

MARCH 24, 2025 @ 6:00PM

VISITOR SIGN IN

[illegible]

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

**March 24, 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 February 25, 2025 Rescheduled Meeting
 - ii. *Treasurer's Report February, 2025
 - iii. *Bills Payable February, 2025
6. Staff Reports
 - i. *Executive Director
7. Unfinished or Continuing Business
 - i. Legislative Update
 - ii. Commissioner Emails
 - iii. Statement of Economic Interest Filing (Deadline May 1, 2025)
8. New Business
 - i. *IAPD Boot Camp
 - ii. *Concrete Stairs Repair @ Dee Park (Polmax Construction Inc - Not to exceed \$5720.00)
 - iii. *Concrete Entrance Repair @ Feldman (Polmax Construction Inc - Not to exceed \$3960.00)
 - iv. *GMPD Master Plan Quotes (Hitchcock Design Group & Design Perspectives)
 - v. *Resolution 25-02 (Approval of Principal Authority of The Illinois Funds)
 - vi. *Budget and Appropriation Announcement (First Draft)
 - vii. 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 RESCHEDULED MEETING
BOARD OF COMMISSIONERS OF THE GOLF MAINE PARK DISTRICT
MAINE TOWNSHIP, COOK COUNTY, ILLINOIS
HELD ON FEBRUARY 25, 2025**

1. CALL TO ORDER

- a. Commissioner Jamal Liddell called the meeting to order at 6:03pm.

2. ROLL CALL

- a. Roll was called: Present: Jamal Liddell, Jasmin Zahirovic, Zain Durrani

Absent: Jay Shah, Yogesh Patel

Staff Present: Anthony Silmon, Samir Kurtovic, Michael Hubka

3. VISITORS / VISITOR COMMENTS

- a. Gerardo Mendez (gmendez@iiffc.org)
- i. Mr. Mendez addressed the Board of Commissioners regarding the "lowest bidder" for the 2025 Dee Park Oslad Project. Mr. Mendez passed out FOIA information regarding that D&J landscaping had a prevailing wage violation, as well as a safety violation on a recent job. Commissioner Liddell asked if there were any other instances where they were cited for violations, to which he replied that there were complaints of jobs not being done on schedule, but did not specify why they were not completed on schedule. Commissioner Zahirovic asked if there was any information to report on the next closest bidder, to which Mr. Mendez replied there was not. Commissioner Durrani then asked in what instance did the safety violation occur? Mr. Mendez then described in detail that a member of D&J Landscaping was caught installing a piece of playground equipment in a bucket on a skid steer, which is a safety violation. He also said there was a picture of this as well. The Commissioners thanked Mr. Mendez for his information on the subject.

4. APPROVAL OF THE CONSENT AGENDA

- a. Commissioner Zahirovic moved to approve the consent agenda.
b. Seconded by Commissioner Durrani.
c. Roll was called: Ayes: 3 Nays: 0

5. STAFF REPORTS

- a. Kevin Hubka, Executive Director
- i. A detailed report was submitted in the board packet. Commissioner Zahirovic asked about the PowerPlay! grant that was submitted by Matthew Cabrera. Anthony Silmon updated Commissioner Zahirovic on the Grant opportunity. Commissioner Zahirovic asked for an update on the continuing projects that are in my report. Secretary Hubka informed the Board that there Signage delays are weather pending, as well as getting electrical quotes for the signage. The Board also asked to meet our new Recreation Supervisor, Matthew Cabrera, to which Secretary Hubka responded that he will be at the March meeting, as we will have all five Board members present.

6. UNFINISHED or CONTINUING BUSINESS

a. Legislative

- i. Discussion: Secretary Hubka addressed the Board that there were no significant updates other than the IDNR grants, to which he stated that in July, there is a new OSLAD grant coming out then. Commissioner Liddell asked what the legislative breakfast was all about, to which Secretary Hubka replied that its to meet current legislators and go through new laws in place.

7. NEW BUSINESS

a. 2025 Bid Tabulation Sheet for Dee Park OSLAD Project

- i. Discussion: Secretary Hubka informed the Commissioners about the bid tabulation sheet and broke down each category, and additional options that we can use or not use.

b. Design Perspectives Recommendation for 2025 Dee Park OSLAD Project

- i. Discussion: Recommendation letter is in the Board Packet. No discussion was needed.

c. Approval of 2025 Dee Park OSLAD Inclusive Play Area Development Contract (D&J Landscape, Inc) not to exceed \$735,000.00.

- i. Discussion: Secretary Hubka started the discussion by stating that Tod from Design perspectives sent us a recommendation letter for D&J Landscaping, Inc, and he has laid out the reasons why he is recommending them. Secretary Hubka encouraged the Board to read the letter before moving forward. Secretary Hubka then explained to the Board that he is also recommending D&J Landscaping after contacting several references on other playground projects, stating that these other Park Districts have had zero issue with D&J Landscaping, Inc. Secretary Hubka also told the Board that D&J bid was around \$47,000.00 less than the next closest bid, to which he explained to the Board that this project coming with-in Budget is extremely Important, as anything over one million dollars, the Park District is fully responsible. This is an extremely important detail, as we are not a huge Park District with millions of dollars in the bank, and it's very important that we are fiscally responsible. Commissioner Liddell and Durrani were okay with moving forward with D&J Landscaping, Inc. Commissioner Zahirovic expressed that he was concerned about the safety violation that occurred with D&J Landscaping, and said that we should go with the second lowest bidder and spend the additional money. Secretary Hubka explained to the Board that we could table this discussion and get more information about the next closest bidder, however it was decided by the Board, after careful review, that we should go ahead and vote on it.
- ii. Commissioner Jamal Liddell motioned to approve.
- iii. Seconded by Commissioner Durrani.
- iv. Roll was called: Ayes: 2 (JL & ZD) Nays: 1 (JZ)

d. Village of Niles - Ordinance 2025-01 (Paid Leave Ordinance)

- i. Discussion: Secretary Hubka informed the Commissioners that Golf Maine Park District is now exempt from the Illinois Paid Leave Act for employees. This has a positive effect on Park District operations, as we will not be affected financially by the Paid Leave act.

e. Board member comments

- i. Discussion: None

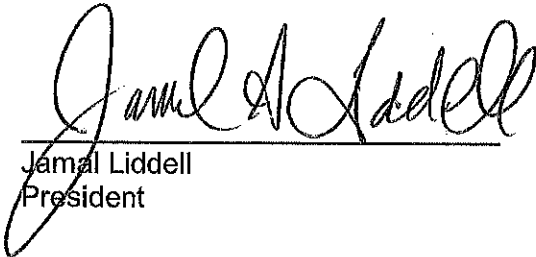
8. CLOSED SESSION

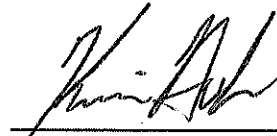
- a. Commissioner Liddell motioned the Board go into closed Executive Session to consider information regarding appointment, employment, compensation, discipline, performance, or dismissal of an officer, an employee or employees pursuant to sections 2(c)(1) and 2(c)(2) of the Open Meetings Act at 6:38pm.
- b. Seconded by Commissioner Durrani.
- c. Roll was called: Ayes: 3 Nays: 0
- d. Out of Executive Session at 6:47pm.

9. ADJOURNMENT

- a. Commissioner Jamal Liddell moved to adjourn the meeting.
- b. Seconded by Commissioner Jasmin Zahirovic.
- c. Roll Was Called Aye: 3 Nay: 0
- d. The meeting adjourned at 6:50pm.

Minutes Approved - 3/24/2025



Jamal Liddell
President

Kevin Hubka
Secretary

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

	February 2025	January 2025	February 2024
MONTHLY CASH POSITION	Cash	Prior	Prior FY
	Balance	Month	Cash Balance
Beginning Balance	\$773,320.83	\$772,928.04	\$603,291.92
Cash Receipts	25,917.75	23,005.25	16,792.50
RE Taxes	107,872.96	NA	183,602.33
Replacement Taxes	NA	4,394.52	NA
Interest	667.87	4,420.83	5,552.16
Transfer into Cash Accounts	873,867.56	NA	0.00
Transfer Out of Investments	NA	NA	0.00
Disbursements of Bills	(56,604.78)	(283,629.41)	(42,090.05)
Bond Payments	NA	NA	NA
Other Inc/(Dec)	NA	NA	NA
NSF/Fees	(60.00)	(25.00)	NA
Month End Balance	\$1,724,982.19	\$521,094.23	\$767,148.86
BANK BALANCES BY ACCOUNT	Bank	Bank	Prior FY
	Balance	Balance	Bank Balance
Savings Account - 1407	\$881,553.07	\$773,320.83	\$787,281.31
Checking Account - 7604	159,250.67	174,133.35	213,883.82
Director's Account	2,575.82	1,775.82	1,069.35
Liability Account	1,064.53	1,064.53	1,063.53
NorthShore - OSLAD - 4331	873,906.94	1,528.45	1,526.34
Wintrust Savings - BOND - 2537	\$0.00	\$872,367.56	\$1,143,559.33
Wintrust Checking - 2216	\$66,809.39	\$125,910.62	\$300,431.03
Wintrust MaxSafe - 3219	\$17,706.48	\$17,705.40	NA
Total Cash Accounts	\$2,002,866.90	\$1,967,806.56	\$2,448,814.71
INVESTMENTS BY ACCOUNT	Investment	Investment	Prior FY
	Balance	Balance	Invest Balance
Illinois Funds Money Market	\$68,735.49	\$68,498.91	\$65,324.98
Total Investments	\$68,735.49	\$68,498.91	\$65,324.98
TOTAL CASH AND INVESTMENTS	\$2,071,602.39	\$2,036,305.47	\$2,514,139.69

INVOICE REGISTER FOR GOLF MAINE PARK DISTRICT
EXP CHECK RUN DATES 02/01/2025 - 02/28/2025

Ver	Vendor Name	Invoice #	Description	Inv. Date	Amount	Check Number	Check Date
00662	ARTISTICALLY A&A	00008	4TH-6TH GRADE BASKETBALL JERSEY	02/03/2025	619.65	5093	02/03/2025
00052	HOME DEPOT	Jan 30, 2025	MAINT. SUPPLIES,	01/30/2025	1,601.36	5103	02/03/2025
00370	GROOT, INC.	13945643T092	WASTE PICKUP SERVICES @ DP	02/01/2025	592.10	5101	02/03/2025
00370	GROOT, INC.	13945642T092	WASTE PICKUP SERVICES @ FP	02/01/2025	254.27	5102	02/03/2025
00480	DESIGN PERSPECTIVES	24-7173-9	BIDDING ASSISTANCE	01/31/2025	1,800.00	5097	02/03/2025
00634	CMFP	626092	QTRLY BILLING JAN 1, 2025-MAR 31, 2025 - FP	01/11/2025	210.00	5094	02/03/2025
00516	AQUA ILLINOIS, INC.	JAN 24, 2025-3781	WATER READING @ FP	01/24/2025	399.31	5090	02/03/2025
00516	AQUA ILLINOIS, INC.	JAN 24, 2025-3782	FELDMAN METER READING-SPRINKLER	01/24/2025	398.96	5091	02/03/2025
00516	AQUA ILLINOIS, INC.	JAN 24, 2025-3737	WATER READING @ DP	01/24/2025	196.77	5092	02/03/2025
00409	TRESSLER, LLP	501949	PROF SERVICES RENDERED RE: GENERAL FOR DEC 2024	01/29/2025	3,212.00	5106	02/03/2025
00534	COMCAST	JAN 26, 2025-7511	HIGH SPEED INTERNET @ FP	01/26/2025	247.46	5095	02/03/2025
00080	MAINE NILES ASSN OF SPEC. REC.	GM MDC 1	MEMBER DIST. CONTRIBUTION 1ST QTR	01/15/2025	13,354.25	5104	02/03/2025
00701	FNBO	JAN 22, 2025-9650	KEVIN MASTERCARD PURCHASES	01/22/2025	186.91	5098	02/03/2025
00701	FNBO	JAN 22, 2025-8090	KEVIN MASTERCARD PURCHASES	01/22/2025	3,888.28	5099	02/03/2025
00701	FNBO	JAN 22, 2025-8167	SAMIR MASTERCARD PURCHASES	01/22/2025	239.78	5100	02/03/2025
00566	COSTPERCOPY CONSULTANTS, INC.	AR61142	DEE PARK COPIER COLOR OVERAGE FEE	01/31/2025	8.87	5096	02/03/2025
00128	RUDIG TROPHIES	91668/91668/91813	YOUTH BBALL LEAUGE SUPPLIES - 3 INVOICES	01/14/2025	621.28	5105	02/03/2025
00515	TERMINIX ANDERSON	73766953	PEST CONTROL @ FP	02/02/2025	95.70	5116	02/10/2025
00515	TERMINIX ANDERSON	73766975	PEST CONTROL @ DP	02/02/2025	64.55	5117	02/10/2025
00116	PDRMA	125125	PROPLIAB,WRK COMP,EMPLY PRAC,POL LIAB,CYBER	01/31/2025	2,381.93	5114	02/10/2025
00116	PDRMA	0125125H	MONTHLY CONTRIBUTIONS-JAN 2025	01/31/2025	8,248.60	5115	02/10/2025
00595	BS& A SOFTWARE	158504	ANNUAL CONTRACT - GL, PR, AP	02/01/2025	2,888.00	5107	02/10/2025
00666	COSTPERCOPY CONSULTANTS, INC.	AR61259	FELDMAN COPIER ANNUAL AGREEMENT & COLOR OVERAGE FEE	02/06/2025	1,099.75	5108	02/10/2025
00566	COSTPERCOPY CONSULTANTS, INC.	AR61236	ONLINE MONTHLY BACKUP 1/30/2025-2/27/2025	01/31/2025	40.00	5109	02/10/2025
00566	COSTPERCOPY CONSULTANTS, INC.	AR61143	MONTHLY PHONE SVC 1/15/2025-2/14/2025	01/31/2025	220.40	5110	02/10/2025
00557	GRAINGER	9382392180	FELDMAN BOILER ROOM PUMP-REPAIR	01/31/2025	517.98	5111	02/10/2025
00582	LAUTERBACH & AMEN, LLP	100199	PROF SRV RENDERED JAN 2025	02/01/2025	931.00	5112	02/10/2025
00096	NICOR GAS	JAN 27, 2025-FP	GAS AT FP	01/27/2025	1,706.45	5113	02/10/2025
00604	AMAZON CAPITAL SERVICES	1FRK-MPTP-9VXF	OFFICE SUPPLIES	02/07/2025	102.78	5133	02/17/2025
00604	AMAZON CAPITAL SERVICES	1KNW-3KC9-CYP9	DONATION TO LIPONI DINNER	02/04/2025	99.99	5134	02/17/2025
00604	AMAZON CAPITAL SERVICES	1NJP-CNKM-16W6	YOUTH BASKETBALL LEAGUE	02/05/2025	51.96	5135	02/17/2025
00604	AMAZON CAPITAL SERVICES	1D8G-V9VW-NH6N	OFFICE SUPPLIES	02/09/2025	11.99	5136	02/17/2025
00436	BAILA-TONE FITNESS, LLC	Feb 17, 2025	SESSION 1 JAN 16 - FEB 13, 2025	02/17/2025	466.50	5137	02/17/2025
00	COM ED	FEB 11, 2025-DP	ELECTRICITY @ DP	02/11/2025	1,081.08	5139	02/17/2025
001	COM ED	FEB 13, 2025-FP	ELECTRICITY @ FP	02/13/2025	2,214.33	5140	02/17/2025
00871	CITI CARDS	Feb 12, 2025	DINA, KEVIN & ANTHONY PURCHASES	02/12/2025	2,281.03	5138	02/17/2025
00700	CT SOCCER, LLC	Feb 11, 2025	SESSION #1 JAN 13-FEB 10, 2025	02/11/2025	294.00	5141	02/17/2025
00876	LITANIA SPORTS GROUP, INC	695880	VOLLEYBALL NETS	02/12/2025	1,184.62	5142	02/17/2025
00540	MBD MARTIAL ARTS, INC.	24729912	SESSION #1 JAN 6-FEB 10, 2025	01/01/2025	450.00	5143	02/17/2025
00096	NICOR GAS	FEB 12, 2025-DP	GAS AT DP	02/12/2025	1,339.62	5144	02/17/2025
00647	NORTH SHORE RHYTHMIC GYMNASTICS CTR	Feb 17, 2025	SESSION #3 JAN 16-FEB 13, 2025	02/17/2025	564.20	5145	02/17/2025
00896	OMEGA COMMUNITY HUMAN SERVICES ORG.	Feb 12, 2025	SESSION #1 JAN 6-FEB 10, 2025	02/12/2025	54.00	5146	02/17/2025
00203	TEAM SPORT PRO LTD.	5-5610	JR. BLUE DEMONS FEEDER BASKETBALL	12/16/2024	794.00	5147	02/17/2025
00531	MONARCH BURGLAR ALARM CO.	MAR 1 - JUN 1	ALARMNET GSM MONITORING & SERVICE DP GARAGE	02/15/2025	147.00	5152	02/24/2025
00534	COMCAST	FEB 17, 2025-4541	HIGH SPEED INTERNET @ DP	02/17/2025	222.15	5149	02/24/2025
00604	AMAZON CAPITAL SERVICES	1JT1-GH7K-N4YM	OFFICE SUPPLIES/MAINTENANCE SUPPLIES	02/14/2025	298.97	5148	02/24/2025
00566	COSTPERCOPY CONSULTANTS, INC.	AR61344	TICKET #1461 NEW COMPUTER	02/14/2025	893.00	5150	02/24/2025
00566	COSTPERCOPY CONSULTANTS, INC.	AR61304	TONER FOR COPIER	02/12/2025	18.95	5151	02/24/2025
TOTAL					\$56,604.78		



"IN THE KNOW"

BOARD REPORT – MARCH 2025

(By: Kevin Hubka, Executive Director)

OSLAD UPDATE:

CONTRACTS HAVE BEEN SIGNED, AS WELL AS INSURANCE PAPERWORK SUBMITTED. WE WILL BE HAVING OUR FIRST CONSTRUCTION MEETING ON MARCH 19. THE COOK COUNTY PERMIT IS STILL PENDING, AS I'M WAITING TO OBTAIN CONTRACTOR INFORMATION.

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

OUR YOUTH BASKETBALL LEAGUE IS UNDERWAY, AS WE CURRENTLY HAVE 80 PARTICIPANTS AND 8 TEAMS. THIS LEAGUE WILL RUN FROM MARCH - MAY. WE ALSO HAVE A MEN'S RECREATION LEAGUE THAT STARTED IN LATE FEBRUARY, AND THIS LEAGUE ALSO HAS 8 TEAMS. YOUTH BOXING (NEW) HAS ALSO STARTED AND IS POPULAR.

LAST MAY WE HOSTED A DISTRICT 63 FIELD DAY SCHOOL EVENT BETWEEN MARK TWAIN AND APOLLO. THIS WE ARE EXCITED TO ANNOUNCE THAT WE HAVE ADDED A THIRD SCHOOL FROM DISTRICT 63, MELZER ELEMENTARY. THESE THREE SCHOOLS WILL ALL COMPETE AT OUR BATTLE OF DISTRICT 63 FIELD DAY @ DEE PARK. WE ARE EXPECTED TO HOST AROUND 260 STUDENTS FROM 4TH GRADE.

SPECIAL EVENTS UPDATE:

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

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

MASTER PLAN / STRATEGIC PLAN FOR GMPD:

WE HAVE RECEIVED TWO PROPOSALS THAT ARE WITHIN OUR BUDGET. THESE PROPOSALS WILL BE PRESENTED AT THE MARCH MEETING.

MAINTENANCE UPDATE:

THE MAINTENANCE DEPARTMENT HAS COMPLETED SEVERAL INDOOR PROJECTS AS OUR WINTER PERIOD IS WINDING DOWN. IN THE UPCOMING WEEKS WE WILL TRANSITION TO PREPARING FOR SPRING SEASON, AS WE TURN OUR ATTENTION BACK TO THE OUTDOOR FIELDS. EQUIPMENT PREP WILL BEGIN FOR THE SPRING / SUMMER SEASON.

2025-26 BUDGET:

FIRST DRAFT BUDGET IS COMPLETE. THIS WILL BE PRESENTED AT THE MARCH BOARD MEETING. SECOND DRAFT BUDGET WILL BE PRESENTED AT APRIL MEETING, AND FINAL BUDGET WILL BE PRESENTED AT ITS OWN MEETING SCHEDULED FOR MAY.

PROJECT/CAPITAL ITEM LIST REPORT

<u>PROJECT</u>	<u>STATUS</u>	<u>COMMENTS</u>
FELDMAN GYM DÉCOR/PAINTING	COMPLETED	WINTER 2025 *FELDMAN MULTI - COMPLETED *FELDMAN STAIRWAY - COMPLETED *FELDMAN GYM - COMPLETED *DEE PARK GYM - COMPLETED
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. WE ARE NOT IN THE PROCESS OF GETTING QUOTES FOR THE ELECTRICAL.
SIGNAGE @ DEE	IN PROGRESS	WE WILL NOT FILE FOR THE VARIANCE AND WILL GO WITH THE ADJUSTED SIZE OF THE SIGN. WE ARE NOT IN THE PROCESS OF GETTING QUOTES FOR THE ELECTRICAL.
PLAYGROUND SHELTER (OSLAD)	ORDERED	APPROVED AND ORDERED ON 12/5/2024 EXPECTED DELIVERY - SPRING 2025
CONCRETE REPAIR @ DEE PARK	APPROVAL NEEDED	CONCRETE STAIRS @ DEE NEED TO BE FULLY REPLACED (SAFETY).
CONCRETE REPAIR @ FELDMAN	APPROVAL NEEDED	ENTRANCE NEEDS REPAIR WORK DONE ON CRACKS AND BROKEN CONCRETE.



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

**Join Us For These Upcoming IAPD
Boot Camps!**



Not only do IAPD's 2025 Boot Camps cover key issues, like boardmanship, finance, ethics, DEI, legislative advocacy, and board/executive director/staff relations, but these camps also **fulfill the required one-time Open Meetings Act training for newly elected or appointed officials!** Join us on one of the following dates:

Tuesday, May 20, 2025

Deerfield Park District
Patty Turner Center

Wednesday, May 21, 2025

Park District of Oak Park
Elizabeth F. Cheney Mansion

Wednesday, May 28, 2025

Westmont Park District
Park Place

Thursday, May 29, 2025

Plainfield Park District
Prairie Activity & Recreational Center

Tuesday, June 10, 2025

Virtual
Zoom

***Boot Camps are scheduled from 6 p.m. - 9 p.m. for all dates.**

BOOT CAMP

AGENDA

Boardmanship: 6:00 p.m. – 6:20 p.m.

- How to be an effective board member
- Board member's role and responsibilities

Legislative Advocacy: 6:20 p.m. – 6:40 p.m.

- Your role in legislative advocacy
- How to succeed in legislative advocacy
- How to effectively communicate with your legislators
- The importance of developing relationships with your legislators

Finance: 6:40 p.m. – 7:10 p.m.

- Revenue and Expenditure as it relates to funds/use limits
- Budget and Appropriation Ordinance - Purpose, timing, transfer, amendments
- Levy/Tax Cap - Process, purposes & timing/relationship to budget and appropriations
- Debt Service/Bonds - Basic only
- Investments - Basic rules/Investment policy
- Audit/Treasurer's report - Basic requirements

Open Meetings Act: 7:10 p.m. – 7:40 p.m.

*Fulfill your one-time training as required by the Attorney General's Office

- Email / remote participation
- Agendas, minutes and records
- Closed / executive session
- Voting

7:40 p.m. - 7:50 p.m. – Break

Board/Executive Director/Staff Relations: 7:50 p.m. – 8:10 p.m.

- Respective roles and expectations
- Communication
- Interaction
- Evaluations

Diversity, Equity, Inclusion: 8:10 p.m. – 8:30 p.m.

- Bringing DEI to the Forefront
- Kickstart moments to address DEI
- Buy In
 - DEI team
 - Strategic Plan
 - Communication
- Training

Board Ethics: 8:30 p.m. – 9:00 p.m.

- Prohibited interests & exceptions in contracts
- Common law conflicts of interest
- Ethics Act: Prohibited political activity and the gift ban
- Social Media



PROPOSAL / CONTRACT

POLMAX CONSTRUCTION INC.

210 Miner St.
Bensenville, IL 60106
Phone (773) 450-6360

Proposal Submitted To:

Name: Golf Maine Park District
Street: 9229 W. Emerson
City: Des Plaines, IL 60016
Ph.: 847-297-3000 Ext 202 Samir Kurtovic

Work To Be Performed At:

Street: same
City:

SCOPE OF CONCRETE WORK

We hereby propose to furnish the materials and performed the following CONCRETE STAIRS repairs at the property located at above address:

- 1). Break down and remove existing stairs.
- 2). Frame, provide reinforcement as needed, and pour new concrete stairs.

TOTAL PRICE: \$5,200.00 (Labor & Material)

*** Cost of any permit, expediting or architectural plans (if necessary) are not included in the contract price.**

All labor is guaranteed to be as specified, and the above work to be substantially performed in accordance with the agreements and specifications submitted for above work and completed in a workmanlike manner for the sum of \$5,200.00 with payments to be made as follows:

>>> DOWN-PAYMENT (50%): \$2,600.00

>>> UPON COMPLETION: \$2,600.00

Polmax Construction, Inc.

03/14/2025

Date

UPON ACCEPTANCE OF PROPOSAL THIS INSTRUMENT IS A CONTRACT
The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payments will be made as outlined above.

DATE _____

Owner/Agent Signature _____

PROPOSAL / CONTRACT

POLMAX CONSTRUCTION INC.

210 Miner St.
Bensenville, IL 60106
Phone (773) 450-6360

Proposal Submitted To:

Name: Golf Maine Park District
Street: 8800 W. Kathy Ln.
City: Niles, IL 60714
Ph.: 847-297-3000 Ext 202 Samir Kurtovic

Work To Be Performed At:

Street: same
City:

SCOPE OF CONCRETE WORK

We hereby propose to furnish the materials and performed the following CONCRETE REPAIR repairs at the property located at above address:

- 1). Repair front concrete entrance (cut out small sections of concrete and re-pour)

TOTAL PRICE: \$3,600.00 (Labor & Material)

* Cost of any permit, expediting or architectural plans (if necessary) are not included in the contract price.

All labor is guaranteed to be as specified, and the above work to be substantially performed in accordance with the agreements and specifications submitted for above work and completed in a workmanlike manner for the sum of \$3,600.00 with payments to be made as follows:

>>> DOWN-PAYMENT (50%): \$1,800.00

>>> UPON COMPLETION: \$1,800.00

Polmax Construction, Inc.

03/14/2025

Date

UPON ACCEPTANCE OF PROPOSAL THIS INSTRUMENT IS A CONTRACT
The above prices, specifications and conditions are satisfactory and are hereby accepted.
You are authorized to do the work as specified. Payments will be made as outlined above.

DATE _____

Owner/Agent Signature _____

GOLF MAINE PARK DISTRICT

MASTER PLAN QUOTES

- 1) **DESIGN PERSPECTIVES - \$52,000.00 (TIMELINE = MAY 2025 - FEBRUARY 2026)**

- 2) **HITCHCOCK DESIGN GROUP - \$40,000.00-\$70,000.00 (TIMELINE = 8-12 MONTHS)**
 - i) ESTIMATED BETWEEN \$50,000-\$60,000
 - ii) REFERRED FROM BERRY DUNN GROUP
 - (1) BERRY DUNN DOES NOT DO MASTER PLANS FOR PARK DISTRICTS WITH OUR PRICE POINT





January 20, 2025

Mr. Kevin Hubka, CPRP
Executive Director
Golf Maine Park District
8800 West Kathy Lane
Niles, IL 60714

RE: Professional Services for 5 Year Comprehensive Parks & Recreation Master Plan Update
Engagement Letter for Scope and Fee

Dear Kevin,

We are pleased to have this opportunity to provide a Comprehensive Parks & Recreation Master Plan update engagement letter proposal for District consideration. Please contact me with any questions.

Scope of Services

Comprehensive Parks & Recreation Master Plan Update

Task A: Project Start Up & Goals & Objectives Formulation

Design Perspectives will meet with the Executive Director and select project team members to fully define the work plan, including a review of the current District goals & objectives and a discussion on new goals and objectives as it relates specifically to the task, along with finalizing the schedule. The purpose of this start-up meeting is to establish project direction, meeting schedules and request documentation. We will also define how we will communicate and the process of the upcoming master plan public process.

Total number of meetings for this step: 1

Task B: Demographic Analysis

Design Perspectives will utilize basic demographics data for an overview of the Golf Maine community.

Task C: Parks & Facility Inventory

Design Perspectives & WOLD Architects will visit, document and review the existing conditions of the parks and facilities. The inventory is a visual analysis of the conditions found. Total number of meetings for this step: 1

1167 Hobson Mill Drive
Naperville, Illinois 60540

Phone: 630-606-0776

Task D: Stakeholder Input

Public Research Group will prepare a short on-line data gathering opportunity to identify and prioritize issues, needs, partnership opportunities and funding alternatives with the Park District to select the participants.

Task E: Community Input Meeting

Public Research Group will host a public meeting to meet with us with the goal of gathering ideas, listening to concerns during the planning process. We will coordinate one meeting within the Park District.

Total number of meetings for this step: 1

Task F: Staff Vision/SWOT/Organizational Culture

Public Research Group will facilitate a meeting between the key staff members of the agency to discuss the current state of the agency and the potential for improvements for the future. We will also as part of that meeting focus on the organizational modeling of the Park District. It is important that the plan considers how the agency will exist within the next five years. Organization modeling reveals the factors that can predict an agency's performance to ensure positive future outcomes. To do so requires the inclusion of an analysis of the operational structure of the agency within the context of its political and economic environment. A review of the mission, vision and values are also part of this analysis. This will assist in the development of specific goals and objectives in the categories of administration, recreation programs and facility development. As part of this task, a segment will focus on a SWOT analysis. There will be an on-line employee survey component.

Total number of meetings for this step: 1

Task G: Park Board Retreat

Public Research Group will facilitate a meeting between the Executive Director and the Park Board members to discuss the current state and the future vision of the Park District. Specific goals will be generated from the meeting.

Total number of meetings for this step: 1

Task H: Community Survey

Public Research Group will perform a short community-based recreation needs survey. We believe a survey is a valuable tool to provide validity to any decision that could impact the community. By using this tool, staff and board members can feel confident about making decisions based on real, relevant data. We will target 100 responses within the Park District boundaries based on a questionnaire of 15 questions.

Task I: Recreation Program Review & Trend Performance Assessment

Design Perspectives will perform an analysis of program registration numbers, revenues, occupancy rates, success rate of classes, and inventory of programs offered compared to the

community need over a three-year period. The analysis will delineate between the agency's core and non-core programs and will analyze programs for trends performance. As part of your project, we will introduce concepts for identification of program life cycles and how analytics can be measured to document program vitals along with introducing a framework for decision making to revamp your programming portfolio. An overview of program cost assessment component is included in this task. A basic user fee analysis will be part of this task.

Total number of meetings for this step: 1

Task J: Park & Facility Planning Analysis

Design Perspectives will prepare a simple conceptual park bubble diagram for select capital improvements to be included in the 5-year capital improvement plan. WOLD Architects will prepare conceptual exhibits highlighting improvements to the Community Centers. These plans will be conceptual in nature and provide only enough information to determine their best and highest use. We will also prepare a cost estimate for the potential improvements. We will then meet with District staff to discuss the conceptual plans.

Total number of meetings for this step: 1

Task K: Capital Improvement Plan Development

Design Perspectives will develop a set of criteria to prepare a five-year CIP Plan to be included in the plan.

Total number of meetings for this step: Up to 2

Task L: Component Based Level of Service & Classification Facility Mapping

The utilization of spatial and non-spatial (attribute) data will aid in the development of the inventory analysis for the Park District.

Our analysis will determine potentially over and/or underserved areas of the Park District. Once planning considerations are determined, a strategy will be outlined to include recommendations for locating areas for improvements to address identified gaps in services as well as minimizing duplication of services.

To quantify current level of service (LOS) and make recommendations to ensure that uses/spaces meet current and future needs of the local community, overall analysis will consider the capacity of each amenity (playgrounds, ball fields, trails, recreational and special facilities, etc.). The assessment will be based on a comparative analysis using nationally accepted standards. This analysis will identify areas of parks & facility needs and provide a verifiable and justifiable basis for future land acquisition, development opportunities and recreation priorities.

Design Perspectives will update the planning level mapping that will include the following:

- Existing Park & Recreational Facilities Location Map
- Park Level of Service Areas & Gap Analysis
- Park Amenity Level of Service & Gap Analysis
- Park System Inventory Matrix

Task L: Implementation Strategy & Draft Plan Update

The project team has a firm and deep understanding relative to the present and future planning, economic, and political issues facing parks and recreation agencies. We believe this plan be viewed as much as a study as it is a plan. The end goal of this phase is to develop a list of clear, ranked priorities that can be accomplished from the plan.

Total number of meetings for this step: 1

Task M: Final Plan Development

The project team realizes that for any plan to be considered successful, it must communicate the ideas and concepts of the plan, be useful and implemented. Design Perspectives will update the existing plan document where possible. A presentation to the Park Board will be part of the final steps for the plan update to be adopted.

Total number of meetings for this step: 1

Schedule

A.	Project Start Up & Goals & Objectives Formulation	April 2025
B.	Demographic Analysis	May 2025
C.	Parks & Facilities Inventory	May 2025
D.	Stakeholder Input	May 2025
E.	Community Input Meeting	June 2025
F.	Staff Vision/SWOT/Organizational Culture	July 2025
G.	Park Board Retreat	July 2025
H.	Community Survey	July 2025
I.	Recreation Program Review & Trend Performance Assessment	July 2025
J.	Park & Facility Planning Analysis	August 2025
K.	Capital Improvement Plan Development	August 2025
L.	Component Based Level of Service & Classification Facility Mapping	September 2025
M.	Implementation Strategy & Draft Plan	October-November 2025
N.	Final Plan Development	January 2026

Fees & Charges

Design Perspectives, Inc. has broken the project into a series of steps that we have included as professional services for this project. The scope below has been broken down with a lump sum fee approach for each task. The total cost to complete task items A-N is \$52,000.00. Any work outside of the services listed in this proposal will be handled on an hourly basis with a budget allowance approved in writing prior to commencing the work. The hourly billing rate is \$185/hour.

Item	Fee
A. Project Start Up & Goals & Objectives Formulation	\$500.00
B. Demographic Analysis	\$3,500.00
C. Parks & Facility Inventory	\$5,500.00
D. Stakeholder Input	\$500.00
E. Community Input Meeting	\$1,000.00
F. Staff Vision/SWOT/Organizational Culture	\$1,500.00
G. Park Board Retreat	\$3,000.00
H. Community Survey	\$9,500.00
I. Recreation Program Review & Trend Performance Assessment	\$4,000.00
J. Park & Facility Planning Analysis	\$7,500.00
K. Capital Improvement Plan Development	\$3,000.00
L. Component Based Level of Service & Classification Facility Mapping	\$4,000.00
M. Implementation Strategy & Draft Plan	\$3,500.00
N. Final Plan Development	\$5,000.00
Total:	\$52,000.00

The following are INCLUDED in our base price:

- 7 color copies of the Final Plan
- Digital PDF of the Final Plan
- CIP Plan in Excel format

We do hope to have the opportunity to work with the Park District on this project update.

Sincerely,



Mr. Tod J. Stanton, President
Design Perspectives, Inc.

If the above scope of work and terms are acceptable, please sign below and return one copy. An executed copy of this proposal will serve as our binding agreement between both parties. This proposal expires if not properly executed for the scope of work outlined after April 1, 2025.

Mr. Kevin Hubka, Executive Director
Golf Maine Park District

Date

1/20/25

Mr. Tod J. Stanton, President
Design Perspectives, Inc.

Date

TERMS & CONDITIONS:
1167 Hobson Mill Drive
Naperville, Illinois 60540

Phone: 630-606-0776

- A. Standard of Care – The standard level of care for professional services performed by Consultant under this Agreement will be the skill and care used by members of Consultant's profession practicing under similar circumstances at the same time and locality.
- B. Limitation of Liability –In recognition of the relative risks of the project to both the Client and the Consultant, the risks have been allocated such that the Client agrees, to the fullest extent permitted by law, to limit the liability of the Consultant to the Client for any and all claims, losses, costs, damages of any nature whatsoever or claims expenses from any cause or causes, including attorneys' fees and costs and expert witness fees and costs, so that the total aggregate liability of the Consultant to the Client shall not exceed the Consultant's fee for services rendered in this agreement. It is intended that this limitation apply to any and all liability or course of action however alleged or arising, unless otherwise prohibited by law.
- C. Dispute Resolution – Client and Consultant agree that they shall first submit any and all unsettled claims, counter claims, disputes, and other matters in question arising out of or related to this Agreement to mediation in accordance with industry rules of American Arbitration Association, effective as of the date of this agreement.
- D. Termination of Contract – Client may terminate this Agreement with seven days prior written notice to Consultant for convenience or cause. Consultant may terminate this Agreement with seven days prior written notice to Client. Upon written termination, all project related material will be turned over to the Client upon request when payment has been made up for all work up to request of termination. Failure of Client to make payments when due shall be cause for suspension of services and ultimately termination.
- E. Opinions of Cost –When included in Consultant's scope of services, estimates of probable construction cost are prepared by Consultant to represent judgment as a professional generally familiar with the industry. Consultant makes no claim to control these associated costs and may vary from Consultant's estimate.
- F. Force Majeure – Neither party shall be deemed in default of this Agreement to the extent that any delay or failure in the performance of its obligations results from any cause beyond its reasonable control and without negligence.
- G. Ownership of Documents – Use of the documents by Client without permission shall be at the Client's sole risk. All information generated from this agreement is considered proprietary by the authors and shall not be shared with third parties without prior written approval.
- H. Payment – Prompt payment is expected. All payments are to be processed and paid net 30 days. All payments beyond 30 days past due will be subject to interest of 3% per billing cycle for all unpaid balances due.



February 28, 2025, DRAFT

EXAMPLE Scope of Services

Comprehensive Parks and Recreation Master Plan

A. ANALYZE: Inventory and Analysis Phase

Process: The Hitchcock Design Group team will:

1. **[STAFF MEETING #1]** Meet with Staff and conduct an Administrative Kick-off Meeting and Staff Input Workshops:
 - a. Administrative Kick-off Meeting:
 - i. Team members
 - ii. Task force/advisory committee
 - iii. The goals and probable usage of the final product
 - iv. Public and stakeholder input protocol
 - v. Available existing data
 - vi. Preliminary schedule
 - b. Staff Input Workshop:
 - i. Participants: Department heads and key staff
 - ii. Method: Focus Group
2. Schedule and conduct standing monthly virtual **Progress Update Meetings**.
3. Collect and assemble current **Trend, Demographic and Agency Data** including:
 - a. Industry Trends
 - i. State Recreation Facilities Inventory
 - ii. Sports and Fitness Topline Report, by Sports & Fitness Industry Association (SFIA)
 - iii. Participation Report, by Physical Activity Council
 - iv. Participation Report, by National Sporting Goods Association
 - b. Demographics
 - i. Population, current and projected
 - ii. Gender, age, and ethnicity
 - iii. Income
 - c. Agency Data
 - i. Park and Amenity inventory updated data
4. Prepare **Updated Comprehensive GIS Mapping** that includes:
 - a. Parks and Open Space:
 - i. Agency
 - ii. School district + Municipal + County
 - b. Boundaries:
 - i. Agency + Municipal
 - ii. Planning areas
5. **[OPTIONAL SERVICE 1]: Inventory and Analyze Recreation Program Data** including:
 - a. Inventory:
 - i. Existing programs offered
 - ii. Program guide, website, technology, and social media usage
 - iii. Program development process
 - iv. Equitable distribution information
 - v. Marketing support
 - vi. Registration and financial performance of programs
 - vii. Lifecycle distribution and age-segmentation analysis



- b. Analysis:
 - i. Compare results to demographics, trends inventory, and community input data
 - ii. Staff will be asked to complete a brief program assessment worksheet
- 6. **[OPTIONAL SERVICE 2]: Inventory and Analyze architectural Facility Data** including:
 - a. Inventory:
 - i. Physical condition (via facility visits):
 - 1. General compliance with standards and guidelines
 - 2. Functionality and aesthetics
 - 3. Useful-life observations (structure, systems)
 - ii. Supporting data:
 - 1. Document general photographic inventory
 - 2. Indoor space square footage for each facility (total, restroom/locker, admin, activity, recreation, and fitness, other) based on plans provided by Agency
 - b. Analysis:
 - i. Level of Service Analysis (table) based on total programmable square footage compared to current Regional benchmarks
- 7. Inventory and Analyze **Park Data** including:
 - a. General Inventory
 - i. Visit each park site and review general conditions
 - ii. Update/create Amenity Matrix Inventory for park sites, based on:
 - 1. Existing amenity matrix and Park District updates
 - 2. Work completed since last master plan (if applicable)
 - iii. Prepare summary of each park
 - b. Analysis:
 - i. Update Acreage Level of Service Analysis (LOS, by asset class)
 - 1. LOS of total owned, leased, and managed acreage
 - 2. Compared to national (NRPA) LOS standards and Park Metrics (NRPA) database benchmarks
 - ii. Asset Distribution
 - 1. Mini (1/4 mi)
 - 2. Neighborhood (1/2 mi)
 - 3. Community (1 or 2 mi)
 - 4. Overall
 - iii. Amenity Quantity and Distribution
 - 1. Distribution
 - 2. Deficiencies compared to recognized benchmarks (NRPA, State)
- 8. **[STAFF MEETING #2]** Meeting with staff to review **ANALYZE: Inventory and Analysis Phase** findings and deliverables.

B. CONNECT: Needs Assessment and Community Engagement Phase

Process: The Hitchcock Design Group Team will:

- 1. Develop **Marketing logo and tagline** for the Comprehensive Planning Event



2. **[OPTIONAL SERVICE 3]: Conduct an Online Survey:**
 - a. Preparation:
 - i. Establish web platform
 - ii. Utilizing the results of the existing 2016 Community Survey, prepare written survey tool:
 1. Share examples and conduct discussion
 2. Prepare draft
 3. Make up to two (2) rounds of revisions
 - b. Participants:
 - i. Community-at-large
 - ii. Users and non-users
 - c. Method:
 - i. Online web-platform, linked to agency website
 - ii. Survey Monkey instrument (multiple choice)
 - iii. Survey promoted by agency
 - iv. Four-week post period
 - v. Tabulated response summary deliverable
3. **[COMMUNITY ENGAGEMENT EVENT #1] Conduct Virtual Stakeholder Meetings** during a 1/2 day session (with stakeholders invited by you) to mine constituent interests.
 - a. Participants:
 - i. Local business organization leaders
 - ii. Service organizations
 - iii. Specialized associations
 - iv. Local agencies
 - b. Method:
 - i. Interview with standardized questions
 - ii. Written summary deliverable
4. **[COMMUNITY ENGAGEMENT EVENT #2] Conduct a Community Input Meeting**, (at a location provided by you with participants invited by you) to facilitate mining constituent interests.
 - a. Participants:
 - i. Community-at-large
 - b. Method:
 - i. Focus Group
 - ii. Focus-question banner and brainstorming wall exhibit
 - iii. Support tools (sign-in, notecards, stickers, pens) for meeting operation
 - iv. Written summary with ranked input deliverable
5. **[COMMUNITY ENGAGEMENT EVENT #3-X] Conduct Community Pop-Up Events**, (at existing Park and Recreation events coordinated by you) to publicize the planning project and other community engagement opportunities.
 - a. Participants:
 - i. Event attendees
 - b. Method:
 - i. Booth setup at event
 - ii. Comment cards and survey QR code
 - iii. Booth activities focused on park and recreation needs



6. **[OPTIONAL SERVICE 4]:** Conduct a **Statistically Valid Survey**:

- a. Preparation:
 - i. Prepare written survey
 - 1. Share examples and conduct discussion
 - 2. Prepare draft
 - 3. Make up to two (2) rounds of revisions
- b. Participants:
 - i. Random sampling
 - ii. Distributed to reasonably reflect demographic composition (geographic dispersion, gender, race/ethnicity, etc.)
- c. Method:
 - i. Custom survey instrument
 - ii. Designated sample quantity (TBD)
 - iii. Designated margin of error and level of confidence percentages (TBD)
 - iv. Tabulated report deliverable

7. Prepare written **Needs Assessment Summary** assembling results of individual community engagement events and apparent priorities. **Provide PDF Digital Summary** to Park District staff for review and comment prior to presenting data to the Park Board

8. **[BOARD MEETING #1]** Conduct Board Workshop to review the **ANALYZE: Inventory and Analysis Phase** and **CONNECT: Needs Assessment and Community Engagement Phase** findings and deliverables and conduct focus group session / discuss priorities, thoughts, and prioritized preferences.

C. ENVISION: Alternative Strategies Phase

Process: The Hitchcock Design Group Team will:

- 1. Conduct **Internal Planning and Visioning Session**
 - a. Synthesize all of the data gathered to date and highlight agency's desired outcomes of the planning process
 - b. Conduct workshop with consultant team and develop preliminary strategies
- 2. **[OPTIONAL SERVICE 1]:** Develop preliminary Strategies for **Recreation Programs and Services** including best practices for:
 - a. New or expanded indoor programs
 - b. New or expanded outdoor programs
 - c. Marketing and outreach recommendations
 - d. Program decommissioning
 - e. Further study and/or planning recommendations
- 3. **[OPTIONAL SERVICE 2]:** Develop preliminary Strategies for building **Facilities** including:
 - a. Modifications
 - b. Adaptive reuse / use-changes
 - c. Expansion or decommissioning
 - d. General maintenance
 - e. New facilities
 - f. Further study and/or planning recommendations



4. Develop preliminary Strategies for **Parks and Open Space** including:
 - a. Deferred maintenance priorities
 - b. Additional amenities, features and infrastructure
 - c. General accessibility recommendations (not transition planning)
 - d. New or redeveloped parks
 - e. Land acquisition due to level of service, service area or land-use deficiencies
 - f. Trail connectivity
 - g. Further study and/or planning recommendations
5. Prepare written preliminary **Strategies Summary** describing strategies, justification points and appropriate specifics.
6. **[STAFF MEETING #3]** Meet with Staff to review the **ENVISION: Alternative Strategies Phase** recommendations and deliverables.

D. PRIORITIZE: Preferred Strategies Phase

Process: The Hitchcock Design Group Team will:

1. Update written **Strategies Summary** incorporating Staff input refining descriptions and adding appropriate implementation strategies.
2. Develop **Action Plan**
 - a. Narrative of preliminary Strategies and the steps necessary to achieve them
 - b. Prioritization, based on ENVISION Phase input
 - c. 5-year detailed timeline
 - d. (OPTIONAL) with a 10-year outlook
3. **[STAFF MEETING #4]** Meet with Staff to review the **PRIORITIZE: Preferred Strategies Phase** recommendations and deliverables. Deliver one hard copy and digital copy of deliverables.
4. **[BOARD MEETING #2]** Conduct Board Workshop to review the **ENVISION: Alternative Strategies Phase** and **PRIORITIZE: Preferred Strategies Phase** recommendations and deliverables.

E. IMPLEMENT: Final Comprehensive Master Plan Phase

Process: The Hitchcock Design Group Team will:

1. Develop the draft **Comprehensive Parks and Recreation Master Plan** deliverable by assembling all information from the planning process in a booklet format, following the following general format:
 - a. Executive Summary: process, primary goals, and objectives
 - b. Introduction document description, credits
 - c. Chapter One: ENVISION: Alternative Strategies
 - d. Chapter Two: PRIORITIZE: Action Plan
 - e. Chapter Three: ANALYZE: Inventory & Analysis
 - f. Chapter Four: CONNECT: Community Engagement
 - g. Chapter Five: Appendix Supporting Information



2. **[STAFF MEETING #5]** Meet with Staff to review the **IMPLEMENT: Final Comprehensive Master Plan Phase** recommendations and deliverables. Deliver one hard copy and digital copy of deliverables.
3. **[BOARD MEETING #3]** Prepare for and conduct final Board presentation of the **IMPLEMENT: Final Comprehensive Master Plan Phase** recommendations and deliverables.
4. Receive comments from Staff and Board; make one round of **Final Revisions** to the Master Plan deliverable.
5. Print and deliver **Hard Copies** of the Final Master Plan deliverable (as a reimbursable expense) and deliver to Staff.

Park and Recreation Comprehensive Master Planning Potential Professional Fee Structure Ranges for Budget Discussions

The following Fee Structure follows the format outlined Approach and Scope of Services.

Professional Fee Structure

ANALYZE:	Inventory and Analysis Phase:	\$8,000-\$18,000
CONNECT:	Community Engagement Phase:	\$6,000-\$14,000
ENVISION:	Alternative Strategies Phase:	\$8,000-\$12,000
PRIORITIZE:	Action Plan Phase	\$6,000-\$10,000
IMPLEMENT:	Report Phase:	<u>\$12,000-\$16,000</u>
Subtotal:		\$40,000-\$70,000

Reimbursable Expenses:

Draft printing (materials for staff / board review meetings):	\$500-1,500
Mileage (tours, site visits, meetings):	\$500-1,500
Printing of Final plans:	<u>as requested, at cost</u>
Subtotal: \$1,000-\$3,000 plus final prints	

Optional Services:

1. Programming Analysis and Recommendations:	\$10,000-\$20,000
2. Architectural Facility Analysis and Recommendations:	\$12,000-\$28,000
3. Online Engagement Platform:	\$5,000-\$7,000
4. Statistically Valid Survey:	\$16,000-\$26,000

Potential Timeline

ANALYZE:	Inventory and Analysis Phase:	6-8 weeks
CONNECT:	Community Engagement Phase:	8-12 weeks
	(10-16 weeks if including Statistically Valid Survey)	
ENVISION:	Alternative Strategies Phase:	4-6 weeks
PRIORITIZE:	Preferred Strategies Phase	4-6 weeks
IMPLEMENT:	Final Comprehensive Master Plan Phase:	<u>6-8 weeks</u>
		8-12 months

GOLF MAINE PARK DISTRICT

RESOLUTION 25-02

**A RESOLUTION APPROVING OF THE PARK DISTRICT PRINCIPAL AUTHORITY
FOR THE ILLINOIS FUNDS.**

WHEREAS, the Golf Maine Park District is required to designate certain individual as the Principal Authority(s) and;

WHEREAS, the Principal Authority has the authority to assign and remove signers from The Illinois Funds;

WHEREAS, the Principal Authority has the authority to deposit, withdrawal, and transfer funds to and from the Illinois Funds;

NOW, THEREFORE BE IT RESOLVED BY THE PRESIDENT AND BOARD OF COMMISSIONERS do hereby designate the following individual as the Principal Authority for The Illinois Funds:

Kevin J. Hubka


Adopted this 20th day of March, 2025 pursuant to a roll call vote as follows:

4 Ayes: JAMAL LIDDELL, ZAIN DORRANI, JAY SHAH, JASMIN ZAHIROVIC


Nays: _____

Abstained:

1 Absent & Not Voting: YOGESH PATEL


Jamal Liddell
President, Board of Commissioners
Golf Maine Park District

ATTESTED, this 20th day of March, 2025


Kevin J. Hubka
Secretary, Board of Park Commissioners
Golf Maine Park District



Golf Maine Park District
Fiscal Year 2025/26 Budget
Summary Page

Presented on
March 24, 2025



<u>FUNDING SOURCES</u>	<u>Amount - \$2,091,655</u>
Fees and Admissions	\$600,000
Property Tax	\$1,420,000
Other Taxes	\$30,155
Investment/Misc	\$41,500

<u>EXPENDITURES</u>	<u>Amount - \$2,783,400</u>
Workers Compensation Fund	\$9,000
Corporate Fund	\$430,100
Audit Fund	\$12,000
Recreation Fund	\$1,115,000
Illinois Municipal Retirement Fund (IMRF)	\$70,000
Liability Insurance Fund	\$20,000
Social Security Fund	\$68,000
Unemployment Insurance Fund	\$50,000
Capital Improvement Fund	\$850,000
Handicapped Recreation Fund	\$53,500
Police Fund	\$25,000
Bond & Interest Fund	\$55,800
Paving & Lighting Fund	\$25,000

OVERVIEW

Revenue	\$2,091,655	
	TOTAL REVENUE	<u>\$2,091,655</u>

Expenses	\$2,783,400	
	(Less Capital Improvement @ \$850,000)	
	(Less Bond & Interest @ \$55,800)	
	TOTAL EXPENSES	<u>\$1,877,600</u>

Revenue Over Expenses	<u>\$214,055</u>
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