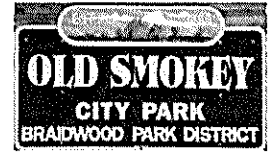


**Braidwood Park District**  
198 N. Lincoln St. Braidwood, IL. 60408  
Phone: (815)458-3896 / Fax: (815)458-3842  
www.braidwoodparkdistrict.com



Minutes of the Braidwood Park District  
Regular Park Board Meeting  
August 8, 2023  
Old Smokey Administration Building  
245 W. First Street  
Braidwood, IL. 60408  
7:00p.m.

President Scott Howard, presiding

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

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

The following board members were absent: Kaminsky

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

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

**Approval of Minutes:**

A motion was made by Commissioner Grivetti, 2<sup>nd</sup> by Commissioner Hopf to approve the minutes from the July 5, 2023 Regular Board Meeting.

Roll Call: Howard – Yes, Grivetti – Yes, Bolatto – Yes, Hopf - Yes.

Motion Carried. (4-Yes, 0-No, 1-Absent)

**Approval of Warrant:** A motion was made by Commissioner Bolatto, 2<sup>nd</sup> by Commissioner Grivetti to approve the Warrant of August 8, 2023 in the amount of \$14,970.39.

Roll Call: Howard – Yes, Grivetti – Yes, Bolatto – Yes, Hopf - Yes.

Motion Carried. (4-Yes, 0-No, 1-Absent)

**Finance Committee:** Consultant Cosgrove stated the monthly financial reports are not yet available as bank statements have not yet been received. The reports will be available at the next meeting.

**Buildings & Grounds Committee:**

- Comm. Howard stated that work will begin in the coming months on installing the new side door on the Lions pavilion. This door will allow for better use of the facility during inclement weather.

**Recreation Committee:** No Report

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

Mr. Cosgrove stated that a confirmation/commitment letter has not yet been received from Will County regarding the district's allocation of ARPA funds for approved projects. Mr. Cosgrove stated that he will reach out to the Will County Executive's Office to inquire on the status. After confirmation is received, a bid package can be created for the HVAC work which was approved for the district's allocation.

**New and Unfinished Business:**

- Comm. Grivetti stated that no update is available on the electrical repair work to the basketball court pavilion, adjacent restrooms and two-way electrical switches under the kitchen pavilion.

- Comm. Bolatto stated that Comm. Kaminsky has inquired about the options for installing an additional gate on the southeast end of the park along First St. Options will be researched and discussed at a future meeting.

- Comm. Bolatto suggested that the district consider declaring spare parts for an old lawnmower as surplus property which will allow for disposal. Board members agreed to move forward with the disposal of the property. Comm. Bolatto stated that he will reach out to District legal counsel to draft a resolution for the next board meeting.

- Comm. Bolatto stated that the district's website host provider has been changed. The previous host server has been decommissioned with very little notice which forced the necessary switch to a new host. The website domain name has remained unchanged but the website has a whole new look & feel.

- Comm. Bolatto suggested that the board consider the engagement of SKDO for annual financial report services. The district has used SKDO for several years and has always produce a through and complete report. A motion was made by Comm. Bolatto, 2<sup>nd</sup> by Comm. Howard to approve the engagement of SKDO for Annual Financial Report services.

Roll Call: Howard – Yes, Grivetti – Yes, Bolatto – Yes, Hopf - Yes.

Motion Carried. (4-Yes, 0-No, 1-Absent)

**Executive Session:** None

**Adjournment:** A motion was made by Commissioner Howard, 2<sup>nd</sup> by Commissioner Hopf, to adjourn the meeting at 7:25p.m.

Roll Call: Howard – Yes, Grivetti – Yes, Bolatto – Yes, Hopf - Yes.

Motion Carried. (4-Yes, 0-No, 1-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:** August 8, 2023

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

**Time:** 7:00 PM – Regular Meeting

### **REGULAR BOARD MEETING AGENDA**

#### **I. CALL TO ORDER**

#### **II. COMMUNICATIONS**

##### **A. Public Comment & Correspondence**

Anyone wishing to speak on matters under the jurisdiction of the Braidwood Park District during Public Comment are asked to state their full name, spell their last name, provide their home address and limit their comments to no more than 3-minutes. Please be advised that Board members have no obligation to respond to any questions posed during public comment. Following the close of Public Comment, members of the public will not be permitted to engage in comment or discussion with the board unless recognized by the Board President.

#### **III. APPROVAL OF MINUTES**

##### **A. Regular Board Meeting of July 5, 2023**

#### **IV. APPROVAL OF WARRANT**

##### **A. Warrant of August 8, 2023**

#### **V. FINANCE COMMITTEE**

##### **A. Monthly Financial Reports**

#### **VI. BUILDINGS & GROUNDS COMMITTEE**

##### **A. Updates on various projects taking place throughout the parks.**

#### **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. HVAC upgrades to various district buildings**
- B. Electrical repairs to basketball court pavilion & adjacent restroom facility**
- C. Installation of two-way electrical switches under the kitchen pavilion**
- D. Installation of second gate on south end of Old Smokey Park**
- E. Discussion on disposal of surplus property**
- F. Upgrade of District Website**
- G. Approval of engagement with SKDO for Annual Financial Report services**

#### **X. EXECUTIVE SESSION**

#### **XI. ADJOURNMENT**

Posted this 4<sup>th</sup> day of August, 2023

J. Bolatto, Secretary  
Braidwood Park District  
Board of Commissioners

**Next Regular Meeting: Tuesday September 5, 2023 at 7:00p.m.**

**BRAIDWOOD PARK DISTRICT  
ACCOUNTS PAYABLE WARRANT**

The Board of Commissioners of the Braidwood Park District hereby approves the Warrant of August 8, 2023 in the amount of **\$14,970.39** and hereby instructs the Treasurer to forward payments as herein stated.

\_\_\_\_\_  
President

\_\_\_\_\_  
Treasurer

Date	Check #	Pay To:	Account:	For:	Amount
7/11/2023	9028	Void	Midland State Bank II	Void	\$ -
7/11/2023	9029	City of Braidwood	Midland State Bank II	Utilities - Water/Sewer	\$ 133.77
7/11/2023	9030	Menards	Midland State Bank II	Supplies	\$ 256.60
7/11/2023	9031	Sistek Sales & Service	Midland State Bank II	Parts	\$ 250.89
7/12/2023	9032	Menards	Midland State Bank II	Supplies	\$ 31.46
7/12/2023	9033	Nicor Gas	Midland State Bank II	Utilities - Natural Gas	\$ 127.72
7/12/2023	eftps	United States Treasury	Midland State Bank II	Payroll Withholding/Taxes	\$ 590.83
7/16/2023	9034	Homewood Disposal	Midland State Bank II	Utilities - Garbage Disposal	\$ 445.77
7/16/2023	9038	Andrew Peterson	Midland State Bank II	Payroll, Net	\$ 514.78
7/16/2023	9039	Brian Stellano	Midland State Bank II	Payroll, Net	\$ 549.74
7/16/2023	9040	Justin Stellano	Midland State Bank II	Payroll, Net	\$ 648.99
8/1/2023	9035	Andrew Peterson	Midland State Bank II	Payroll, Net	\$ 304.81
8/1/2023	9036	Brian Stellano	Midland State Bank II	Payroll, Net	\$ 594.32
8/1/2023	9037	Justin Stellano	Midland State Bank II	Payroll, Net	\$ 701.58
8/2/2023	9041	Andrew Peterson	Midland State Bank II	Reimbursement, Supplies	\$ 13.63
8/2/2023	9042	AT&T	Midland State Bank II	Utilities - Phone/Internet	\$ 387.95
8/2/2023	9043	Cintas	Midland State Bank II	Supplies	\$ 80.26
8/2/2023	9044	ComEd	Midland State Bank II	Utilities - Electric	\$ 1,610.13
8/2/2023	9045	Elan Financial Service	Midland State Bank II	CC - Supplies, Web Site	\$ 1,627.45
8/2/2023	9046	Menards	Midland State Bank II	Supplies	\$ 601.91
8/2/2023	9047	Nicor Gas	Midland State Bank II	Utilities - Natural Gas	\$ 28.61
8/2/2023	9048	Portable Toilet Service	Midland State Bank II	Portable Toilets	\$ 340.00
8/2/2023	9049	Sams	Midland State Bank II	Supplies	\$ 236.75
8/2/2023	9050	Whitmore Ace Hardware	Midland State Bank II	Supplies	\$ 421.51
8/2/2023	9051	Homewood Disposal	Midland State Bank II	Utilities - Garbage Disposal	\$ 445.77
8/8/2023	9052	Caseys	Midland State Bank II	Fuel	\$ 167.48

8/8/2023	9053	City of Braidwood	Midland State Bank II	Utilities - Water/Sewer	\$ 133.77
8/8/2023	9054	Holiday Outdoor Décorations	Midland State Bank II	Holiday Decorations	\$ 2,892.00
8/8/2023	9055	Sistek Sales & Service	Midland State Bank II	Supplies, Parts	\$ 198.71
8/10/2023	eftps	United States Treasury	Midland State Bank II	Payroll Withholding/Taxes	\$ 633.20
				Total	\$ 14,970.39

**RE: AFR engagement letter**

From: Carmen Huizenga (carmenh@skdocpa.com)  
To: braidwoodparkdistrict@yahoo.com; tamaral@skdocpa.com  
Cc: jac55irish@yahoo.com  
Date: Saturday, August 5, 2023 at 05:25 PM CDT

Hi Josh,

We will bill at our hourly rates for the AFR. Based on recent years, the total preparation time is approximately 15 to 17 hours. The fee estimate is \$2,600.

Preparation of the AFR consists of two parts: year-end accounting and entry/administration of the AFR.

The year-end accounting takes the most significant time and includes:

1. Agreeing beginning balances to prior year amounts reported/filed. These often don't agree and require adjustment.
2. Summarize the revenue and expense activity by fund and allocate cash and fund balances accordingly.
3. Verify that the individual funds balance (i.e. consist of a balance sheet and income stmt by fund that are balanced).
4. Maintain the capital asset listing for the District, accounting for additions, disposals, and recording depreciation.
5. Analyze and allocate debt into current and long-term portions.
6. Assess restricted fund balances for reporting on the AFR (i.e. unspent levies)

The AFR preparation consists of gathering additional information such as population, salaries, debt schedules, and budgets; entering all info into the online internet format; and administering the filing which includes obtaining the certified copy of the vote document from the District.

If there were additional debt issuances during the year or other major transactions outside of the norm from prior years, additional time may be necessary and billed accordingly. If you'd like us to prepare the AFR, please let us know and we will get you a list of information needed.

Please let me know if you have any questions.

Thank you,  
Carmen

**Carmen Huizenga, CPA**

Shareholder  
1605 N Convent, Bourbonnais IL 60914  
Direct Extension: (815) 523-9748  
Main office phone: (815) 937-1997 fax: (815) 935-0360  
www.skdocpa.com

**From:** Braidwood Park District <braidwoodparkdistrict@yahoo.com>  
**Sent:** Friday, August 4, 2023 12:40 PM