

Berwyn Park District
Monthly Committee Meeting
Freedom Park Administration Building
3701 S. Scoville Ave. Berwyn, IL
September 5, 2023

Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Adoption of Agenda (action)
- III. Public Comments
- IV. Correspondence
- V. Financial Report
 - a. Audit Report
 - b. Account Payables
- VI. Policy and Personnel
 - a. Section 2 Policy Manual Review
 - b. Health Insurance
- VII. Recreation
 - a. Brewfest
- VIII. Building and Grounds
- IX. Technology Update
- X. Master Plan
- XI. Government Efficiency Committee
- XII. Other
- XIII. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is September 19, 2023, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is October 3, 2023, 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

Brian Brock, President
Zachary Taylor, Treasurer
Gretchen Kostelny, Commissioner

Ana Espinoza, Vice President
Mario Manfredini, Secretary

DATE: 09/05/2023
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Final Audit 2022

The Final Audit is attached in the email. You will also receive hard copies at the meeting.

DATE: 09/05/2023
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Health Insurance 2024

I have included the timeline from PDRMA of when I will receive the costs of the health insurance program for 2024 and the due dates. Plan Selection forms for the agency will be made available starting September 29th with a due date of October 20th.

The dates for the Health Insurance 2024 Employee Open Enrollment will be November 13th-December 1st.

Open Enrollment Key Dates – 2024

Sept. 14 – 2023 Medical Plan Cost Modeling Tool posted to **Health Program Council** and **Benefits Coordinator My Agency Reports Dashboard** folder.

Sept. 21 – [Determine Your Agency’s 2024 Medical Plan Strategy Webinar](#). Log in to the [PDRMA website](#) after Sept. 21 and enter “strategy” in the search bar to access the recording and printable slides.

Sept. 27 – Health Program Council meeting.

Sept. 29 – 2024 Plan Selection Forms and 2024 Benefit Premium Cost Share Table (both due Oct. 20) posted to **Health Program Council Dashboard, My Agency Reports** folder.

Sept. 29 – 2024 Rate Sheet and 2024 Plan Design Illustration posted to **Health Program Council Dashboard, Updates** folder.

Sept. 28, Oct. 4 and 5 – Agencies schedule strategy appointments with PDRMA staff.

OCT. 20 – Member agencies return 2024 Plan Selection Form and 2024 Benefit Premium Cost Share Table to PDRMA Health.

Nov. 2 – Annual [Health Benefits Coordinator Workshop](#).

Nov. 3 – 2024 Open Enrollment materials available for Health Benefits Coordinators on their **Dashboard**.

Early November – Health Benefits Coordinators provide employees with all information for Open Enrollment:

- Show or encourage employees to view the 2024 Open Enrollment Video.
- Notify employees of where/how they can access their benefits portal to review:
 - 2024 Summary of Plan Changes.
 - Summaries of Benefits and Coverage.
 - Next Steps documents and more.

Nov. 13 – Open Enrollment begins for employees.

Nov. 13 through Dec. 1 – Open Enrollment. All employees **must** complete their online Open Enrollment on or before Dec. 1.

DATE: 09/05/2023
TO: The Board of Commissioners
FROM: Recreation Department
RE: Recreation

Athletics:

- A new program was offered for the Fall Session, Adult/Tot Soccer we have 11 participants.
- Soccer has 200 participants registered.
- Tennis has 8 participants registered.
- Pickleball has 6 participants registered.

General Recreation:

- Tinkergarden is continuing to run this session.
- We held our first informational session on our Extended Adult Trips and currently have 2 signed up for the Grand Canyon Trip.

Marketing:

- The new website design is nearing completion and should be live in the next 30 days.
- Continued marketing of Brewfest.
- Creating and updating branding standards for the Park District.
- Finalizing Rental Agreement.

Brewfest:

- Five Breweries have committed Casa Humilde, Ike & Oak, Flapjack, Quincy Street Distillery, Eris Cider House and Brewery . Nicole is continuing to work to secure more, the Park District will supplement with a booth if necessary.
- We have 3 committed food vendors. Renata's German Food, Serna's Food truck and Crumb Crusher Cupcakes.
- We have 2 bands scheduled, Michael and the Memories and Good Clean Fun.
- Ice, Fencing, Port-a-lets and handwashing stations have all been ordered. The t-shirts will be ordered the week of 9/4/23.
- We will be presenting the awards to the winners of the 2022 contest in the band intermission.
- We have a few large lawn games, a large inflatable chair, a t-shirt launcher, pretzel necklaces for purchase and the fire pits planned for the event.
- We needed to replace a couple of the carports and over the next couple of years we will be replacing the tables for the car ports.
- We have started receiving sponsorship money as well as vendor fees.
- Nicole is trying to secure coupon codes from Uber/Lift for patrons to use.
- Brittany is working to design the banners to post around the community.

DATE: 08/30/2023
TO: The Board of Commissioners
FROM: John Roberts
Superintendent of Parks and Facilities
RE: Committee Report
DEPARTMENT NAME: Buildings and Grounds

Parks:

- Continuing mulch around tree rings at all parks.
- Continuing to remove weeds, dead plants, and install new and appropriate plants in the beds at all parks.
- Preparing for the set up and take down of Brewfest.

Facilities:

- We will be moving forward with Perry Weather lightning prediction for our warning system at Proksa and Freedom Park.

Repairs:

- Proksa Park playground replacement step has been installed.
- Working with the contractor (Erick Olsen) to find a date to start trouble shooting pond repairs at Proksa Park.
- The soccer field at Freedom Park is in need of more repairs. Field Turf will be coming out to do these repairs in multiple areas.
- The magnetic lock at Karban dog park is currently broken, and the dog park has temporarily been closed. FSS Technologies has been notified and will be out to repair, we have requested an expedited repair window.

DATE: 09/05/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Technology

- We are still in need of an IT clean up; however, I have chosen to pause for one more month to evaluate the financials. We have a few expenditures up coming and I want to keep us financially healthy.

DATE: 09/05/2023
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Master Plan

- The contract and rider have been reviewed by both Attorney Roth and Hitchcock Design. Both parties are ready to move forward. Included are the contract, rider, and email from Attorney Roth confirming his review.

Cathy Fallon

To: Michael.Roth@icemiller.com
Subject: RE: Hitchcock Contract

From: Michael.Roth@icemiller.com <Michael.Roth@icemiller.com>

Sent: Wednesday, August 30, 2023 2:48 PM

To: Cathy Fallon <cfallon@berwynparks.org>

Subject: FW: Hitchcock Contract

Cathy, as discussed, I have reviewed the attached contract and rider, and find that they are in good order for your execution and return to HDG.

Mike

[Michael Roth](#)

IceMiller
LEGAL COUNSEL

Michael.Roth@icemiller.com

p 630-955-6594 **f** 630-955-4273

Ice Miller LLP

2300 Cabot Drive

Suite 455

Lisle, IL 60532