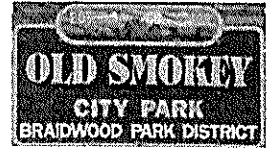


Braidwood Park District
198 N. Lincoln St. Braidwood, IL. 60408
Phone: (815)458-3896 / Fax: (815)458-3842
www.braidwoodparkdistrict.com



Minutes of the Braidwood Park District
Regular Park Board Meeting
July 9, 2024
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, Kaminsky, Grivetti, Bolatto and Hopf.

Public Hearing:

President Howard entertained a motion to open the Public Hearing on the Tentative 2024-2025 Combined Budget & Appropriation Ordinance (Ordinance # 25-01) at 7:01pm. A motion was made by Commissioner Grivetti, 2nd by Commissioner Hopf, to open the public hearing.

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

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

Public Comment: No public comment received. President Howard stated no correspondence has been received via mail, fax or other electronic communications in regards to the proposed ordinance.

President Howard entertained a motion to close the Public Hearing at 7:04pm. A motion was made by Commissioner Bolatto, 2nd by Commissioner Grivetti to close the public hearing.

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

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

Public Comment: Public Comment was opened by President Howard at 7:04pm.

There being no comment, Public Comment was closed at 7:05p.m.

Approval of Minutes:

A motion was made by Commissioner Grivetti, 2nd by Commissioner Hopf to approve the minutes from the June 4, 2024 Regular Board Meeting.

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

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

Approval of Warrant: A motion was made by Commissioner Bolatto, 2nd by Commissioner Hopf to approve the Warrant of July 9, 2024 in the amount of \$38,600.31.

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

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

Finance Committee: Commissioner Bolatto presented board members with the monthly financial report.

A motion was made by Commissioner Kaminsky, 2nd by Commissioner Grivetti to accept the monthly financial report as presented.

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

Buildings & Grounds Committee:

- Comm. Bolatto stated that the district's surveillance camera server upgrade is anticipated to be completed sometime in August.

Recreation Committee: No Report

Consultant/Attorney/Engineer Report: No Report

New and Unfinished Business:

- President Howard entertained a motion to approve Ordinance #2-01, 202-202 Combined Budget & Appropriations. A motion was made by Commissioner Grivetti, 2nd by Commissioner Bolatto to approve Ordinance #2-01 as presented.

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

- Comm. Bolatto presented an agreement for financial coordinator services. Comm. Bolatto stated that the agreement between the district and Jolene Trost, would provide for an independent contractor service agreement to provide financial coordinator services to the district. Comm. Bolatto stated that the services contained in the agreement have been reviewed with Ms. Trost who is also comfortable with the agreement. A motion was made by Comm. Grivetti, 2nd by Comm. Hopf to approve the agreement for financial coordinator services with Jonene Trost, to be effective as of August 1, 2024.

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

- Comm. Bolatto stated that the district's website is up for annual renewal. The renewal fee is \$324.00. A motion was made by Comm. Howard, 2nd by Comm. Kaminsky to approve the annual renewal of the district's website as presented.

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

- Comm. Bolatto stated that all of the district's approved ARPA funded projects have been completed. All reimbursement documentation had been submitted to the Will County ARPA administrator and the final reimbursements have been received and deposited.

- Comm. Grivetti stated that the basketball pavilion post replacement project will take place sometime in October. The 5 most critical posts for replacement have been identified. A downpayment for materials was submitted to the contractor Bluneir Builders.

- Comm. Howard reminded members that the August 2024 board meeting will be held on Tuesday August 13, 2024 at 7:00pm.

Executive Session: None

Adjournment: A motion was made by Commissioner Bolatto, 2nd by Commissioner Hopf, to adjourn the meeting at 7:40p.m.

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

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

Respectfully Submitted

A handwritten signature in black ink, appearing to read 'J Bolatto', written over a horizontal line.

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: July 9, 2024

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. PUBLIC HEARING 2024-2025 Combined Budget & Appropriation Ordinance**
- III. 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.
- IV. APPROVAL OF MINUTES**
 - A. Regular Board Meeting of June 4, 2024
- V. APPROVAL OF WARRANT**
 - A. Warrant of July 9, 2024
- VI. FINANCE COMMITTEE**
 - A. Monthly Financial Reports
- VII. BUILDINGS & GROUNDS COMMITTEE**
 - A. Updates on various projects taking place throughout the parks.
 - a. District surveillance system upgrades
- VIII. RECREATION COMMITTEE**
- IX. CONSULTANT'S REPORT / ATTORNEY'S REPORT / ENGINEER'S REPORT**
- X. NEW AND UNFINISHED BUSINESS**

Discussion and possible action on the following items;

 - A. Ordinance #25-01, 2024-2025 Combined Budget & Appropriation Ordinance.
 - B. Approval of agreement for district financial coordinator services
 - C. 1-year renewal of district website
 - D. District ARPA grant reimbursement requests
 - E. Basketball pavilion post repairs
- XI. EXECUTIVE SESSION**
- XII. ADJOURNMENT**

Posted this 7th day of July, 2024
J. Bolatto, Secretary
Braidwood Park District
Board of Commissioners

Next Regular Board Meeting: Tuesday August 13, 2024 at 7:00p.m.

BRAIDWOOD PARK DISTRICT
ACCOUNTS PAYABLE WARRANT

The Board of Commissioners of the Braidwood Park District hereby approves the Warrant of July 9, 2024 in the amount of \$38,600.31 and hereby instructs the Treasurer to forward payments as herein stated.

President

Treasurer

Date	Check #	Pay To:	Account:	Amount
6/16/2024	9245	Andrew Peterson	Midland State Bank II	\$535.10
6/16/2024	9246	Brian Stellano	Midland State Bank II	\$713.19
6/16/2024	9247	Justin Stellano	Midland State Bank II	\$594.80
6/19/2024	9248	City of Braidwood	Midland State Bank II	\$272.80
6/19/2024	9249	Elan Financial Services	Midland State Bank II	\$3,401.07
6/19/2024	9250	LRS	Midland State Bank II	\$928.49
6/19/2024	9251	Martin Whalen	Midland State Bank II	\$744.14
6/19/2024	9252	Nicor Gas	Midland State Bank II	\$351.12
7/1/2024	9253	Andrew Peterson	Midland State Bank II	\$392.86
7/1/2024	9254	Brian Stellano	Midland State Bank II	\$594.32
7/1/2024	9255	Justin Stellano	Midland State Bank II	\$750.70
7/2/2024	9256	AT&T	Midland State Bank II	\$394.46
7/2/2024	9257	Caseys	Midland State Bank II	\$381.06
7/2/2024	9258	Commonwealth Edison	Midland State Bank II	\$1,028.15
7/2/2024	9259	Free Press	Midland State Bank II	\$53.30
7/2/2024	9260	Liberty Fire Equipment	Midland State Bank II	\$238.65
7/2/2024	9261	Nicor Gas	Midland State Bank II	\$25.61
7/2/2024	9262	Sams Club	Midland State Bank II	\$1.86
6/5/2024	3113	Ken Hopf	IPDLAF - CAP	\$414.57
6/9/2024	3114	Bradbury Plumbing / Heating	IPDLAF - CAP	\$8,850.00
6/24/2024	3115	Ken Hopf	IPDLAF - CAP	\$165.83

6/29/2024	3116	MEBulbs	Light Fixtures/Lighting	IPDLAF - CAP	\$1,018.23
6/29/2024	3117	Blunier Builders	Bid Repair / Pole Replacement	IPDLAF - CAP	\$6,750.00
6/29/2024	3118	Ultimate Roof Coaters	Lions Pavillion	IPDLAF - CAP	\$10,000.00
				TOTAL WARRANT	<u>\$38,600.31</u>

BRAIDWOOD PARK DISTRICT
 FUND BALANCE REPORT
 2024 - 2025

	BEGINNING BALANCE 4/30/2024	INCOME 7/9/2024	EXPENSE 7/9/2024	AUDITOR ADJUSTMENT	ENDING BALANCE 7/9/2024	TRANSFER	ADJUSTED BALANCE 7/9/2024
CORPORATE	\$26,874.25	\$31,194.77	\$10,987.94	\$0.00	\$47,081.08	\$0.00	\$47,081.08
RECREATION	\$17,237.49	\$3,299.09	\$10,272.27	\$0.00	\$10,264.31	\$0.00	\$10,264.31
BOND & INTEREST	\$2,246.34	\$2,658.17	\$5,540.51	\$0.00	(\$636.00)	\$0.00	(\$636.00)
AUDIT	\$5,497.06	\$161.87	\$0.00	\$0.00	\$5,658.93	\$0.00	\$5,658.93
LIABILITY INSURANCE	\$10,242.55	\$1,204.70	\$901.00	\$0.00	\$10,546.25	\$0.00	\$10,546.25
PARK IMPROVEMENTS	\$87,023.02	\$706.61	\$40,522.75	\$0.00	\$47,206.88	\$0.00	\$47,206.88
BERGERA / BOHAC PARK	\$56,354.48	\$0.00	\$0.00	\$0.00	\$56,354.48	\$0.00	\$56,354.48
TOTAL	\$205,475.19	\$39,225.21	\$68,224.47	\$0.00	\$176,475.93	\$0.00	\$176,475.93
Bank Balance	\$209,529.24						\$182,400.72
Liabilities	\$3,256.93						\$5,127.67
Adjusted Balance	\$206,272.31						\$177,273.05
	(\$797.12)						(\$797.12)

BRAIDWOOD PARK DISTRICT
Balance Sheet
As of July 9, 2024

	<u>Jul 9, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
LAF - GAP	114,400.67
Midland State Bank - Checking 2	51,955.88
Midland State Bank Money Mkt	16,044.17
Total Checking/Savings	<u>182,400.72</u>
Other Current Assets	
Petty Cash	1,000.00
Total Other Current Assets	<u>1,000.00</u>
Total Current Assets	<u>183,400.72</u>
TOTAL ASSETS	<u><u>183,400.72</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	317.54
PAYROLL-MCARE	1,357.74
PAYROLL-SWT	786.87
24000 - Payroll Liabilities	2,665.52
Total Other Current Liabilities	<u>5,127.67</u>
Total Current Liabilities	<u>5,115.64</u>
Total Liabilities	5,115.64
Equity	
3000 - Opening Bal Equity	6,793.34
3900 - Retained Earnings	200,491.00
Net Income	-28,999.26
Total Equity	<u>178,285.08</u>
TOTAL LIABILITIES & EQUITY	<u><u>183,400.72</u></u>

BRAIDWOOD PARK DISTRICT
Profit & Loss Prev Year Comparison
May 1 through July 9, 2024

	May 1 - Jul 9, 24	May 1 - Jul 9, 23	\$ Change
Income			
Corp Grants	27,560.00	0.00	27,560.00
Interest - Cap	706.61	1,436.01	-729.40
Interest - Corp	15.61	30.39	-14.78
Misc Inc Corp	80.00	232.39	-152.39
Rec Fac Rental	0.00	125.00	-125.00
Tax Ext Audit	161.87	1,542.03	-1,380.16
Tax Ext B&I	2,658.17	26,183.65	-23,525.48
Tax Ext Corp	3,539.16	32,752.69	-29,213.53
Tax Ext Liab	1,204.70	11,760.54	-10,555.84
Tax Ext Rec	3,299.09	30,563.00	-27,263.91
Total Income	39,225.21	104,625.70	-65,400.49
Gross Profit	39,225.21	104,625.70	-65,400.49
Expense			
10-100 · Corp-Legal Counsel	55.00	220.00	-165.00
10-105 · Corp-Consultant Fees	0.00	2,750.00	-2,750.00
10-110 · Corp-Telephone	492.50	298.00	194.50
10-120 · Corp-Printing/Publishing	53.30	45.50	7.80
10-140 · Corp-Office Supplies	0.00	737.28	-737.28
10-150 · Corp-Utilities	2,738.11	1,359.62	1,378.49
10-180 · Corp-Garbage	0.00	891.54	-891.54
10-195 · Corp-Misc Expense	252.56	343.56	-91.00
10-200 · Corp-Maint/Building	0.00	20.00	-20.00
10-210 · Corp-Maint/Equipment	0.00	114.38	-114.38
10-220 · Corp-Maint/Grounds	928.49	0.00	928.49
10-225 · Corp-Operating Supplies	1,054.09	425.44	628.65
10-226 · Corp-Fuel	1,065.09	1,083.13	-18.04
20-100 · Rec-Legal Counsel	55.00	220.00	-165.00
20-103 · Rec-Consultant Fees	0.00	2,750.00	-2,750.00
20-106 · Rec-Misc	109.30	54.36	54.94
20-135 · Rec-Telephone	492.52	298.04	194.48
20-140 · Rec-Office Supplies	877.31	634.24	243.07
20-165 · Rec-Utilities	2,873.72	1,447.17	1,426.55
20-170 · Rec-Maint Grounds	975.08	1,020.00	-44.92
20-175 · Rec-Maintenance Building	238.65	75.00	163.65
20-200 · Rec-Operating Supplies	301.89	653.11	-351.22
30-300 · Liab Ins- Liability			
30-305 · Work Comp	901.00	901.00	0.00
Total 30-300 · Liab Ins- Liability	901.00	901.00	0.00
50-100 · Bond Payment			
50-103 · Bond Principal	0.00	0.00	0.00
50-104 · Bond Interest	5,540.51	6,283.89	-743.38
Total 50-100 · Bond Payment	5,540.51	6,283.89	-743.38
50-102 · Bond Expense	0.00	7.00	-7.00
60-100 · Cap-New Equipment	10,995.90	457.50	10,538.40
60-110 · Cap-Site Improvements	7,505.80	0.00	7,505.80
60-120 · Cap-Building Construction	22,021.05	9,360.00	12,661.05
66000 · Payroll Expenses	8,697.60	8,666.38	31.22
Total Expense	68,224.47	41,116.14	27,108.33
Net Income	-28,999.26	63,509.56	-92,508.82

BRAIDWOOD PARK DISTRICT

7/6/2024 12:01 PM

Register: LAF - CAP

From 06/05/2024 through 07/09/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment C	Deposit	Balance
06/05/2024	3113	Ken Hopf	60-120 · Cap-Building ...	Reimbursement...	414.57		141,184.73
06/09/2024	3114	Bradbury Plumbing ...	60-120 · Cap-Building ...	Inv #31508539...	8,850.00		132,334.73
06/24/2024	3115	Ken Hopf	60-120 · Cap-Building ...	Reimbursement...	165.83		132,168.90
06/29/2024	3116	MEBULBS	60-120 · Cap-Building ...	Bathroom Lights	1,018.23		131,150.67
06/29/2024	3117	Blunier Builders	60-110 · Cap-Site Impr...		6,750.00		124,400.67
06/29/2024	3118	Ultimate Roof Coaters	60-120 · Cap-Building ...	Lions Pavillion	10,000.00		114,400.67

BRAIDWOOD PARK DISTRICT

7/6/2024 12:01 PM

Register: Midland State Bank - Checking 2

From 06/16/2024 through 07/09/2024

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
06/16/2024	9245	Andrew J Peterson	-split-		535.10			35,262.54
06/16/2024	9246	Brian Stellano .	-split-		713.19			34,549.35
06/16/2024	9247	Justin D Stellano	-split-		594.80			33,954.55
06/19/2024	9248	City of Braidwood	2000 · Accounts Payable	013457-000	272.88			33,681.67
06/19/2024	9249	Elan Financia Services	2000 · Accounts Payable	#4908	3,401.07			30,280.60
06/19/2024	9250	LRS	2000 · Accounts Payable	Inv #RD1037634	928.49			29,352.11
06/19/2024	9251	Martin Whalen	2000 · Accounts Payable	Inv #5254417	744.14			28,607.97
06/19/2024	9252	Nicor Gas	2000 · Accounts Payable	3783491000 4 ...	351.12			28,256.85
06/29/2024			Corp Grants	Deposit			27,560.00	55,816.85
07/01/2024	9253	Andrew J Peterson	-split-		392.86			55,423.99
07/01/2024	9254	Brian Stellano .	-split-		594.32			54,829.67
07/01/2024	9255	Justin D Stellano	-split-		750.70			54,078.97
07/02/2024	9256	AT&T	2000 · Accounts Payable	148192755 / 1...	394.46			53,684.51
07/02/2024	9257	Casey's	2000 · Accounts Payable	PF637	381.06			53,303.45
07/02/2024	9258	Commonwealth Edison	2000 · Accounts Payable	9351792007 / ...	1,028.15			52,275.30
07/02/2024	9259	Free Press	2000 · Accounts Payable	Inv #25969, 25...	53.30			52,222.00
07/02/2024	9260	Liberty Fire Equipment	2000 · Accounts Payable	Inv #98600	238.65			51,983.35
07/02/2024	9261	Nicor Gas	2000 · Accounts Payable	3783491000 4 ...	25.61			51,957.74
07/02/2024	9262	Sam's Club/Synchron...	2000 · Accounts Payable	9252	1.86			51,955.88

**AGREEMENT FOR FINANCE SERVICES
BRAIDWOOD PARK DISTRICT – JOLENE TROST**

This Agreement is hereby entered into by and between the Braidwood Park District, an Illinois park district and unit of local government, 198 North Lincoln Street, Braidwood, Illinois 60408 ("Park District") and Jolene Trost, a sole proprietorship, 32906 Deer Ridge Dr. Wilmington, Illinois 60481, ("Finance Coordinator")

WITNESSETH

The Park District and the Finance Coordinator, for the consideration hereinafter named, agree as follows:

Section 1 – Services Provided By Finance Coordinator

A. Administration

1. Develop and implement an efficient administrative organization in accordance with Park District policies.
2. Perform the duties specified in **Exhibit A** attached hereto.
3. Develop and prepare all necessary documents as required by the Park District and/or federal, state, county or municipal agencies.
4. Develop and prepare financial reports as may be required by the Park District.
5. Develop and maintain a bookkeeping system for the Park District.
6. Assist the Park District auditor with the end of year audit and reports.
7. Coordinate all accounts receivable, accounts payable and any and all other accounting functions which may from time to time be required.
8. Establish the use of efficient planning, budgeting, auditing, reporting, accounting, and other fiscal management procedures.
9. Compile the preliminary annual budget pursuant to Section 4-4 of the Illinois Park District Code, 70 ILCS 1205/4-4.
10. Obtain such additional information from the Park District as may be useful to for purposes of compiling the tentative budget.

11. Prepare or assist in the preparation and filing of the annual budget and appropriation and levy ordinances.
12. Establish and maintain such procedures as shall ensure that no expenditures are made by the Park District except as authorized by the budget and appropriation ordinance.

Section 2 – Park District Responsibilities

- A. Required Information: The Park District shall furnish required information and services and shall render approvals and decisions as necessary for the orderly progress of the Finance Coordinator's services.
- B. Additional Services to be Provided: The Park District will provide professional services as may be reasonably required and approved by the Park Board to assist Finance Coordinator in the performance of her duties.

Section 4 – Successors and Assigns

This Agreement is non-assignable in whole or in part by the Finance Coordinator, and any assignment shall be void without prior written consent of the Park District. This Agreement is binding upon all permitted successors and assigns.

Section 6 – Compensation and Expenses

- A. For basic services, described in Section 1 hereof, basic Compensation shall be Eight Thousand and No/100 Dollars (\$8,000.00) per fiscal year, payable in monthly installments.
- B. All reasonable expenses incurred by the Finance Coordinator, as approved by the Park Board, shall be paid promptly upon presentation of bills or invoices by Finance Coordinator.

Section 7 – Termination

- A. The Park District may, at any time, terminate the Agreement for the Park District's convenience and without cause. Termination by the Park District under this section shall be by a notice of termination delivered to the Finance Coordinator specifying the effective date. Upon receipt of a notice of termination, Finance Coordinator shall immediately, in accordance with instructions from the Park District: (1) cease operation as specified in the notice; (2) proceed to complete the performance of services not terminated; and, (3) take actions that may be necessary or that the Park District may direct, for the protection and preservation of the Park District's interests. The Finance Coordinator shall be entitled to payment for approved and properly performed work completed prior to the effective date of termination.

Finance Coordinator shall not be entitled to damages or lost profits resulting from termination for convenience under this Section.

- B. Upon termination of this Agreement for any reason, the rights and obligations of the Parties shall cease automatically except for the rights and obligations of the Parties accruing but unsatisfied prior to termination.

Section 8 – Insurance

Any and all insurance as may be required by the Park District shall be fully reimbursed by the Park District.

Section 9 -- Indemnification

Notwithstanding anything herein to the contrary, to the fullest extent permitted by law, Finance Coordinator shall indemnify, defend, and hold harmless Park District, its park commissioners, officers, employees, agents and volunteers (“Indemnitees”) from and against any and all liability, loss, damage, cost or expense, including court costs and reasonable attorneys’ fees, which the Indemnitees may sustain, incur or be required to pay, for any personal injury or death, or damage to or destruction of property directly or indirectly arising out of or connected with or incident to Finance Coordinator’s services, or any activities contemplated by this Agreement. Finance Coordinator shall similarly protect, defend, indemnify and save harmless the Indemnitees from and against any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by the Indemnitees by reason of Finance Coordinator’s breach of any of her obligations under this Agreement.

Section 10 – Compliance with Laws and Permits

Finance Coordinator shall comply with all applicable local, state and federal codes, laws, ordinances, rules and regulations. Finance Coordinator shall be licensed and bonded to perform the Work hereunder and shall, at her sole cost and obligation, be responsible for obtaining all permits required to perform her duties under this Agreement. Any breach by Finance Coordinator of the foregoing laws, regulations and rules shall constitute a breach by Finance Coordinator of this Agreement.

Section 11 – Choice of Law and Venue

This Agreement is governed by the laws of the State of Illinois. Any suit or action arising under this Agreement shall be commenced in the Circuit Court of Will County, Illinois, but only after exhausting all possible administrative remedies. Finance Coordinator, her successors or assigns shall maintain no suit or action against the Park District on any claim based upon or arising out of this Agreement or out of anything done in connection with this Agreement unless such action shall be commenced within one year of the termination of

this Agreement. Finance Coordinator acknowledges that each provision of this Agreement is important and material to the business and success of the Park District and agrees that any breach of any provision of this Agreement is a material breach of the Agreement and may be cause for immediate termination of this Agreement. In the event of a breach, Finance Coordinator shall also pay to the Park District all damages (including, but not limited to, compensatory, incidental, consequential, and punitive), which arise from the breach, together with interest, costs, and the Park District's reasonable attorneys' fees.

Section 12 – No Liability

The Park District is not responsible or liable for any injury, damages, loss or costs sustained or incurred by any person including, without limitation Finance Coordinator, for any damage to, destruction, theft or misappropriation of any property, relating in any way, directly or indirectly, to Finance Coordinator's work and obligations under this Agreement. The Park District is not liable for acts or omissions of Finance Coordinator or other persons purporting to act at the direction or request, or on behalf of Finance Coordinator.

Section 13 – No Third-Party Beneficiary

This Agreement is entered into solely for the benefit of the parties, and nothing in this Agreement is intended to provide any right or benefit of any kind whatsoever to any person and/or entity who is not a party to this Agreement or to acknowledge, establish or impose any legal duty to any third party. Nothing herein shall be construed as an express and/or implied waiver of any common law and/or statutory immunities, defenses, and/or privileges of the Park District and/or Finance Coordinator, and/or any of their respective officials, officers and/or employees.

Section 14 – No Waiver

Waiver of any of the terms of this Agreement shall not be valid unless it is in writing and signed by all Parties. The failure of claimant to enforce the provisions of this Agreement or require performance by opponent of any of the provisions, shall not be construed as a waiver of such provisions or affect the right of claimant to thereafter enforce the provisions of this Agreement. Waiver of any breach of this Agreement shall not be held to be a waiver of any other or subsequent breach of the Agreement.

Section 15 – Independent Contractor

Finance Coordinator acknowledges that she is an independent contractor; that she alone retains control of the manner of conducting her activities in furtherance of this Agreement; that she, as well as any persons or agents as it may employ, are not employees of the Park District; and that neither this Agreement, nor the performance or administration thereof, shall operate to render or deem either Party hereto the agent or employee of the other.

Section 16 – Notices

Notices shall be deemed properly given hereunder if in writing and either hand delivered or sent by United States certified mail, return receipt requested, postage prepaid, or by email transmission with the sending Party retaining confirmation of receipt, to the Parties at their respective addresses provided below, or as either Party may otherwise direct in writing to the other Party from time to time:

If to Park District:

Braidwood Park District
198 North Lincoln Street,
Braidwood, Illinois 60408
Attention: Josh Bolatto

If to Finance Coordinator:

Jolene Trost
32906 Deer Ridge Dr.
Wilmington, IL. 60481

Notices sent by certified mail shall be deemed delivered the third business day following deposit in the mail, notices hand delivered shall be deemed given on the date of delivery, and notices sent by email transmission shall be deemed given on the date of transmission if between 9:00 AM and 5:00 PM on a business day, or, if later, the next business day.

Section 17 – Entire Agreement; Amendment

This Agreement contains the entire agreement between the Parties, and no statement, promise, or inducement made by either Party to the agency of either Party that is not contained in this written Agreement shall be valid or binding. No modification of this Agreement shall be effective unless in writing, dated a date subsequent to the date of this Agreement, and signed by an authorized representative of each Party.

Section 18 – Headings

The headings for each section and paragraph of this Agreement are for convenience and reference purposes only and in no way define, limit or describe the scope or intent of said paragraphs or of this Agreement nor in any way affect this Agreement.

Section 19 – Severability

The invalidity of any section, paragraph or subparagraph of this Agreement shall not impair the validity of any other section, paragraph or subparagraph. If any provision of this

Agreement is determined to be unenforceable, such provision shall be deemed severable and the Agreement may be enforced with such provision severed or as modified by such court.

IN WITNESS WHEREOF the Parties hereto have set their respective hands and seals the day and year first above written.

BRAIDWOOD PARK DISTRICT

By: _____

Attest:

By: _____

FINANCE COORDINATOR

Jolene Trost

EXHIBIT A

FINANCE COORDINATOR'S DUTIES

Weekly

- Receive bills/invoices, enter bills
- File same
- Perform all necessary accounting tasks including posting entries, verifying and reconciling input, processing payments, and preparation of bills
- Respond to inquiries and contact vendors to resolve issues
- Maintain appropriate records of all debts and accounts receivable, amounts owed by or to the Park District

Bi-Weekly

- Calculate and print payroll twice per month (15th and End of Month) for all employees. Hours sent by text. Payroll checks dropped off on the 16th and 1st.
- File same

Monthly

- Prepare and print Accounts Payable Checks for signature
- Enter handwritten checks from LAF Account
- Prepare EFTPS Report for Treasurer to deposit
- Prepare and pay State Withholding Tax (online)
- Prepare Board Finance Reports for monthly Board meeting
- Prepare Monthly Warrant for Board meeting
- Monitor Budget Expenses and report at Board meeting
- Prepare Monthly Bank Reconciliation
- Enter/Record tax Distributions, misc. income

Quarterly

- Prepare and file Quarterly Reports (Fed 941, State 941, State UIC)
- Monitor Budget Expenditures

Annual

- Process Employee W-2 forms
- Process District 1099 forms
- Prepare files, software for audit
- Prepare FOIA reports as requested.
- Assist in the preparation of the annual Budget and Tax Levy

STATE OF ILLINOIS)
) ss
COUNTY OF WILL)

CERTIFICATION

I, Joshua Bolatto, DO HEREBY CERTIFY that I am the duly appointed, qualified and acting Secretary of the Board of Park Commissioners of the Braidwood Park District, Will County, Illinois and as such Secretary, I am the keeper of the minutes and records of the proceedings thereof and have in my custody the books and records of said Park District.

I DO FURTHER CERTIFY that the attached and foregoing is a true and correct copy of that Ordinance entitled:

THE COMBINED BUDGET AND APPROPRIATION ORDINANCE FOR THE BRAIDWOOD PARK DISTRICT, WILL COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING ON THE 1ST DAY OF MAY, 2024 AND ENDING ON THE 30TH DAY OF APRIL, 2025.

The same being Ordinance #25-01 passed and approved at a meeting of the Board of Park Commissioners of said Park District held on the 9th day of July, 2024, that at said meeting _____ Park Commissioners were present and upon motion duly made and seconded that said Ordinance did pass and upon roll being called the vote of each Commissioner present on the question of the passage of said ordinance was duly and separately taken by the ayes and nays and his name and vote were recorded in the minutes of the proceedings of said Park District; that it appears from such record that ____ Park Commissioners voted aye, ____ Park Commissioners voted nay and _____ Park Commissioners was absent.

I DO FURTHER CERTIFY that the original ordinance of which the foregoing is a true and correct copy is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand at Braidwood, Will County, Illinois this 9th day of July, 2024.

Joshua Bolatto, Secretary
Board of Park Commissioners
Braidwood Park District

Seal

CERTIFICATION

I, Robert Grivetti, DO HEREBY CERTIFY that I am the duly appointed, qualified and acting Treasurer of the Board of Park Commissioners of the Braidwood Park District, Will County, Illinois.

I DO FURTHER CERTIFY that as such Treasurer it is my responsibility to set the Estimated Revenue by Sources for the Park District for the fiscal year beginning on May 1, 2024 and ending on April 30th, 2025.

I DO FURTHER CERTIFY that the attached and foregoing is a true and correct copy of that certain Ordinance entitled:

THE COMBINED BUDGET AND APPROPRIATION ORDINANCE FOR THE BRAIDWOOD PARK DISTRICT, WILL COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING ON THE 1ST DAY OF MAY, 2024 AND ENDING ON THE 30TH DAY OF APRIL, 2025.

The same being Ordinance #25-01 passed and approved at a meeting of the Board of Park Commissioners of said Park District held on the 9th day of July, 2024, and that said Ordinance does contain the ESTIMATED REVENUES BY SOURCES for the fiscal year beginning May 1, 2024 and ending April 30th, 2025.

IN WITNESS WHEREOF, I have placed my hand at Braidwood, Will County, Illinois this 9th day of July, 2024.

Robert Grivetti, Treasurer
Board of Park Commissioners
Braidwood Park District

ORDINANCE #25-01

THE COMBINED BUDGET AND APPROPRIATION ORDINANCE FOR THE BRAIDWOOD PARK DISTRICT, WILL COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING ON THE 1ST DAY OF MAY, 2024 AND ENDING ON THE 30TH DAY OF APRIL, 2025.

WHEREAS, the Board of Park Commissioners of the Braidwood Park District, Will County, Illinois, caused to be prepared in tentative form a Combined Budget and Appropriation Ordinance for the fiscal year beginning on the 1st day of May, 2024 and ending on the 30th day of April, 2025, and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty (30) days prior to action thereon; and

WHEREAS, a public hearing was held as to such Combined Budget and Appropriation Ordinance on the 9th day of July, 2024, and notice of said hearing was given at least one week prior thereto as required by law, and that all other legal requirements have been complied with:

NOW THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE BRAIDWOOD PARK DISTRICT, WILL COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: That the amounts herein set forth, or so much thereof as may be authorized by law and as may be needed are hereby budgeted and appropriated for the corporate purposes of the Braidwood Park District, Will County, Illinois to defray all necessary expenses of said Park District as specified in Section 2 for the fiscal year.

Section 2: The amounts budgeted and appropriated for each object or purpose are as follows:

I. CORPORATE FUND

Cash on Hand (May 1, 2024)	\$26,874.25
Estimated Revenues	
Property Taxes	\$66,700.00
Other Receipts	
Miscellaneous	\$2,000.00
Interest	\$1,000.00
Grants	\$25,000.00
TOTAL ESTIMATED REVENUES	\$94,700.00
TOTAL FUNDS AVAILABLE	\$121,574.25

2024 - 2025 COMBINED BUDGET AND APPROPRIATION

CORPORATE FUND	<u>Budgeted/Appropriated</u>
1. Administration	
Contractual Services	
Telephone	\$2,600.00
Legal Notices	\$250.00
Printing	\$250.00
Legal Counsel	\$1,000.00
Other Professional Services	\$2,000.00
Commodities	
Postage	\$250.00
Office Supplies	\$1,000.00
Other Expenses	
Miscellaneous	\$500.00
Sub-Total Administration	\$7,850.00
2. Buildings and Grounds	
Personal Services	
Wages	\$21,000.00
Contractual Services	
Maintenance-Building	\$3,500.00
Maintenance-Equipment	\$3,500.00
Maintenance-Grounds	\$3,500.00
Utilities	\$13,000.00
Garbage Disposal	\$5,000.00
Commodities	
Fuel	\$4,500.00
Operating Supplies	\$4,000.00
Sub-Total Buildings and Grounds	\$58,000.00
Total Corporate Fund	\$65,850.00
TOTAL FUNDS ALLOCATED	\$121,574.25
TOTAL ESTIMATED EXPENDITURES	\$65,850.00
TRANSFER TO LIABILTY INS FUND	\$3,000.00
TRANSFER TO PARK IMPPROVEMENT FUND	\$25,000.00
ESTIMATED CASH ON HAND (APRIL 30, 2025)	\$27,724.25

	<u>Budgeted/Appropriated</u>
II. RECREATION FUND	
Cash on Hand (May 1, 2024)	\$17,237.49
Estimated Revenues	
Property Taxes	\$63,000.00
Other Receipts	
Facility Rental	\$500.00
Miscellaneous	\$500.00
TOTAL ESTIMATED REVENUES	\$64,000.00
TOTAL FUNDS AVAILABLE	\$81,237.49

RECREATION FUND

1. Administration	
Contractual Services	
Telephone	\$2,600.00
Legal Counsel	\$1,000.00
Dues	\$2,200.00
Consultant Fees	\$1,000.00
Commodities	
Office Supplies	\$1,800.00
Other Expenses	
Miscellaneous	\$500.00
Sub-Total Administration	\$9,100.00
2. Buildings	
Personal Services	
Wages	\$21,000.00
Contractual Services	
Maintenance-Building	\$2,000.00
Maintenance-Grounds	\$4,800.00
Utilities	\$13,000.00
Commodities	
Operating Supplies	\$2,400.00
Sub-Total Buildings	\$43,200.00

	<u>Budgeted/Appropriated</u>
3. Programs	
Contractual Services	
On-Site Programs	\$5,500.00
Off-Site Programs	\$500.00
Commodities	
Program Supplies	\$2,500.00
Sub-Total Programs	\$8,500.00
TOTAL RECREATION FUND	\$60,800.00
TOTAL FUNDS ALLOCATED	\$81,237.49
TOTAL ESTIMATED EXPENDITURES	\$60,800.00
ESTIMATED CASH ON HAND (APRIL 30, 2025)	\$20,437.49

III. BOND AND INTEREST FUND

Cash on Hand (May 1, 2024)	\$2,246.34
Estimated Revenues	
Property Taxes	\$50,700.00
TOTAL ESTIMATED REVENUES	\$50,700.00
TOTAL FUNDS ALLOCATED	\$52,946.34
Principal & Interest	\$50,700.00
Bond Expense	\$1,000.00
TOTAL BOND AND INTEREST FUND	\$51,700.00
TOTAL FUNDS ALLOCATED	\$52,946.34
TOTAL ESTIMATED EXPENDITURES	\$51,700.00
ESTIMATED CASH ON HAND (APRIL 30, 2025)	\$1,246.34

IV. AUDIT FUND

Cash On Hand (May 1, 2024)	\$5,497.06
Estimated Revenues	
Property Taxes	\$3,100.00
TOTAL ESTIMATED REVENUES	\$3,100.00
TOTAL FUNDS AVAILABLE	\$8,597.06

	<u>Budgeted/Appropriated</u>
Contractual Services	
Accounting Services	\$2,400.00
TOTAL AUDIT FUND	\$2,400.00
TOTAL FUNDS ALLOCATED	\$8,597.06
TOTAL ESTIMATED EXPENDITURES	\$2,400.00
ESTIMATED CASH ON HAND (APRIL 30, 2025)	\$6,197.06
 V. LIABILITY INSURANCE FUND	
Cash On Hand (May 1, 2024)	\$10,242.55
Estimated Revenues	
Property Taxes	\$23,000.00
TOTAL ESTIMATED REVENUES	\$23,000.00
TOTAL FUNDS AVAILABLE	\$33,242.55
Contractual Services	
Comprehensive General Insurance	\$22,000.00
TOTAL LIABILITY INSURANCE FUND	\$22,000.00
TOTAL FUNDS ALLOCATED	\$33,242.55
TOTAL ESTIMATED EXPENDITURES	\$22,000.00
TRANSFER	\$3,000.00
ESTIMATED CASH ON HAND (APRIL 30, 2025)	\$14,242.55
 VI. PARK IMPROVEMENT FUND	
Cash On Hand (May 1, 2024)	\$87,023.02
Estimated Revenues	
Miscellaneous Income	\$10,000.00
Interest Income	\$9,000.00
TOTAL FUNDS AVAILABLE	\$106,023.02
Contractual Services	
New Equipment	\$15,000.00
Site Improvements	\$20,000.00
Building Improvements/Construction	\$25,000.00
TOTAL PARK IMPROVEMENT FUND	\$60,000.00
TOTAL FUNDS ALLOCATED	\$106,023.02
TOTAL ESTIMATED EXPENDITURES	\$60,000.00
TRANSFER	\$25,000.00
ESTIMATED CASH ON HAND (April 30, 2025)	\$71,023.02

SUMMARY OF COMBINED BUDGET AND APPROPRIATION FOR THE FISCAL YEAR
 BEGINNING ON MAY 1, 2024 AND ENDING APRIL 30, 2025

Budgeted/Appropriated

CORPORATE FUND	\$65,850.00
RECREATION FUND	\$60,800.00
BOND AND INTEREST FUND	\$51,700.00
AUDIT FUND	\$2,400.00
LIABILITY INSURANCE FUND	\$22,000.00
PARK IMPROVEMENT FUND	\$60,000.00
GRAND TOTAL ALL FUNDS	\$262,750.00

Section 3: That all sums of money not needed for immediate specific purposes may be invested in the purchase of tax anticipation warrants issued by the District, in the purchase of Municipal Bonds issued by this District, and other interest bearing obligations of the United States of America or the State of Illinois, including savings certificates of deposit of any State or National Bank, provided that they are fully insured by the Federal Deposit Corporation

Section 4: This Ordinance shall be in full force and effect from and after ten (10) days following the date of publication in pamphlet form as authorized by the Board of Park Commissioners.

Section 5: All ordinances or parts of ordinances conflicting with any of the provisions of this ordinance be and the same are hereby repealed to the extent of such conflict. If any item or portion thereof of this budget and appropriation ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such items or the remaining portion of this ordinance.

ADOPTED THIS 9th DAY OF JULY, 2024 PURSUANT TO A ROLL CALL VOTE AS FOLLOWS:

AYES: _____
 NAYS: _____
 ABSENT: _____

 Scott Howard, President
 Board of Park Commissioners
 Braidwood Park District

ATTEST:

 Joshua Bolatto, Secretary
 Board Of Park Commissioners
 Braidwood Park District

ORDINANCE #25-01

THE COMBINED BUDGET AND APPROPRIATION ORDINANCE FOR THE BRAIDWOOD PARK DISTRICT, WILL COUNTY, ILLINOIS FOR THE FISCAL YEAR BEGINNING ON THE 1ST DAY OF MAY, 2024 AND ENDING ON THE 30TH DAY OF APRIL, 2025.

APPROVED THIS 9th DAY OF JULY, 2024

FILED THIS _____TH DAY OF _____, 2024

PRINTED IN PAMPHLET FORM THIS 9th DAY OF JULY, 2024 AS AUTHORIZED BY THE BOARD OF PARK COMMISSIONERS, BRAIDWOOD PARK DISTRICT.

**ESTIMATE OF REVENUE BY SOURCE
FOR THE FISCAL YEAR BEGINNING ON MAY 1, 2024
AND ENDING ON APRIL 30, 2025**

	CORPORATE FUND	
\$66,700.00	Property Taxes	
\$25,000.00	Grants	
\$2,000.00	Miscellaneous Income	
<u>\$1,000.00</u>	Interest Income	
\$94,700.00	Total	
	RECREATION FUND	
\$63,000.00	Property Taxes	
\$500.00	Facility Rental	
<u>\$500.00</u>	Miscellaneous	
\$64,000.00	Total	
	BOND & INTEREST FUND	
\$50,700.00	Property Taxes	
Total		
	AUDIT FUND	
\$3,100.00	Property Taxes	
Total		
	LIABILITY INSURANCE FUND	
\$23,000.00	Property Taxes	
Total		
	PARK IMPROVEMENT FUND	
\$10,000.00	Miscellaneous Income	
\$9,000.00	Interest	
<u>\$19,000.00</u>	Total	
\$254,500.00	TOTAL ALL REVENUE BY SOURCE	