

**Monthly Board Meeting  
Berwyn Park District  
January 17, 2023, at 6:00 PM  
Proksa Park Activity Center  
3001 Wisconsin Ave. Berwyn, IL**

**AGENDA**

- I. Call to Order - Roll Call of Commissioners (action)
- II. Pledge of Allegiance
- III. Adoption of Agenda (action)
- IV. Acceptance of Minutes (action)
  - A. December 20<sup>th</sup>, 2022 Regular Board Meeting
  - B. December 20<sup>th</sup>, 2022, Closed Session
- V. Public Comments
- VI. Correspondence
- VII. Treasurer's Report
  - A. Monthly Financial Statements
  - B. PMA cash analysis
  - C. Approve January 2023 Payables
- VIII. Interim Director Report
- IX. West Suburban Special Recreation Association (WSSRA)
  - A. December 13<sup>th</sup>, 2022 Meeting Minutes (information)
- X. Unfinished Business
  - A. DCEO Grant Update
  - B. MWRD Grant Update
  - C. CDS Technologies Update-onboarding
  - D. Interim Director Search Update
- XI. New Business
  - A. Meeting Dates
  - B. Other
- XII. Closed Session
  - A. Under (5ILCS 120/2(c)(1) to discuss appointment, employment, compensation, discipline, performance and dismissal of specific employees or legal counsel
- XIII. Possible Action of Closed Session, If Necessary (action)
- XIV. Commissioners Comments
- XV. Adjournment (action)

Minutes of Monthly Board Meeting  
Berwyn Park District  
December 20<sup>th</sup>, 2022  
Proksa Park Activity Center

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 7:06pm by President Brian Brock.

Commissioners in attendance: President Brian Brock, Ana Espinoza, Gretchen Hause Kostelny, Mario Manfredini, and Zachary Taylor.

Staff in attendance: Cindy Hayes (Superintendent of Finance and HR and Interim Executive Director), and John Roberts (Superintendent of Parks)

**Agenda:** A motion made by Kostelny, seconded by Espinoza to approve the agenda as presented. Motion unanimously carried.

**Minutes:** A motion made by Kostelny, seconded by Manfredini to approve the minutes of the November 15<sup>th</sup>, 2022, Monthly Board Meeting. Motion unanimously approved. A motion made by Manfredini seconded by Espinoza to approve the corrected date of closed session minutes to November 15, 2022. Motion unanimously approved.

**Public Comments:** no comments.

**Correspondence:** none

**Treasurer's Report:** The monthly financial report given by Taylor. The total investments as of November 30<sup>th</sup>, 2022, is \$847,634.80. A motion was made by Kostelny, seconded by Manfredini to file the report for audit. A motion was made by Kostelny, seconded by Manfredini to approve December's payables \$ 37,916.54 and November's payroll \$ 63,566.26 for a total of \$101,482.80. Roll call: Brock-Aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

**Staff Reports:**

Interim Executive Director's Report –included in packet. Given by Hayes. Open Enrollment for staff ended on December 2<sup>nd</sup>, 2022. Seven full-time staff members completed the enrollment. Staff is very excited of the board's decision on the savings they are receiving on health insurance.

Jerusalem (Kevin) Zarate joined the parks maintenance staff as a custodian. He started November 21<sup>st</sup>.

Open job positions: Maintenance Worker, Horticulturist, Marketing Manager, Recreation Manager and Preschool Aide.

Levy was prepared by Hayes and Saray Carrillo (admin. Assistant).

There is one park board seat open for the April 4<sup>th</sup>, 2023, consolidated election. The first day candidates could file was December 12<sup>th</sup>. The last day for candidates to turn in their petitions is Monday, December 19<sup>th</sup>, 2022, by 5pm.

Registration is currently underway for winter futsal. We have 36 children registered for this. This begins January 24<sup>th</sup>.

The Santa Boxes originally were supposed to be out November 15<sup>th</sup>-December 6<sup>th</sup>. The Santa boxes were delayed a week in pick-up due to maintenance staff being out for training. In total 346 letters were collected. Unfortunately, some could not be mailed due to no return address. The Candy Cane hunt was December 17<sup>th</sup> at Proksa Park.

Berwyn Little League has signed an affiliate agreement with us for 2023.

Dates for the 2022 audit has been discussed with the auditors, Sikich. It begins in January and runs through April.

The park district partnered with the City of Berwyn, Fire Department, School District 100 and JSA (Junior State of America) from Morton West for the Holiday Boxes. Our maintenance team did the set-up of the boxes and food. Friday evening, JSA along with some of our staff packed the boxes (21 people). Saturday morning- final packing and delivery.

End of year financial paperwork and documents are being prepared by Hayes.

IAPD/IPRA 2023 Conference is January 26<sup>th</sup>-28<sup>th</sup>. The forms and information were in last month's packet.

**West Suburban Special Recreation Association (WSSRA):** minutes from the November 8<sup>th</sup> and December 13<sup>th</sup> were included in the packet. A motion was made by Manfredini, seconded Kostelny to appoint Cindy Hayes as the representative to the WSSRA Board of Directors and Debbi Gayon as the alternate. Motion unanimously approved. Upcoming events are included in the packet.

**DCEO Grant Update:** Hayes was able to get through to the IRS but due to security questions was unable to receive the confirmation letter needed. Hayes will reach out the District lawyer for help.

**New Business:** A motion made by Manfredini, seconded by Espinoza to approve resolution R-22-10 Establishing the Regular Board Meeting Schedule for 2023. Motion unanimously approved.

A motion was made by Kostelny, seconded by Espinoza to waive the reading of 2022 Tax Levy Ordinance O-22-03. Motion unanimously approved. A motion was made by Kostelny, seconded by Espinoza to approve the 2022 Tax Levy Ordinance O-22-03. Roll call: Brock-Aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

A motion was made by Kostelny, seconded by Brock to waive the reading Resolution R-22-11 for compliance with Property Tax Extension Limitation Act. Motion unanimously approved. A motion was made by Brock seconded by Manfredini, to approve Resolution R-22-11 for compliance with Property Tax Extension Limitation Act. Roll call: Brock-Aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

A motion was made by Brock, seconded by Kostelny to waive the reading of Resolution R-22-12 for authorizing the execution of an agreement for Business Cybersecurity and Technology Services with CDS Office Technologies. Motion unanimously approved. A motion was made by Brock, seconded by Espinoza to approve Resolution R-22-12 for authorizing the execution of an agreement for Business Cybersecurity and Technology Services with CDS Office Technologies. Roll call: Brock-Aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

A motion was made by Kostelny, seconded by Manfredini to waive the reading of Resolution R-22-13 for authorizing statement of work with Sikich LLP for audit services. Motion unanimously approved. A motion was made by Kostelny, seconded by Manfredini to approve Resolution R-22-13 for authorizing statement of work with Sikich LLP for audit services. Roll call: Brock-Aye, Espinoza-Aye, Kostelny-Aye, Manfredini- Aye, and Taylor- Aye. Motion carried.

Meeting Dates: January 3<sup>rd</sup>, 2023-Committee meeting at Proksa Park Activity Center at 4:30pm. T

January 17<sup>th</sup>, 2023-Regular Board Meeting at Proksa Park

Other- Commissioners discussed the IAPD interview process for the Executive Director search.

**Closed Session:** A motion was made by Manfredini, seconded by Espinoza to go into closed session at 8:15pm. To discuss personnel under (5ILCS 120/2 (c)(1)). Motion unanimously carried.

A motion was made by Manfredini, seconded by Kostelny to come out of closed session at 8:55pm. Motion unanimously carried.

**Adjournment:** A motion was made by Manfredini, seconded by Kostelny to adjourn at 8:56pm. Motion unanimously carried.

Attested to by:

---

President: Brian Brock

---

Recording Secretary: Cynthia Hayes

**Schedule of Investments Berwyn Park District  
December 31, 2022**

Description	Yield	Rating	Date Invested	Maturity Date	Maturity Value
IPTIP-MM	3.93%	N/A	1/29/2016	open	\$43,597.06
Republic Bank MM	2.42%	LOC	8/5/2021	open	\$218,487.02
ISC Account	3.82%	N/A	open	open	\$281,118.52
BMO Harris CD	1.468%	FDIC	8/14/2022	8/14/2023	\$145,156.01
US Treasury Bill	1.00%	GOVT	3/7/2022	12/31/2022	\$135,000.00
US Treasury Bill	1.54%	GOVT	4/6/2022	12/31/2022	\$100,000.00
PMA CD	1.10%	FDIC	4/7/2022	1/3/2023	\$103,474.96
<b>Total Investments:</b>					<b>\$1,026,833.57</b>
Interest Earned 12/1/22 to 12/31/22				\$1,137.89	
Interest Earned 1/1/22 to 12/31/22				\$11,944.83	

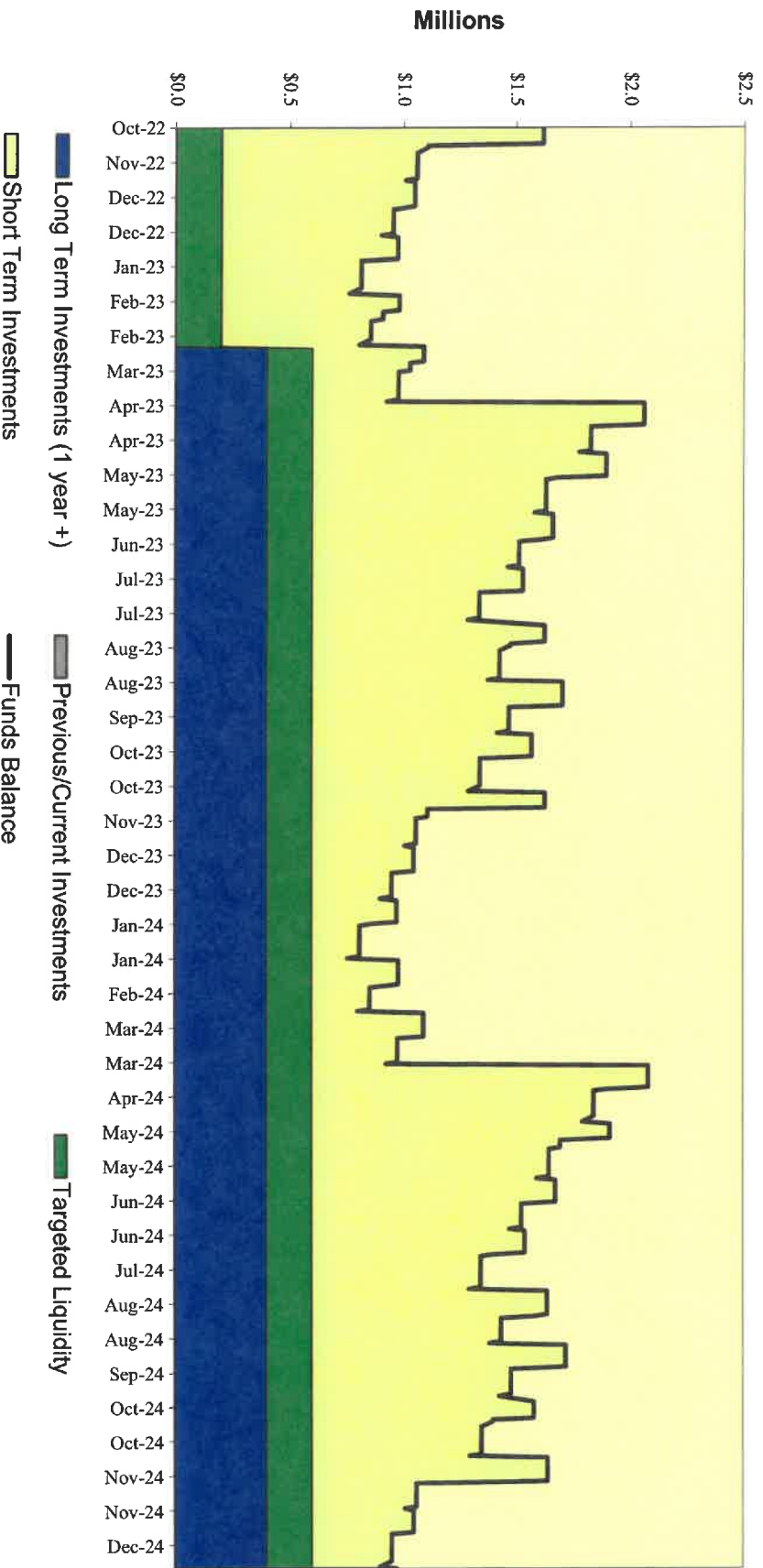


**PMA**<sup>TM</sup>

Berwyn Park District

Integrity. Commitment. Performance.

**Cash and Investment Balances**



Max. Funds Balance (in \$ Millions) :  
 Min. Funds Balance (in \$ Millions) :

	FY 2022		FY 2023		FY 2024	
Max. Funds Balance (in \$ Millions) :	Oct-31-22	\$1.6	Mar-31-23	\$2.1	Mar-29-24	\$2.1
Min. Funds Balance (in \$ Millions) :	Dec-29-22	\$0.9	Jan-30-23	\$0.8	Jan-30-24	\$0.8

LT on 10/31/22: \$0      LT Proposed (Max): \$400,000      Liquidity: \$200,000



## Berwyn Park District

### Proposed Investments

ID #	Investment Date		Maturity Date	# of Days	Amount		Investment Type
	Proposed	Actual			Proposed	Actual	
1	01-Mar-23		09-Mar-23	8	\$100,000		
2	01-Mar-23		30-Mar-23	29	\$100,000		
3	01-Mar-23		13-Apr-23	43	\$200,000		
4	01-Mar-23		27-Apr-23	57	\$100,000		
5	01-Mar-23		01-Sep-23	184	\$100,000		
6	01-Mar-23		01-Mar-24	366	\$100,000		
7	01-Mar-23		03-Sep-24	552	\$100,000		
8	01-Mar-23		01-Mar-25	731	\$100,000		
9	31-Mar-23		11-May-23	41	\$300,000		
10	31-Mar-23		30-May-23	60	\$100,000		
11	31-Mar-23		14-Jun-23	75	\$100,000		
12	31-Mar-23		29-Jun-23	90	\$100,000		
13	31-Mar-23		13-Jul-23	104	\$200,000		
14	31-Mar-23		28-Jul-23	119	\$100,000		



Berwyn Park District

**Proposed Investments**

ID #	Investment Date		Maturity Date	# of Days	Amount		Investment Type
	Proposed	Actual			Proposed	Actual	
15	31-Mar-23		10-Aug-23	132	\$200,000		
16	28-Apr-23		30-Aug-23	124	\$100,000		
17	31-May-23		14-Sep-23	106	\$200,000		
18	30-Jun-23		28-Sep-23	90	\$100,000		
19	31-Jul-23		12-Oct-23	73	\$200,000		
20	31-Jul-23		30-Oct-23	91	\$100,000		
21	31-Jul-23		09-Nov-23	101	\$100,000		
22	31-Aug-23		09-Nov-23	70	\$400,000		
<b>23</b>	<b>01-Sep-23</b>		<b>01-Sep-25</b>	<b>731</b>	<b>\$100,000</b>		
24	29-Sep-23		09-Nov-23	41	\$100,000		
25	31-Oct-23		29-Nov-23	29	\$100,000		
26	31-Oct-23		14-Dec-23	44	\$100,000		
27	31-Oct-23		28-Dec-23	58	\$100,000		
28	31-Oct-23		11-Jan-24	72	\$100,000		





Berwyn Park District

**Proposed Investments**

ID #	Investment Date		Maturity Date	# of Days	Amount		Investment Type
	Proposed	Actual			Proposed	Actual	
29	30-Nov-23		11-Jan-24	42	\$100,000		
30	29-Dec-23		30-Jan-24	32	\$100,000		
31	31-Jan-24		14-Feb-24	14	\$100,000		
32	31-Jan-24		28-Feb-24	28	\$100,000		
33	31-Jan-24		14-Mar-24	43	\$100,000		
34	29-Feb-24		28-Mar-24	28	\$100,000		
35	29-Feb-24		11-Apr-24	42	\$200,000		
<b>36</b>	<b>01-Mar-24</b>		<b>01-Mar-26</b>	<b>730</b>	<b>\$100,000</b>		
37	29-Mar-24		29-Apr-24	31	\$100,000		
38	29-Mar-24		09-May-24	41	\$300,000		
39	29-Mar-24		30-May-24	62	\$100,000		
40	29-Mar-24		13-Jun-24	76	\$200,000		



## Treasurer's Report January 2023

### **January 2023 Payables:**

\$274,449.29

### **Payroll/Payroll Liabilities:**

12/7/2022      \$21,939.12

12/21/2022      \$22,269.25

**total:**      \$44,208.37

I motion to approve the January 2023 payables in the amount of \$ 274,449.29 and December Payroll in the amount of \$44,208.37 for a total of \$ 318,657.66



January 2023, Interim Director's Report-Cindy Hayes

1. Open job positions: Maintenance Worker, Horticulturist, Marketing Manager, Recreation Manager and Preschool Aide.
2. Registration is currently underway for winter futsal. We have 91 children registered for this. This begins January 24<sup>th</sup>. Volleyball has 3 enrolled.
3. Dates for the 2022 audit has been discussed with the auditors, Sikich. It begins in January and runs through April.
4. Debbi Gayon is on vacation until February 1<sup>st</sup>.
5. Damage at Freedom Park- bathroom sink pulled off the wall and a vending machine was knocked over.
6. The maintenance team removed the holiday boxes and lights from city hall and the parks.
7. The MWRD grant project is complete. The plantings were put in. The plantings will be reinspected in the Spring for needed replacements.
8. I attended 2 webinars- one on end of year audits the other on unemployment insurance.
9. W2's and 1099's were completed and mailed out.
10. The onboarding process with CDS Technologies has started. The techs are in the process of migrating emails to office 365 and then the old server file migration will be next.
11. Several phone discussions with PMA financials on an investment plan.
12. Attended a West Suburban Special Recreation meeting on January 10<sup>th</sup>.

**West Suburban Special Recreation Association**

December 13, 2022

Village of Elmwood Park's CRC  
4 Conti Parkway, Elmwood Park

**MINUTES**

- I. Chairman Jackie Iovinelli called the **meeting to order** at 4:03pm those present included:

Mike Sletten, River Forest Park District  
Jan Arnold Park District of Oak Park  
Jackie Iovinelli, Park District of Forest Park  
Dan LoCascio, Park District of Franklin Park  
Ted Gruber, Elmwood Park  
Greg Stanczyk, Veterans Park District

Heights  
Ron Malchiodi, Village of Riverside  
Colleen Broderick, Village of North  
Riverside  
Deborah Gayon, Berwyn Park District  
Janet Mackin, North Berwyn Park EA

**Not in Attendance:**

Norridge Park District

**Others in Attendance:**

WSSRA staff: Annie Hart, April Michalski, Marianne Birko, Rocio Perez, WSSRF attended remotely

- II. **Approval of Agenda Arnold/Sletten to approve the agenda. The motion was unanimously approved.**
- III. **Approval of the Consent Agenda Sletten/Arnold motioned to approve the Consent Agenda including the November 8, 2022, Minutes, Financial Report & Disbursements & the 2023 Board meeting schedule. Note the October meeting will be October 3 and the December meeting will be held in Oak Park. Roll call vote showed 10 yes votes, and the motion was approved**
- A. **Approval of new Village of North Riverside's Board Representative Iovinelli moved up item VIII B**  
The Village of North Riverside would like to appoint Colleen Broderick, Director of Parks and Recreation as the new WSSRA Board Representative. **Malchiodi/Arnold motioned to accept Colleen Broderick as the new Board Representative for the Village of North Riverside. The motion was approved.**
- IV. **No Public Comment**
- V. **Under the Foundation Perez reported on behalf of the Foundation Board, she is a long-time resident of Berwyn and the parent of Tony who is a young adult with Autism. Perez shared the WSSRF is happy to report the Foundation hosted their last meeting of the year on November 15, 2022, via Zoom. The focus of the meeting was to finalize details on the "Holiday Jazz Concerts", Holiday Solicitation and beginning plans for 2023. We are excited for the success of hosting Derby Gala & the John Lannefeld Memorial Bocce Tournament and Fall in for Our Stars and Holiday Concert in person. So far, the WSSRF has raised near 80,000. The Holiday Solicitation kicked off with Giving Tuesday and raised \$6,400 and will continue through the end of December. See your invite included in the Board packet you received today. So far, we are seeing wonderful generosity from long time donors. Please keep the Foundation in mind while you make any end of the year donations. Most importantly Thank you for your continued support. It has been another busy year and the Foundation could not have done it without the support of all of you! Stay Safe and Enjoy your holidays with the ones you love...**
- VII. **Under Committee Reports**
- A. **Finance Committee** Met on December 6 to further discuss any 2023 budget questions, review updates on the Broadview Park District request for information and review of the Finance Manager position that will be vacated at the end of December 2022. Details will be shared later in the agenda.
- B. **Nominating Committee** Sletten reported he has confirmed the slate of nominees, The 2023 WSSRA Board of Directors Chairperson is Ron Malchiodi and Vice Chairperson is Jan Arnold. The slate will be approved at the Annual Meeting in January 2023.
- VIII. **Unfinished Business**
- A. **Approval of the Updated 2023 Shares using the 2021 EAV's** Birko presented the updated 2023 Shares for approval using the 2021 EAV's. She reminded the board the original approved 2023 shares were pending the addition of the 2021 EAV's once they were public. Both the shares and the Village of Harwood Heights formula at

the bottom has been updated. Arnold/Sletten motioned to approve the updated 2023 shares with the 2021 EAV's and the Village of Harwood Heights formula updated. **Roll call vote showed 11 yes votes, and the motion was approved**

B. **Park District of Forest Park Building & Land purchase Update** Iovinelli updated the WSSRA Board of Directors on the Park District of Forest Park's has secured the property, completed the demolition and are creating a temporary green space. Starting 2023 the planning begins for a 20,000 sq feet building.

C. No other

IX. **Under New Business:**

A. **Broadview Park District update** WSSRA has delayed any discussions with Broadview Park District until current staffing issues are resolved.

B. No other

X. **Under Correspondence No Comments**

XI. **Under Board Reports:** Arnold reported the Park District of Oak Park's CRC construction continues to be on schedule. They recently passed the 2023 budget and are currently busy with a lot of holiday events! She commented she is looking forward to a vacation! Gayon reported the Berwyn Park District is currently amid the Executive Director search. The Interim Director is Cindy Hayes. They continue to work short staffed and are looking forward to the New Year! Gruber reported from the Village of Elmwood Park and thanked everyone for joining us at their CRC. Their bocce continues to go strong with 88 teams with winter session. They started the basketball with 4 teams in each division. Their golf league has also started last week and they are very busy hosting lots of events at the CRC! LoCascio reported the Park District of Franklin Park- recently hosted their annual Polar Express, Breakfast with Santa for 75 people and are also busy getting ready for winter programs. Iovinelli reported the Park District of Forest Park is currently comparing pool pass rates with the Park District of Oak Park they too hosted a Santa breakfast which was filled to capacity. They are looking forward to IPRA, working on the splash pad project which is 85-90% finished and wrapped up for the winter. As mentioned, they have completed the demolition of the building on the recent land purchase and recently received 3 great bids for a local park project. They are currently waiting to hear about OSLAD grants and recently hired a new full-time maintenance staff, "Building and Parks Creative Coordinator" and are still interviewing for the Recreation Supervisor position. Broderick reported the Village of North Riverside announced she has been there less than a month. They have had the Winter Fest tree lighting with over 600 persons in attendance, Breakfast with Santa sold out with 230 attendees and they are gearing up for Holly Jolly camp during the holiday break. They are currently getting ready for basketball and winter/spring programs. Mackin reported the North Berwyn Park District is also hosting a variety of Holiday programs including the senior lunch held today, where she shared the exciting news of the renovation goals of the VFW hall as a senior center. The demolition of Maple pool is nearly completed and they are excited to get started on the renovation projects approved by the referendum. She noted she is up for re-election and has competition. Malchiodi reported the Village of Riverside wrapped up their holiday of stroll event where WSSRA was present doing crafts. They had a great turn out at the event this year! They are currently preparing an RFP for a community survey of programs & playground analysis. They are starting their Basketball league and are talking with two local churches to discuss facility space use. They have competition with the Bull Dogs Basketball program. Use to be a feeder program but now they are in direct competition as they are recruiting younger players. Wegrecki reported the Village of Harwood Heights Youth Commission is hosting their annual holiday event 12/17. The Youth Commission is also taking registration for winter sports beginning January 14, 2023. She reported the Village of Harwood Heights has planted 140 trees in the community given by the Morton Arboretum's Chicago Region tree Initiative: CRTI. The CRTI is also giving an additional 50 trees. Stanczyk reported the Veterans Park District wrapped up their December events which included the free Winter Wonderland event which included inflatables and bingo, Breakfast with Santa was a success with 170 guests in attendance. They are currently working on the 2023 budget and the winter/spring program guide has arrived. They continue to work on the rebranding of Bulger Park as a community center, they have held monthly workshops and contractual programs to see what works. Sletten reported the River Forest Park District wrapped up their holiday events and are moving to the basketball session with 500

Registrants. They are going out to bid for a new playground at Washington Park and are completing their Masterplan process.

**XII. Executive Director's Report- Birko Reported**

- A. **2023 Board Member Appointments Due by December 31, 2022** The Amended and Restated Articles of Agreement state that each partner should make their appointments to the WSSRA Board by December 31 of each year. We respectfully request that all the appointments be confirmed in writing using the sample letter included in your packet. The board will accept those appointments at our annual meeting held January 10, 2023.
- B. **Support the WSSRF Holiday Solicitation** has been mailed and hopes to get a positive response for their efforts throughout the year. The sample card featuring WSSRA participants and highlighting the accomplishments of WSSRA and the WSSRF.
- C. **Proposed Draft Committee Appointments for** Birko has proposed committee appointments for approval at the Annual WSSRA Board meeting in January 2023. Please review and let her know if you would like to make any changes.
- D. **WSSRA replaces the Finance Manager position** After 37 years of service Lisa Gershak has resigned from her position as the Finance Manager as of December 28th. Staff have been working to cross train in preparation for her departure. This Regular Part time job is posted on IPRA and Linked in. Feel free to pass along the job description to any qualified applicant.
- E. **WSSRA Hosts the Legislative Breakfast for 2023** WSSRA is scheduled to host the in-person Legislative Breakfast on Friday March 17, 2023. Forest Park has volunteered to host the Breakfast with WSSRA. Birko will keep you posted on the details as they are confirmed.
- F. **Illinois Parks Day at the Capital** WSSRA plans to attend Illinois Parks Day at the Capitol on May 2, 2023 followed by the Legislative Conference on May 3, 2023. Let us know if you are interested in sharing a table.

**G. Staff Report: April Michalski, Superintendent of Recreation reported**

1. **Winter/Spring Registration:** Winter/Spring program registration opens on Monday, December 19. Day camp registration opens on Monday, March 6 and will be taken on a first come, first serve basis.

**2. Program and Event Updates:**

- a. **Floor Hockey** WSSRA had 8 athletes compete in the Special Olympics State Floor Hockey Skills Competition on November 19 at Northeastern University. Athletes did a great job, we took home 2 gold medals, 2 silver medal and 3 bronze medals.
  - b. **Polar Express** WSSRA's Polar Express Story Time is taking place on December 10, the event is full with 101 family members and participants registered. Families will enjoy a fun-filled train ride to the "North Pole" with a visit from Santa. The event is sponsored by Thumbuddy Special.
  - c. **Sensory Sensitive Treats with Santa** WSSRA is collaborating with the Park District of Oak Park on December 14 to offer a sensory-friendly evening for families at the Cheney Mansion. The program is sold out with 45 participants and family members registered.
  - d. **Holiday Hullabaloo** WSSRA is offering 6 full-day events during winter break. Participants will enjoy trips to the Field Museum, Cernan Space Center, Arcades and more. WSSRA currently has 30 participants attending our Holiday Hullabaloo Events.
3. **Inclusion** WSSRA is currently supporting 41 participants in 40 inclusive programs. As we head into the new year, think about training opportunities for WSSRA to conduct with staff.
4. **Hiring** Our Staff Manager, Maria, attended several job fairs at East and West Leyden High Schools this season. They started a monthly job fair series which is new this school year and has been successful. We had 4 nursing students from Dominican University's Civic Learning program volunteer with us in the fall season, and they completed a total of 120 volunteer hours. One student continued with us and has become a paid staff. We are currently hiring for winter/spring programs. Applicants can apply online at [www.wssra.net](http://www.wssra.net).

**H. Staff Report: Annie Hart, Superintendent of Safety & Operations reported**

1. **Office** We have hired a short-term to help answer phones while our Part Time Front Office Assistant is on leave after giving birth. Ellen Newman started November 15<sup>th</sup> and is scheduled to work Tuesdays and

Thursdays only. WSSRA has started the process of changing over payrolls from PayCom to Paylocity. Our Staff Manager, and I have been spending a lot of time over the past couple weeks training and setting up our new system. This system will allow us to move to an electronic punch in system for seasonal staff and inclusion aides.

2. **Safety** WSSRA sent 6 staff to RMI this past month. Several Safety Team members attended IPRA's Safety Committee Workshop on December 6<sup>th</sup> and had great feedback to bring back to our team.

3. **No Other**

XIII. **Closed Session** pursuant to 5 ILCS 120/2(c)(11) to discuss personnel & compensation  
5:00pm Malchiodi/Gruber moved to go into closed session to discuss personnel & compensation. Motion was approved. Iovinelli requested a motion to approve Arnold attend via remote. Wegrecki/Gruber motioned to accept Arnold attending via remote. Motioned was approved. At 5:30pm Sletten/Wegrecki motioned to go out of closed session.

XIV. **Action following Closed Session** Sletten/Wegrecki motioned the Board of Directors by roll call vote, approve the 3% merit increase as discussed in the closed session. Voting yes: Gayon, Gruber, Iovinelli, LoCascio, Wegrecki, Mackin, Arnold, Sletten, Broderick, Malchiodi, Stanczyk. Record shows unanimous approval.

XV. **Adjournment** Sletten/Malchiodi motioned to adjourn the meeting at 5:30pm. Motion was unanimously approved

Respectfully submitted,



Marianne Birko, Executive Director

mb/ Dec, 22 minutes



CIVIL ENGINEERS  
MUNICIPAL CONSULTANTS  
SINCE 1948

January 10, 2023

Mr. Brian Brock  
President  
Berwyn Park District  
3701 S. Scoville  
Berwyn, IL 60402

**Re: Proksa Park- Green Infrastructure Improvements  
Engineer's Pay Estimate No. 1 & Final**

Dear Brian:

This letter is to certify that MYS Inc., has furnished labor and materials for the above-captioned project in accordance with the attached "Engineer's Payment Estimate No. 1 & Final".

The Contractor has completed all work on the project. The plantings will be re-inspected in the Spring and any replacements that are required shall be completed under the terms of the Contract.

Therefore, we recommend the payment of **\$149,800.00** to **MYS, Inc., 12416 S. Harlem Ave., Palos Heights, IL, 60463** to be paid in accordance with the terms of their Contract. Also enclosed is a copy of the "Final Waiver of Lien" with "Contractor's Affidavit," and matching invoice for the aforementioned amount are enclosed.

If you have any questions, please feel free to contact me.

Sincerely,

**NOVOTNY ENGINEERING**

A handwritten signature in blue ink that reads "Thomas R. Brandstedt".

Thomas R. Brandstedt, P.E.

TRB/trb  
Enclosure  
cc: File No. 21391  
MYS, Inc.



**PAYMENT ESTIMATE**

**OWNER:** Berwyn Park District  
**PROJECT DESCRIPTION:** Proksa Park Green Infrastructure Improvements

**PROJECT NO :** 21391

**PAYMENT TO:** MYS, Inc., 12416 S. Harlem Ave., Palos Heights, IL 60463

**ESTIMATE NO.:** 1 & Final **FROM:** December 19, 2022 **TO:** December 22, 2022

Item No	Description	Awarded					Approved For Payment		
		Unit	Quantity	Amount	Over	Under	Quantity	Unit Price	Amount
1	Inlet Filters	EACH		\$ -				\$ 160.00	\$ -
2	Hot-Mix Asphalt Surface Removal & Replacement, 3"	SQ YD	25	2,250.00			25	90.00	2,250.00
3	Earth Excavation	CU YD	600	54,000.00			600	90.00	54,000.00
4	Porous Granular Embankment, Subgrade (PGES)	CU YD						105.00	
5	Bioretention Facility	EACH	2	65,000.00			2	32,500.00	65,000.00
6	Selected Granular Backfill, Compacted (CA-6)	CU YD	10	650.00			10	65.00	650.00
7	Storm Sewer, Class B, Type 2, PVC SDR 26, 6"	FOOT	25	5,000.00			25	200.00	5,000.00
8	Observation Wells	EACH	2	7,000.00			2	3,500.00	7,000.00
9	Restoration, Complete	L SUM	0.67	10,050.00			0.67	15,000.00	10,050.00
10	Traffic Control and Protection	L SUM	0.67	3,350.00			0.67	5,000.00	3,350.00
11	Insurance Provisions - Complete	L SUM	1	2,500.00			1	2,500.00	2,500.00
<b>TOTAL:</b>				<b>\$ 149,800.00</b>					<b>\$ 149,800.00</b>

**RECOMMENDED FOR PAYMENT BY:**

NOVOTNY ENGINEERING

*Thomas R. Brandstedt*  
 BY: Thomas R. Brandstedt, P.E.

DATE: January 4, 2023

Total Value of Completed Work ..... \$ 149,800.00

Less Retained \$ -

Sub-Total ..... \$ 149,800.00

Less Payment Estimate No. .... \$ -

**TOTAL THIS PAYMENT ESTIMATE NO. 1 & Final..... \$ 149,800.00**

## FINAL WAIVER OF LIEN

STATE OF ILLINOIS | SS  
County of Cook

Job Number: \_\_\_\_\_  
Draw Number: 21391

Gty# \_\_\_\_\_  
Loan# \_\_\_\_\_

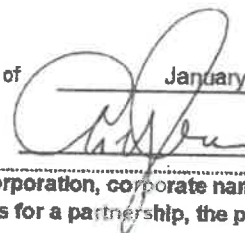
**TO WHOM IT MAY CONCERN:**

WHEREAS the undersigned has been employed by Berwyn Park District to furnish Labor and Materials for the premises known as Proksa Park Green Infrastructure Improvements of which Berwyn Park District is the owner.

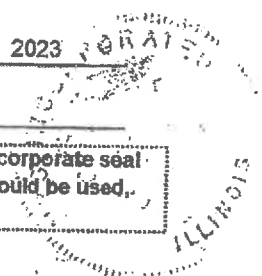
The undersigned, for and in consideration of One Hundred Fourty Nine Thousand, Eight Hundred and 00/100 \$149,800.00 Dollars, and other good and valuable considerations, the receipt whereof is hereby acknowledged, do(es) hereby waive and release any and all lien or claim of, or right to, lien, under the statutes of the State of Illinois, relating to mechanics' liens, with respect to and on said above-described premises, and the improvements thereon, and on the material, fixtures, apparatus or machinery furnished, and on the moneys, funds or other considerations due or to become due from the owner, on account of labor, services, material, fixtures, apparatus or machinery, heretofore furnished, or which may be furnished at any time hereafter, by the undersigned for the above-described, INCLUDING EXTRAS.

Given under my hand and sealed this 9 day of January, 2023

Signature and Seal:



**NOTE: All waivers must be for the full amount paid. If waiver is for a corporation, corporate name should be used, corporate seal affixed and title of officer signing waiver should be set forth; if waiver is for a partnership, the partnership name should be used, partner should sign and designate himself as partner.**



## CONTRACTOR'S AFFIDAVIT

STATE OF ILLINOIS | SS  
County of Cook

**TO WHOM IT MAY CONCERN:**

THE undersigned, being duly sworn, deposes and says that he/she is President of the MYS Incorporated who is contractor for the Infrastructure Improvements work on the building located at Proksa Park owned by Berwyn Park District

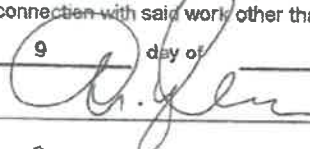
That the total amount of the contract including extras is \$149,800.00 on which he has received payment of \$0.00 prior to this payment. That all waivers are true, correct and genuine and delivered unconditionally and that there is no claim either legal or equitable to defeat the validity of said waivers. That the following are the names of all parties who have furnished material or labor, or both, for said work and all parties having contracts or sub contracts for specific portions of said work or for material entering into the construction thereof and the amount due or to become due to each, and that the items mentioned include all labor and material required to complete said work according to plans and specifications.

NAMES	WHAT FOR	CONTRACT PRICE	AMOUNT PAID	THIS PAYMENT	BALANCE DUE
MYS, Incorporated	Materials & Labor	\$93,360.00	\$0.00	\$93,360.00	\$0.00
Cardinal State LLC	Materials & Labor	\$56,440.00	\$0.00	\$56,440.00	\$0.00
TOTAL LABOR AND MATERIAL TO COMPLETE		\$149,800.00	\$0.00	\$149,800.00	\$0.00

That there are no other contracts for said work outstanding, and that there is nothing due or to become due to any person for material, labor or other work of any kind done or to be done upon or in connection with said work other than above stated.

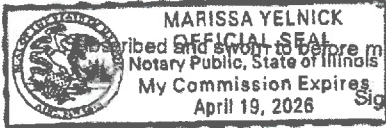
Signed this 9 day of Jan, 2023

Signature:



9 day of Jan, 2023

Signature:



12416 S Harlem Ave, Palos Heights, IL 60463 PHONE (708) 448-0983  
FAX (708) 448-8098

January 9, 2023

Novotny Engineering  
545 Plainfield Road, Suite A  
Willowbrook, IL 60527

ATTN: Thomas R. Brandstedt, P.E

RE: Berwyn Park District  
Proksa Park Green Infrastructure Improvements

INVOICE

Item	Description	Quantity	Unit Price	Total
2	Hot-Mix Asphalt Surface Removal & Replacement, 3"	25	\$ 90.00	\$ 2,250.00
3	Earth Excavation	600	\$ 90.00	\$ 54,000.00
5	Bioretention Facility	2	\$ 32,500.00	\$ 65,000.00
6	Selected Granular Backfill, Compacted (CA-6)	10	\$ 65.00	\$ 650.00
7	Storm Sewer, Class B, Type 2, PVC SDR 26, 6"	25	\$ 200.00	\$ 5,000.00
8	Observation Wells	2	\$ 3,500.00	\$ 7,000.00
9	Restoration, Complete	0.67	\$ 15,000.00	\$ 10,050.00
10	Traffic Control and Protection	0.67	\$ 5,000.00	\$ 3,350.00
11	Insurance Provisions - Complete	1	\$ 2,500.00	\$ 2,500.00
	<b>Total Due</b>			<b>\$ 149,800.00</b>