said Golf Maine Park District hereby certifies the objects and purposes for which said budget and appropriations are made, and the amount budgeted and appropriated for each object or purpose as follows:

PART ONE
ESTIMATED REVENUES AVAILABLE

Estimated Cash on Hand May 1, 2024	\$2,514,139.69
General Taxes	\$1,635,950.00
Replacement Tax	\$50,000.00
Interest on Investment	\$70,000.00
Grant Proceeds	\$250,000.00
Bond Proceed	\$1,250,000.00
Recreation Fees	\$501,000.00
Estimated Amount Available	\$6,271,089.68
Less: Estimated Expenditures (Budget)	\$3,329,810.00
Estimated Ending Cash Balance April 30, 2025	\$2,941,279.68

PART TWO
ESTIMATED EXPENDITURES

	BUDGET	APPROPRIATIONS
I. Corporate Fund		
Legal & Professional	\$20,000.00	\$23,000.00
Health Insurance	\$112,805.00	\$129,725.75
Dues	\$9,000.00	\$10,350.00
Contractual Agreements	\$55,000.00	\$63,250.00
Repairs	\$25,000.00	\$28,750.00
Utilities/Telephone	\$97,670.00	\$112,320.50
Office Supplies	\$12,000.00	\$13,800.00
Maintenance Supplies	\$21,000.00	\$24,150.00
Equipment	\$3,100.00	\$3,565.00
Motor Fuel	\$3,500.00	\$4,025.00
Building/Park Improvements	\$10,925.00	\$12,563.75
Other	<u>\$15,000.00</u>	<u>\$17,250.00</u>
Total Corporate Fund:	\$385,000.00	\$442,750.00
II. Recreation Fund		
Administrative Salaries	\$322,725.00	\$371,133.75
Recreation Salaries	\$339,800.00	\$390,770.00
Maintenance Salaries	\$220,000.00	\$253,000.00
Travel & Training	\$14,000.00	\$16,100.00
Contractual Agreements	\$22,800.00	\$26,220.00
Supplies	\$68,050.00	\$78,257.50
Special Activities	\$12,000.00	\$13,800.00
Postage	\$1,000.00	\$1,150.00
Printing	\$5,000.00	\$5,750.00
Equipment	\$5,000.00	\$5,750.00
General Park Improvement	\$0	\$0
Marketing	\$14,000.00	\$16,100.00
Wellness Incentives	\$1,000.00	\$1,150.00
Other	<u>\$15,500.00</u>	<u>\$17,825.00</u>
Total Recreation Fund:	\$1,040,875.00	\$1,197,006.25

PART TWO
ESTIMATED EXPENDITURES
(Continued)

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	BUDGET	APPROPRIATIONS
III. Liability Insurance Fund	\$30,000.00	\$34,500.00
IV. Worker's Compensation Insurance Fund	\$9,000.00	\$10,350.00
V. Unemployment Compensation Insurance Fund	\$60,000.00	\$69,000.00
VI. Bond & Interest Fund	\$543,410.00	\$624,921.50
VII. Illinois Municipal Retirement Fund	\$62,500.00	\$71,875.00
VIII. Social Security Fund	\$65,000.00	\$74,750.00
IX. Audit Fund	\$15,000.00	\$17,250.00
X. Paving & Lighting Fund	\$1,000.00	\$1,150.00
XI. Handicapped Recreation Fund	\$45,600.00	\$52,440.00
XII. Police Fund	\$20,000.00	\$23,000.00
XIII. Capital Improvements Fund	\$1,052,425	\$1,210,288.75

	BUDGET	APPROPRIATIONS
Corporate Fund	\$385,000.00	\$442,750.00
Recreation Fund	\$ 1,040,875.00	\$1,197,006.25
Liability Insurance Fund	\$30,000.00	\$34,500.00
Worker's Compensation Insurance Fund	\$9,000.00	\$10,350.00
Unemployment Comp. Insurance Fund	\$ 60,000.00	\$ 69,000.00
Bond and Interest Fund	\$543,410.00	\$624,921.50
Illinois Municipal Retirement Fund	\$62,500.00	\$71,875.00
Social Security Fund	\$65,000.00	\$74,750.00
Audit Fund	\$15,000.00	\$17,250.00
Paving and Lighting Fund	\$1,000.00	\$1,150.00
Handicapped Recreation Fund	\$45,600.00	\$52,440.00
Police Fund	\$20,000.00	\$23,000.00
Capital Improvement	<u>\$ 1,052,425.00</u>	<u>\$1,210,288.75</u>
Total of all Funds	\$3,329,810.00	\$3,829,281.50

SECTION 3. That all expended balances of any item or items of any general appropriation made in this Ordinance be expended in making up any deficiency in any item in the same general purpose, or any like appropriation made by this Ordinance.

SECTION 4. That all unexpended balances from annual appropriations of previous years be and they are hereby re-appropriated for the same or similar purposes.

SECTION 5. That should any clause, sentence, paragraph or a part of this Ordinance be declared by a court of competent jurisdiction to be invalid, such decision shall not effect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

SECTION 6. This Ordinance shall be in full force and effect from and after its adoption as provided by law.

Adopted this 16th day of May 2024 pursuant to a roll call vote as follows:

Ayes: _____

Nays: _____

Abstained: _____

Absent & Not Voting: _____

Jamal Liddel President
Board of Park Commissioners
Golf Maine Park District

ATTESTED this 16th day of May 2024:

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

CERTIFICATION OF ESTIMATION OF
REVENUES FOR FISCAL YEAR 2024-2025

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I, Zain Durrani, do hereby certify that I am the duly qualified and elected Treasurer and chief fiscal officer at the Golf Maine Park District and as such official, I do further certify that the estimated revenues, by source, anticipated to be received by the Golf Maine Park District, Cook County, Illinois, in the fiscal year 2024-2025 are those estimated revenues as set forth in Part I of the attached Combined Budget and Appropriation Ordinance of the Golf Maine Park District, Cook County, Illinois, for the fiscal year beginning May 1, 2024 and ending April 30, 2025, as adopted by the Board of Park Commissioners at its properly convened meeting held on the 16th day of May 2024 all, as appears from the official records of said Park District.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Golf Maine Park District, at 8800 Kathy Lane, Niles, Illinois on this 16th day of May 2024.

(SEAL)

Zain Durrani, Treasurer and Chief Fiscal Officer
Board of Park Commissioners
Golf Maine Park District

Function: Cash Receipting	Refunds	2.050
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A full refund will be provided under the following circumstances:

1. The class registered for is full and the person does not want to transfer to another class that is open;
2. The district has canceled the program;
3. The person has requested a refund up to the beginning of the program

Once programs begin, refunds will only be issued when accompanied by a doctor's note. Refunds will not be issued for any reason once a program is half over. Once athletic programs and league practices begin no refunds will be issued.

Refunds for trips and contractual workshops will only be issued if the spot can be filled from the waiting list.

A \$5.00 administration fee will be deducted from all refunds including medical problems to cover clerical costs. The administration fee will not be charged when the park district cancels a program.

Registration fees paid by credit card will be refunded through charge account credits.

Refund requests will be processed by the Finance Department only after the Registration Change/Refund Request has been completed and signed by the appropriate staff member. In addition, the Director or designee will approve the refund. Once all paperwork is completed and verified, refunds will be issued within fifteen (15) business days.

Refunds will not be issued for amounts less than \$10.00. If this occurs, the participants' records will indicate a credit for that amount, and the participant will be notified.

Function: Purchasing	Purchasing Policy	3.010
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The Board of Park Commissioners recognizes the need that materials, supplies, equipment and services of the quality and quantity required to operate the district be specified, described and procured in a manner that provides for the best economic use of district funds as possible. *To that end, the Board directs staff to work with other local agencies, whenever possible, for the procurement of supplies and materials. These agencies may include the local school districts, Maine Township, Lutheran General Community Hospital, neighboring park districts, and IPRA.*

All purchases must follow the written purchasing procedures listed in this manual.

Formal competitive sealed bids consistent with this policy will be solicited on all purchases except:

1. *Those that are clearly identified and justified in writing as "sole source."*

2. *Those purchases of an emergency nature that require immediate implementation in order to eliminate major problems and that are approved by the Executive Director of the park district.*
3. *Those whose cost is less than \$20,000.*

The Board of Park Commissioners shall award contracts for supplies, materials and labor in excess of \$20,000.00 to the lowest responsible bidder after proper advertisement and receipt of sealed bids.

A bidder may be judged as responsible based on financial stability, past transactions, experience, adequacy of equipment, ability to perform, time limits, and other necessary considerations.

The Board of Commissioners reserves the right to accept or reject any or all bids or portions thereof, in the best interests of the district and in compliance with Chapter 105 8.1,C of the Illinois Revised Statutes.

Function: Purchasing	Check Requests	3.020
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A check request will be used to reimburse expenses already incurred, emergency purchases or day-to-day purchases with immediate receipt of goods. This would include, but is not limited to, purchases for supplies, emergencies, repairs, subscription, registration, maintenance agreements, petty cash, mileage reimbursements etc.

Financial statement accounts that are included in this process include:

- Contractual services
- Materials and supplies
- Insurance
- Utilities
- Other
- Capital outlay

A check request used for a purchase or expense reimbursement; therefore there should be an invoice or receipt. The original invoice or receipt is attached to the check request form; the check request form is approved by the Director, and sent to the Finance Department. **(M-Control Activities)** A copy of the approved check request will be sent to the originator for his/her file. All requests should be given at least 5 business days before a check will be printed.

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Function: Purchasing	Issuance of Purchase Orders	3.030
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Purchase orders shall be issued for internal control on expenditures. Purchase orders shall be issued for all services, repairs, supplies, and capital items procured for park district purposes in accordance with the following procedures:

1. Amount \$0-\$500.00 - Requester shall submit a check request – a proper account code must be included or the check request will be returned to the requester.
2. Amount \$500.01-\$2,500.00 - Requester shall submit a purchase order request detailing the expenses, and the proper account code. The appropriate department head shall countersign this.
3. Amount \$2,500.01-\$10,000.00 - Phone bids can be taken by staff, however, all worksheets and written confirmations from a minimum of two vendors must be attached to the requisition. The requisition must be signed by the Executive Director and must show proper account codes prior to issuance of the purchase order.
4. Amount \$10,000.01 - ~~\$20,000.00~~^{30,000.00} - All documentation required for the previous level must be provided. The final approval must be obtained by the Executive Director before the purchase is made.
5. Amount ~~\$20,000.01~~^{30,000.01} and over – Requires that all bidding requirements specified by the State of Illinois Park District Code be followed.

Approved purchase orders must be submitted to the Finance Department.

Open account arrangements at local vendors may be made for items that by their nature are needed to perform normal office or maintenance operations based upon issuance of a blanket purchase order.

The person completing the purchase reviews the budget in order to ascertain that the purchase is within the budget.

If the purchase is within budget, the manager whose budget is being charged must approve the purchase order and the request is forwarded to the Finance Department. **(M-Control Activities)**

If the purchase is not within the budget, the purchase cannot be made unless it is demonstrated that the purchase is covered by additional revenues or is a necessary and/or an unforeseen expense. In these cases, the additional revenues or explanation as a necessary and/or unforeseen expense is verified by the Director and / or Finance Department by discussing with the appropriate supervisor and by verifying the budget. The purchase order and supporting documentation is then approved by the Director and the request is forwarded to the Finance Department. **(M-Control Activities)** Absent the purchase being in budget, being funded through additional revenues, or a necessary or unforeseen expense, the purchase cannot be made.

All completed purchase order requests must be delivered to the Finance Department prior to purchases

and must contain information regarding the account to be charged, quantity, unit, description, price and use, location, vendor name and address, and specific information related to special instructions and delivery location. Director's approval is required for purchase orders more than \$500. Once the purchase order is approved, it is returned to the Finance Department who distributes them to the appropriate staff.
(M-Control Activities)

Purchase orders shall be issued for specific items and purposes, no additional items are authorized, nor are charges authorized which would significantly increase the cost of a purchase order.

Certain goods and services are supplied to the park district on a regularly recurring basis or are, by their nature, not adaptable to a purchase order control system. Such items would include: electrical, telephone, natural gas service, attorney fees, contractual recreation programming services, and expense reimbursement to Board or staff members. These items will not require purchase orders if, in the opinion of the Finance Department, sufficient documentation is provided to warrant payment and provide a clear audit trail.

If an existing purchase order has changes or revisions, an updated and revised purchase order must be forwarded to the Finance Department.

Function: Purchasing	Circumvention	3.040
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Amounts in excess of the provisions set forth in the Purchasing Policy may not be split into smaller segments (string purchasing and/or string bidding) for the purpose of avoiding provisions of the purchasing policy.

Function: Purchasing	Receiving Report Procedure	3.050
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All goods received by the park district must be tracked, and proper documentation prepared, so that confirmation and receipt of goods and services are made prior to payment of vendor invoices. To accomplish this requirement, the following procedures must be followed.

1. Park staff will be responsible for the acceptance of all daily deliveries received at the Recreation Centers and maintenance building.
2. If all materials ordered are not received, the person receiving shipment will note those items actually received on the packing slip. The receiver will retain the packing slip until the order is completed. The packing slip will be dated, initialed and sent to the Finance Department as authorization to pay for items received. The department will note the items received on the unpaid invoice copy of the purchase, which is returned to the unpaid invoice file. The packing slip is marked as partial payment and attached to the vendor invoice for payment.

3. The completed purchase orders are entered into the accounts payable system in order to issue a check. Once entered into the accounts payable system but before the check is issued, all completed purchase orders are inspected by the Finance Department for compliance with the outlined procedures. Purchase orders not in compliance with the Park District procedures are returned to staff for an explanation. **(M-Control Activities)**
4. If there are questions regarding a vendor invoice, only a copy will be disbursed after being stamped "COPY." **The Finance Department will retain all original invoices.**
5. It will be the responsibility of the Finance Department to maintain a file for all unmatched documents. These will be reviewed as needed to ensure follow-up of all orders.

Function: Purchasing	Bidding Procedures	3.060
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Per state law, the district is required to competitively bid purchases of goods or services estimated to exceed **\$20,000.00**. Under the law, certain goods and services are exempted from the competitive bidding requirement. Some of these include contracts for the services of individuals possessing a high degree of professional skill where the ability or fitness of the individual plays an important part; contracts for the use, purchase, delivery, movement or installation of data processing equipment, software or services and telecommunications and interconnect equipment, software or services; contracts for duplicating machines and supplies; contracts for goods or services procured from another governmental agency; and purchases of equipment previously owned by some entity other than the district itself.

Goods or Services greater than \$20,000

All contracts in excess of \$20,000 (except as otherwise authorized herein) shall be awarded by the Board and to the lowest responsible bidder. In determining the responsibility of any bidder, the Board may take into account other factors in addition to financial responsibility, such as past records of transactions with the bidder, experience, adequacy of equipment, ability to perform, time limits, services to be rendered by the bidder, location of bidder, conformity with specifications, terms of delivery and other pertinent considerations. Any and all bids reviewed in response to an advertisement or otherwise may be rejected by the Board if the bidder is not determined responsible or the character or quality of the services, supplies, materials, equipment or labor does not conform to the Board's requirements or if the public interest may otherwise be served thereby. The Board reserves the right to award a contract for all or only a portion of the specified bid work.

Local Government Professional Services Selection Act

It shall be the policy of the political subdivisions of the State of Illinois to negotiate and enter into contracts for architectural, engineering and land surveying services on the basis of demonstrated competence and qualifications for the type of services required and at fair and reasonable compensation are expected to be less than \$25,000. Golf Maine Park District must have an existing and satisfactory relationship with the contractor.

Bidding Procedure

1. A legal advertisement shall be placed in publications which will bring notice of the park district's request for bids to those organizations best qualified to provide the needed goods or services.
2. Specifications shall be prepared and made available to all interested parties.
3. Instructions to bidders shall accompany each set of specifications issued, indicating all terms and conditions relative to the bid.
4. Instructions to bidders for construction projects shall include all requirements including business references, bid surety and performance bond, insurance, indemnification, protection of district property, compliance with labor standards and prevailing wage laws, subcontract, change orders, payment procedures and guarantees. The nature of construction projects necessitates more clearly defined conditions.

Following the issuance of specifications and instructions to bidders, bids received prior to the time and date specified will be opened publicly and contracts awarded in conformity with bid opening procedures.

The Finance Department shall also invite bids by mail, telephone or otherwise. All bids shall be sealed and opened at the time and place indicated in said advertisement and shall be open to public inspection. If two or fewer bids are received, the bids will not be opened and the following occurs:

1. The bid opening date is extended by two weeks.
2. Staff contacts all potential bidders to solicit bids for the new date.
3. Vendors who submitted sealed bids for the original date are contacted and offered the option of submitting a new bid and having the original bid forfeited, or keeping the original bid.
4. The bid opening proceeds on the second date according to the original specifications regardless of the number of bids received.

Bid Opening Procedure

Sealed bids shall be opened in accordance with the following:

1. The location, date and time of the bid opening must be a part of the legal ad.
2. Bids will be opened in public session by a designated full-time staff member.
3. Bids will be opened and acknowledgment made of the receipt of each bid.
4. Bids will be qualified and recommended to the Board of Park Commissioners for final approval.

Function: Purchasing	Rebid Policy	3.070
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In the event that the Board of Park Commissioners rejects all bids, and notification made, the project may be rebid following Bidding Procedures. However, specifications shall be sufficiently altered to prevent reliance upon information obtained from the former bid process that may be used to unfair advantage in the rebid process

Function: Purchasing	Bid Bonds	3.080
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The district may require, as a Bid Surety, a certified check or bid bond, equal to 10% of the contract as a proposal guarantee in conformity with Bidding Procedures. Such requirement shall be made on construction projects and other bidding procedures where it is determined to be in the best interest of the district.

The Board of Park Commissioners shall return bid sureties to the bidders within ten days following the acceptance or rejection of bids. However, the Bid Surety of the successful bidder shall be returned only after receipt of an acceptable Performance and Payment Bond.

Function: Contracts	Contracts	3.090
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The park district shall award and enter into contractual arrangements with vendors primarily for completion of construction projects. Procurement of goods and services for non-construction projects may require contracts if it is determined to be in the best interest of the district.

Contract provisions shall include:

1. A list of contract documents.
2. A description of the project.
3. The contract amount.
4. A clause permitting the district to take action in the event of delay or completion of the work specified.

Said contract shall be dated and signed by the President of the Board of Park Commissioners, and an officer of the contracting organization, and attested to by the Secretaries of each organization.

Function: Purchasing	Performance and Labor Payment Bonds	3.100
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It shall be required that all contracts for public work, except small single payment types under \$20,000.00, or as approved by the Board, be advertised as requiring Performance Bonds.

The successful contractor shall furnish a Performance Bond in an amount equal to 100% of the contract awarded and payment of all obligations there under. Bond form shall be AIA-311 or equivalent acceptable to the park district. Failure to supply required bonds within ten days after the bid acceptance or within such extended period as the park district may grant shall constitute a default and the park district may award the contract to the next responsible bidder or elect to re-advertise for bids. A defaulting bidder may be deemed liable for the difference between the bid originally accepted and that amount for which an award is subsequently executed.

The Bid Bond, if required, is released upon the receipt of the Performance Bond. The Performance Bond

is retained until the end of the guarantee period as specified in the bid documents.

Function: Purchasing	Petty Cash	3.110
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Funds for the procurement of supplies and services which by their nature require cash payments represent purchases from vendors not normally utilized or are incidental (\$50.00 or less) in nature, are paid from petty cash funds maintained by the Finance Department or Executive Director. All petty cash disbursements are charged to the appropriate expense account and receipts are attached to the Petty Cash reimbursement voucher retained by the Finance Department. Petty cash balances of \$2,000.00 (\$1,500 Director's Account), which are administratively determined, are established for Corporate, Recreation and Maintenance funds and upon presentation to the Finance Department of appropriate receipts and allocation of expense charges, reimbursement checks are prepared.

- The Director's Checking Account (\$1,500.00) is reconciled monthly and audited annually.
- The various petty cash checking accounts (\$500) are reconciled monthly and audited annually.

Function: Purchasing	Check Disbursement	3.120
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All open blank check stock is kept in the locked file cabinet in the Accounting Office. Access is restricted via key. Blank check stock is taken to the computer for printing as needed and is generally run monthly. One of two signatures is printed on the checks using a laser printer. The checks are held for the manual signature of the Treasurer of the Board of Commissioners. The Treasurer signs checks on a monthly basis. If a check is needed immediately, the President's signature is affixed using the signature stamp and a copy of the check is kept for the Treasurer's review. Once signed, checks are either mailed directly to the vendors or held to be picked up by the person requesting it, based on instructions on the original disbursement document. **(S-Control Activities)**

Function: Payroll	Payroll Policy	4.010
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The Personnel Policy Manual sets out payroll policies, such as sick leave, personal days, vacation days, hiring and termination procedures. The Board of Commissioners adopts the compensation plan for the District on an annual basis when it approves the Budget and Appropriations ordinance. It is the policy of the Golf Maine Park District to maintain a checking account. It is also the policy of this district to invest in an interest-bearing account and transfer monies the day paychecks are issued.

Rates of pay will be approved, in writing, by the employee's supervisor prior to the pay period worked by the employee. Only the approved rates will be used in payroll calculations.

Finance Staff will provide payroll calculations to employees' supervisors for review prior to issuance of checks if requested.

Payroll check register, totaled by fund, will be provided to the Executive Director and Board of Park Commissioners for their information as requested.



1167 Hobson Mill Dr
Naperville, IL 60540

Invoice

Date	Invoice #
4/29/2024	24-8712-3

Bill To
Golf Maine Park District John Jekot 8800 West Kathy Lane Niles, IL 60714

Terms	Project
Net 30	2024 Dec Park OSL...

Item	Fee for Task	Prior Amount	Prior %	Current %	Rate	Amount
Construction Documents	49,500.00			10.00%	49,500.00	4,950.00
Expenses	500.00			8.84%	884.40	44.22

Please make check payable to Design Perspectives, Inc. and remit to: 1167 Hobson Mill Dr, Naperville, IL 60540.

Project accounts over 30 days past due will be placed on inactive status

Total	\$4,994.22
Balance Due	\$4,994.22

Ordinance No. 24-02
AN ORDINANCE AUTHORIZING THE DISPOSAL OF CERTAIN SURPLUS PROPERTY
OWNED BY THE GOLF MAINE PARK DISTRICT

WHEREAS, the Golf Maine Park District ("Park District") owns the following items of personal property ("Property"):

Sharp MX-4050N System (Office Copier)
Trade-In Value at \$1,050.00

WHEREAS, pursuant to Section 8-22 of the Park District Code (70 ILCS 1205/8-22), every park district is authorized to sell or convey any personal property that, in the opinion of three-fifths of the members of the Board of Park Commissioners ("Park Board") then holding office, is no longer necessary, useful to, or for the best interests of the park district.

NOW, THEREFORE, it is hereby ordained by the Board of Park Commissioners of the Golf Maine Park District as follows:

Section 1. The Park Board hereby finds and determines that the Property is no longer necessary, useful to, or for the best interests of the Park District and hereby declares said Property to be surplus.

Section 2. The Park Board hereby further declares that it is in the best interests of the Park District and its residents to dispose of the Property as set forth in Section 3 below, subject to the execution by the recipient, as and if appropriate, of an instrument whereby the recipient acknowledges that it is acquiring the Property used, as is, without any warranties of any kind whatsoever, assumes all liabilities in connection with its use of the Property, and releases, indemnifies and holds harmless the Park District and its park commissioners, officers, officials, and employees against and from any and all such liabilities associated with its acquisition and use of said Property.

Section 3. The Park Board hereby authorizes and directs the Executive Director, or his or her designee, to dispose of the Property in any manner he or she sees fit, which may include sale, auction, donation, disposal, or any other lawful means, with or without advertisement, at any time following the adoption of this Ordinance, and to take such other actions as the Executive Director, or his or her designee, shall deem necessary or appropriate in order to carry out the intent and effect the provisions and purposes of this Ordinance.

Section 3. This Ordinance shall be in full force and effect after its adoption as provided by law.

Adopted 16th day of May, 2024, by the affirmative vote of three-fifths of the members of the Board of Park Commissioners.

Ayes: _____

Nayes: _____

Absent: _____

Abstain: _____

Jamal Liddell
President, Board of Park Commissioners
Golf Maine Park District

ATTEST:

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

STATE OF ILLINOIS)
)
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I, the undersigned, do hereby certify that I am the Secretary of the Board of Park Commissioners of the Golf Maine Park District, Cook County, Illinois and as such, I am keeper of the records, ordinances, files and seal of said Park District; and

I HEREBY CERTIFY that the foregoing instrument is a true and correct copy of:

**AN ORDINANCE AUTHORIZING THE DISPOSAL OF CERTAIN SURPLUS PROPERTY
OWNED BY THE GOLF MAINE PARK DISTRICT**

adopted at a duly called Regular Meeting of the Board of Park Commissioners of the Golf Maine Park District held at the Feldman Recreation Center, 8800 W. Kathy Lane, Niles, Illinois, IL at 6:00 p.m. on the 16th day of May, 2024.

I do further certify that the deliberations of the Board on the adoption of said ordinance were conducted openly, that the vote on the adoption of said ordinance was taken openly, that said meeting was called and held at a specified time and place convenient to the public, that notice of said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, and with the provisions of the Park District Code of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Act and said Code and with all of the procedural rules of the Board.

IN WITNESS WHEREOF, I hereto affix my official signature and the seal of said Golf Maine Park District in Niles, Illinois, this 16th day of May, 2024.

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

[SEAL]

MAY 10, 2024

SHARP BP-70C45 ADVANCED SERIES COLOR DOCUMENT SYSTEM

CONTRACT 030321-SEC

Presented by: COST/COPY CONSULTANTS, INC. / 942 TURRET CT.; MUNDELEIN IL
CONTACTS: Phyllis and Joe Spilman/ 847 949-5678 email: phyllis@cost-copy.com
PROPOSED TO: GOLF MAINE PARK DISTRICT / ATTN: KEVIN HUBKA
SUPERINTENDENT OF PARKS & REC. 847 297 3000 X 100

SHARP BP-70C45 FULL COLOR SYSTEM 45 PPM
256 GB SSD WITH HARD WITH DOCUMENT FILING SYSTEM
PCL5C/PCL6/ADOBE/POSTSCRIPT NETWORK PRINTING SYSTEM
WALK-UP MOTION SENSOR
WIRELESS CONNECTIVITY
RETRACTABLE KEYBOARD
300 SHEET DUPLEXING SINGLE-PASS FEEDER
SCANS UP TO 280 IMAGES/MINUTE
HIGH RESOLUTION TOUCH PANEL TILT DISPLAY
MULTI-TASKING CONTROLLER
NETWORK SCANNING WITH COMPACT PDF FEATURE
AUTO-DUPLEXING
ELECTRONIC SORTING
1 X 550 SHEET PAPER DRAWERS
100 SHEET BYPASS TRAY
25% - 400% REDUCTION/ENLARGEMENT
APPLICATION COMMUNICATION AND EXTERNAL ACCOUNTING MODULES
OSA (OPEN SYSTEMS ARCHITECTURE CAPABLE) CLOUD READY
OCR (Optical Character Recognition) INCLUDED
SUGGESTED RETAIL: \$20,365.00

OPTIONS INCLUDED:

BP-DE14 STAND 3 X 550 SHEET DRAWER \$1,740.00
BP-FN11 INNER STAPLER/FINISHER \$2,210.00

TOTAL SUGGESTED RETAIL FOR ABOVE SYSTEM: \$24,315.00

CONTRACT PRICING FOR ABOVE SYSTEM INCLUDING TRADE-IN
\$ 9007.00 + freight in

Your current Gold Star Maintenance Program will be automatically transferred to