



BRAIDWOOD PARK DISTRICT
198 N. Lincoln St. Braidwood, IL. 60408
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www.braidwoodparkdistrict.com



Minutes of the Braidwood Park District
Regular Park Board Meeting
March 5, 2019
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.

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

Approval of Minutes: A motion was made by Commissioner Kaminsky, 2nd by Commissioner Grivetti to approve the minutes from the February 5, 2019 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 Howard to approve the Warrant of March 5, 2019 in the amount of \$6,641.42, and to additionally include a \$10,000.00 payment to Precision Tree Service Inc. upon completion of the tree removal project and upon receipt of invoice.

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 Kaminsky, 2nd by Commissioner Howard 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. Bolatto stated that Precision Tree Service had begun the tree removal project earlier in the day and will be continuing throughout the week and into the weekend.

- Comm Earley stated that the administration building ramp project will start once the weather breaks. Once it is complete, parking restrictions may need to be put in place along the front of the building due to distance limitations between the building and the roadway. Handicap/parallel parking options will need to be discussed.

Recreation Committee: No Report

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

New and Unfinished Business:

- Comm. Grivetti stated that prices have not yet been obtained for the purchase of safety work apparel for the district's grounds crews. Comm. Howard suggested contacting Whitmore Ace Hardware to see what items they may be able to provide for purchase. More details will be shared at the next board meeting.

- Comm. Grivetti stated that he had met with a representative from Indiana Spray Form Company regarding insulation of the Lions' pavilion and the storage area behind the pavilion kitchen. To perform spray foam work on the pavilion was estimated at a cost of \$19,900.00 and the kitchen storage area was estimated at a cost of \$9,500.00 for a total estimated cost of \$28,100.00. Board members suggested breaking down the project into phases over a few years, rather than doing it all at once. Comm. Grivetti will get the quote broken down and present an update at the next board meeting.

- Comm. Bolatto stated that options for an updated copy/print/fax machine need to be looked at for the district's administrative office. Contact will be made with Martian Whalen Office Solutions to inquire about updated units and updated leasing options.

- Comm Bolatto stated that plans are in the works for a fall craft fair on Sat. November 16th out at The Center in Custer Park. The event is in the planning stages and will progress over the next couple of months.

- Comm. Bolatto stated that Braidwood Baseball/Softball Association President Jerry Curl has reached out to the board inquiring on the status of the district's old Toro lawn mower and if the district is interested in selling the mower. After discussion, board members felt the mower may be of a benefit to the grounds crews at The Center in Custer Park, seeing as the district has an agreement in place with The Center to assist with building and grounds maintenance at The Center, as available. Pres. Earley stated that options for loaning or sale of the unit to The Center will be looked into.

- Comm. Bolatto stated that he will be meeting with a representative from Surf Air Wireless (formerly Cyber Broadcasting) to obtain options for replacing the PTZ security camera and possible updates to the district's security camera server network. More details will be shared at the next board meeting.

- Comm. Bolatto reminded members that the April 2019 board meeting has been moved to Tuesday April 9th (second Tuesday) due to the Consolidated Elections taking place on April 2nd.

Executive Session: None

Adjournment: A motion was made by Commissioner Howard, 2nd by Commissioner Kaminsky, to adjourn the meeting at 7:41 p.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: March 5, 2019

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

Time: 7:00 PM –Regular Meeting

REGULAR BOARD MEETING AGENDA

7:00PM

- I. CALL TO ORDER**
- II. COMMUNICATIONS**
 - A. Public Comment & Correspondence
- III. APPROVAL OF MINUTES**
 - A. Regular Board Meeting of February 5, 2019
- IV. APPROVAL OF WARRANT**
 - A. Warrant of March 5, 2019
- V. FINANCE COMMITTEE**
 - A. Approval of Monthly Financial Report
- VI. BUILDINGS & GROUNDS COMMITTEE**
 - A. Updates on various projects taking place throughout parks
- VII. RECREATION COMMITTEE**
- VIII. CONSULTANT’S REPORT / ATTORNEY’S REPORT / ENGINEER’S REPORT**
- IX. EXECUTIVE SESSION**
- X. NEW AND UNFINISHED BUSINESS**

Discussion and possible action on the following items;

 - A. Purchase of work apparel (winter/safety shirts/jackets) for district maintenance employees
 - B. Insulation of kitchen pavilion
 - C. Upgrade to Xerox printer/copier/scanner unit in district office
 - D. Fall Craft Fair Saturday November 16th 9am-5pm @ The Center in Custer Park
- XI. ADJOURNMENT**

Posted this 1st day of March, 2019
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 March 5, 2019 in the amount of \$6,641.42 and hereby instructs the Treasurer to forward payments as herein stated.

President

Treasurer

Date	Check #	Pay To:	Bank	For:	Amount
2/8/2019	7113	Burriss Equipment	Midland State Bank	Parts	\$ 58.47
2/8/2019	7114	Caseys	Midland State Bank	Fuel	\$ 214.82
2/8/2019	7115	City of Braidwood	Midland State Bank	Utilities-Water/Sewer	\$ 73.42
2/8/2019	7116	Homewood Disposal	Midland State Bank	Utilities-Garbage Disposal	\$ 343.86
2/8/2019	7117	Nicor Gas	Midland State Bank	Utilities-Natural Gas	\$ 400.42
2/8/2019	7118	Service Sanitation	Midland State Bank	Porta-Potties	\$ 389.76
2/8/2019	7119	Whitmore Ace Hardware	Midland State Bank	Supplies, Trailer Hitch Ball	\$ 329.88
2/10/2019	eft	Illinois Department of Revenue	Midland State Bank	Payroll Taxes	\$ 91.44
2/15/2019	eftps	Internal Revenue Services	Midland State Bank	Payroll Taxes	\$ 347.61
2/16/2019	7120	Card Member Services	Midland State Bank	Credit Card, Work Posters, Supplies	\$ 511.95
2/16/2019	7121	Brian Stellano	Midland State Bank	Payroll, Net	\$ 209.76
3/1/2019	7122	Justin Stellano	Midland State Bank	Payroll, Net	\$ 203.11
3/1/2019	7123	Brian Stellano	Midland State Bank	Payroll, Net	\$ 367.08
3/1/2019	7124	Gerald Curl	Midland State Bank	Payroll, Net	\$ 284.69
3/1/2019	7125	Justin Stellano	Midland State Bank	Payroll, Net	\$ 143.51
3/5/2019	7126	ComEd	Midland State Bank	Utilities-Electric	\$ 1,244.95
3/5/2019	7127	Fisher Auto	Midland State Bank	Parts, Supplies	\$ 106.95
3/5/2019	7128	Illinois Public Risk Fund	Midland State Bank	Work Comp Premium	\$ 901.00
3/5/2019	7129	Menards	Midland State Bank	Supplies, gloves, ice melt	\$ 75.95
3/5/2019	7130	Nicor Gas	Midland State Bank	Utilities-Natural Gas	\$ 92.79
3/5/2019	7131	Robbins Schwartz	Midland State Bank	Leagl Fees	\$ 250.00
TRANSFERS					\$ 6,641.42

GRAND TOTAL

Date	Check #	Transfer To	Transfer From	Notes:	Amount

BRAIDWOOD PARK DISTRICT
 FUND BALANCE REPORT
 2018-2019

	BEGINNING BALANCE 4/30/2018	INCOME 3/5/2019	EXPENSE 3/5/2019	ENDING BALANCE 3/5/2019	TRANSFER	ADJUSTED BALANCE 3/5/2019
CORPORATE	\$ 34,232.62	\$ 58,418.79	\$ 53,875.91	\$ 38,775.50	\$ -	\$ 38,775.50
RECREATION	\$ 26,799.38	\$ 50,763.25	\$ 31,169.71	\$ 46,392.92	\$ -	\$ 46,392.92
BOND & INTEREST	\$ 6,331.61	\$ 45,272.54	\$ 46,590.00	\$ 5,014.15	\$ -	\$ 5,014.15
AUDIT	\$ 6,835.39	\$ 3,659.44	\$ 1,700.00	\$ 8,794.83	\$ -	\$ 8,794.83
LIABILITY INSURANCE	\$ 8,951.67	\$ 19,639.03	\$ 17,734.00	\$ 10,856.70	\$ -	\$ 10,856.70
PARK IMPROVEMENTS	\$ 163,088.09	\$ 3,228.75	\$ 65,451.60	\$ 100,865.24	\$ -	\$ 100,865.24
TOTAL	\$ 246,238.76	\$ 180,981.80	\$ 216,521.22	\$ 210,699.34	\$ -	\$ 210,699.34
BANK BALANCE	\$ 250,223.43					\$ 216,072.38
LIABILITIES	\$ 3,198.98					\$ 4,587.35
DIFFERENCE	\$ 785.69					\$ 785.69

BRAIDWOOD PARK DISTRICT

Balance Sheet

As of March 5, 2019

	<u>Mar 5, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
LAF - CAP	167,436.38
Midland State Bank	17,047.30
Midland State Bank Money Mkt	30,588.70
Total Checking/Savings	<u>215,072.38</u>
Other Current Assets	
Petty Cash	1,000.00
Total Other Current Assets	<u>1,000.00</u>
Total Current Assets	<u>216,072.38</u>
TOTAL ASSETS	<u><u>216,072.38</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	263.00
PAYROLL-MCARE	1,124.38
PAYROLL-SWT	625.28
24000 - Payroll Liabilities	2,586.72
Total Other Current Liabilities	<u>4,599.38</u>
Total Current Liabilities	<u>4,587.35</u>
Total Liabilities	4,587.35
Equity	
3000 - Opening Bal Equity	6,793.34
3900 - Retained Earnings	240,231.11
Net Income	-35,539.42
Total Equity	<u>211,485.03</u>
TOTAL LIABILITIES & EQUITY	<u><u>216,072.38</u></u>

BRAIDWOOD PARK DISTRICT
Profit & Loss Prev Year Comparison
May 1, 2018 through March 5, 2019

	May 1, '18 - Mar 5, 19	May 1, '17 - Mar 5, 18	\$ Change
Income			
Interest - Cap	3,228.75	2,151.63	1,077.12
Interest - Corp	63.75	33.68	30.07
Misc Inc Corp	3,077.50	1,589.48	1,488.02
Misc Income Liab	0.00	2,141.00	-2,141.00
Rec Fac Rental	350.00	100.00	250.00
Tax Ext Audit	3,659.44	3,591.30	68.14
Tax Ext B&I	45,272.54	41,485.02	3,787.52
Tax Ext Corp	55,277.54	55,013.59	263.95
Tax Ext Liab	19,639.03	18,304.22	1,334.81
Tax Ext Rec	50,413.25	48,946.56	1,466.69
Total Income	180,981.80	173,356.48	7,625.32
Gross Profit	180,981.80	173,356.48	7,625.32
Expense			
10-100 · Corp-Legal Counsel	717.98	925.00	-207.02
10-105 · Corp-Consultant Fees	5,500.00	0.00	5,500.00
10-110 · Corp-Telephone	2,286.45	2,279.03	7.42
10-120 · Corp-Printing/Publishing	16.50	188.76	-172.26
10-140 · Corp-Office Supplies	390.49	399.13	-8.64
10-150 · Corp-Utilities	8,168.20	6,966.93	1,201.27
10-155 · Corp-Wages	11,000.00	12,592.09	-1,592.09
10-180 · Corp-Garbage	3,593.63	2,344.21	1,249.42
10-185 · Corp-Education	60.00	0.00	60.00
10-195 · Corp-Misc Expense	-1,272.62	1,305.31	-2,577.93
10-200 · Corp-Maint/Building	3,000.51	1,106.00	1,894.51
10-210 · Corp-Maint/Equipment	2,405.18	1,984.05	421.13
10-220 · Corp-Maint/Grounds	872.06	1,229.20	-357.14
10-225 · Corp-Operating Supplies	3,670.57	4,348.77	-678.20
10-226 · Corp-Fuel	2,197.41	1,747.49	449.92
10-340 · Corp-Payroll Taxes	196.41	2,729.20	-2,532.79
20-100 · Rec-Legal Counsel	717.99	925.00	-207.01
20-104 · Rec-Wages	0.00	4,892.19	-4,892.19
20-105 · Rec-Dues	1,235.70	1,235.70	0.00
20-106 · Rec-Misc	221.37	0.00	221.37
20-135 · Rec-Telephone	2,286.56	2,279.11	7.45
20-140 · Rec-Office Supplies	1,328.55	502.31	826.24
20-150 · Rec-Onsite Programs	486.66	592.68	-106.02
20-155 · Rec-Programs Supplies	305.54	0.00	305.54
20-160 · Rec-Offsite Programs	575.00	0.00	575.00
20-165 · Rec-Utilities	8,588.94	7,114.05	1,474.89
20-170 · Rec-Maint Grounds	72.00	1,217.17	-1,145.17
20-175 · Rec-Maintenance Building	3,783.22	165.00	3,618.22
20-200 · Rec-Operating Supplies	298.58	766.59	-468.01
20-315 · Rec-Building Construction	0.00	201.93	-201.93
20-340 · Rec-Payroll Taxes	196.45	2,729.28	-2,532.83
30-300 · Liab Ins- Liability			
30-305 · Work Comp	3,605.00	2,704.00	901.00
30-300 · Liab Ins- Liability - Other	14,129.00	15,022.00	-893.00
Total 30-300 · Liab Ins- Liability	17,734.00	17,726.00	8.00
40-400 · Audit-Accounting Services	1,700.00	1,700.00	0.00
50-100 · Bond Payment			
50-103 · Bond Principal	20,000.00	0.00	20,000.00
50-104 · Bond Interet	26,635.54	0.00	26,635.54
50-105 · Bond Misc	250.00	0.00	250.00
50-100 · Bond Payment - Other	-295.54	35,769.50	-36,065.04
Total 50-100 · Bond Payment	46,590.00	35,769.50	10,820.50

BRAIDWOOD PARK DISTRICT
Profit & Loss Prev Year Comparison
May 1, 2018 through March 5, 2019

	<u>May 1, '18 - Mar 5, 19</u>	<u>May 1, '17 - Mar 5, 18</u>	<u>\$ Change</u>
60-100 · Cap-New Equipment	399.90	12,833.60	-12,433.70
60-110 · Cap-Site Improvements	60,771.73	57,170.62	3,601.11
60-120 · Cap-Building Construction	4,279.97	1,377.64	2,902.33
60-125 · Cap-Property Acquisition	0.00	81.64	-81.64
66000 · Payroll Expenses	22,146.29	10,206.01	11,940.28
66900 · Reconciliation Discrepancies	0.00	0.85	-0.85
Total Expense	<u>216,521.22</u>	<u>199,632.04</u>	<u>16,889.18</u>
Net Income	<u><u>-35,539.42</u></u>	<u><u>-26,275.56</u></u>	<u><u>-9,263.86</u></u>

BRAIDWOOD PARK DISTRICT

3/5/2019 12:01 PM

Register: Midland State Bank

From 01/11/2019 through 03/05/2019

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
01/11/2019	3036	Midland Staes Bank	LAF - CAP			X	18,000.00	22,870.83
01/11/2019		AT&T	-split-		177.13	X		22,693.70
01/11/2019	7102	Illinois Public Risk F...	2000 · Accounts Payable	Inv #56278	902.00	X		21,791.70
01/11/2019	7103	Nicor Gas	2000 · Accounts Payable	3783491000 4 ...	358.10	X		21,433.60
01/16/2019		AT&T	-split-		156.60	X		21,277.00
01/16/2019	7104	Gerald Curl	-split-		468.03	X		20,808.97
01/16/2019	7105	Justin D Stellano	-split-		194.20			20,614.77
01/16/2019	7106	IPARKS	2000 · Accounts Payable	2018-2019 Insu...	14,129.00	X		6,485.77
01/17/2019	3037	Midland Staes Bank	LAF - CAP			X	20,000.00	26,485.77
01/24/2019	7107	Card Member Services	2000 · Accounts Payable	4908	21.00			26,464.77
01/24/2019	7108	Commonwealth Edison	2000 · Accounts Payable	9351792007 / ...	1,095.49			25,369.28
01/29/2019		Ill Dept of Revenue	-split-		144.37	X		25,224.91
01/29/2019		Ill Director Of Emplo...	-split-	36-3590718, 4...	44.55	X		25,180.36
02/01/2019	7109	Brian Stellano .	-split-		961.40			24,218.96
02/01/2019	7110	Gerald Curl	-split-		179.81			24,039.15
02/01/2019	7111	Justin D Stellano	-split-		258.36			23,780.79
02/05/2019	7112	Nicor Gas	2000 · Accounts Payable	3783491000 4 ...	92.07			23,688.72
02/08/2019	7113	Burriss Equipment	2000 · Accounts Payable	Inv #PS20797	58.47			23,630.25
02/08/2019	7114	Casey's	2000 · Accounts Payable	21433	214.82			23,415.43
02/08/2019	7115	City of Braidwood	2000 · Accounts Payable	013457-000	73.42			23,342.01
02/08/2019	7116	Homewood Disposal	2000 · Accounts Payable	20-203049, Inv...	343.86			22,998.15
02/08/2019	7117	Nicor Gas	2000 · Accounts Payable	3783491000 4 ...	400.42			22,597.73
02/08/2019	7118	Service Sanitation	2000 · Accounts Payable	50-107592 3, I...	389.76			22,207.97
02/08/2019	7119	Whitmore Ace Hardw...	2000 · Accounts Payable	10500	329.88			21,878.09
02/10/2019	eft	Ill Dept of Revenue	PAYROLL-SWT		91.44			21,786.65
02/15/2019	efps	Internal Revenue Serv...	-split-	36-3590718	347.61			21,439.04
02/16/2019	7120	Card Member Services	2000 · Accounts Payable	4908	511.95			20,927.09
02/16/2019	7121	Brian Stellano .	-split-		209.76			20,717.33
02/16/2019	7122	Justin D Stellano	-split-		203.11			20,514.22
03/01/2019	7123	Brian Stellano .	-split-		367.08			20,147.14
03/01/2019	7124	Gerald Curl	-split-		284.69			19,862.45
03/01/2019	7125	Justin D Stellano	-split-		143.51			19,718.94
03/05/2019	7126	Commonwealth Edison	2000 · Accounts Payable	9351792007 / ...	1,244.95			18,473.99
03/05/2019	7127	Fisher Auto	2000 · Accounts Payable	Inv# 324-2399...	106.95			18,367.04
03/05/2019	7128	Illinois Public Risk F...	2000 · Accounts Payable	Inv #56279	901.00			17,466.04
03/05/2019	7129	Menard's	2000 · Accounts Payable	Acct #3215045...	75.95			17,390.09
03/05/2019	7130	Nicor Gas	2000 · Accounts Payable	3783491000 4 ...	92.79			17,297.30
03/05/2019	7131	Robbins Schwartz	2000 · Accounts Payable	Inv #286120, 2...	250.00			17,047.30