

VISITOR SIGN IN

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

**February 25, 2025
6:00pm**

1. Call to Order
2. Roll Call
3. Visitors/Visitor Comment
4. Changes or Additions to the Agenda
5. Approval of the Consent Agenda
 - i. Minutes of the January 16, 2025 Regular Scheduled Meeting
 - ii. Minutes of the December 17, 2024 MNASR Board Meeting
 - iii. Treasurer's Report January, 2025
 - iv. Bills Payable January, 2025
6. Staff Reports
 - i. Executive Director
7. Unfinished or Continuing Business
 - i. Legislative Update
8. New Business
 - i. 2025 Bid Tabulation Sheet for Dee Park OSLAD Inclusive Play Area Development
 - ii. Design Perspectives Recommendation for 2025 Dee Park OSLAD Inclusive Play Area Development
 - iii. Approval of 2025 Dee Park OSLAD Inclusive Play Area Contract (D&J Landscape, Inc) not to exceed \$735,000.00
 - iv. Village of Niles - Ordinance 2025-01 (Paid Leave Ordinance)
 - v. Board Member Comments
9. 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.

10. Adjournment

*Indicates information attached

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.



**MINUTES OF THE REGULAR MEETING
BOARD OF COMMISSIONERS OF THE GOLF MAINE PARK DISTRICT
MAINE TOWNSHIP, COOK COUNTY, ILLINOIS
HELD ON JANUARY 16, 2025**

1. CALL TO ORDER

- a. Commissioner Jamal Liddell called the meeting to order at 6:06pm.

2. ROLL CALL

- a. Roll was called: Present: Jamal Liddell, Jay Shah, Yogesh Patel, Zain Durrani

Absent: Jasmin Zahirovic

Staff Present: Anthony Silmon

3. VISITORS / VISITOR COMMENTS

- a. There were no visitors.

4. APPROVAL OF THE CONSENT AGENDA

- a. Commissioner Jamal Liddell moved to approve the consent agenda.
- b. Seconded by Commissioner Zain Durrani.
- c. Roll was called: Ayes: 4 Nays: 0

5. STAFF REPORTS

- a. Kevin Hubka, Executive Director
 - i. A detailed report was submitted in the board packet. The Commissioners inquired about the gym floor resurfacing that happened the week of January 6 at Feldman Park. I told them that this could possibly be a project that our maintenance department could handle if we purchased the proper equipment. The Commissioners like the idea of handling as much as we can do in-house, especially with prices going up considerably year over year. This is something we can look into once the playground project is completed.

6. UNFINISHED or CONTINUING BUSINESS

- a. Legislative
 - i. Discussion: None
- b. IAPD / IPRA Sourcing to New Heights Conference.
 - i. Discussion: None

7. NEW BUSINESS

- a. **Approval of Resolution 25-01 (Authorized Agent for IRMF)**
 - i. Discussion: Commissioner Liddell asked why we had to do this, and Secretary Hubka explained that to change the name on the account to be the authorized agent, they need board approval.
 - ii. Commissioner Jamal Liddell motioned to approve.
 - iii. Seconded by Commissioner Jay Shah.
 - iv. Roll was called: Ayes: 4 Nays: 0

b. Approval of Part-time Personnel Manual

- i. Discussion: Secretary Hubka informed the Commissioners that the Part-time Personnel manual was given to our Park District Attorney to review and make revisions. He also informed the Board that it was also reviewed by Park District Staff to make revisions. Secretary Hubka also informed the Board that this was one of the action items that was on our 2024 Audit to be completed before the next audit in 2025.
- ii. Commissioner Zain Durrani motioned to approve.
- iii. Seconded by Commissioner Jamal Liddell.
- iv. Roll was called: Ayes: 4 Nays: 0

c. Approval of Full-time Personnel Manual

- i. Discussion: Secretary Hubka informed the Commissioners that the Part-time Personnel manual was given to our Park District Attorney to review and make revisions. He also informed the Board that it was also reviewed by Park District Staff to make revisions. Secretary Hubka also informed the Board that this was one of the action items that was on our 2024 Audit to be completed before the next audit in 2025.
- ii. Commissioner Zain Durrani motioned to approve.
- iii. Seconded by Commissioner Jamal Liddell.
- iv. Roll was called: Ayes: 4 Nays: 0

d. Board member comments

- i. Discussion: Commissioner Jay Shah informed the Board that he will not be at the February meeting due to travelling out of the country

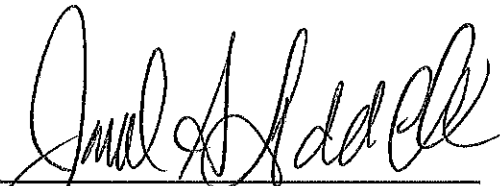
8. CLOSED SESSION

- a. None


9. ADJOURNMENT

- a. Commissioner Jamal Liddell moved to adjourn the meeting.
- b. Seconded by Commissioner Zain Durrani
- c. Role Was Called Aye: 4 Nay: 0
- d. The meeting adjourned at 6:31pm.

Minutes Approved - 2-25-2025



Jamal Liddell
President



Kevin Hubka
Secretary

THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
BOARD OF DIRECTORS SPECIAL MEETING
6820 Dempster St. Morton Grove, IL
December 17, 2024 | 9:30 AM

Board President Jeff Wait called the December 17, 2024 meeting to order at 9:31 AM.

Board Members in attendance:

Joe Weber, Des Plaines Park District
Kevin Hubka, Golf Maine Park District
Jeff Wait, Morton Grove Park District
Tom Elenz, Niles Park District (arrived at 10:05)
John Shea, Park Ridge Park District
Michelle Tuft, Skokie Park District
Karen Hawk, Village of Lincolnwood

Staff in attendance: Trisha Breitlow, Executive Director; Lisa Barrera, Superintendent of Recreation

Changes to Agenda: None

Public Comment: None

New Business: Discussion ensued regarding the 2025 budget and 2025 personnel salaries in relation to the FLSA. A motion was made by Hawk, seconded by Shea to keep the budget and salaries for 2025 as presented in October. This passed in a roll call vote as follows:

Joe Weber- yes
Kevin Hubka- yes
Jeff Wait- yes
Tom Elenz- no
Michelle Tuft-yes
Karen Hawk, Village of Lincolnwood-yes

A motion was made at 9:56 AM to adjourn the December 17 Special Meeting. This passed unanimously in a voice vote.

Karen Hawk, Board President
Morton Grove Park District

Date

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

Date

THE MAINE-NILES ASSOCIATION OF SPECIAL RECREATION
BOARD OF DIRECTORS MEETING
6820 W. Dempster St., Morton Grove, IL 60053
December 17, 2024 | 10:00 AM

Board President Michelle Tuft called the December 17, 2023 meeting to order at 10:01 AM.

Board Members in attendance:

Joe Weber, Des Plaines Park District
Kevin Hubka, Golf Maine Park District
Jeff Wait, Morton Grove Park District
Tom Elenz, Niles Park District
John Shea, Park Ridge Park District
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; Nicole Derrig, Program Manager; Audra Ebling, Communication & Marketing Manager; Mary Gates, Administrative Office Assistant/Registrar; Taylor Gonlo, Recreation Specialist; Rob Hentschel, Recreation Specialist; Regina Mundt, Fundraising & Events Manager; Lara Kuechel, Administrative Office Assistant; Brendan Myers, Recreation Specialist; Jessie Silva, Inclusion Manager; Nicole Witt, Inclusion Coordinator; Barb Woods, Accounting Manager

Changes to Agenda: None

Introduction of Visitors: M-NASR Staff were welcomed to the meeting

Consent Agenda:

- Minutes of the October 22, 2024 Board Meeting
- Minutes of the October 22, 2024 Special Meeting
- Treasurer's Report for the months ending October 31, 2024 and November 30, 2024
- Voucher list of bills in the amount of \$64,471.94

Joe Weber 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: Yes
Park Ridge: Yes
Skokie: Yes
Lincolnwood: Abstain

Superintendent Lisa Barrera reviewed the program report and highlighted the current fall bonus session and upcoming Brunch with the Grinch being held with Morton Grove Park District. She

noted a summer trip is being offered as a cruise to the Bahamas. The leisure education program has increased to 117 students, and will be adding Maine East High School in the new year.

Communications and Marketing Manager Audra Ebling reported much of her time has been spent on end of year fundraising including the raffle and annual appeal. Work is underway for the Summer Camp brochure, the Liponi Spring Gala, and a new website design in 2025.

Fundraising and Events Manager Regina Mundt updated the Board on the bingo fundraiser which raised nearly \$6,000 as well as the holiday raffle which has 316 tickets sold. The Annual Appeal to date has raised over \$10,000. Regina has been meeting with potential new sponsors including J. Blanton Plumbing. Regina and staff met this week with a representative from the Women's Club of Evanston as part of a grant request process.

The Board reviewed the budget report.

Executive Director Breitlow reported on goals updates, as well as upcoming projects for 2025. Staff met with students from the University of St. Francis for a presentation on their class project which included analysis of various components of M-NASR as well as a needs assessment. A full report will be provided. M-NASR received a \$750 grant from PDRMA, which will be used on emergency bracelets for participants.

A motion was made by Michelle Tuft to approve the 2025 Member District Contributions as presented, seconded by John Shea. This passed in a roll call vote as follows:

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

A motion was made by Michelle Tuft to approve the proposed 2025 Salary Ranges for full-time and permanent part-time positions as presented, seconded by Joe Weber. This passed in a roll call vote as follows:

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

A motion was made by Michele Tuft to approve the 2025 Budget as presented, seconded by Joe Weber. This passed in a roll call vote as follows:

Des Plaines: Yes
Golf Maine: Yes

Morton Grove: Yes
Niles: Yes
Park Ridge: Yes
Skokie: Yes
Lincolnwood: Yes

Board meeting dates for 2025 were presented.

A motion was made Michelle Tuft to accept the nomination of Karen Hawk as Board President, Joe Weber as Board Vice President and Tom Elenz as Treasurer, seconded by Joe Weber. This passed in a roll call vote as follows:

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

A motion was made by John Shea to accept the nomination of Trisha Breitlow as Board Secretary, seconded by Karen Hawk. This passed in a roll call vote as follows:

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

A motion was made by John Shea to approve the Association's designation of the checking and payroll accounts as presented in Agenda Item VIII C i with the authorized signature of any two of the following: M-NASR Executive Director, M-NASR Superintendent of Recreation and Morton Grove Park District Executive Director for accounts 4578 and 1500; and to approve the Association's designation of the investment account presented in Agenda Item VIII C II with the authorized signatures of any two of the following: M-NASR Executive Director, M-NASR Superintendent of Recreation and Morton Grove Park District Executive Director. The motion was seconded by Joe Weber. This passed in a roll call vote as follows:

Des Plaines: Yes
Golf Maine: Yes
Morton Grove: Yes
Niles: Yes
Park Ridge: Yes

Skokie: Yes
Lincolnwood: Yes

A motion was made by Joe Weber to approve the 2025 Goals as presented, (directly from current strategic plan) seconded by Kevin Hubka This passed in a roll call vote as follows:

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

A motion was made by Tom Elenz to approve organizational chart as presented, seconded by Joe Weber This passed in a roll call vote as follows:

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

The President's Award was presented to Nicole Witt and Jessie Silva. They were recognized by the M-NASR staff for their dedication, work ethic, leadership, and outstanding service to the agency.

A video was prepared by Communication and Marketing Manager, Audra Ebling and presented to the Board and staff present, highlighting M-NASR's Year in Review.

A motion was made by Jeff Wait at 10:32 AM to convene into Executive Session in accordance with the Open Meetings Act, section 120/2 (c)1, Semi-Annual Review of Minutes 5 ILCS 120/2 (c) (21) and Personnel 5 ILCS 120/2 (c) (1), seconded by John Shea. This passed in a roll call vote as follows:

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

The Regular Board Meeting reconvened at 10:41 AM.

A motion was made by Michelle Tuft to approve Resolution #2024-5 Determining the Confidentiality of Closed Session Minutes as presented, seconded by Jeff Walt. This passed in a roll call vote as follows:

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

A motion was made by Joe Weber to approve Resolution #2034-6; Regarding the Destruction of Certain Verbatim Recordings of Closed Session Meetings as presented, seconded by Tom Elenz. This passed in a roll call vote as follows:

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

A motion was made by Tom Elenz to approve a salary raise increase of 5% as presented for the Executive Director, seconded by Joe Weber. This passed in a roll call vote as follows:

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

Michelle Tuft made a motion to adjourn the December 17, 2024 Board meeting at 10:43 AM, seconded by Kevin Hubka. The motion passed in a voice vote.

Karen Hawk, Board President
Morton Grove Park District

Date

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

Date

GOLF MAINE PARK DISTRICT
FISCAL YEAR 2024-25
SUMMARY OF REVENUES, EXPENDITURES & CASH BALANCES
January , 2025

	January 2025	December 2024	January 2024
MONTHLY CASH POSITION	Cash	Prior	Prior FY
	Balance	Month	Cash Balance
Beginning Balance	\$772,928.04	\$772,547.63	\$602,940.23
Cash Receipts	23,005.25	22,304.36	17,318.93
RE Taxes	NA	NA	NA
Replacement Taxes	4,394.52	1,655.65	6,099.11
Interest	4,420.83	5,287.93	6,202.95
Transfer into Cash Accounts	NA	NA	NA
Transfer Out of Investments	NA	NA	NA
Disbursements of Bills	(283,629.41)	(139,982.37)	(65,918.38)
Bond Payments	NA	NA	NA
Other Inc/(Dec)	NA	NA	NA
NSF/Fees	(25.00)	(55.00)	(30.00)
Month End Balance	\$521,094.23	\$661,758.20	\$566,612.84
BANK BALANCES BY ACCOUNT	Bank	Bank	Prior FY
	Balance	Balance	Bank Balance
Savings Account - 1407	\$773,320.83	\$772,928.04	\$603,291.92
Checking Account - 7604	174,133.35	201,774.76	222,965.96
Director's Account	1,775.82	1,975.82	1,069.35
Liability Account	1,064.53	1,064.53	1,063.53
NorthShore - OSLAD - 4331	1,528.45	1,528.26	1,526.15
Wintrust Savings - BOND - 2537	\$872,367.56	\$869,004.42	\$1,138,673.55
Wintrust Checking - 2216	\$125,910.62	\$204,318.25	\$358,954.70
Wintrust MaxSafe - 3219 (NEW)	\$17,705.40	\$256,871.69	NA
Total Cash Accounts	\$1,967,806.56	\$2,309,465.77	\$2,327,545.16
INVESTMENTS BY ACCOUNT	Investment	Investment	Prior FY
	Balance	Balance	Invest Balance
Illinois Funds Money Market	\$68,498.91	\$68,234.89	\$65,045.85
Total Investments	\$68,498.91	\$68,234.89	\$65,045.85
TAL CASH AND INVESTMENTS	\$2,036,305.47	\$2,377,700.66	\$2,392,591.01

INVOICE REGISTER FOR GOLF MAINE PARK DISTRICT
EXP CHECK RUN DATES 01/01/2025 - 01/31/2025

Inv ID	Vendor Name	Invoice #	Description	Inv. Date	Amount	Check Number	Check Date
00530	J&M BUILDING MAINTENANCE, INC.	2462	SCREEN & RECOAT FELDMAN GYM FLOOR	1/6/2025	2,500.00	5052	1/6/2025
00566	COSTPERCOPY CONSULTANTS, INC.	AR60517	DEE PARK COPIER COLOR OVERAGE FEE	12/31/2024	2.67	5042	1/6/2025
00566	COSTPERCOPY CONSULTANTS, INC.	AR60516	FELDMAN COPIER COLOR OVERAGE FEE	12/31/2024	368.82	5043	1/6/2025
00370	GROOT, INC.	13752386T092	WASTE PICKUP SERVICES @ DP	1/1/2025	592.10	5060	1/6/2025
00370	GROOT, INC.	13752385T092	WASTE PICKUP SERVICES @ FP	1/1/2025	264.27	5061	1/6/2025
00608	FOX VALLEY FIRE AND SAFETY	IN00727093	FIRE ALARM SRV, SYSTEM DEVICES/MATERIALS	11/5/2024	1,645.00	5048	1/6/2025
00608	FOX VALLEY FIRE AND SAFETY	IN00729867	FIRE ALARM SYSTEM SRV 18 GA WIRE	11/21/2024	669.50	5049	1/6/2025
00116	PDRMA	1224125H	MOTHLY CONTRIBUTIONS-DEC 2024	12/31/2024	5,888.12	5055	1/6/2025
00116	PDRMA	1224125	PROPLIAB,WRK COMP,EMPTY PRAC,POL LIAB,CYBER	12/31/2024	2,035.43	5056	1/6/2025
00096	NICOR GAS	DEC 27, 2024-FP	GAS AT FP	12/27/2024	1,587.46	5054	1/6/2025
00592	LAUTERBACH & AMEN, LLP	91404.6	WORKFORCE HUB SETUP PAYMENT 6 OF 6	1/7/2025	580.00	5053	1/6/2025
00701	FNBO	DEC 23, 2024-8187	SAMIR MASTERCARD PURCHASES	12/23/2024	296.78	5044	1/6/2025
00701	FNBO	DEC 23, 2024-5390	PUNEET MASTERCARD PURCHASES	12/23/2024	691.85	5045	1/6/2025
00701	FNBO	DEC 23, 2024-7155	ANTHONY MASTERCARD PURCHASES	12/23/2024	239.10	5046	1/6/2025
00701	FNBO	DEC 23, 2024-9650	KEVIN MASTERCARD PURCHASES	12/23/2024	935.38	5047	1/6/2025
00052	HOME DEPOT	30-Dec-24	MAINTENANCE PURCHASES	12/30/2024	1,016.93	VOID	2/3/2025
00538	CALUMET PAINT & WALLPAPER	Q0183314	PAINT FOR FELDMAN	12/31/2024	418.75	5058	1/13/2025
00616	IFS	241180	INSTALL PIPE IN MECHANICAL ROOM & SURVEY GYM REPLACEMENT UPRIGHT HEADS	1/16/2024	798.00	5083	1/13/2025
00592	LAUTERBACH & AMEN, LLP	99793	PROF SRV RENDERED DEC 2024	1/1/2025	931.00	5064	1/13/2025
00604	AMAZON CAPITAL SERVICES	1M31-PKDM-1CH9	OFFICE SUPPLIES	1/2/2025	14.36	5067	1/13/2025
00588	COSTPERCOPY CONSULTANTS, INC.	AR60518	MONTHLY PHONE SVC 12/15/2024 - 1/14/2025	12/31/2024	220.40	5059	1/13/2025
00588	COSTPERCOPY CONSULTANTS, INC.	AR60519	IT/TECH MAINT. AGMT 12/2/2024 - 3/1/2025	12/31/2024	605.00	5080	1/13/2025
00565	COSTPERCOPY CONSULTANTS, INC.	AR60612	ONLINE MTHLY BACKUP	12/31/2024	110.00	5061	1/13/2025
00671	CITI CARDS	10-Jan-25	DINA, KEVIN, ANTHONY PARK PURCHASES	1/10/2025	2,676.77	5068	1/20/2025
00691	WINDY CITY ACES VOLLEYBALL CLUB LLC	20-Jan-25	BOYS SEASON PYMT #4	1/20/2025	4,950.00	5081	1/20/2025
00534	COMCAST	JAN 17, 2025-4541	HIGH SPEED INTERNET @ DP	1/17/2025	222.15	5071	1/20/2025
00538	CALUMET PAINT & WALLPAPER	C0184403	SATIN FIL BLOCKFILL 5 GAL X'S 2	1/7/2025	379.80	5067	1/20/2025
00659	PHYSICIANS IMMEDIATE CARE	4440751	MARRON, JOSE - ONBOARDING EXAM	1/7/2025	170.00	5078	1/26/2025
00066	JOURNAL AND TOPICS	193723	LEGAL PUBLICATIONS	1/8/2025	456.23	5075	1/20/2025
00555	ILLINOIS STATE POLICE	20241200680	NEDELJKOVIC, NATALIJA - BACKGROUND CHECK	12/31/2024	10.00	5074	1/20/2025
00515	TERMINIX ANDERSON	72576922	PEST CONTROL @ FP	1/6/2025	95.70	5079	1/20/2025
00515	TERMINIX ANDERSON	72576944	PEST CONTROL @ DP	1/6/2025	84.85	5080	1/20/2025
00390	NORTHSHORE POWER ELECTRIC CO. INC.	10662	PERFORMED YRLY PM SERVICE ON GENERATOR	1/13/2025	450.00	5077	1/20/2025
00553	HARTMANN ELECTRIC CO., INC.	38971	LIGHT POLE REPAIR	12/30/2024	3,950.00	5073	1/20/2025
00566	COSTPERCOPY CONSULTANTS, INC.	AR60744	DEE PARK COPIER ANNUAL AGREEMENT FEB 17, 2025-FEB 16, 2026	1/15/2025	425.00	5072	1/20/2025
00156	COM ED	14-Jan-25	ELECTRICITY @ FP	1/14/2025	2,077.98	5069	1/20/2025
00096	NICOR GAS	13-Jan-25	GAS AT DP	1/13/2025	1,160.85	5076	1/20/2025
	COM ED	10-Jan-25	ELECTRICITY @ DP	1/10/2025	1,141.14	5070	1/20/2025
	AMAZON CAPITAL SERVICES	1RR1-PY6T-GNRH	STAFF SHIRTS	1/4/2025	109.98	5065	1/20/2025
00604	AMAZON CAPITAL SERVICES	16GJ-CJRL-H1W1	MAINTENANCE SUPPLIES	1/4/2025	70.97	5066	1/20/2025
00449	FAST SIGNS	29-81598	BUSINESS CARDS	1/18/2025	43.53	5089	1/27/2025
00030	ANDERSON LOCK	7116887	REPAIR CLOSET DOOR IN GYM @ DP	1/21/2025	288.00	5087	1/27/2025
00533	EXPERT CHEMICAL & SUPPLY, INC.	983715	MAINTENANCE SUPPLIES	1/17/2025	1,438.49	5088	1/27/2025
00604	AMAZON CAPITAL SERVICES	1CW3-NK3L-JTJW	MAINTENANCE SUPPLIES	1/13/2025	158.99	5082	1/27/2025
00604	AMAZON CAPITAL SERVICES	16LK-TQMD-MKR7	RECREATION SUPPLIES	1/13/2025	226.20	5083	1/27/2025
00604	AMAZON CAPITAL SERVICES	14KQ-YWFX-G111	OFFICE SUPPLIES	1/13/2025	296.77	5084	1/27/2025
00604	AMAZON CAPITAL SERVICES	1W7W-17VM-VLCQ	MAINTENANCE EQUIPMENT	1/14/2025	172.50	5085	1/27/2025
00604	AMAZON CAPITAL SERVICES	1XGD-381P-G4XJ	RECREATION SUPPLIES	1/16/2025	393.90	5086	1/27/2025
00703	LANDSCAPE STRUCTURES	INV-157127 INV-157290 INV-157513	PLAYGROUND EQUIPMENT	1/21/2025	239,831.00	WIRE PAYMENT OUT OF WINTRUST ACCT#3219	1/21/2025

TOTAL 283,629.41



"IN THE KNOW"

BOARD REPORT – FEBRUARY 2025

(By: Kevin Hubka, Executive Director)

OSLAD UPDATE:

BID OPENING WAS ON FEBRUARY 11, WHERE ALL BIDS WERE OPENED AND RECORDED. TOD (DESIGN PERSPECTIVES) WAS PRESENT DURING THE BID OPENING. HE PRESENTED ME WITH A RECOMMENDATION, WHICH HAS BEEN PUT IN THIS BOARD REPORT. I ALSO WILL BE RECOMMENDING THAT D&J LANDSCAPING, INC. BE GIVEN THE CONTRACT TO COMPLETE THE DEE PARK OSLAD PROJECT. D&J LANDSCAPING BID WAS CLOSEST TO OUR BUDGET NUMBER FOR THE PROJECT, WHILE THE NEXT CLOSEST WAS \$50,000.00 MORE. DESIGN PERSPECTIVES (TOD) HAS COMPLETED NUMEROUS PLAYGROUND PROJECTS WITH D&J LANDSCAPING INC., AND IS QUALIFIED TO HANDLE THIS PROJECT.

RECREATION UPDATE: (SUBMITTED BY: ANTHONY SILMON, SUPT. OF RECREATION)

OUR RECREATION DEPARTMENT IS ON THE MOVE FORWARD WITH THE ADDITION OF MATTHEW CABRERA, OUR NEW RECREATION SUPERVISOR. WE CAN NOW BALANCE OUT OUR DEPARTMENT NEEDS AND CAREFULLY CRAFT NEW PROGRAMS AND EVENTS GOING FORWARD. WE HAVE ALREADY ADDED A NEW BOXING PROGRAM INTO THE MIX THAT WILL BENEFIT OUR YOUTH AND ADULT COMMUNITY. WE ARE INTO THE PROCESS OF COMPLETING OUR SPRING PROGRAM BOOK. WE HAVE ALSO SUBMITTED AN APPLICATION TO IAPD TO RECEIVE A "POWERPLAY!" GRANT. THIS GRANT WAS COMPLETED BY MATTHEW. IF WE ARE SELECTED FOR THE GRANT, WE WILL RECEIVE \$1000.

SPECIAL EVENTS UPDATE:

MARCH 14 - SHAMROCK WORKSHOP @ 430PM & 6PM @ DEE PARK

APRIL 19 - DONUTS WITH THE BUNNY @ 9AM @ DEE PARK

APRIL 19 - EGGSTRAVAGANZA @ 1030AM & 1130AM @ DEE PARK

MASTER PLAN / STRATEGIC PLAN FOR GMPD:

I HAVE CONTACTED SEVERAL COMPANIES IN REGARDS TO INITIATING A MASTER PLAN FOR OUR PARK DISTRICT. THE LAST MASTER PLAN WAS DONE IN 2014-2018. I HAVE RECEIVED A PROPOSAL FROM DESIGN PERSPECTIVES ALREADY, AND I AM WORKING ON GETTING TWO OTHERS COMPANIES AS WELL.

MAINTENANCE UPDATE:

THE MAINTENANCE DEPARTMENT IS WORKING ON SEVERAL INDOOR PROJECTS THIS WINTER. WE HAVE SWITCHED OVER TO RAGS IN AN EFFORT TO CUT COSTS ON PAPER PRODUCTS THAT WE BUY. THE DEE PARK GYM HAS BEEN PAINTED. THE FELDMAN PARK GYM IS NEXT ON THE LIST.

HR UPDATE:

- 1) UPDATED FULL-TIME AND PART-TIME PERSONNEL POLICY HANDBOOKS ARE NOW ON OUR EMPLOYEE PORTAL, WHERE EVERY EMPLOYEE MUST SIGN OFF THAT THEY HAVE VIEWED IT.
- 2) ALL FULL-TIME STAFF HAVE TAKEN THE ANNUAL SEXUAL HARASSMENT TRAINING.
- 3) CUSTOMER SERVICE TRAINING VIDEO WILL BE SHOWN TO CURRENT EMPLOYEES , AND TO ALL NEW EMPLOYEES. TARGET DATE TO BE COMPLETED BY MARCH 31, 2025.

2025-26 BUDGET:

PRELIMINARY WORK HAS BEGUN ON THE NEW BUDGET. WE ARE IN THE PROCESS OF REDOING GL LINE ITEMS THAT BETTER FIT OUR PARK DISTRICT. I WILL LOOK TO HAVE THE DRAFT BUDGET READY FOR THE MARCH MEETING, IF NOT THEN THE APRIL MEETING.

2025 IAPD/IPRA CONFERENCE:

THIS YEARS CONFERENCE WAS VERY INFORMATIVE AS MYSELF, ANTHONY, PUNEET, SAMIR, MICHAEL, AND YOGESH WERE ALL IN ATTENDANCE. WE ALL ATTENDED A SESSION ON PLAYGROUND RUBBER SURFACING, SINCE WE WILL BE INSTALLING THIS IN THE SPRING IN OUR NEW PLAYGROUND. WE RECEIVED INFORMATION ON HOW TO MAINTAIN IT DAILY AND WHAT SHOULD BE DONE TO MAKE IT LAST LONGER. WE WERE ALSO ADVISED TO NOT PICK SO MANY COLORS, AS OVER TIME CRACKS START TO FORM WHERE DIFFERENT COLORS MEET. WE ALSO ALL ATTENDED THE HIBIT HALL, WHERE WE MET A LOT OF VENDORS THAT CAN POSSIBLY HELP OUR PARK DISTRICT, FROM MAINTENANCE VENDORS TO RECREATION VENDORS.

PROJECT/CAPITAL ITEM LIST REPORT

<u>PROJECT</u>	<u>STATUS</u>	<u>COMMENTS</u>
FELDMAN GYM DÉCOR/PAINTING	IN PROGRESS	WINTER 2025 *FELDMAN MULTI - COMPLETED *FELDMAN STAIRWAY - COMPLETED *FELDMAN GYM - IN PROGRESS *DEE PARK GYM - IN PROGRESS
SIGNAGE @ FELDMAN	IN PROGRESS	PLACEMENT OF THE SIGN HAS BEEN DETERMINED. THEY NOW NEED TO CALL JULIE OUT TO MAKE SURE ELECTRICAL CAN RUN UNDERGROUND WITHOUT INTERFERENCE OF GAS LINE.
SIGNAGE @ DEE	IN PROGRESS	WE WILL NOT FILE FOR THE VARIANCE AND WILL GO WITH THE ADJUSTED SIZE OF THE SIGN.
PLAYGROUND SHELTER (OSLAD)	ORDERED	APPROVED AND ORDERED ON 12/5/2024 EXPECTED DELIVERY - SPRING 2025

IAPD
Illinois Association of Park Districts

THE LATEST LEGISLATIVE ISSUES AFFECTING PARKS, RECREATION AND CONSERVATION

In the meantime, the Illinois Department of Natural Resources (IDNR) released their **2025 Grants Schedule**. A few of the programs are open and accepting applications now. Below are some of the current grant opportunities we feel will be of greatest interest to our members:

Off-Highway Vehicle Grant Program. The Off-Highway Vehicle (OHV) grant program provides financial aid to government agencies to develop, operate, maintain, and acquire land for off-highway vehicle parks and trails. These facilities must be open and accessible to the public. The program can also help restore areas damaged by unauthorized OHV use. Funds for the grant program come from the State Treasurer's "Off-Highway Vehicle Trails Fund," which includes revenues from OHV usage stamps.

- **Application deadline:** March 21, 2025.
- **Grant awards:** Up to \$500,000

For additional information, including a link to apply directly and to access the 2025 OHV manual, [click here](#).

Recreational Trails Program. The federal "Recreational Trails Program" (RTP) provides funding assistance for the acquisition, development, rehabilitation, and maintenance of both motorized and non-motorized recreation trails. By law, 30% of each state's RTP funding must be earmarked for motorized trail projects, 30% for non-motorized trail projects, and the remaining 40% for multi-use (diversified) motorized and non-motorized trails.

- **Application deadline:** March 21, 2025.
- **Grant awards:** Up to 80% federal funding on approved projects, with a minimum 20% non-federal funding match. The maximum award amount for non-motorized development projects is \$200,000, representing a minimum project cost of \$250,000 per application.

For additional information, including links to apply directly and to access the 2025 RTP manual, [click here](#).

Local Government Snowmobile Program. This program is available to any unit of local government located in a region of Illinois with sufficient snow cover and having statutory authority to acquire and develop lands for public park and recreation purposes. The SNOW program is financed by registration fees of snowmobiles the previous fiscal year, resulting in a grant pool valued at approximately \$120,000 this year.

- **Application deadline:** March 21, 2025.
- **Grant awards:** Up to 50% reimbursement of approved facility development/rehabilitation costs. Up to 90% of approved trail corridor land acquisition costs for public snowmobile trails and areas in the state. Up to 100% of eligible development/rehabilitation and equipment costs incurred by a local agency that benefit public snowmobiling opportunities.

LEGISLATIVE UPDATE



THE LATEST LEGISLATIVE ISSUES AFFECTING PARKS, RECREATION AND CONSERVATION

#3-2025 -- February 10, 2025

TO: IAPD Members

FROM: Peter Murphy, Esq., CAE, IOM, IAPD President and CEO
Jason Anselment, IAPD General Counsel
Maura Freeman, IAPD Director of Advocacy and Strategic Initiatives

RE: Governor Pritzker Signs Child Labor Carveout

Good morning, and happy Monday! We are pleased to kick off the week with excellent news!

According to a press release from Governor Pritzker late Friday afternoon, **HB 2840 / P.A. 103-1062** has been signed into law!

As we discussed in a legislative update last month, **HB 2840 / P.A. 103-1062** creates a specific carveout in the Child Labor Law of 2024 for park districts and municipal park and recreation departments, allowing minors to work under the supervision of an 18-year-old employee rather than requiring a 21-year-old supervisor on site—provided that no alcohol or tobacco is sold at the location. Additionally, minors can now officiate youth sports as long as a 21-year-old supervisor is on call.

This is a major win for Illinois park and recreation agencies—and *especially* for the young people you employ. It ensures that park districts and municipal parks and recreation can continue to provide valuable first-time job opportunities while maintaining appropriate oversight.

We love legislative breakfasts!

Thursday morning marks the start of the IAPD legislative breakfast season! We will be joining breakfasts at Princeton Park District and Northbrook Park District later this week. **Don't miss your chance to connect with state legislators at our upcoming Legislative Breakfasts:**

February 13	Princeton Park District
February 14	Northbrook Park District
February 21	Tinley Park-Park District
February 24	Morton Park District
February 25	Springfield Park District
February 28	Vernon Hills Park District and WSSRA/Park District of Oak Park
March 1	Schaumburg Park District
March 3	Champaign County Forest Preserve District
March 7	Carol Stream Park District and Fox Valley SRA/Fox Valley Park District
March 14	Southern Illinois (virtual)

These events are great opportunities to discuss key legislative issues and highlight the benefits of parks, recreation, and conservation in your community. Mark your calendars, **contact the host agencies for details and to RSVP**, and be sure to invite your legislators to join you.

**Dedicated to helping our members thrive through
Advocacy, Education & Research**

BID TABULATION SHEET

Project Name:

2025 Dee Park OSLAD Inclusive Play Area Development Golf Maine Park District

Bid Opening: 2:00 p.m. February 11, 2025

Witness: Tod Stanton

Witness: Kevin Hubka

Company / Contractor	Bid Bond	Dee Park OSLAD Inclusive Play Area Base Bid	Dee Park OSLAD Inclusive Play Area- Deduct Alternate A-Poured in Place Safety Surface (Playground)	Dee Park OSLAD Inclusive Play Area- Deduct Alternate B- Site Shelter Electrical Work	Dee Park OSLAD Inclusive Play Area- Total Bid
D&J Landscape	Y	\$706,038.99	-\$193,116.00	\$25,894.40	\$538,817.39
Copenhaver Construction	Y	\$753,027.00	-\$190,000.00	\$17,000.00	\$580,027.00
Great Lakes Landscape	Y	\$835,911.00	-\$197,600.00	\$25,432.00	\$663,743.00
Haceinda Landscaping	Y	\$836,750.00	-\$258,400.00	\$16,000.00	\$594,350.00
Innovation Landscape	Y	\$764,504.58	-\$235,600.00	\$27,744.00	\$556,648.58
Walter Daniels Construction	Y	\$920,146.00	-\$153,528.00	\$40,000.00	\$806,618.00

MEMO

To: Kevin Hubka
Executive Director
Golf Maine Park District

From: Tod Stanton, President

Date: February 11, 2025

**RE: Bid Evaluation for 2025 Dee Park OSLAD Inclusive Play Area
Re-Development**

Kevin,

We are pleased to prepare this brief memo outlining our thoughts regarding the recent bid opening for this project that was held today, Tuesday February 11, 2025 at 2:00 pm. A total of six bids were received and opened. The base bid read aloud for the project ranged in price from the low of \$706,038.99 to a high of \$920,146.00. There were two alternates for possible consideration that included a deduct for the poured in place rubber safety surface and an add alternate for electrical work for the shelter. We are recommending only accepting the add alternate for the electrical work.

The apparent low bidder was D&J Landscape at a total bid construction cost of \$706,038.99. We have successfully performed many park and playground projects with D&J Landscape. They are qualified to perform the work for this project. The award of a construction contract to D&J Landscape is by the Park District's own project review, due diligence of the contractor and decision-making process.

The bid tabulation data has been provided directly to you after the bid opening and can be included as supplemental information if needed.

Therefore, we recommend that the Park District award the 2025 Dee Park OSLAD Inclusive Play Area Development with Add Alternate B-Site Shelter Electrical Work to D&J Landscape, Inc. for a not to exceed contract cost of \$731,933.44.

Please contact me with any questions.

Tod

ORDINANCE 2025-01

**ORDINANCE RATIFYING ORDINANCE 2024-47 AUTHORIZING
EXCLUSION OF THE VILLAGE OF NILES PARK DISTRICT AND ALL
SCHOOLS LOCATED WITHIN THE VILLAGE LIMITS FROM
THE COOK COUNTY PAID LEAVE ORDINANCE TO INCLUDE
GOLF MAINE PARK DISTRICT**

Dated: This 28th day of January, 2025

**Published in Pamphlet Form by Authority
of the
President and Board of Trustees
Village of Niles**

ORDINANCE 2025-01

ORDINANCE RATIFYING ORDINANCE 2024-47 AUTHORIZING EXCLUSION OF THE VILLAGE OF NILES PARK DISTRICT AND ALL SCHOOLS LOCATED WITHIN THE VILLAGE LIMITS FROM THE COOK COUNTY PAID LEAVE ORDINANCE TO INCLUDE GOLF MAINE PARK DISTRICT

WHEREAS, the Village President and Board of Trustees (hereinafter collectively referred to as the "Village Board") of the Village of Niles, Cook County, Illinois (hereinafter the "Village"), find that the Village is a Home Rule Municipal Corporation as provided in Article VII, Section 6 of the 1970 Constitution of the State of Illinois and pursuant to said Constitutional Authority, may exercise and perform any function pertaining to its governmental affairs; and

WHEREAS, Section 10 of Article VII of the Illinois Constitution of 1970 authorizes units of local government, such as the Village, to contract or otherwise associate amongst themselves in any manner not otherwise prohibited by law or ordinance; and

WHEREAS, the Cook County Board of Commissioners ("County"), which is a home rule county, passed a Paid Leave Ordinance ("County Ordinance"), closely resembling the Illinois Paid Leave for All Workers Act ("Act"), 820 ILCS 192/1 et seq., effective December 31, 2023, which requires employers like the Village and other local taxing bodies to provide certain paid leave to some of its employees; and

WHEREAS, the County Ordinance will modify the scope of benefits provided to some public employees, including the circumstances under which paid leave benefits can be used; and

WHEREAS, the Village has determined that applying the County Ordinance to Golf Maine Park District and Niles Park District (the "Park Districts") and Nelson Elementary School, Jefferson School, Emerson Middle School, Clarence E. Culver School, Gemini Middle School, and Mark Twain School (the "Schools") employees will negatively impact governmental operations and affairs and place an undue burden on the Park Districts' and Schools' ability to provide uninterrupted services to its citizens; and

WHEREAS, the Village deems it necessary to exercise its home rule authority in order to maintain the status quo with respect to the current level of public employee leave benefits before the Ordinance took effect on December 31, 2023; and

WHEREAS, this Ordinance and any prior applicable ordinances prevail over the County Ordinance to the extent they conflict with the County Ordinance pursuant to Section 6(c) of Article VII of the Illinois Constitution; and

NOW, THEREFORE, BE IT ORDAINED that the President and Board of Trustees of the Village of Niles, Cook County, Illinois, do hereby approve the following:

SECTION 1: Recitals. The foregoing recitals are hereby adopted by this reference as findings of the Village Board of Trustees and are hereby incorporated into this Section as if fully set forth.

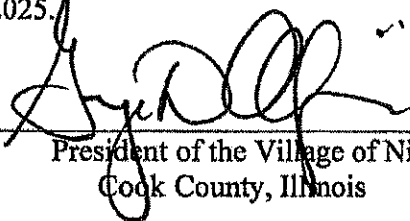
SECTION 2. Exemption from Ordinance. Pursuant to the Village's home rule authority under the Illinois Constitution, the Village declares the Golf Maine Park District, Niles Park District, and Nelson Elementary School, Jefferson School, Emerson Middle School, Clarence E. Culver School, Gemini Middle School, and Mark Twain School are exempt from following the provisions of the County Ordinance for their own employees who are primarily engaged in work within the Village of Niles because the County's home rule Ordinance conflicts with this Village ordinance. Without limiting the generality of the foregoing, this ordinance intends to grant an exemption from the County's Ordinance for the Golf Maine Park District, ~~Niles Park District and Nelson District~~, Nelson Elementary School, Jefferson School, Emerson Middle School, Clarence E. Culver School, Gemini Middle School, and Mark Twain School.

SECTION 3: Severability. If any section, paragraph, clause, phrase, provision or part of this Ordinance shall be held to be invalid or unenforceable for any reason, the invalidity or unenforceability of such section, paragraph, clause, phrase, provision or part shall not affect the validity of any of the remaining provisions of this Ordinance.

SECTION 4: Effective Date. This Ordinance shall be in full force and effect upon its passage, approval, and publication in pamphlet form in the manner provided by law.

PASSED: This 28th day of January, 2025
YEAS: 6 Dubiel, Jekot, Matyas, Niedermaier, Strzelecki, Warda
NAYS: 0
ABSENT: 1 Alpogianis
ABSTAIN: 0

APPROVED by me this 28th day of January 2025.



President of the Village of Niles
Cook County, Illinois

ATTESTED AND FILED in my office this 28th day of January 2025, and published in pamphlet form as provided by law in the Village of Niles, Illinois.



Village Clerk