

AGENDA
REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS
GRANITE CITY PARK DISTRICT, MAIN OFFICE
2900 BENTON STREET
WEDNESDAY, JUNE 14, 2023 **7:00 PM**

ROLL CALL

I. MINUTES AND ATTACHMENTS OF THE REGULAR BOARD MEETING OF MAY 24, 2023.....pages 67-70

II. MINUTES AND ATTACHMENTS OF THE SPECIAL BOARD MEETING OF JUNE 7, 2023.....page 71

III. COMMITTEE REPORTSpage 72

IV. COMMUNICATIONS

A. Request for the use of facilities

1. Request from Granite City Football and Cheer Club to use Worthen Park for the upcoming season.....page 73

2. Request from Granite City High School to use Wilson Park on Saturday, September 2, 2023, for the Granite City Cross Country Invitational.....page 74

B. Other Communications

1. Request from Dan Klueskins to address the Board regarding the possible creation of an Alamo Scout Memorial.

V. OLD BUSINESS

1. Discussion and possible action regarding annexation of properties.

VI. NEW BUSINESS

1. Resolution regarding authorizing the hiring of Hughes & Associates for accounting services relating to the annual audit.....pages 75-81

VII. DIRECTOR'S REPORT

IF PROSPECTIVE ATTENDEES REQUIRE AN INTERPRETER OR OTHER ACCESS ACCOMMODATION NEEDS, PLEASE CONTACT THE GRANITE CITY PARK DISTRICT OFFICE AT 618-877-3059 NO LATER THAN 72 HOURS PRIOR TO THE COMMENCEMENT OF THE MEETING TO ARRANGE ACCOMODATIONS.

**REGULAR MEETING OF THE BOARD OF PARK COMMISSIONERS
GRANITE CITY PARK DISTRICT, MAIN OFFICE
2900 BENTON STREET
MONDAY MAY 24, 2022 7:00PM**

I. ROLL CALL

Vice President Craig Sykes called the meeting to order at 7:00 PM. Commissioners answering Roll Call were: Linda Ames, Don Harris, Jenna Deyong, and Craig Sykes. President Matt Jones was not in attendance. Employees in attendance were Director of Parks and Recreation Justin Brinkmeyer, Attorney Ryan Robertson, Recreational Programming and Security Coordinator R.P. Phelps, Recreational Programming and Communications Coordinator Megan Dittman, Facilities Manager Joey Hall, Gardens and Memorials Supervisor Freda Bolling, Golf Course Manager and Professional Steve Finn, and Secretary Stephanie Koishor. Also in attendance was a member of the community, Jared Henderson.

II. MINUTES AND ATTACHMENTS OF THE REGULAR BOARD MEETING OF MAY 1, 2023 (Pages 13-17)

Motion to approve the Minutes and Attachments of the Regular Board Meeting of May 1, 2023, as presented, was made by Commissioner Linda Ames, second by Commissioner Jenna Deyong. All commissioners present voted "aye." Motion carried.

III. COMMITTEE REPORTS (Page 18)

- A. Finance Committee (Jenna Deyong, Chairman)
None
- B. Engineering Committee (Don Harris, Chairman)
None
- C. Municipal Relations Committee (Craig Sykes, Chairman)
None
- D. Rules, Personnel Policies Committee (Linda Ames, Chairman)
None

IV. FINANCE REPORT (Pages 19-34)

Motion to approve the Finance Report, as presented, was made by Commissioner Jenna Deyong, second by Commissioner Don Harris. All commissioners present voted "aye." Motion carried.

V. TREASURER'S REPORT (Pages 35-53)

Justin Brinkmeyer noted that this report represents the final disbursement report for the prior fiscal year. Motion to approve the Treasurer's Report, as presented, was made by Commissioner Jenna Deyong, second by Commissioner Don Harris. All commissioners present voted "aye." Motion carried.

VI. COMMUNICATIONS

A. Request for use of facilities

1. Request from Calvary Life Church to use Centennial Pavilion on Sunday, July 23 (Page 54)

All commissioners present voted "aye." Motion carried.

2. Request from Grace Baptist Church to use Robertson Park for a "School's Out Party" on Saturday, June 3 (Page 55)

Motion to approve the request, as presented, was made by Commissioner Don Harris, second by Commissioner Linda Ames. All commissioners present voted "aye." Motion carried.

3. Request from Young Men Essentials (Janesia McDonald) to use Lincoln Place on Saturday, June 17 (Page 56)

Motion to approve the request, as presented, was made by Commissioner Don Harris, second by Commissioner Linda Ames. All commissioners present voted "aye." Motion carried.

B. Other Communications

None

VII. OLD BUSINESS

1. Discussion and possible action regarding annexations.

Attorney Ryan Robertson informed the Board that Juneau sent properties we were not aware of, however, it did not include the neighborhood previously discussed. This project is still in progress. No action was taken at this time.

VIII. NEW BUSINESS

1. A RESOLUTION APPROVING THE PARK DISTRICT TO ENTER AN AGREEMENT WITH STUTZ EXCAVATING INC. TO REMOVE AND RELOCATE APPROXIMATELY 185' OF CART PATH AT LEGACY GOLF COURSE (Pages 57-58)

Justin Brinkmeyer noted that trees will be planted in the outlined area as well and the property owners are aware of the Park District's plans. Motion to approve the Resolution was made by Commissioner Don Harris, second by Commissioner Jenna Deyong. All commissioners present voted "aye." Motion carried.

IX. MAINTENANCE REPORT (Page 59)

X. RECREATION REPORT (Page 60)

XI. POOL REPORT (Page 61)

The pool is scheduled to open Saturday, May 27. It is currently holding water and the pumps are working as expected. We currently have 26 lifeguards hired. At this time, the pool will offer one party slot per night, seven days per week. We also have someone interested in the position of Aqua Aerobics instructor this summer.

XII. ICE RINK REPORT (Page 62)

XIII. CONCESSIONS REPORT (Page 63)

XIV. GOLF COURSE REPORT (Page 64)

The Golf Course has been busy. Numbers are up more than anticipated. Last weekend, we had 190 golfers on Saturday and 180 on Sunday. The new Golf Now system is up and running and Steve is looking to add additional staffing to help with the flow of golfers the course has been experiencing. Steve also informed Commissioners that he will have information at an upcoming meeting about the issue of private golf carts being used on the property overnight. Commissioners asked for clarification on how the increased revenue from the Golf Course can be spent. Justin noted that this revenue goes into the general operating fund and will give the Park District additional funding for projects. It will not negatively impact the Park District's ability to receive grant funding.

XV. DIRECTOR'S REPORT

Tennis Court

I was contacted by Paula Hubbard, the Grant Writer for the City of Granite City, last week regarding her search for some possible opportunities for a grant for the resurfacing of our Tennis Courts after a coach from GCHS contacted her. I explained to Paula the Tennis Court project is something we are hoping to move forward with as it has been discussed as a future Bond project.

Patriots In the Park

- Currently, we have collected \$19,800 of our \$60,000 goal.
- Next month I will meet with the police and fire departments to get information regarding the plan for street closures and traffic control changes.
- Six confirmed vendors for the vendor fair near Centennial on July 1.
- We have three food trucks confirmed for the main stage area on July 4th.

Sykes Field

Yesterday, it was discovered that someone had broken into the scorekeeper booth at Sykes Field through the window. The only real damage was to the scoreboard controller. The police were notified, and a report was taken. If a repair is unable to be made to the controller, it will cost a few thousand dollars to replace it.

Cameras

After numerous conversations with Verizon Wireless regarding our issues of data throttling, causing our cameras to lose connectivity, I started having conversations with AT&T. After several discussions with myself and Utilitra, the provider of our cameras; it was determined they had some options worth trying.

We are operating two sets of our garden cameras, eight cameras in total, on an AT&T data plan. The cameras have operated continuously on this plan without interruptions, so we may move all our camera data packages to AT&T if we can ensure better services.

We have no confirmation on the plant thief, but the Granite City Police Department might have made an identification on the individual responsible. So far, there have been no additional thefts from that area.

Memorial Day Services

Local Veterans organizations plan to hold the annual memorial service at Memorial Park on Monday, May 29, beginning at 11:00 am. We provide the setup of chairs and the sound system for this event.

All business concluded, Motion to adjourn the meeting was made by Commissioner Jenna Deyong, second by Commissioner Linda Ames. Meeting adjourned at 7:39 PM.

/srk

**SPECIAL MEETING OF THE BOARD OF PARK COMMISSIONERS
GRANITE CITY PARK DISTRICT, MAIN OFFICE
2900 BENTON STREET
WEDNESDAY, JUNE 7, 2023 11:00 AM**

I. ROLL CALL

President Jones called the meeting to order at 11:03 AM. Commissioners answering Roll Call were: Linda Ames, Don Harris, Craig Sykes, and Matt Jones. Others in attendance were: Director of Parks and Recreation Justin Brinkmeyer.

I. NEW BUSINESS

- A. Resolution to form a Committee on Local Government Efficiency (“Efficiency Committee”) pursuant to 50 ILCS 70/1 *et seq.* (the Act).

Justin Brinkmeyer shared the recommendations for the process of the Efficiency Committee set forth by the Illinois Association of Park Districts.

Motion to approve the resolution, as presented, was made by Commissioner Craig Sykes, second by Commissioner Don Harris. All commissioners in attendance voted “aye.” Motion carried.

II. ADJOURNMENT

All business concluded, Motion to adjourn the meeting was made by Commissioner Craig Sykes, second by Commissioner Linda Ames. Meeting adjourned at 11:10 AM.

Committee Reports

- | | |
|----------------------------|------------------------|
| A. Finance Committee | Jenna DeYong, Chairman |
| B. Engineering Committee | Don Harris, Chairman |
| C. Municipal Relations | Craig Sykes, Chairman |
| D. Rules, Personnel Policy | Linda Ames, Chairman |

June 8, 2023

Granite City Park District
Attn: Justin Brinkmeyer,
Director of Parks and Recreation
2900 Benton Street
Granite City, IL 62040

Re: Use of Worthen Park Football Fields

Dear Mr. Brinkmeyer,

The Granite City Braves Football and Cheer Club are requesting use of the Worthen Park football field, press box area and restroom facilities for our upcoming season set to begin on July 3, 2023. We anticipate requiring the use of the field Tuesday, Wednesday and Thursday nights from 5:30 pm to 7:30 pm for practices and Saturday and/or Sunday from 7:30 am to approximately 4:00 pm through November. We would like to have an opportunity for evening games one weekend, but more information will become available as the scheduling committee meets next month. We will also require the field to be painted/striped weekly. Availability of concessions is also requested, and as previously stated, the Braves is willing to take over the operations of concessions.

We thank you for your time and consideration of our request. If you require clarification on any of the above, please do not hesitate to reach out. We look forward to this continued partnership.

Sincerely,

Lynde Hockaday
President Granite City Braves Football and Cheer
Phone: 618-593-6742



Granite City High School

John Moad, Athletic Director

3148 Fehling Rd
Granite City, IL 62040

Phone: 618.451.5808
Fax: 618.451.6296

June 5, 2023

Mr. Justin Brinkmeyer
Park District Director
& Board of Commissioners
2900 Benton St.
Granite City, Illinois 62040

Dear Mr. Justin Brinkmeyer,

We are requesting the use of Wilson Park on **Saturday, September 2nd, 2023** for the Granite City Cross Country Invitational. Our first race will begin approximately 8:30 a.m. and as usual, this event will span approximately 1/2 the day.

We are requesting the same procedures and usage as in the past. We greatly appreciate your consideration for this event. We will be looking forward to working with you. Please contact me if you have any questions.

Thank you,

John Moad
Athletic Director

RESOLUTION AUTHORIZING THE HIRING OF
HUGHES & ASSOCIATES FOR ACCOUNTING SERVICES

WHEREAS, the Granite City Park District wishes to retain the services of Hughes & Associates for accounting services relating to the annual audit of the Granite City Park District's books; and

WHEREAS, the Park District has previously used the services of Hughes & Associates for such accounting services, and has been satisfied with same; and

WHEREAS, Hughes & Associates has agreed to perform said services in accordance with the proposal attached hereto as Exhibit A; and

WHEREAS, Hughes & Associates has agreed to perform said services for a fee not to exceed \$11,975.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE GRANITE CITY PARK DISTRICT:

1. The proposal of Hughes & Associates for the provision of accounting services for the performance of the Park District's annual audit attached hereto as Exhibit A is hereby approved, adopted, and ratified.
2. That the President and Secretary, as necessary, are authorized to execute the proposal for accounting services from Hughes & Associates attached hereto as Exhibit A, said services to be provided for a fee not to exceed \$11,975.00.

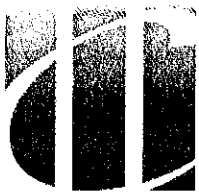
PASSED this 14th day of June 2023.

APPROVED this 14th day of June 2023.

President

ATTEST:

Secretary



**HUGHES,
CAMERON
& COMPANY_{LLC}**
Your Partner In Financial Success

1321 D'ADRIAN PROFESSIONAL PARK
GODFREY, ILLINOIS 62035
PHONE: 618-466-6278
FAX: 618-466-8663

June 5, 2023

Granite City Park District
Justin Brinkmeyer, Director
2900 Benton Street
Granite City, IL 62040

To the Board of Commissioners and Director:

The following represents our understanding of the services we will provide the Granite City Park District.

You have requested that we will audit the governmental activities, each major fund, and the aggregate remaining fund information of the Granite City Park District, as of April 30, 2023, and for the year then ended and the related notes, which collectively comprise Granite City Park District's basic financial statements as listed in the table of contents. We are pleased to confirm our acceptance and our understanding of this audit engagement by means of this letter.

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with auditing standards generally accepted in the United States of America (GAAS) will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

Supplementary information other than RSI will accompany the Granite City Park District's basic financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements as a whole, in a report combined with our auditor's report on the financial statements.:

- Combining Schedules

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- Budgetary Comparison Schedules
- Notes on Pension Plan Funding Progress
- Assessed Valuations, Tax Rates, Extensions and Collections

Auditor Responsibilities

We will conduct our audit in accordance with U.S. GAAS. As part of an audit in accordance with GAAS, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. However, we will communicate to you in writing concerning any significant deficiencies or material weaknesses in internal control relevant to the audit of the financial statements that we have identified during the audit.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.
- Conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Granite City Park District's ability to continue as a going concern for a reasonable period of time.

Because of the inherent limitations of an audit, together with the inherent limitations of internal control, an unavoidable risk that some material misstatements may not be detected exists, even though the audit is properly planned and performed in accordance with GAAS.

Our responsibility as auditors is limited to the period covered by our audit and does not extend to any other periods.

Compliance with Laws and Regulations

As previously discussed, as part of obtaining reasonable assurance about whether the basic financial statements are free of material misstatement, we will perform tests of the Granite City Park District's compliance with the provisions of applicable laws, regulations, contracts, and agreements. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion.

Management Responsibilities

Our audit will be conducted on the basis that management and, when appropriate, those charged with governance acknowledge and understand that they have responsibility:

- a. For the preparation and fair presentation of the basic financial statements in accordance with the modified cash basis of accounting;
- b. For the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to error, fraudulent financial reporting, misappropriation of assets, or violations of laws, governmental regulations, grant agreements, or contractual agreements; and
- c. To provide us with:
 - i. Access to all information of which management is aware that is relevant to the preparation and fair presentation of the basic financial statements such as records, documentation, and other matters;
 - ii. Additional information that we may request from management for the purpose of the audit; and
 - iii. Unrestricted access to persons within the entity from whom we determine it necessary to obtain audit evidence.
- d. For including the auditor's report in any document containing basic financial statements that indicates that such basic financial statements have been audited by the entity's auditor;

- e. For identifying and ensuring that the entity complies with the laws and regulations applicable to its activities;
- f. For adjusting the basic financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the current year period(s) under audit are immaterial, both individually and in the aggregate, to the basic financial statements as a whole; and
- g. For acceptance of nonattest services, including identifying the proper party to oversee nonattest work;
- h. For maintaining adequate records, selecting and applying accounting principles, and safeguarding assets;
- i. For informing us of any known or suspected fraud affecting the entity involving management, employees with significant role in internal control and others where fraud could have a material effect on the financials; and
- j. For the accuracy and completeness of all information provided.

With regard to the supplementary information referred to above, you acknowledge and understand your responsibility: (a) for the preparation of the supplementary information in accordance with the applicable criteria; (b) to provide us with the appropriate written representations regarding supplementary information; (c) to include our report on the supplementary information in any document that contains the supplementary information and that indicates that we have reported on such supplementary information; and (d) to present the supplementary information with the audited basic financial statements, or if the supplementary information will not be presented with the audited basic financial statements, to make the audited basic financial statements readily available to the intended users of the supplementary information no later than the date of issuance by you of the supplementary information and our report thereon.

As part of our audit process, we will request from management and, when appropriate, those charged with governance, written confirmation concerning representations made to us in connection with the audit.

Nonattest Services

We will assist in preparation of the financial statements and related notes in conformity with the modified cash basis of accounting. We will also prepare the annual financial report of Granite City Park District in the prescribed format required by the State of Illinois. Both the financial statements and the annual financial report of Granite City Park District will be prepared based on information provided by you. Management is responsible for the basic financial statements and all accompanying information as well as representations contained therein.

We will not assume management responsibilities on behalf of the Granite City Park District. However, we will provide advice and recommendations to assist management of the Granite City Park District in performing its responsibilities.

Granite City Park District's management is responsible for (a) making all management decisions and performing all management functions; (b) assigning a competent individual to oversee the services; (c) evaluating the adequacy of the services performed; (d) evaluating and accepting responsibility for the results of the services performed; and (e) establishing and maintaining internal controls, including monitoring ongoing activities.

Our responsibilities and limitations of the engagement are as follows:

- We will perform the services in accordance with applicable professional standards.
- This engagement is limited to the nonattest previously outlined. Our firm, in its sole professional judgment, reserves the right to refuse to do any procedure or take any action that could be construed as making management decisions or assuming management responsibilities, including determining account coding and approving journal entries.

Reporting

We will issue a written report upon completion of our audit of the Granite City Park District's basic financial statements. Our report will be addressed to the governing body of the Granite City Park District. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions, add an emphasis-of-matter or other-matter paragraph(s), or withdraw from the engagement.

Other

We understand that your employees will prepare all confirmations we request and will locate any documents or support for any other transactions we select for testing.

If you intend to publish or otherwise reproduce the basic financial statements and make reference to our firm, you agree to provide us with printers' proofs or masters for our review and approval before printing. You also agree to provide us with a copy of the final reproduced material for our approval before it is distributed.

Regarding the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

Professional standards prohibit us from being the sole host and/or the sole storage for your financial and non-financial data. As such, it is your responsibility to maintain your original data and records and we cannot be responsible to maintain such original information. By signing this engagement letter, you affirm that you have all the data and records required to make your books and records complete.

Provisions of Engagement Administration, Timing and Fees

During the course of the engagement, we may communicate with you or your personnel via fax or e-mail, and you should be aware that communication in those mediums contains a risk of misdirected or intercepted communications.

Joseph Hughes is the engagement partner for the audit services specified in this letter. His responsibilities include supervising Hughes, Cameron & Company's services performed as part of this engagement and signing or authorizing another qualified firm representative to sign the audit report.

Our fee for our services is based on the actual time spent at our standard hourly rate plus other out-of-pocket expenses. We estimate that our fee for this audit will not exceed \$11,975. If significant additional time is necessary, we will discuss it with you and arrive at a new fee estimate before we incur the additional costs. Whenever possible, we will attempt to use Granite City Park District's personnel to assist in the preparation of schedules and analyses of accounts. This effort could substantially reduce our time requirements and facilitate the timely conclusion of the audit. Further, we will be available during the year to consult with you on financial management and accounting matters of a routine nature.

During the course of the audit we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the appropriate level of management, either orally or in writing.

You agree to inform us of facts that may affect the basic financial statements of which you may become aware during the period from the date of the auditor's report to the date the financial statements are issued.

We agree to retain our audit documentation or work papers for a period of at least five years from the date of our report.

At the conclusion of our audit engagement, we will communicate to the Board of Commissioners the following significant findings from the audit:

- Our view about the qualitative aspects of the entity's significant accounting practices;
- Significant difficulties, if any, encountered during the audit;
- Uncorrected misstatements, other than those we believe are trivial, if any;
- Disagreements with management, if any;
- Other findings or issues, if any, arising from the audit that are, in our professional judgment, significant and relevant to those charged with governance regarding their oversight of the financial reporting process;
- Material, corrected misstatements that were brought to the attention of management as a result of our audit procedures;
- Representations we requested from management;

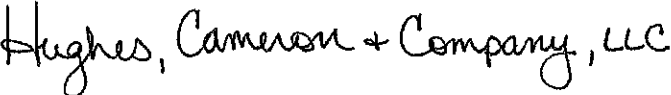
- Management's consultations with other accountants, if any; and
- Significant issues, if any, arising from the audit that were discussed, or the subject of correspondence, with management.

The audit documentation for this engagement is the property of Hughes, Cameron & Company, LLC and constitutes confidential information. However, we may be requested to make certain audit documentation available to outside parties pursuant to authority given to it by law or regulation, or to peer reviewers. If requested, access to such audit documentation will be provided under the supervision of Hughes, Cameron & Company, LLC's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to regulators. The regulator may intend, or decide, to distribute the copies of information contained therein to others, including other governmental agencies.

Please sign and return the attached copy of this letter to indicate your acknowledgment of, and agreement with, the arrangements for our audit of the basic financial statements including our respective responsibilities.

We appreciate the opportunity to be your financial statement auditors and look forward to working with you and your staff.

Sincerely,

A handwritten signature in black ink that reads "Hughes, Cameron + Company, LLC". The signature is written in a cursive, flowing style.

Hughes, Cameron & Company, LLC

Response:

This letter correctly sets forth the understanding of the Granite City Park District.

Governance Signature: _____

Title: _____

Date: _____