

BRAIDWOOD PARK DISTRICT
198 N. Lincoln St. Braidwood, IL. 60408
Phone: (815)458-3896 / Fax: (815)458-3842
www.braidwoodparkdistrict.com



Minutes of the Braidwood Park District
Regular Park Board Meeting
November 3, 2020
Old Smokey Administration Building
245 W. First Street
Braidwood, IL. 60408
7:00p.m.

President Chris Earley, presiding

The Meeting was called to order at 7:00p.m. by President Earley

Roll was called finding the following board members to be physically present: Earley, Howard, Grivetti, Bolatto and Kaminsky.

Non-Board Members Present: Consultant Joe Cosgrove (via teleconference)

Public Comment: Public Comment was opened by President Earley at 7:01pm. There being no comment, Public Comment was closed at 7:02p.m.

Approval of Minutes: A motion was made by Commissioner Kaminsky, 2nd by Commissioner Howard to approve the minutes from the November 3, 2020 Regular Board Meeting.
Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky- Yes.
Motion Carried. (5-Yes, 0-No, 0-Absent)

Approval of Warrant: A motion was made by Commissioner Grivetti, 2nd by Commissioner Earley to approve the Warrant of November 3,2020 in the amount of \$42,828.37.
Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky - Yes.
Motion Carried. (5-Yes, 0-No, 0-Absent)

Finance Committee: Consultant Cosgrove presented board members with the monthly financial report. A motion was made by Commissioner Howard, 2nd by Commissioner Grivetti to accept the monthly financial report as presented.
Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky - Yes.
Motion Carried. (5-Yes, 0-No, 0-Absent)

Buildings & Grounds Committee:

- Comm. Grivetti shared an update on the security light replacement project.

Recreation Committee: No Report

Consultant/Attorney/Engineer Report: Consultant Cosgrove provided board members with his monthly report.

- Will County Local Government CARES Funding allocation information was shared and the district will be submitting for reimbursement for expenses related to Coronavirus.

- IPARKS renewal policy has been received in the amount of \$14,645.00 which is an increase over the previous year.

- The 2019-2020 Annual Financial Report has been completed by the auditors and is ready for approval & submission to the state comptroller.

- The 2020-2021 Tax Levy Ordinance will be presented for passage and adoption at the next board meeting.

New and Unfinished Business:

- The 2019-2020 Annual Financial Report was presented for approval. A motion was made by Comm. Howard, 2nd by Comm. Earley to approve the 2019-2020 Annual Financial Report as presented.

Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky - Yes.
Motion Carried. (5-Yes, 0-No, 0-Absent)

- The IPARKS insurance renewal policy was presented for approval. A motion was made by Comm. Kaminsky, 2nd by Comm. Grivetti to approve the renewal of insurance coverage with IPARKS, in the amount of \$14,645.00.

Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky - Yes.
Motion Carried. (5-Yes, 0-No, 0-Absent)

- Comm. Grivetti stated that district maintenance employees have inquired about the possibility of obtaining winter jackets. Comm. Grivetti presented information for green and reflective three 3-in-1 style jackets from Epic Sports for a total of \$235.77. A motion was made by Comm. Bolatto, 2nd by Comm. Grivetti to approve the purchase of three winter jackets for district maintenance employees.

Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky - Yes.
Motion Carried. (5-Yes, 0-No, 0-Absent)

- Comm. Grivetti stated that a basketball hoop needs to be purchased for the new court recently installed at Goodrich Park. Comm. Earley stated that he will be donating the pole and backboard frame and that the backboard & hoop would be the only parts that need to be purchased. A motion was made by Comm. Kaminsky, 2nd by Comm. Grivetti to purchase a backboard and hoop, in an amount not to exceed \$500.00.

Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky - Yes.
Motion Carried. (5-Yes, 0-No, 0-Absent)

- Comm. Grivetti stated that district maintenance employees have requested the purchase of stenciling materials to create parking spaces and handicap parking spaces at the district's playgrounds and parking lots/areas. A motion was made by Comm. Howard, 2nd by Comm. Grivetti to purchase stenciling materials, in an amount not to exceed \$300.00.

Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky - Yes.

Motion Carried. (5-Yes, 0-No, 0-Absent)

- Comm. Bolatto presented a quote for the purchase of 20 concrete parking bumpers and 40 parking bumper stakes from Norwalk Tank Company of Joliet. After discussion, it was decided to proceed with purchasing the 20 concrete bumpers, but not the 40 stakes. A motion was made by Comm. Bolatto, 2nd by Comm. Grivetti to purchase 20 concrete parking bumpers from Norwalk Tank Company in the amount of \$810.00.

Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky - Yes.

Motion Carried. (5-Yes, 0-No, 0-Absent)

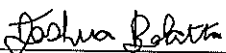
Executive Session: None

Adjournment: A motion was made by Commissioner Earley, 2nd by Commissioner Howard, to adjourn the meeting at 7:31p.m.

Roll Call: Earley – Yes, Howard – Yes, Grivetti – Yes, Bolatto – Yes, Kaminsky - Yes.

Motion Carried. (5-Yes, 0-No, 0-Absent)

Respectfully Submitted



Joshua Bolatto, Secretary



PUBLIC NOTICE

Pursuant to 5 ILCS, Par. 120/2.02 (“Open Meetings Act”), the following meeting has been scheduled by the Braidwood Park District Board of Commissioners as follows:

Date: November 3, 2020

Location: Braidwood Park District
245 West First Street
Braidwood, Illinois 60408

Time: 7:00 PM – Regular Meeting

- I. CALL TO ORDER**
- II. COMMUNICATIONS**
 - A. Public Comment & Correspondence
- III. APPROVAL OF MINUTES**
 - A. Regular Board Meeting of October 6, 2020
- IV. APPROVAL OF WARRANT**
 - A. Warrant of November 3, 2020
- V. FINANCE COMMITTEE**
 - A. Approval of Monthly Financial Reports
- VI. BUILDINGS & GROUNDS COMMITTEE**
 - A. Updates on various projects taking place throughout parks, including but not limited to;
 - a. Security lighting & pole replacement
- VII. RECREATION COMMITTEE**
- VIII. CONSULTANT’S REPORT / ATTORNEY’S REPORT / ENGINEER’S REPORT**
- IX. NEW AND UNFINISHED BUSINESS**

Discussion and possible action on the following items;

 - A. Annual Financial Report FY 2019-2020
 - B. IPARKS Insurance Coverage Renewal
 - C. Winter apparel for maintenance employees
 - D. Purchase of basketball hoop & pole for Goodrich Park basketball court
 - E. Stenciling materials for parking areas
 - F. Purchase of parking block bumpers for parking areas
- X. EXECUTIVE SESSION**
- XI. ADJOURNMENT**

Posted this 30th day of October, 2020
J. Bolatto, Secretary
Braidwood Park District
Board of Commissioners



BRAIDWOOD PARK DISTRICT
ACCOUNTS PAYABLE

The Board of Commissioners of the Braidwood Park District hereby approves the Warrant of November 3, 2020 in the amount of \$42,828.37 and hereby instructs the Treasurer to forward payments as herein stated.

President				Treasurer	
Date	Check #	Pay To:	Bank	For:	Amount
10/15/2020	eftps	IRS	Midland State Bank	Payroll Withholding Taxes	\$804.07
10/16/2020	7529	Brian Stellano	Midland State Bank	Payroll, Net	\$358.78
10/16/2020	7530	Gerald Curl	Midland State Bank	Payroll, Net	\$849.66
10/16/2020	7531	Justin Stellano	Midland State Bank	Payroll, Net	\$615.35
10/16/2020	7532	Card Member Services	Midland State Bank	Supplies	\$96.97
10/16/2020	7533	Service Sanitation	Midland State Bank	Porta Potties	\$282.00
11/1/2020	7534	Brian Stellano	Midland State Bank	Payroll, Net	\$380.19
11/1/2020	7535	Gerald Curl	Midland State Bank	Payroll, Net	\$855.46
11/1/2020	7536	Justin Stellano	Midland State Bank	Payroll, Net	\$551.64
11/3/2020	7537	AT&T	Midland State Bank	Utilities-Phone/Internet	\$350.10
11/3/2020	7538	Browns Carpet Care	Midland State Bank	Carpet Cleaning	\$350.00
11/3/2020	7539	Commonwealth Edison	Midland State Bank	Utilities-Electric	\$1,145.96
11/3/2020	7540	Menards	Midland State Bank	Kiddle Park, Supplies	\$526.04
11/3/2020	7541	Nicor	Midland State Bank	Utilities-Natural Gas	\$27.55
11/3/2020	7542	Robbins Schwartz	Midland State Bank	Legal Services	\$100.00
11/3/2020	7543	TriCounty Stockdale	Midland State Bank	Grass Seed, Seed Blankets	\$339.00
11/3/2020	7544	Homewood Disposal	Midland State Bank	Utilities-Garbage Service	\$367.38
11/3/2020	7545	Whitmore Ace Hardware	Midland State Bank	Supplies	\$217.12
11/3/2020	7546	IPARKS	Midland State Bank	2020-2021 Gen Ins Renewal	\$14,645.00
11/15/2020	eftps	IRS	Midland State Bank	Payroll Withholding Taxes	\$766.10
TOTAL					\$23,628.37
LAF-CAP					
Date	Check #	Pay To:	Bank	For:	Amount
11/3/2020	3066	P.H. Contractors, LLC	LAF	Paving	\$ 19,200.00
TOTAL					\$ 19,200.00
GRAND TOTAL					\$42,828.37

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BRAIDWOOD PARK DISTRICT
 FUND BALANCE REPORT
 2020-2021

	BEGINNING BALANCE 4/30/2020	INCOME 11/3/2020	EXPENSE 11/3/2020	ENDING BALANCE 11/3/2020	TRANSFER	ADJUSTED BALANCE 11/3/2020
CORPORATE	\$19,934.75	\$55,744.57	\$36,130.97	\$39,548.35	\$0.00	\$39,548.35
RECREATION	\$20,362.91	\$50,172.36	\$26,205.82	\$44,329.45	\$0.00	\$44,329.45
BOND & INTEREST	\$4,812.68	\$42,567.36	\$6,757.50	\$40,622.54	\$ -	\$40,622.54
AUDIT	\$5,624.05	\$3,368.63	\$0.00	\$8,992.68	\$ -	\$8,992.68
LIABILITY INSURANCE	\$3,562.88	\$19,973.64	\$16,565.00	\$6,971.52	\$0.00	\$6,971.52
PARK IMPROVEMENTS	\$120,818.51	\$72.86	\$57,324.75	\$63,566.62	\$0.00	\$63,566.62
TOTAL	\$175,115.78	\$171,899.42	\$142,984.04	\$204,031.16	\$0.00	\$204,031.16
BANK BALANCE	\$177,886.92					\$207,735.85
LIABILITIES	\$3,372.66					\$4,306.20
DIFFERENCE	(\$601.52)					(\$601.51)

BRAIDWOOD PARK DISTRICT

Balance Sheet

As of November 3, 2020

	<u>Nov 3, 20</u>
ASSETS	
Current Assets	
Checking/Savings	
LAF - CAP	179,507.24
Midland State Bank	-2,561.54
Midland State Bank Money Mkt	30,790.15
Total Checking/Savings	<u>207,735.85</u>
Other Current Assets	
Petty Cash	1,000.00
Total Other Current Assets	<u>1,000.00</u>
Total Current Assets	<u>208,735.85</u>
TOTAL ASSETS	<u><u>208,735.85</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 - Accounts Payable	-12.03
Total Accounts Payable	<u>-12.03</u>
Other Current Liabilities	
PAYROLL-FICA	179.84
PAYROLL-MCARE	768.86
PAYROLL-SWT	667.11
24000 - Payroll Liabilities	2,690.39
Total Other Current Liabilities	<u>4,306.20</u>
Total Current Liabilities	<u>4,294.17</u>
Total Liabilities	4,294.17
Equity	
3000 - Opening Bal Equity	6,793.34
3900 - Retained Earnings	168,732.95
Net Income	28,915.39
Total Equity	<u>204,441.68</u>
TOTAL LIABILITIES & EQUITY	<u><u>208,735.85</u></u>

BRAIDWOOD PARK DISTRICT

Profit & Loss Prev Year Comparison

May 1 through November 3, 2020

	May 1 - Nov 3, 20	May 1 - Nov 3, 19	\$ Change
Income			
Interest - Cap	72.86	1,795.13	-1,722.27
Interest - Corp	3.86	29.52	-25.66
Misc Inc Corp	1,689.35	967.91	721.44
Rec Fac Rental	0.00	732.26	-732.26
Tax Ext Audit	3,368.63	3,492.14	-123.51
Tax Ext B&I	42,567.36	42,566.66	0.70
Tax Ext Corp	54,051.36	53,619.39	431.97
Tax Ext Liab	19,973.64	20,071.25	-97.61
Tax Ext Rec	50,172.36	49,771.31	401.05
Total Income	171,899.42	173,045.57	-1,146.15
Gross Profit	171,899.42	173,045.57	-1,146.15
Expense			
10-100 · Corp-Legal Counsel	225.00	50.00	175.00
10-105 · Corp-Consultant Fees	2,750.00	2,750.00	0.00
10-110 · Corp-Telephone	1,213.09	1,436.86	-223.77
10-120 · Corp-Printing/Publishing	33.00	34.10	-1.10
10-130 · Corp-Postage	55.00	0.00	55.00
10-150 · Corp-Utilities	4,360.14	4,021.05	339.09
10-180 · Corp-Garbage	2,118.60	1,717.32	401.28
10-195 · Corp-Misc Expense	762.78	602.81	159.97
10-200 · Corp-Maint/Building	1,834.04	2,096.33	-262.29
10-210 · Corp-Maint/Equipment	2,340.52	939.27	1,401.25
10-220 · Corp-Maint/Grounds	0.00	342.95	-342.95
10-225 · Corp-Operating Supplies	4,713.64	3,206.43	1,507.21
10-226 · Corp-Fuel	1,902.91	1,535.46	367.45
10-340 · Corp-Payroll Taxes	8.31	17.41	-9.10
20-100 · Rec-Legal Counsel	225.00	50.00	175.00
20-103 · Rec-Consultant Fees	2,750.00	2,750.00	0.00
20-106 · Rec-Misc	0.00	240.06	-240.06
20-135 · Rec-Telephone	1,213.16	1,436.94	-223.78
20-140 · Rec-Office Supplies	556.61	1,062.37	-505.76
20-150 · Rec-Onsite Programs	478.98	284.34	194.64
20-155 · Rec-Programs Supplies	79.47	28.18	51.29
20-160 · Rec-Offsite Programs	0.00	525.00	-525.00
20-165 · Rec-Utilities	4,597.43	4,268.44	328.99
20-170 · Rec-Maint Grounds	1,931.92	362.71	1,569.21
20-175 · Rec-Maintenance Building	551.00	1,056.70	-505.70
20-200 · Rec-Operating Supplies	0.00	115.31	-115.31
20-340 · Rec-Payroll Taxes	8.31	17.42	-9.11
30-300 · Liab Ins- Liability			
30-305 · Work Comp	1,802.00	1,802.00	0.00
30-300 · Liab Ins- Liability - Other	14,763.00	0.00	14,763.00
Total 30-300 · Liab Ins- Liability	16,565.00	1,802.00	14,763.00
50-100 · Bond Payment			
50-104 · Bond Interet	6,757.50	600.00	6,157.50
50-105 · Bond Misc	0.00	0.00	0.00
50-100 · Bond Payment - Other	0.00	6,757.50	-6,757.50
Total 50-100 · Bond Payment	6,757.50	7,357.50	-600.00
60-100 · Cap-New Equipment	4,675.11	846.31	3,828.80
60-110 · Cap-Site Improvements	51,498.89	33,854.40	17,644.49
60-120 · Cap-Building Construction	1,150.75	6,919.09	-5,768.34
66000 · Payroll Expenses	27,627.87	17,597.01	10,030.86
Total Expense	142,984.03	99,323.77	43,660.26
Net Income	28,915.39	73,721.80	-44,806.41

BRAIDWOOD PARK DISTRICT

11/3/2020 12:47 PM

Register: Midland State Bank

From 10/15/2020 through 11/15/2020

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
10/15/2020	eftps	Internal Revenue Ser...	-split-	36-3590718	804.07		19,496.66
10/15/2020	7532	Card Member Services	2000 · Accounts Payable	4908	96.97		19,399.69
10/15/2020	7533	Service Sanitation	2000 · Accounts Payable	50-107592 3, I...	282.00		19,117.69
10/16/2020	7529	Brian Stellano .	-split-		358.78		18,758.91
10/16/2020	7530	Gerald Curl	-split-		849.66		17,909.25
10/16/2020	7531	Justin D Stellano	-split-		615.35		17,293.90
11/01/2020	7534	Brian Stellano .	-split-		380.19		16,913.71
11/01/2020	7535	Gerald Curl	-split-		855.46		16,058.25
11/01/2020	7536	Justin D Stellano	-split-		551.64		15,506.61
11/03/2020	7537	AT&T	2000 · Accounts Payable	148192755 / I...	350.10		15,156.51
11/03/2020	7538	Browns Carpet Care	2000 · Accounts Payable	Inv #27653	350.00		14,806.51
11/03/2020	7539	Commonwealth Edison	2000 · Accounts Payable	9351792007 / ...	1,145.96		13,660.55
11/03/2020	7540	Menard's	2000 · Accounts Payable	Acct #3215045...	526.04		13,134.51
11/03/2020	7541	Nicor Gas	2000 · Accounts Payable	3783491000 4 ...	27.55		13,106.96
11/03/2020	7542	Robbins Schwartz	2000 · Accounts Payable	Inv #874834	100.00		13,006.96
11/03/2020	7543	Tri County Stockdale...	2000 · Accounts Payable	Inv #321621	339.00		12,667.96
11/03/2020	7544	Homewood Disposal	2000 · Accounts Payable	20-203049, Inv...	367.38		12,300.58
11/03/2020	7545	Whitmore Ace Hard...	2000 · Accounts Payable	10500	217.12		12,083.46
11/03/2020	7546	IPARKS	2000 · Accounts Payable	2020-2021 Gen...	14,645.00		-2,561.54
11/15/2020	eftps	Internal Revenue Ser...	-split-	36-3590718	766.10		-3,327.64

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**Braidwood Park District
Consultant's Report
November 3, 2020**

1. **Will County Local Govt CARE Funding Allocations**- The most recent update to the allocation for the Park District is \$40,495.00.

Reimbursable Expenses to date are;

Covid Related Payroll -	\$1,407.52
Playground Guardian -	\$797.22
Sprayer -	<u>\$0.00</u>
	\$2,204.74

Balance Available - \$38,290.26

If there are any other expenses, ie. Hand sanitizer, cleaning supplies, hours performed disinfecting public buildings and playgrounds, these could be added. I will have the application ready this week and hopefully we can find some other expenses. Documentation is necessary for payroll hours. If the payroll logs show 2 hours per week for an employee doing disinfection, I can calculate that number for reimbursement.

2. **IPARKS** – The renewal policy has been received, in the amount of \$14,645.00. There is a form which requires Chris's signature to be mailed with the check.
3. **2019 – 2020 Audit, AFR** – The AFR has been completed, and upon signature tonight, will be filed. I will file the additional copy at the County Clerk's office.
4. **2020-2021 Tax Levy Ordinance** – The Ordinance will be presented for passage and adoption at the next meeting.
5. **Transfer to Checking** – A transfer of \$30,000.00 needs to be made prior to bills being mailed.

TANK NORWALK COMPANY
 2121 Maple Road • Joliet, IL 60432
 Septic Tanks • Building Materials
 Phone: (815) 726-3351 • FAX: (815) 726-2945
WWW.NORWALKTANK.COM

Quotation

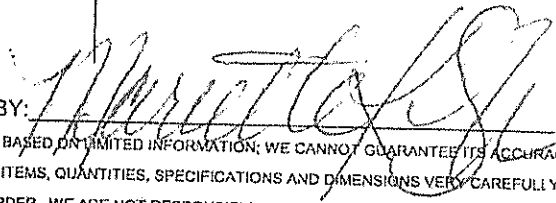
Date: 10/27/20
 Job Number: BRAIDWOOD PARK DIST.

TO:
 Attention: JOSH
 Company Name: BRAIDWOOD PARK DIST
 Address:
 City, State, Zip:
 Phone Number:
 Fax Number:
 Terms:

WE ARE PLEASED TO QUOTE ON YOUR INQUIRY AS FOLLOWS:

Prices Good For 30 Days

Quantity	Description	Unit Price	Amount
20 EA	CONCRETE PARKING BUMPERS (6' LONG)	\$40.50 EA	
40 EA	PARKING BUMPER STAKES	\$2.00 EA	
	PICKED UP PRICE		

QUOTED BY:  *Plus tax if applicable*
 OUR QUOTE IS BASED ON LIMITED INFORMATION; WE CANNOT GUARANTEE ITS ACCURACY, WE THEREFORE CAUTION AND ADVISE YOU TO CHECK ALL ITEMS, QUANTITIES, SPECIFICATIONS AND DIMENSIONS VERY CAREFULLY BEFORE SUBMITTING YOUR BID AND/OR PLACING AN ORDER. WE ARE NOT RESPONSIBLE FOR ENGINEER DESIGNS THAT DO NOT MEET THE IDOT MINIMUMS FOR CONCRETE ABOVE OR BETWEEN HOLES, NOR ANY REQUIRED JOINT SPLICES. NON-COMPLIANT STRUCTURES WILL REQUIRE RE-QUOTE.

