Berwyn Park District
Monthly Committee Meeting
Freedom Park Administration Building
3701 S. Scoville Ave. Berwyn, IL
November 10, 2026, at 4:30 p.m.
Agenda

I. Call to Order – Roll Call of Commissioners (action)
II. Adoption of Agenda (action)
III. Public Comments
IV. Correspondence
V. Financial Report (action)
    a. Levy
VI. Oak Park & 34th Street
VII. Policy and Personnel
    a. Record Management Manual
VIII. Recreation
IX. Parks and Facilities
X. Other Business
    a. 2027 Meeting Calendar
    b. Proksa Redevelopment
    c. Future Goals
    d. City of Berwyn Pool Committee
XI. Commissioner Comments
XII. Executive Session
    a. The appointment, employment, compensation, discipline, performance, or dismissal of specific employees.
    b. The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired.
    c. Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06
    d. Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.
XIII. Approval of Items from Executive Session (action)
XIV. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is November 17, 2026, at 6:00pm at Proksa Park Activity Center.
The next Committee meeting of the Board of Commissioners is December 1, 2026, at 4:30pm at Freedom Park Administration Building.
Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Director Fallon at 708-788-1701, at least 48 hours prior to the meeting.

BOARD OF COMMISSIONERS

Gretchen Kostelny, President
Zachary Taylor, Treasurer
Janel King, Commissioner

Ana Espinoza, Vice President
Claire Clark, Secretary

BERWYN park district

BERWYN park district

3701 S Scoville Ave.
Berwyn, IL 60402
708-788-1701

DATE: 11/10/2026
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable Report

FINANCE

November 2026 Payables:

Check numbers: 26509-26536 (detail listing following this page)

Total: $ 278,304.17

I motion to approve the November 2026 payables in the amount of $ 278,304.17

BERWYN PARK DISTRICT
CHECK RECONCILIATION REPORT

DATED FROM 10/21/2026 TO 11/10/2026
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
26509	USBank	USBank	OUT	10/26/26	10/26/26	2,114.47
26510	AMALGAMA	Amalgamated Bank of Chicago	OUT	11/03/26	11/03/26	106,549.50
26511	AMALGAMA	Amalgamated Bank of Chicago	OUT	11/03/26	11/03/26	111,251.75
26512	AROUND	Around the Town Entertainment	OUT	11/03/26	11/03/26	150.00
26513	BER-WATE	City of Berwyn	OUT	11/03/26	11/03/26	1,259.87
26514	BUDDYBR	BUDDY BEAR	OUT	11/03/26	11/03/26	20.00
26515	C.BERWYN	City of Berwyn	OUT	11/03/26	11/03/26	626.87
26516	COMCAST	COMCAST BUSINESS	OUT	11/03/26	11/03/26	1,089.75
26517	COMCAST2	COMCAST BUSINESS	OUT	11/03/26	11/03/26	242.29
26518	COMED	Com. Ed.	OUT	11/03/26	11/03/26	4,142.04
26519	FSS	FSS Technologies LLC	OUT	11/03/26	11/03/26	338.43
26520	Groot	GROOT INDUSTRIES, iNC.	OUT	11/03/26	11/03/26	2,402.91
26521	Jasmin	Jasmine & Fig, LLC	OUT	11/03/26	11/03/26	1,080.00
26522	JCLICHT	JC Licht Ace	OUT	11/03/26	11/03/26	24.71
26523	JELLY	Jelly Sweets	OUT	11/03/26	11/03/26	637.00
26524	Jerry	Jerry Kidd	OUT	11/03/26	11/03/26	360.00
26525	KANKA	Kankakee Nursery	OUT	11/03/26	11/03/26	600.00
26526	Langton	Langton Group	OUT	11/03/26	11/03/26	6,518.43
26527	NUTOYS	NuToys	OUT	11/03/26	11/03/26	3,250.00
26528	ORKIN	Orkin	OUT	11/03/26	11/03/26	97.00
26529	PDRMA	Park District Risk Management	OUT	11/03/26	11/03/26	21,724.83
26530	Petty Ca	Petty Cash Checking	OUT	11/03/26	11/03/26	1,558.38
26531	PROWASTE	Pro Waste Disposal Inc.	OUT	11/03/26	11/03/26	800.00
26532	PWD	Premier World Discovery	OUT	11/03/26	11/03/26	2,475.00
26533	RVi	RVi Planning and	OUT	11/03/26	11/03/26	7,259.11
26534	Serving	Serving Alcohol Inc	OUT	11/03/26	11/03/26	25.37
26535	THERMFLO	THERMFLO INC	OUT	11/03/26	11/03/26	1,400.00
26536	TMobile	T-Mobile	OUT	11/03/26	11/03/26	306.46
					TOTAL---ALL CHECKS	278,304.17

FROM 10/21/2026 TO 11/10/2026

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
USBank	USBank							
	Aug 26- Hayes		10/19/26		26509	10/26/26	2,114.47	1,677.05
	01 Brother Toner Cartridge	10010055790						93.38
	02 Standard Renewal	10010052610						1,499.97
	03 For Board Meeting	10010051551						53.70
	04 Staff Appreciation	10010055796						30.00
	July 26- Hayes		10/19/26		26509	10/26/26	2,114.47	437.42
	01 Brother Toner Cartridge	10010055790						93.38
	02 Sprinkle & Sweep Clean Up	23000055750						33.94
	03 Hanging Strips	10010055790						10.99
	04 Batteries	10010055790						23.25
	05 Square Terminal	10010055750						233.89
	06 Case for Square Terminal	10010055750						18.98
	07 Memo Board	10010055790						22.99
						VENDOR TOTAL:		2,114.47
AMALGAMA	Amalgamated Bank of Chicago							
	Series 2024A		10/19/26		26510	11/03/26	106,549.50	106,549.50
	01 Interest	31000058905						36,547.75
	02 Principal	31000058903						70,000.00
	04 Service Fee	31000058915						1.75
	Series 2024B		10/19/26		26511	11/03/26	111,251.75	111,251.75
	01 Interest Due	31000058905						71,250.00
	02 Principal	31000058903						40,000.00
	03 Service Fees	31000058915						1.75
						VENDOR TOTAL:		217,801.25
AROUND	Around the Town Entertainment							
	226-120 Balance		10/21/26		26512	11/03/26	150.00	150.00
	01 Remaining Balance for Santa	54100055431						150.00
						VENDOR TOTAL:		150.00
BER-WATE	City of Berwyn							
	400486-002 LCC Oct		11/02/26		26513	11/03/26	1,259.87	40.39
	01 Water bills-LCC	50020052639						40.39
	411886-001 FP Oct		11/02/26		26513	11/03/26	1,259.87	40.39
	01 Water bills-Freedom	10020052639						40.39
	413713-001 SP Oct		11/02/26		26513	11/03/26	1,259.87	106.51
	01 Water bills-Sunshine	10020052639						106.51

FROM 10/21/2026 TO 11/10/2026

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	413740-001 PP Oct		11/02/26		26513	11/03/26	1,259.87	955.05
	01 Water bills-Proksa	50020052639						955.05
	413850-001 FP Pool		11/02/26		26513	11/03/26	1,259.87	117.53
	01 Water bills-FP Pool	10020052639						117.53
BUDDYBR	BUDDY BEAR					VENDOR TOTAL:		1,259.87
	126a		10/19/26		26514	11/03/26	20.00	20.00
	01 Wash Tags 2	10020053650						20.00
C.BERWYN	City of Berwyn					VENDOR TOTAL:		20.00
	2026-00000036-Gas		10/29/26		26515	11/03/26	626.87	626.87
	01 September Fuel	10020055765						626.87
COMCAST	COMCAST BUSINESS					VENDOR TOTAL:		626.87
	287038087		11/03/26		26516	11/03/26	1,089.75	1,089.75
	01 Tel & Int.	10010052641						544.87
	02 Tel & Int	50010052641						544.88
COMCAST2	COMCAST BUSINESS					VENDOR TOTAL:		1,089.75
	11.14.26- FP		10/21/26		26517	11/03/26	242.29	242.29
	01 Tel & Int.	10010052641						242.29
COMED	Com. Ed.					VENDOR TOTAL:		242.29
	12.14. 26 FP		10/28/26		26518	11/03/26	4,142.04	1,334.88
	01 Elec. FP	10020052638						1,334.88
	12.14.26- Hessler		10/28/26		26518	11/03/26	4,142.04	63.07
	01 Elec. Hessler	50020052638						63.07
	12.18.26-Smirz		10/28/26		26518	11/03/26	4,142.04	77.63
	01 Elec. Smirz	50020052638						77.63
	12.28.26 LCC		10/28/26		26518	11/03/26	4,142.04	296.11
	01 Electric LCC	50020052638						296.11

FROM 10/21/2026 TO 11/10/2026

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	12.28.26 LCC green		10/28/26		26518	11/03/26	4,142.04	44.32
	01 Elec. green space	50020052638						44.32
	12.28.26 PP		10/28/26		26518	11/03/26	4,142.04	1,976.06
	01 Elec. Proksa	50020052638						1,976.06
	12.28.26-SP		10/28/26		26518	11/03/26	4,142.04	349.97
	01 Electric Sunshine	10020052638						349.97
FSS	FSS Technologies LLC					VENDOR TOTAL:		4,142.04
	I-114096		10/19/26		26519	11/03/26	338.43	338.43
	01 Central Station	10020052640						338.43
	02 Monitoring/Phone App	** COMMENT **						0.00
Groot	GROOT INDUSTRIES, iNC.					VENDOR TOTAL:		338.43
	17385838T098		11/02/26		26520	11/03/26	2,402.91	1,282.03
	01 Sunshine Garbage	10020052630						641.01
	02 Proksa Garbage	50020052630						641.02
	17386322T098		11/02/26		26520	11/03/26	2,402.91	629.12
	01 Freedom Garbage	10020052630						629.12
	17386520T098		11/02/26		26520	11/03/26	2,402.91	491.76
	01 LCC garbage	50020052630						491.76
Jasmin	Jasmine & Fig, LLC					VENDOR TOTAL:		2,402.91
	1025		10/29/26		26521	11/03/26	1,080.00	1,080.00
	01 Early Childhood Instructor	51160052415						1,080.00
JCLICHT	JC Licht Ace					VENDOR TOTAL:		1,080.00
	45682		10/23/26		26522	11/03/26	24.71	8.00
	01 Ant Roach Killer	10020055798						8.00
	45756		10/23/26		26522	11/03/26	24.71	11.97
	01 Bait Ant Max	10020055798						11.97
	45803		10/23/26		26522	11/03/26	24.71	4.74
	01 Super glue	10020053665						4.74

FROM 10/21/2026 TO 11/10/2026

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE / P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
JELLY	Jelly Sweets				VENDOR TOTAL:		24.71
	576		10/30/26	26523	11/03/26	637.00	637.00
	01 Early Childhood Instructor	51160052415					637.00
Jerry	Jerry Kidd				VENDOR TOTAL:		637.00
	A4011-501		10/27/26	26524	11/03/26	360.00	360.00
	01 Little Ninjas	52090055440					360.00
KANKA	Kankakee Nursery				VENDOR TOTAL:		360.00
	140753		11/02/26	26525	11/03/26	600.00	600.00
	01 Tree Planting	10020055775					600.00
Langton	Langton Group				VENDOR TOTAL:		600.00
	69452		11/02/26	26526	11/03/26	6,518.43	6,518.43
	01 Contractual Maintenance	10020052624					6,518.43
NUTOYS	NuToys				VENDOR TOTAL:		6,518.43
	59184		10/27/26	26527	11/03/26	3,250.00	3,250.00
	01 230 Sq. Ft PlayBound	10020053662					3,250.00
	02 Surfacing Repair	** COMMENT **					0.00
ORKIN	Orkin				VENDOR TOTAL:		3,250.00
	304065049		11/02/26	26528	11/03/26	97.00	97.00
	01 Pest Control PP	10020052624					97.00
PDRMA	Park District Risk Management				VENDOR TOTAL:		97.00
	1026066H		10/28/26	26529	11/03/26	21,724.83	21,724.83
	01 Monthly Member Contribution	10010050510					10,862.41
	02 Montly Member Contribution	50010050510					10,862.42
					VENDOR TOTAL:		21,724.83

FROM 10/21/2026 TO 11/10/2026

VENDOR #	INVOICE # / ITEM	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
Petty Ca	Petty Cash Checking								
	Oct 26			11/02/26		26530	11/03/26	1,558.38	1,558.38
	01	Buckle Down-Brewfest	54100055412						300.00
	02	Pipe works Brewing -Brewfest	54100055412						221.58
	03	Hoste-Brewfest	54100055412						532.80
	04	Giambrone Limoncello-	54100055412						504.00
	05	Brewfest	** COMMENT **						0.00
							VENDOR TOTAL:		1,558.38
PROWASTE	Pro Waste Disposal Inc.								
	I20119			10/30/26		26531	11/03/26	800.00	475.00
	01	Porta Potty Proksa	25000052615						475.00
	I20120			10/30/26		26531	11/03/26	800.00	325.00
	01	Porta Potty Freedom	25000052615						325.00
							VENDOR TOTAL:		800.00
PWD	Premier World Discovery								
	216111			10/21/26		26532	11/03/26	2,475.00	825.00
	01	Philadelphia Trip Deposit for	53120052620						825.00
	217579			10/21/26		26532	11/03/26	2,475.00	1,650.00
	01	Pacific Coast Adventure	53120052620						1,650.00
	02	Deposit for 2	** COMMENT **						0.00
							VENDOR TOTAL:		2,475.00
RVi	RVi Planning and								
	0092600388			10/19/26		26533	11/03/26	7,259.11	7,259.11
	01	Oslad 2025	41000056832						7,259.11
							VENDOR TOTAL:		7,259.11
Serving	Serving Alcohol Inc								
	54761			11/02/26		26534	11/03/26	25.37	25.37
	01	Basset Courses	54100055410						25.37
							VENDOR TOTAL:		25.37
THERMFLO	THERMFLO INC								
	T48981INV			11/02/26		26535	11/03/26	1,400.00	1,400.00
	01	Annual Inspection	10020052624						1,400.00

FROM 10/21/2026 TO 11/10/2026

VENDOR #	INVOICE # / ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE / P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT / ITEM AMT
TMobile	T-Mobile					VENDOR TOTAL:	1,400.00
	Oct 26		11/02/26	26536	11/03/26	306.46	306.46
	01 Cell Phones	10010052644					34.05
	02 Cell Phones	10020052644					102.15
	03 Cell Phones	50010052644					170.26
						VENDOR TOTAL:	306.46
					TOTAL --- ALL INVOICES:		278,304.17

Berwyn Park District
ORDINANCE NUMBER O-26-2

AN ORDINANCE LEVYING AND ASSESSING THE TAXES OF THE BERWYN PARK DISTRICT, COOK COUNTY, ILLINOIS FOR 2026

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE BERWYN PARK DISTRICT, COOK COUNTY, ILLINOIS AS FOLLOWS

SECTION ONE

That the sum of TWO MILLION FOUR HUNDRED TWENTY THOUSAND AND ONE DOLLARS ($2,420,001) or so much as may be authorized by law, is hereby assessed and levied for and against all of the real property within the limits of the Park District, as the same is assessed and equalized for said taxes, for the year 2026, said total levy being for various purposes of this Park District more particularly set forth:

(1) FOR GENERAL CORPORATE FUND	
Total General Corporate Fund Estimated Expenditures	$1,342,001.00
SALARIES & WAGES	**$633,168.00**
CONTRACTUAL SERVICES	**$129,835.00**
SUPPLIES	**$ 94,000.00**
OTHER CHARGES	**$213,265.00**
CAPITAL ITEMS	**$ 50,000.00**
TRANSFERS OUT	**$221,733.00**
TOTAL HEREBY LEVIED for General Corporate purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-1	**$1,342,001.00**
(2) FOR RECREATION FUND	
Total Recreation Fund Estimated Expenditures	$400,000.00
SALARIES & WAGES	**$200,080.00**
CONTRACTUAL SERVICES	**$ 18,000.00**
SUPPLIES	**$ 17,360.00**
OTHER CHARGES	**$ 17,360.00**

CAPITAL ITEMS	**$ 62,200.00**
TRANSFERS OUT	**$ 85,000.00**
TOTAL HEREBY LEVIED FOR Recreation Fund purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-3a	**$400,000.00**
(3) FOR AUDIT FUND	
Total Audit Fund Estimated Expenditures	$26,000.00
TOTAL HEREBY LEVIED for Audit Fund purposes, in accordance with the provisions of "The Park District Code," 50 ILCS 310/9	**$26,000.00**
(4) FOR ILLINOIS MUNICIPAL RETIREMENT FUND	
Total I.M.R.F. Estimated Expenditures	$56,000.00
TOTAL HEREBY LEVIED for I.M.R.F. Fund purposes, in accordance with the provisions of "The Park District Code," 40 ILCS 5/7-171	**$56,000.00**
(5) FOR LIABILITY INSURANCE FUND	
Total Liability Insurance Fund Estimated Expenditures	$25,000.00
TOTAL HEREBY LEVIED FOR Liability Fund purposes, in accordance with the provisions of "The Park District Code," 745 ILCS 10/9-107	**$25,000.00**
(6) FOR SPECIAL RECREATION FUND	
Total Special Recreation Fund Estimated Expenditures	$154,000.00
TOTAL HEREBY LEVIED for SPECIAL RECREATION Fund purposes, in accordance with the provisions of "The Park District Code," 70 ILCS 1205/5-8	**$154,000.00**
(7) FOR BOND & INTEREST FUND	
Total Audit Fund Estimated Expenditures	$342,000.00

TOTAL HEREBY LEVIED FOR BOND & INTEREST FUND, in accordance with the provisions of "The Park District Code," 70 ILCS 1310/9	**$342,000.00**
(8) FOR FICA FUND	
Total FICA Fund Estimated Expenditures	$50,000.00
TOTAL HEREBY LEVIED for FICA Fund Purposes, in accordance with the provisions of "The Park District Code," 40 ILCS 5/7-171 and 40 ILCS 5/21-110	**$50,000.00**
(9) FOR POLICE FUND	
Total Audit Fund Estimated Expenditures	$25,000.00
TOTAL HEREBY LEVIED for Police Fund Purposes, in accordance with the provisions of "The Park District Code," 50 ILCS 310/9	**$25,000.00**

SUMMARY OF TAX LEVIES

(1) Total Tax Levy General Corporate Fund	$1,342,001.00
(2) Total Tax Levy Recreation Fund	$400,000.00
(3) Total Tax Levy Audit Fund	$ 26,000.00
(4) Total Tax Levy Illinois Municipal Retirement Fund	$ 56,000.00
(5) Total Tax Levy Liability Insurance Fund	$ 25,000.00
(6) Total Tax Levy Special Recreation Fund	$154,000.00
(7) Total Tax Levy Bond & Interest Fund	$342,095.00
(8) Total Tax Levy FICA Fund	$ 50,000.00
(9) Total Tax Levy Police Fund	$ 25,000.00
TOTAL AMOUNT TAX LEVIES	$2,420,001.00

SECTION TWO

That the taxes so levied and assessed as set forth by this Ordinance upon the taxable property subject to taxes within the limits of this Park District, shall be collected and enforced in the same manner and by the same officers as general taxes are now collected and enforced for city and village purposes in the County of Cook, State of Illinois, and shall be paid over by the officers so collected the same to the Treasurer of the Park District.

SECTION THREE

That the Secretary of this Park District be and is hereby directed to file with the County Clerk of Cook County, Illinois within the time limit prescribed by law, a certified copy of this Ordinance.

SECTION FOUR

If any item or portion of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portions of this Ordinance.

SECTION FIVE

That this Ordinance shall be in full force and effect from and after its passage.

PASSED this ___17th_____day of_____November_____, 2026

AYES:_____

NAYS:_____

ABSENT:_____

APPROVED this 17th day of November, 2026

_____
President, Board of Park Commissioners
Berwyn Park District

ATTEST:

_____
Secretary, Board of Park Commissioners
Berwyn Park District

STATE OF ILLINOIS)
) SS
COUNTY OF COOK)

SECRETARY'S CERTIFICATE

I_____, Secretary of the Board of Commissioners of the Berwyn Park District, County of Cook, State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

ORDINANCE NO. O-26-2

AN ORDINANCE FOR THE LEVY AND ASSESSMENT OF TAXES FOR THE BERWYN PARK DISTRICT , COOK COUNTY, ILLINOIS FOR THE YEAR OF 2026

Which said Ordinance was adopted by the Board of Commissioners of Berwyn Park District at the at a meeting held on the 17th day of November, 2026. I do further certify that a quorum of said Board of Commissioners was present at said meeting, and that the Board of Commissioners complied with all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 17th day of November, 2026.

_____
Secretary, Board of Park Commissioners
Berwyn Park District

(SEAL)

BERWYN PARK DISTRICT
TRUTH IN TAXATION CERTIFICATION

I, _____, herby certify that I am the presiding officer of the Board of Park Commissioners of the Berwyn Park District, Cook County, Illinois and as such, I herby certify that the 2026 levy ordinance, a copy which is appended hereto, was adopted pursuant to, and in all respects in compliance with, the provisions of Section 18-60 through 18-85 of the Truth in Taxation Law, 35 ILCS 200/18-55 et seq.

The provisions of Section 18-60 through 18-85 of the Truth in Taxation Law are inapplicable to the District's 2025 levy.

IN WITNESS WHEREOF, I have placed my signature this 17th day of November, 2026.

_____
President, Board of Park Commissioners
Berwyn Park District

(SEAL)

BERWYN park district

Records Management Manual

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BERWYN PARK DISTRICT RECORD RETENTION AND DESTRUCTION MANUAL

PURPOSE

The Berwyn Park District Records Management Program was established to provide a comprehensive and cost-effective method for maintaining, preserving, and disposing of Park District records in compliance with Illinois State Law, 50 ILCS 205/ Local Records Act.

SCOPE

The Records Management Program is applicable to all departments, commissioners, employees, and representatives of the Park District. All records defined under Illinois State Law, 50 ILCS 205/Local Records Act, including records maintained by the Berwyn Park District, are the property of the State of Illinois. No Park District commissioner or employee has any personal or proprietary right to such records, even though he or she may have developed, created, or compiled the record. Unauthorized removal, destruction, or use of Park District records is prohibited.

OBJECTIVES

The primary goal of the Records Management Program is to provide for efficient, economical, and effective control over the creation, distribution, maintenance, use, preservation, and disposition of all the Berwyn Park District records, regardless of physical form or characteristic. The Records Management Program objectives are:

- Provide written guidelines and procedures for the creation, retention, and disposition of the Park District's records to ensure consistency and compliance with State law.
- Evaluate and determine the disposition of each record series based on whether it has permanent or archival research value, and whether it is to be retained and/or microfilmed.
- Ensure periodic review and updating of the Records Retention and Disposition Schedules.
- Review and recommend efficient and cost-effective methods for record storage and retrieval.
- Develop a plan for evaluating, identifying, protecting, and recovery of the Park District's critical records (Essential Records Protection and Recovery Plan).
- Develop a process for evaluating, identifying, preserving, and protecting the Park District's historic documents (Historic Records Preservation).

AUTHORITY

The Berwyn Park District handles retention and destruction of its records following the Illinois State Law, 50 ILCS 205/ Local Records Act, and grants the Executive Director and the Superintendent of Finance and HR authority to oversee the program.

APPLICABLE GUIDELINES

Application No.19:013C

Application No.19:013C specifically formed by the State of Illinois Local Records Commission for the Berwyn Park District, is the Retention and Disposition Schedule (Retention Schedule) identifying the length of time records must be kept prior to destruction and purge lists identifying documents to be removed. This schedule must be followed at all times.

Park District Administrative Policy and Procedure

Park District policy requires all commissioners, employees, and representatives of the Berwyn Park District to adhere to the procedures set forth in the Records Management Manual issued by the Berwyn Park District and approved by the Executive Director. Park District procedures list documents standards to provide general guidelines for the classification, retention, and destruction of official Park District documents.

Preservation of Public Records

Illinois State Law SO ILCS 205/ Local Records Act, declares all records made or received by public officials of the State in the course of their public duties to be the property of the State. Public records are not personal property, nor are they the property of a specific agency or political sub-department. The statute also prohibits the destruction or disposition of any public record unless the State of Illinois Local Records Commission has determined that the record has no further administrative, legal, fiscal, research, or other value.

Anti-identification Procedures

The Park District is to ensure that the personal identifying information of individuals or businesses, collected or obtained by the agency, is secure and cannot be accessed or viewed unless authorized by law.

Destruction of Public Records

Destruction of public records by a public officer or by persons other than a public officer without authorization is a felony. Stealing, mutilating, defacing, altering, falsifying, removing or secreting public records are also felony offenses.

SECTION 1: RECORDS RETENTION AND DISPOSITION SCHEDULE

CUSTOM RETENTION SCHEDULE

The Park District has a custom retention schedule already completed; Application No. 19:013C. This Retention Schedule that has been customized to accurately reflect the types of files maintained by the Park District is needed from the State of Illinois Local Records Commission to apply for record destruction. Each department must follow the retention schedule in retaining and destruction of their perspective records.

The Park District's Retention Schedule lists administrative and departmental records that may be common throughout the organization or just in individualized departments.

UPKEEP OF CUSTOM RETENTION SCHEDULE

There are four basic steps for maintaining a Custom Retention Schedule:

1. Inventory Each Record Series
2. Evaluate Each Record Series
3. Complete a Records Retention and Disposition Schedule Form
4. Obtain Approval of the Proposed Custom Retention Schedule

RESPONSIBILITIES

Park District Executive Director

The Park District Executive Director is responsible for ensuring that the Park District's records management goals and objectives are met. This includes approving the timely retention and disposition of records, and overseeing any other activities necessary for the maintenance retention, and/or preservation of official records in compliance with State law.

The Executive Director:

- Signs new or revised department, office, or department Retention Schedule(s).
- Approves the disposal of department or office records that have met retention requirements.
- Designates one or more individuals to serve as department or office records management coordinators.

Superintendent of Finance and HR/Designated Records Manager

The Superintendent of Finance and HR is the Designated Records Manager of the Berwyn Park District and is responsible for administering the Park District's Records Management Program.

The Superintendent of Finance and HR:

- Develops, approves, and applies standards for the evaluation of records for preservation, retention, transfer, and disposal.
- Develops, approves, and applies general guidelines for the creation and version control of official Park District documents (agendas, minutes, contracts, resolutions, ordinances, and publications).
- Confers with the Park District Attorney, as needed, for legal review of new records management policies and procedures prior to implementation.
- Confers with the Park District Executive Director, as needed, for approval of the Records Management Manual and Records Management Administrative Guidelines and Regulations prior to implementation.
- Oversees the daily operation of the Park District's Records Management Program to ensure compliance with State law.
- Serves as the liaison to the State of Illinois Local Records Commission.
- Assists individual departments in establishing their internal records.
- Drafts, revises, and communicates the guidelines and procedures for the management and disposal of departmental records.
- Prepares and maintains the Park District Records Management Manual.
- Provides training in the fundamentals of the Records Management Program.
- Forwards new or amended Retention Schedules and requests for document imaging implementation to the State for approval.
- Files destruction reports with the State.
- Documents the Park District's use of an active records management program by maintaining Retention Schedules, destruction reports, and other documents showing the Park District's adherence to a methodic system of records retention and destruction.
- Prepares and maintains the Information Security Incident Response Plan with the IT Vendor

- Evaluates and classifies historical and archival Park District documents, and oversees their storage and preservation.
- Assists departments and offices of the Park District in the identification and preservation of the Park District's historic and essential records.
- Makes recommendations on budgetary needs to ensure the Records Management Program is funded appropriately.

Superintendents and Managers of Departments

The Superintendents and Managers of Departments are responsible for coordinating the records management responsibilities for his/her respective department or office.

The Superintendents and Managers of Departments:

- Maintains department or department records in a neat and orderly manner to facilitate the maintenance, retrieval, storage, and disposition of the records in compliance with state law.
- Reviews, periodically, but not less than once per year, all existing records maintained within the department. Identifies and transfers inactive records to the Freedom Park Office.

Departments should not collect unnecessary information, especially personal information. Departments also must ensure the proper disposition of records containing personal information pursuant to the Park District's record retention schedules. Paper records containing personal information must be shredded, unless an equally cost-effective and thorough method is used. The data in electronic records (including, computers, disks, CDs, magnetic tapes, hard drives, laptops, PDAs, cell phones, or any other electronic media or hardware containing personal identifying information) must be permanently erased.

DEFINITIONS

Electronic Records

Electronic records are those that, regardless of physical form, reside in or are accessed by a computer system or are maintained in a media readable only by a machine or electronic device.

Essential Records

Essential records are any records containing information necessary for the Park District to continue its key functions and activities in the event of an emergency or disaster. Essential records are not necessarily permanent, nor are they required to be maintained on a special medium. Each department is specifically responsible for the identification and protection of its own essential records.

Inactive Records

A record is considered to be inactive when there is no longer any activity or interest in the document.

Non-Permanent Record

A non-permanent record is any record that has a time-defined retention period, even if the retention period spans a great number of years. Non-permanent records must be retained and destroyed in compliance with a State-approved Retention Schedule.

If a document (or documents) in a non-permanent record is deemed to have historic value, the document is reclassified as a permanent record and cannot be destroyed. The remaining non-historic documents are still considered non-permanent records and must be destroyed according to their respective Retention Schedule.

The list of non-permanent records is quite extensive; however, a few examples include:

- Administrative and Personnel Files
- Budget and Financial Records
- Construction Records and Plans
- Legal Opinions
- Most Contracts

Permanent Records

Permanent records are not scheduled for destruction, and are relatively rare, usually comprising a small percentage of a Park District's total records. Some examples of permanent records include:

- Minutes of a public body of the Park District (Park District boards, committees, as well as their respective subcommittees)
- Resolutions and ordinances of the Park District Board of Commissioners
- Documents declared by resolution to be a public record
- One copy of the Park District's annual reports
- Original copy of organizational documentation (for example, the Park District Charter or amendments to the Park District Charter; major changes in organization structure)
- Records documenting a historic or "landmark" event

Non-Records

While the definition of records encompasses a broad spectrum of recorded information, not all recorded information is considered a record. Some examples of non-record materials include:

- Duplicate or extra copies of correspondence and reports initiated by another department and retained for informational purposes
- Working papers and notes that do not pertain to a specific project
- Drafts of reports or correspondence that have been finalized
- Published materials originating from Park District offices or other entities which require no action
- Catalogs, trade journals, and other publications
- Correspondence of short-term value, such as transmittal memos, courtesy copies of memos, etc.
- Informational or courtesy copies of records in which no documented administrative action is taken.

Non-record material should not be filed or retained in the same file with record material. Sometimes documents that are normally considered non-records, such as transmittals or routing slips, will acquire record status if they clarify the matter being documented. Such distinctions require care and discretion when filing.

Generally, for records management purposes, multiple copies of a single document are non-records. One copy of the document, preferably the original, must be designated as the official record, listed on the responsible department's Retention Schedule, and retained according to the schedule. The remaining copies of the document are considered to be non-record, reference copies generated for informational purposes. These non-record copies are to be retained in accordance with the Park District's Retention Schedule, or, in some cases, listed on the department's custom schedule. Non-record copies should never be kept longer than the retention period established for the official record.

Records Retention and Disposition Schedule (Retention Schedule)

A Records Retention and Disposition Schedule (also referred to as Retention Schedule) is a state-approved timetable that establishes the length of time a record must be kept. The retention and disposition dates listed on state-approved schedules are based on use or need of the record, and on its administrative, legal, fiscal, or archival value to the Berwyn Park District. A retention schedule also serves as the required legal authority to destroy a record once the retention period has been met. Retention schedules apply to both electronic and paper documents.

SECTION 2: RECORDS RETENTION AND STORAGE

Most records have active and inactive stages in their lifecycle.

ACTIVE RECORDS

Paper records are usually retained within the department until they are no longer considered active. In most cases, a record must be referred to more than six times per year to be considered active. When activity drops, departments should determine which records are eligible for transfer to the Freedom Administration Building by periodically (every 6 to 12 months) reviewing the Records Schedule.

INACTIVE RECORDS

When records are seldom referred to, their continued on-site retention becomes impractical. Files are transferred to the Freedom Administration Building until retention requirements have been met.

RECORDS DISASTER MITIGATION

It is not always possible to prevent an emergency, but the Park District is able to reduce the likelihood that emergencies become disasters by establishing and following effective emergency management practices, even with Park District records.

Possible threats to records include:

- Natural disasters
- Fires
- Floods
- Insect infestations
- Security breaches
- Theft

Prevention is the best insurance against the loss of records and information. Electronic records are protected with established, regular back-up and storage procedures. Records storage areas (paper and electronic servers) are regularly inspected to ensure they are secure, safe, and free from any sign of deterioration, infestation, or damage. Personnel responsible for records management are trained to handle records securely, including adhering to established records classification, cleaning up records according to retention schedules, and protecting sensitive information. Extra protection is given to vital and essential records, such as deeds. These records are also saved electronically to increase the probability that one copy will survive if the other is destroyed.

SECTION 3: RECORDS DESTRUCTION

A State-approved Retention Schedule grants continuing authority to dispose of records that have met their scheduled retention period. With an approved schedule, the Park District may dispose of listed records. The State requires the lawful and timely destruction of eligible records. A record should not be destroyed while it still has significant value, nor should it be retained after its value drops below the cost of continued retention. However, records that must be retained beyond the specified retention period for litigation or legal discovery, criminal or government investigation, or ongoing audit purposes may not be destroyed until cleared by the appropriate authority (Superintendent of Finance and HR, working in conjunction with the Park District Executive Director and/or Park District Attorney).

AUTHORIZATION TO DESTROY RECORDS

After the Superintendent of Finance and HR's compilation of the list of records to be destroyed is completed, it must be entered onto a Retention and Disposition Schedule and sent to the State of Illinois Local Records Commission for approval. Upon receipt of the State-approved Retention and Disposition Schedule, it serves as authorization to destroy the records.

DISPOSAL OF RECORDS ON APPROVED SCHEDULES

Once a document has been destroyed in accordance with a State-approved Retention Schedule, the Superintendent of Finance and HR's must retain a copy for the official files.

METHODS OF DESTRUCTION

Destruction of records carried out by the off-site vendor must be documented and reported. The off-site vendor is required by contract to provide destruction reports.

SECTION 4: ELECTRONIC RECORDS & DOCUMENT IMAGING

All Park District records, regardless of format, are to be maintained according to an approved Records Retention and Disposition Schedule. The retention and destruction of an electronic record or image is the same as for the paper copy of the same record. A Report/Certificate of Records Destruction Form is required for destruction of electronic records, and images, once the retention period for that record or record series has been met.

ELECTRONIC RECORDS

Electronic records are those which, regardless of physical form, reside in or are accessed by a computer system or are maintained in a media that can only be read by a machine or electronic device.

Public agencies can create, receive, and maintain electronic records as long as the records comply with all other statutory records requirements. A department or office must inform the Superintendent of Finance and HR when converting paper records to electronic records (scanning).

Creating an electronic record "up-front," rather than converting it from another media, is a cost-effective and efficient method of managing most non-permanent records. Some examples of electronic documents that may be maintained in electronic form include: Word documents, Excel spreadsheets, data input into a computer file, incoming and outgoing e-mail, large reports or statements sent by an outside agency or company for storage on the Park District's computer network, scanned or imaged documents, digital photographs, and online forms completed/submitted by citizens or vendors.

SECTION 5: ELECTRONIC MESSAGES (E-MAIL AND VOICE MAIL)

Electronic messages, including e-mail and voice messages, are subject to the Freedom of Information Act and may be subject to public disclosure. Electronic messages that are considered to be official records must be maintained for the same length of time and destroyed in the same manner as a paper record.

NON-RECORDS ELECTRONIC MESSAGES

Non-record electronic messages that do not meet the statutory definition of a record are to be deleted from the user's inbox. The destruction of non-record electronic messages does not need to be reported on a list as it is recommended that most non-record electronic messages be deleted from the sender's and/or receiver's personal computer and from the Park District server on a monthly basis.

RECORDS ELECTRONIC MESSAGES

Short-Term

Records with a retention period of one year or less can be maintained effectively in a personal computer on the Park District's network. These types of records may include, but are not limited to appointment calendars, logs/rosters, activity reports (weekly, monthly, quarterly), transitory materials, etc. These short-term records can be organized and stored in online "folders" to facilitate document retrieval.

Long-Term

Highly-active, long-term electronic records may be maintained online for convenience initially, and then be stored in the Park District's Barracuda Email Archive system stored offline when activity diminishes.

Electronic messages requiring long-term retention (more than one year) can be maintained in one of several types of offline systems. It is possible to transfer an electronic message to an offline system by printing the record to paper. Electronic records printed to paper must contain the full text message, including any links within the e-mail. Attachments to an e-mail must also be printed and attached to the paper record of the e-mail for retention purposes.

SECTION 6: DISASTER RECOVERY

DISASTER RECOVERY PLAN

The following disaster recovery plan has been established to ensure that the Park District can act quickly and effectively to protect materials from harm, recover any damaged materials, and prevent further risks to records.

In the event of a disaster, the Disaster Records Recovery Team made up of the Executive Director, Superintendent of Finance and HR, and the outside IT vendor company should follow these key steps:

1. Confirm that all personnel are safe.
2. Ensure that the office is structurally sound and safe before authorizing anyone to return.
3. Access a copy of the Records Management Plan.
4. Confirm that the Park District is operating under emergency conditions.
5. Bring the disaster response team together to confirm and prioritize records recovery operations.
6. Assign immediate responsibilities according to this plan.
7. Establish disaster response site.
8. Secure the records storage site to prevent any future damage, loss, or theft.
9. Restore environmental controls to provide a cool, dry climate.
10. Stabilize the records. In a water disaster recovery effort, speed is of the essence. Wet records must be salvaged within 48 hours of the disaster to avoid costly restoration efforts. Photographic materials, magnetic media and coated paper stock paper deteriorate more quickly and should be given the highest priority. If stabilization is not possible, records should be moved off-site.
11. Document the damage through photographs and other forms of record for use in making a detailed assessment of the damage.
12. Recall, and if necessary, reconstitute, essential records and issue them to appropriate personnel for action.
13. Throw out duplicate, replaceable or disposable materials (including damaged non-records materials) to reduce the volume of materials

confronting the recovery team and to remove a source of humidity from the disaster area. Keep an inventory of discards for insurance, replacement, and tracking.

14. As appropriate, arrange to salvage any non-vital records or clean up records systems or storage areas.
15. Records that have been water-damaged or mold-infested should be kept apart from other records for at least six months in a well-ventilated area with good climate control and low humidity.
16. Once the disaster is over and the office is back to normal, review the plan and make changes to improve it for next time.

SECTION 7: RECORDS REQUESTS

RESPONDING TO RECORDS REQUESTS

Public Records Requests, (Freedom of Information Act) requires the Park District to follow the process of filling a FOIA request.

All FOIAs must be sent to the FOIA Representative of the Berwyn Park District immediately to allow an expeditious response. If additional assistance is needed, the Park District Attorney is available to provide further directions on completing the request. The Berwyn Park District will have FOIA information listed on their website along with the FOIA request form.

RELEASING WORKING COPIES AND DRAFT DOCUMENTS

Some documents such as working copies and draft documents are not subject to disclosure. Once the final document is released, working copies or drafts may not need to be retained and can be destroyed. However, the Record Retention Schedule should be used in discerning this.

SECTION 8: PROCEDURES FOR RECORD RETENTION AND DESTRUCTION

RETENTION/DESTRUCTION OF RECORDS

Record Retention

- Place documents in banker boxes
- Label the box with the description of the documents and the year.
- Using the retention schedule chart- determine the destroy date and label it on the box.
- Boxes will be stored in the Freedom Administration Building until permission for destruction is approved by the state.

Record Destruction

- Once the records destruction date has been reached, fill out a local records disposal certificate listing all material to be disposed of and submit it to the Local Records Commission for approval. Disposal Certificates must be submitted at least 60 days before the date the park district wishes to dispose of the records.
- After receiving approval from the Illinois Local Records Commission to be destroyed, a destruction company can be contacted for records destruction.
- The approval from the State for destruction and the receipt from the destruction company are to be kept on file.

LIST OF RECORDS AND THEIR RETENTION SCHEDULE

Item No.	Title/Description	Retention Period
1	Application for Authority to dispose of Local Records & Records Disposal Certificates	Retain permanently
2	Accident/Incident reports	7 years
3	Accounts Payable Month End Reports (includes check stubs, cash receipts)	2 years
4	Administration Files and Misc. Correspondence, including Email Classified as General Correspondence and Not Related to Another Records Series, Reference Materials, Publication, etc.	1 year
5	Agendas and Minutes	Retain permanently
6	Annual Financial Statements	7 years
7	Appraisals	3 years after superseded
8	Assessed Valuation Records	7 years
9	Audits	1 copy-Retain permanently, Duplicate copies-1 year
10	Bid Records (Successful Bids)	10 years (after items completed)
10	Bid Records (Unsuccessful Bids)	3 years after rejection
11	Board Packets	Retain permanently
12	Bond Records (bond issue records	Retain permanently
12	Bond-Other Records (sale/purchase/agreements)	10 years after final redemption
12	Bond-payment coupons	7 years after final redemption
13	Brochures/ Pamphlets/ Newsletters	1 copy- Retain permanently
14	Budget work papers	2 years

15	Budgets	7 years
16	Cancelled Checks/ Bank Statements	7 years
17	Class Lists (sign in/out)	2 years
18	Construction Records (plans, drawings, specifications	Retain permanently
18	Construction-other records	10 years
19	Consultants' Studies and Surveys	10 years
20	Contract, Agreements, Leases	10 years after termination or completion of the terms
21	Cook County Treasurer's Tax Assessment Statements	7 years
22	Criminal History Background Checks- hired employees and contractors and volunteers	5 years after last day of employment, contract or service
22	Criminal History Background Checks- not hired for employment or accepted as volunteer	2 years
23	Daily Cash Receipts/Records	2 years
24	Deposit Slips (inc. Donation Records)	7 years
25	Election Records	1 year
26	Employment Applications	2 years
27	FOIA Requests and Denials	2 years
28	Grant Records	3 years after final expenditure report
29	Illinois Funds	7 years
30	IMRF	7 years
30	IMRF-designation of beneficiary forms	see recommendation
31	Insurance Policies and Claims	see recommendation
32	Ledgers, Journals and Registers (AP, AR, CR, Payroll, General etc.)	7 years
33	Legal Files	Legal Opinions- permanently, all other records-3 years
34	Legal Notices, Certificates of Publication, Meeting Notices	1 year
35	Maps, Plats, Blueprints, and Surveys	Retain permanently
36	Monthly and YTD Reports	2 years
36	Annual Reports	7 years
37	Officials Oaths and Funds	2 years after term of office
38	Ordinances and Resolutions	Retain permanently
39	Paid Bills, Invoices, Vouchers and Warrants	7 years

40	Participant Waivers and Registrations	Registration- 2 years, adult waivers- 3 years, Juvenile- 1 year after turn 18
41	Personnel Files	see recommendation
42	Petitions	1 year, except relating to annexations, land dedications, street and alley vacations- retain permanently
43	Petty Cash Records	1 year
44	Real Estate Files	retain until property is disposed of
45	Resident Surveys and Questionnaires	1 year
46	State and Federal Tax Reports/Statements (W2's, W3's, W4's. IL-941's etc.)	W4's- 5 years after termination, all other tax forms-7 years
47	IL Dept of Revenue- PPRT Records	7 years
48	Tax Levy Records	7 years
49	Time Records (Sick, Vacation, OT, CMP, Leave, etc.)	3 years
50	Unemployment Compensation Records	7 years
51	I-9 Forms- currently employed	Retain while employed
51	I-9 Forms-terminated employees	< 3years-retain 3 years after DOH, > 3years-retain for 1 year after termination
52	Vehicle and Equipment Maintenance Files	Retain until equipment is sold, traded or junked
53	Worker's Compensation Records	7 years

BERWYN park district

3701 S Scoville Ave.
Berwyn, IL 60402
708-788-1701

DATE: November 4, 2026
TO: The Board of Commissioners
FROM: Mary Swade, Superintendent of Recreation
RE: Recreation

Athletics:

- We have 10 enrolled in the Little Ninjas.
- Baseball concluded for the season with a celebration on 10/22.
- Fall Soccer concluded with a celebration on 10/24.
- There are 15 signed up for the Parent/Child Nerf Battle on 11/6.

General Recreation:

- We have 14 enrolled in First Step Mornings. This class is full.
- We have 9 enrolled in First Step Afternoons.
- We have 10 enrolled in Tinkergarten.
- We have 7 enrolled in Book and Bites.
- We have 14 enrolled in Mini Messy Makers.

Marketing:

- Please see attached

Active Adults:

- Club Proksa will take place on Thursday, November 5th. This month is a "Tasty Bites" Thanksgiving Theme

Special Events:

- Spooktacular Trick or Treat was a wonderful afternoon with many community families.
- Winter Wonderland will take place on Sunday, December 13th.
- Letters to Santa begin on November 11th. There will be 11 mailboxes throughout the parks.

Marketing Report

October 2026

Insights over 28-day period

	Views	Visits/Reach	Interactions	Follows
Facebook	85.1K	3K	864	54
Instagram	57.9K	1.7K	462	45

Top Posts

Facebook

OVERVIEW

Views
8.0K

Viewers
4.9k

Interactions
36



Instagram

OVERVIEW

Views
1.2K

Reach
499

Interactions
62



Other Marketing Benchmarks

Calameo (Digital Guide)

Views	Page Views	Avg Reading Time	Downloads	Link Clicks
1.3K	34.3K	2:05	5	90

Google Analytics (berwynparks.org)

Active Users	Event Count	New Users	Average Engagement Time *(per User Session)*
3.6K	21K	3.2k	22s

BERWYN park district

3701 S Scoville Ave.
Berwyn, IL 60402
708-788-1701

DATE: 11/3/2026
TO: The Board of Commissioners
FROM: John Roberts Superintendent of Parks and Facilities
RE: Department Report

Completed Projects

Project	Status	Completed Date
Proksa Park	Brewfest set up/take down	October 5, 2026
Proksa Park	Oaktober Tree Planting Event	October 17, 2026
Proksa Park	Spooktackular	October 25, 2026

Upcoming Projects

Project	Status	Anticipated Completed Date
Proksa Park	Shut down pond	November 5, 2026
All Parks	Letters to Santa Boxes	November 12, 2026
Mraz Park	Holiday Décor	November 25, 2026
Freedom Park	Remove Splash Pad	November 30, 2026

Routine Maintenance,

- Trash removal and collection of loose debris from all parks.
- Clean all facilities.
- Graffiti removal as needed.
- Monthly inspections of vehicles, parks, and facilities.
- Water trees, and beds as needed.
- Drag and screen baseball fields (Monday- Sunday) ends 11/18/2026
- Pond maintenance

BERWYN park district

3701 S Scoville Ave.
Berwyn, IL 60402
708-788-1701

DATE: 11/10/2026
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Other Business

- Proksa Redevelopment: Attached is the updated financial information inclusive of the updated dollar amounts.
    - There are change orders included.
        - Replacement of a copper pipe.
        - Additional pathway around the playground area.
        - Create and ADA entrance at the southwest corner of Wisconsin and 31st.
    - The pour in place surface installation has begun.
    - Backfill and seed and blanket installation has begun.
    - Portions of the orange fencing have started to be removed.
- 26/27 Goals
    - Quarterly Master Plan Check in
        - Creation of the Foundation: Mr. Brock is reviewing the bylaws created by Attorney Roth to begin the foundation.
        - Quarterly Land Acquisition discussion: The suggestion would be to wait until the OSLAD grant announcement is made or until alternative funding can be secured.
        - Park Redevelopments: Awaiting the announcement of the OSLAD grant. Staff will begin removing the splash pad features.

2027 Berwyn Park District
Board of Commissioners Proposed Committee Meeting Schedule

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2027 calendar year. All meetings are held at Freedom Park Administration Building 3701 S. Scoville, Berwyn, Illinois at 4:30 p.m., or via virtual conference, unless otherwise noted.

Tuesday, February 2, 2027	Board of Commissioners Meeting
Tuesday, March 2, 2027	Board of Commissioners Meeting
*Tuesday, April 13, 2027	Board of Commissioners Meeting
Tuesday, May 4, 2027	Board of Commissioners Meeting
Tuesday, June 1, 2027	Board of Commissioners Meeting
Tuesday, July 6, 2027	Board of Commissioners Meeting
Tuesday, August 3, 2027	Board of Commissioners Meeting
Tuesday, September 7, 2027	Board of Commissioners Meeting
Tuesday, October 5, 2027	Board of Commissioners Meeting
Tuesday, November 2, 2027	Board of Commissioners Meeting
Tuesday December 7, 2027	Board of Commissioners Meeting

2027 Berwyn Park District
Board of Commissioners Proposed Meeting Schedule

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2027 calendar year. All meetings are held at Proksa Park Activity Center 3001 S. Wisconsin, Multipurpose Room, Berwyn, Illinois at 6:00 p.m., or via virtual conference, unless otherwise noted.

Tuesday, January 19, 2027	Board of Commissioners Meeting
Tuesday, February 16, 2027	Board of Commissioners Meeting
Tuesday, March 16, 2027	Board of Commissioners Meeting
Tuesday, April 20, 2027	Board of Commissioners Meeting
Tuesday, May 18, 2027	Board of Commissioners Meeting
Tuesday, June 15, 2027	Board of Commissioners Meeting
Tuesday, July 20, 2027	Board of Commissioners Meeting
Tuesday, August 17, 2027	Board of Commissioners Meeting
Tuesday, September 21, 2027	Board of Commissioners Meeting
Tuesday, October 19, 2027	Board of Commissioners Meeting
Tuesday, November 16, 2027	Board of Commissioners Meeting
Tuesday December 21, 2027	Board of Commissioners Meeting

2026 Capital Expenditures			Capital Actual Balance	Capital Approved Projects
			$ 2,971,857.00	$ 1,646,648.81
Projects:	**Vendor**	**Expense**		
Proksa Park Redevelopment*				
Professional Services	RVI (LA Prof Services)	$ 151,477.29	$ (151,477.29)	$ (60,457.32)
	Vanderstappen Topographical Survey	$ 15,380.00	$ (15,380.00)	
	Novotny Engineering	$ 496.00	$ (496.00)	
	Soil & Material Consultants Geotechnical	$ 9,825.00	$ (9,825.00)	
	H & H Electric Utility Locate	$ 5,943.91	$ (5,943.91)	
	County Tree Services	$ 5,000.00	$ (5,000.00)	
	Lawndale Newspaper	$ 500.00	$ (500.00)	
Construction Services	Great Lakes Landscaping	$ 469,880.10	$ (469,880.10)	$ (130,119.90)
Equipment	Play Illinois LLC (Sourcewell)	$ 181,257.00	$ (181,257.00)	$ (42,680.60)
	Poligon Shelter	$ 21,062.40	$ (21,062.40)	
Proksa Regional Trails Grant**	Grant Award Fee	$ 2,000.00	$ (2,000.00)	$ (23,778.48)
	Great Lakes Landscaping	$ 26,221.52	$ (26,221.52)	
Proksa Pond Repairs				
	Aquascape	$ 124,467.90	$ (124,467.90)	
		$ 82,978.60	$ (82,978.60)	
		$ 124,467.90	$ (124,467.90)	
		$ 82,978.61	$ (82,978.61)	
	Pond Materials	$ 220.71	$ (220.71)	

Miscellaneous Repair/Improvements					
	Diamond Lighting and Maintenance	$ 11,300.00	$ (11,300.00)		
Freedom OSLAD	RVI (LA Prof Services)	$ 9,751.25	$ (9,751.25)	$	(600,000.00)
Capital Ending Balance			$ 1,646,648.81	$	789,612.51

*Anticipated cost of Proksa Redevelopment is $1,605,269.44 with a $600,000 reimbusement from the state through OSLAD
**Anticipated cost of the trails at Proksa is $244,221 with a $200,000 reimbursement from the state through RTP

Propsed Phase 2
Veteran's Memorial Redevelopment
Children's Garden
City Walkways
Dry Creek redevelopment

AIA® Document G701® – 2017

Change Order

PROJECT: *(Name and address)*	CONTRACT INFORMATION:	CHANGE ORDER INFORMATION:
Proksa Park OSLAD 3001 Wisconsin Ave Berwyn, IL 60402	Contract For: General Construction Date: June 01, 2026	Change Order Number: 04 Date: October 29, 2026
OWNER: *(Name and address)*	**ARCHITECT:** *(Name and address)*	**CONTRACTOR:** *(Name and address)*
Berwyn Park District 3001 S. Wisconsin Ave Berwyn, IL 60402	RVi Planning + Landscape Architecture 22 E. Chicago Avenue, Suite 200A Naperville, IL 60540	Great Lakes Landscape Company 365 Miles Parkway Bartlett, IL 60103

THE CONTRACT IS CHANGED AS FOLLOWS:
(Insert a detailed description of the change and, if applicable, attach or reference specific exhibits. Also include agreed upon adjustments attributable to executed Construction Change Directives.)
Concrete stabilization at north/west and south pathways.

The original Contract Sum was	$ 1,137,636.00
The net change by previously authorized Change Orders	$ 33,514.66
The Contract Sum prior to this Change Order was	$ 1,171,150.66
The Contract Sum will be increased by this Change Order in the amount of	$ 35,123.00
The new Contract Sum including this Change Order will be	$ 1,206,273.66

The Contract Time will be unchanged by (0) days.
The new date of Substantial Completion will be

NOTE: This Change Order does not include adjustments to the Contract Sum or Guaranteed Maximum Price, or the Contract Time, that have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

ARCHITECT *(Signature)*	CONTRACTOR *(Signature)*	OWNER *(Signature)*
Lacey Lawrence, Director - Parks & Recreation *(Printed name, title, and license number if required)*	*(Printed name and title)*	Cathey Fallon Executive Director *(Printed name and title)*
10/29/2026 *Date*	*Date*	11/4/26 *Date*

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User Notes: (6ae3a67a5f2ba8e05fef2a35)

PROPOSAL

Change Order Proposal #004

GREAT LAKES LANDSCAPE COMPANY
LANDSCAPE CONSTRUCTION

WBE Certified Contractor

Operators Local 150 and Teamster 703 Union Labor

PROPOSAL SUBMITTED TO:	PHONE:	DATE:
Rvi Planning + Landscape Architecture		Revised August 10, 2026.
STREET: 22 E. Chicago Ave., Suite 200A	JOB NAME: Proksa Park	
CITY, STATE AND ZIP CODE: Naperville, IL 60540	JOB LOCATION: Berwyn, IL	
ATTENTION: Lacey Lawrence		

Great Lakes Landscape Company proposes to provide all necessary labor, tools, equipment and materials for the following:

Item #	Description	Qty.	Unit	Unit Price	Totals
	CHANGE ORDER PROPOSAL #004 (#7)				
	Pathway Base Stabilization				
	Main Pathway (proposal dated 8/6/26)				
1	Concrete Stabilization, as approved by qualified soils engineer	1	LS	$ 62,700.00	$ 62,700.00
2	General Contractor Markup (10%)	1	LS	$ 6,270.00	$ 6,270.00
	North/West Pathway (J&R 1st in Asphalt proposal dated 8/10/26)				
3	Concrete Stabilization, as approved by qualified soils engineer	1	LS	$ 14,000.00	$ 14,000.00
4	General Contractor Markup (10%)	1	LS	$ 1,400.00	$ 1,400.00
	South Pathway (J&R 1st in Asphalt proposal dated 8/10/26)				
5	Concrete Stabilization, as approved by qualified soils engineer	1	LS	$ 17,000.00	$ 17,000.00
6	General Contractor Markup (10%)	1	LS	$ 1,700.00	$ 1,700.00
				SUBTOTAL	$ 103,070.00
	plus 3% on $34,100 = $1,023 total change order = $35,123			General Contractor B&I (3%)	$ 3,092.10
				TOTAL CHANGE PROPOSAL #004	**$ 106,162.10**

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do work as specified. Payments will be made as outlined above.

Signed: _____ Signature: _____ Company: _____

Great Lakes Landscape Company

Printed: _____ Date: _____

Note: This proposal may be withdrawn by us if not accepted within fifteen (15) days

365 Miles Parkway * Bartlett, IL 60103
Phone (847) 439-3737 * Fax (847) 439-1943

J&R 1st in Asphalt, Inc.
7659 W. 98th St. • Hickory Hills, IL 60457
(708) 599-7803 • Fax (708) 599-7885

Proposal/Contract

12462-1

Aug 6, 2024

SUBMITTED TO: Alann Petersen
Great Lakes Landscaping
365 Miles Pkwy.
Bartlett, IL 60103
Phone: (847) 439-3737
Email: alann@grtlakesinc.com

PROJECT: **Proksa Park**
3001 Wisconsin Ave.
Berwyn, IL

We hereby propose to furnish all labor and material necessary for the completion of the work as follows:

Concrete Stabilization:
Mix a 5% concrete solution into the existing stone and dirt base, 12" deep. This will be done from the south side of the baseball field throughout the remainder of the pathways in the park. Grade and compact immediately following the stabilization. This will yield a 48 to 50 lb. per sq. yd. concrete stabilization.

$62,700.00

NOTES:
- No permits, bonds, special insurance, testing, survey, as-builts or restoration are included.
- Sales tax is not included.

Submitted by: Mike Spencer mspencer@jr-asphalt.com
Johanna Daly, President

ACCEPTANCE OF PROPOSAL/CONTRACT

You are hereby authorized to furnish all labor and materials required to complete the project as stated above. The undersigned agrees to the contract price and terms set forth.

Owner/Authorized Signature _____ Date _____

J & R 1st in Asphalt, Inc. Signature _____ Date _____

J&R 1st in Asphalt, Inc.

7659 W. 98th St. • Hickory Hills, IL 60457
(708) 599-7803 • Fax (708) 599-7885

Proposal/Contract

12462-2

Aug 10, 2024

SUBMITTED TO: Alann Petersen
Great Lakes Landscaping
365 Miles Pkwy.
Bartlett, IL 60103
Phone: (847) 439-3737
Email: alann@grtlakesinc.com

PROJECT: **Proksa Park**
3001 Wisconsin Ave.
Berwyn, IL

We hereby propose to furnish all labor and material necessary for the completion of the work as follows:

Concrete Stabilization North and West Path:
Mix a 5% concrete solution into the existing stone and dirt base, 12" deep. This will be done from the brick path by the buildings around to the intersection of entry path by garden area. Grade and compact immediately following the stabilization. This will yield a 48 to 50 lb. per sq. yd. concrete stabilization.

$14,000.00

Concrete Stabilization South End of Park (All Pathway not included in first 2 estimates):
Mix a 5% concrete solution into the existing stone and dirt base, 12" deep. Grade and compact immediately following the stabilization. This will yield a 48 to 50 lb. per sq. yd. concrete stabilization.

$17,000.00

NOTES:
- No permits, bonds, special insurance, testing, survey, as-builts or restoration are included.
- Sales tax is not included.

Submitted by: Mike Spencer mspencer@jr-asphalt.com
Johanna Daly, President

ACCEPTANCE OF PROPOSAL/CONTRACT

You are hereby authorized to furnish all labor and materials required to complete the project as stated above. The undersigned agrees to the contract price and terms set forth.

Owner/Authorized Signature _____ Date _____

J & R 1st in Asphalt, Inc. Signature _____ Date _____

PROPOSAL

Change Order Proposal #007

GREAT LAKES LANDSCAPE COMPANY
LANDSCAPE CONSTRUCTION

WBE Certified Contractor

Operators Local 150 and Teamster 703 Union Labor

PROPOSAL SUBMITTED TO:	PHONE:	DATE:
Rvi Planning + Landscape Architecture		October 27, 2026.
STREET:	JOB NAME:	
22 E. Chicago Ave., Suite 200A	Proksa Park	
CITY, STATE AND ZIP CODE:	JOB LOCATION:	
Naperville, IL 60540	Berwyn, IL	
ATTENTION: Lacey Lawrence		

Great Lakes Landscape Company proposes to provide all necessary labor, tools, equipment and materials for the following:

Item #	Description	Qty.	Unit	Unit Price	Totals
	CHANGE ORDER PROPOSAL #004				
	Pathway Base Stabilization				
	Main Pathway (proposal dated 8/6/26)				
1	Concrete Stabilization, as approved by qualified soils engineer	1	LS	CO1 (RTP)	
2	General Contractor Markup (10%)	1	LS		
	North/West Pathway (J&R 1st in Asphalt proposal dated 8/10/26)				
3	Concrete Stabilization, as approved by qualified soils engineer	1	LS	$ 14,000.00	$ 14,000.00
4	General Contractor Markup (10%)	1	LS	$ 1,400.00	$ 1,400.00
	South Pathway (J&R 1st in Asphalt proposal dated 8/10/26)				
5	Concrete Stabilization, as approved by qualified soils engineer	1	LS	$ 17,000.00	$ 17,000.00
6	General Contractor Markup (10%)	1	LS	$ 1,700.00	$ 1,700.00
				SUBTOTAL (items 3-6)	$ 34,100.00
				General Contractor B&I (3%)	$ 1,023.00
				TOTAL CHANGE PROPOSAL #007	**$ 35,123.00**

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do work as specified. Payments will be made as outlined above.

Signed: _____ Signature: _____ Company: _____

Great Lakes Landscape Company

Printed: _____ Date: _____

Note: This proposal may be withdrawn by us if not accepted within fifteen (15) days

365 Miles Parkway * Bartlett, IL 60103
Phone (847) 439-3737 * Fax (847) 439-1943

PROPOSAL

Change Order Proposal #008

GREAT LAKES LANDSCAPE COMPANY
LANDSCAPE CONSTRUCTION

WBE Certified Contractor

Operators Local 150 and Teamster 703 Union Labor

PROPOSAL SUBMITTED TO:	PHONE:	DATE:
Rvi Planning + Landscape Architecture		October 27, 2026.
STREET:	JOB NAME:	
22 E. Chicago Ave., Suite 200A	Proksa Park	
CITY, STATE AND ZIP CODE:	JOB LOCATION:	
Naperville, IL 60540	Berwyn, IL	
ATTENTION: Lacey Lawrence		

Great Lakes Landscape Company proposes to provide all necessary labor, tools, equipment and materials for the following:

Item #	Description	Qty.	Unit	Unit Price	Totals
	CHANGE ORDER PROPOSAL #008				
	Copper Piping				
	Furnish & Install Copper Piping				
1	(60) Linear Feet 1 1/2" K-Copper Piping (2) 1 1/2" Copper Couplings (1) FA-1 Sand & Screenings	1	LS	$ 11,000.00	$ 11,000.00

Subcontractor Total	**$**	**11,000.00**
General Contractor Markup (10%)	**$**	**1,100.00**
Subtotal (item 1)	**$**	**12,100.00**
GENERAL CONTRACTOR BOND/INSURANCE (3%)	**$**	**363.00**
TOTAL CHANGE ORDER PROPOSAL #008	**$**	**12,463.00**

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do work as specified. Payments will be made as outlined above.

Signed: _____ Signature: _____ Company: _____

Great Lakes Landscape Company

Printed: _____ Date: _____

Note: This proposal may be withdrawn by us if not accepted within fifteen (15) days

365 Miles Parkway * Bartlett, IL 60103
Phone (847) 439-3737 * Fax (847) 439-1943

CPMH CONSTRUCTION
CPMH Construction
Certified MBE/DBE/VBE
4049 S. Normal Ave. **Phone: 312-929-2345**
Chicago, Il 60609

Scope of Work

Proksa Park **3001 Wisconsin Ave** **Berwyn, IL**	**Date:** **3/16/2026**	**ADD:** **--**	**REV** **10/27/2026**
CPMH Construction will provide supervision, labor and equipment necessary to perform the following work with the following scope, clarifications and exclusions.			

Detailed Scope of Work

LINE ITEM #	DESCRIPTION	QUANTITY	UNIT	TOTALS
	Water Line Repair			
D-1	1 1/2" K-Copper Piping	60	LF	
D-3	1 1/2" Copper Couplings	2	EA	
D-2	FA-1 Sand & Screenings	1	LD	
	Total			**$11,000.00**

Project Total	**#REF!**

NOTES AND CLARIFICATIONS: The following all hold true unless noted otherwise

Quote is good for 30 days
All areas accessible to our equipment and personnel
No work or spoils for other trades is included
No temporary or permanent fencing is included
No site furnishing or related items are included
No layout, survey, design, as builts or engineering is included
Work to be performed during normal working hours
No permits, bonds or fee's are included
No material testing, qualitiy control, inspections or analysis
No undercuts or backfill of unsuitable materials
No contaminated or hazardous materials are included
No pollution control, dewatering
No traffic control / pedestrian protection or street sweeping is included
No cold weather or winter conditions are included
$4500 Re-Mobilization Fee will be Applied for Every Extra Mobilization

PROPOSAL

Change Order Proposal #010

GREAT LAKES LANDSCAPE COMPANY
LANDSCAPE CONSTRUCTION

WBE Certified Contractor

Operators Local 150 and Teamster 703 Union Labor

PROPOSAL SUBMITTED TO:	PHONE:	DATE:
Rvi Planning + Landscape Architecture		October 28, 2026.
STREET: 22 E. Chicago Ave., Suite 200A	JOB NAME: Proksa Park	
CITY, STATE AND ZIP CODE: Naperville, IL 60540	JOB LOCATION: Berwyn, IL	
ATTENTION: Lacey Lawrence		

Great Lakes Landscape Company proposes to provide all necessary labor, tools, equipment and materials for the following:

Item #	Description	Qty.	Unit	Unit Price	Totals
	CHANGE ORDER PROPOSAL #010				
	Southwest Entry				
1	Mobilization, Concrete Washout, Demo Existing Concrete, Excavation, CA6 Stone Base, Frame & Pour New Concrete Walk/Ramp w/detectable warning	1	LS	$ 13,375.00	$ 13,375.00
				Subcontractor Total	**$ 13,375.00**
				General Contractor Markup (10%)	**$ 1,337.50**
				Subtotal (item 1)	**$ 14,712.50**
				GENERAL CONTRACTOR BOND/INSURANCE (3%)	**$ 441.38**
				TOTAL CHANGE ORDER PROPOSAL #010	**$ 15,153.88**

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do work as specified. Payments will be made as outlined above.

Signed: _____ Signature: _____ Company: _____

Great Lakes Landscape Company

Printed: _____ Date: _____

Note: This proposal may be withdrawn by us if not accepted within fifteen (15) days

365 Miles Parkway * Bartlett, IL 60103
Phone (847) 439-3737 * Fax (847) 439-1943

CPMH CONSTRUCTION
CPMH Construction
Certified MBE/DBE/VBE
4049 S. Normal Ave. **Phone: 312-929-2345**
Chicago, Il 60609

Scope of Work

Proksa Park **3001 Wisconsin Ave** **Berwyn, IL**	**Date:** **10/28/2026**	**ADD:** **--**	**REV** **10/28/2026**
CPMH Construction will provide supervision, labor and equipment necessary to perform the following work with the following scope, clarifications and exclusions.			

Detailed Scope of Work

LINE ITEM #	DESCRIPTION	QUANTITY	UNIT	TOTALS
	ADA R&R Work			
D-1	Mobilization	1	EA	
D-2	Concrete Washout	1	EA	
D-3	Demo Existing Concrete	120	SF	
D-4	Excavate for new ADA compliant grades	5	CY	
D-5	Backfill CA-6 for new Base Course	10	TN	
D-6	Frame and Pour new ADA compliant Curb Ramp and Sidewalk	120	SF	
D-7	ADA Detectable Warning Tiles	20	SF	
	Total			**$13,375.00**

Project Total	**$13,375.00**

NOTES AND CLARIFICATIONS: The following all hold true unless noted otherwise

Quote is good for 30 days
All areas accessible to our equipment and personnel
No work or spoils for other trades is included
No temporary or permanent fencing is included
No site furnishing or related items are included
No layout, survey, design, as builts or engineering is included
Work to be performed during normal working hours
No permits, bonds or fee's are included
No material testing, qualitiy control, inspections or analysis
No undercuts or backfill of unsuitable materials
No contaminated or hazardous materials are included
No pollution control, dewatering
No traffic control / pedestrian protection or street sweeping is included
No cold weather or winter conditions are included
$4500 Re-Mobilization Fee will be Applied for Every Extra Mobilization

PROPOSAL

Change Order Proposal #009

GREAT LAKES LANDSCAPE COMPANY
LANDSCAPE CONSTRUCTION

WBE Certified Contractor

Operators Local 150 and Teamster 703 Union Labor

PROPOSAL SUBMITTED TO:	PHONE:	DATE:
Rvi Planning + Landscape Architecture		October 28, 2026.
STREET:	JOB NAME:	
22 E. Chicago Ave., Suite 200A	Proksa Park	
CITY, STATE AND ZIP CODE:	JOB LOCATION:	
Naperville, IL 60540	Berwyn, IL	
ATTENTION: Lacey Lawrence		

Great Lakes Landscape Company proposes to provide all necessary labor, tools, equipment and materials for the following:

Item #	Description	Qty.	Unit	Unit Price	Totals
	CHANGE ORDER PROPOSAL #009				
	Additional Pathway (around playground)				
1	Earthwork (UNIT PRICE)	38	CY	$ 63.00	$ 2,394.00
2	Asphalt Paving - Pedestrian (full depth) (UNIT PRICE)	230	SY	$ 41.50	$ 9,545.00
				SubTotal	**$ 11,939.00**
				GENERAL CONTRACTOR BOND/INSURANCE (3%)	**$ 358.17**
				TOTAL CHANGE ORDER PROPOSAL #009	**$ 12,297.17**

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and hereby accepted. You are authorized to do work as specified. Payments will be made as outlined above.

Signed: _____ Signature: _____ Company: _____

Great Lakes Landscape Company

Printed: _____ Date: _____

Note: This proposal may be withdrawn by us if not accepted within fifteen (15) days

365 Miles Parkway * Bartlett, IL 60103
Phone (847) 439-3737 * Fax (847) 439-1943