

Berwyn Park District
Proksa Park Activity Center
3001 Wisconsin Ave, Berwyn, IL
April 16, 2024, at 6:00pm
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. March 19, 2024, Board Meeting Minutes
 - b. April 2, 2024, Committee Meeting Minutes
- V. Public Comments
- VI. Correspondence
- VII. Financial Report
 - a. Approval of the Payables (action)
 - b. Bank Signatures (action)
- VIII. Agency Report
- IX. West Suburban Special Recreation Association (WSSRA)
- X. Unfinished Business
 - a. 2832 Lombard
 - b. OSLAD Information
- XI. New Business
- XII. Master Plan
- XIII. Government Efficiency Committee
- XIV. Commissioners Comments
- XV. 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.
- XVI. Action to be taken from Executive Session (action)
- XVII. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is May 21, 2024, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is May 7, 2024, 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

Minutes of Monthly Board Meeting
Berwyn Park District
March 19th, 2024, at 6pm
Freedom Administration Building

The regular monthly meeting of the Berwyn Park District Board of Commissioners was called to order at 6:09pm by Vice President Espinoza. President Brock arrived at 6:11pm

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

Staff in attendance: Cathy Fallon (Executive Director), and Cindy Hayes (Superintendent of Finance and HR)

Agenda: The agenda was amended to add under New Business; a. Land Acquisition and b. Community Pool. A motion made by Kostelny, seconded by Espinoza to approve the amended agenda. Motion unanimously approved.

Minutes: A motion made by Kostelny, seconded by Manfredini to approve the minutes from the February 20th, 2024, Board Meeting and March 5th, 2024, Committee Meeting. Motion unanimously approved.

Public Comments: no comments.

Correspondence: Invitation to the Derby Fundraiser from The West Suburban Special Recreation Association.

Financial Report: The Statement of Economic Interest- all commissioners need to fill this out and submit it to the county by May 1st, 2024. A motion was made by Taylor, seconded by Manfredini to approve March's payables \$63,082.30 and February's payroll \$67,310.74 for a total of \$130,393.04. Roll call: Brock- aye, Espinoza- aye, Kostelny-Aye, Manfredini- Aye, and Taylor- aye. Motion carried. Scholarship report is included in the packet.

Agency Report: The report is in the packet. Director Fallon updated the commissioners on what is going on in each of the departments. Commissioner Taylor asked if the equipment in the pool area be removed and the fencing removed as well, to open up the area. Director Fallon suggested turning the fountain at Mraz Park into something else. Since the fountain will never be able to operate in its current state. Turning the fountain into a planter will help beautify the space. The fencing around the garden area at Proksa Park needs to be removed. The board is okay with updates to the fountain and the fence removal at Proksa. Director Fallon discussed the AC unit at Liberty Center. It does not work and needs to be replaced. Replacement is on hold until we get a full report of all the needs of Liberty at costs from Williams Architect.

West Suburban Special Recreation Association (WSSRA): Minutes are included in the packet.

Unfinished Business: On March 14, the Cook County Board passed an amendment to the Paid Leave for Workers Act, exempting Park Districts and School Districts until January 1, 2025. This gives time for the districts to adjust budgets and update policies.

New Business: The Berwyn Development Corporation (BDC) acquired property at 2832 Lombard Rd. They asked if the park district would be interested in purchasing this property. A motion was made by Brock, seconded by Manfredini to allow Director Fallon enter into negotiation of the Lombard property. Motion unanimously carried. Director Fallon met with the Superintendent of School District #100, Mary Havis, about space and needs for the future of the park and school district. Director Fallon met with Mayor Lovero, the Director Joe Vallez of the North Berwyn Park District, and Director Tony Martinucci of the Berwyn Rec Center in regard to the future of the pool located at 31st and East Ave, the old Bounce Facility on Grove Ave. and a Soccer Field at Baseball Alley. The City would like to form a partnership with both park districts for renovations. No formal plan was presented. Director Fallon will attend meetings to obtain more information.

Master Plan: Hitchcock is waiting on 50 more statistically valid surveys.

Government Efficiency Committee: no report.

Commissioners' Comments: The commissioners congratulated Director Fallon on her one-year anniversary with the park district.

Meeting Dates: April 2nd, 2024- Committee Meeting at the Freedom Admin Building at 4:30pm. April 16th, 2024- Regular Board Meeting at Proksa Park Activity Center at 6pm.

Adjournment: A motion was made by Kostelny, seconded by Taylor to adjourn at 7:23pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

Committee Meeting Minutes
Berwyn Park District
April 2nd, 2024, at 4:30pm
Freedom Administration Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:33pm by President Brian Brock.

Commissioners in attendance: Brian Brock, Ana Espinoza, and Mario Manfredini. Gretchen Kostelny attended via phone. Zachary Taylor arrived at 4:58pm.

A motion was made by Espinoza, seconded by Manfredini to allow Kostelny to attend via phone. Motion unanimously carried.

Staff in attendance: Cathy Fallon (Executive Director), Nicole Collier (Superintendent of Recreation), and Cindy Hayes (Superintendent of Finance and HR).

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

Public Comments: none

Correspondence: IAPD membership cards were given to the commissioners.

Financial Report: accounts payable- checks are being signed by the commissioners. Director Fallon shared the four-year capital plan that staff has been working on. Items were listed in the year of start with estimated costs. The capital plan does not include any improvements for Liberty. Williams Architect is going to complete a deeper analysis of the building and assess needs and costs. A capital bank account was opened at First American Bank in Riverside.

Policy and Personnel: nothing to report.

Recreation: report included in packet. Highlights of Athletics, General Recreation, Marketing and Special Events were mentioned. We have a new customer service rep, Elizabeth De La Torre.

Commissioner Taylor arrived at 4:58pm.

Parks and Facilities: report in packet. The report shows both completed and upcoming projects. The chart shows the status of each project and completion dates. Update- the slide at Proksa was installed that day. The cement around the footings is curing. It will be ready to go by the weekend. A social media post will be made informing the public. Included in the packet are 3 quotes for tree trimming and stump removal. Commissioner Taylor asked for one more quote. He would also like to see a cover sheet that includes details of the work asked for in the quote, and the list of companies that were contacted quotes.

Technology Update: Waiting for quotes on the technology clean-up for each of the buildings.

Other Business: President Brock and Director Fallon met with Mayor Lovero regarding the leases the district has with the city for some of the parks. The District's attorney Mike Roth is working on updating

these contracts. The BDC has acquired the property at 2832 Lombard for \$7500. To turn this section into a park would require the District to purchase 2 more adjacent properties. Currently, property adjacent to this is not for sale. Due to the HVAC system not working property at Liberty, programming and events have been shuffled to other locations for the summer.

Master Plan: Director Fallon updated the board on the progress of the master plan. We have met the goal of 300 statistically valid surveys. We are setting up dates with Hitchcock for some additional community engagement feedback. Completion of the master plan is expected for June, but this might need to be adjusted due to the dates of the community engagement meetings.

Government Efficiency Committee: no updates.

Commissioners' Comments:

Adjournment: A motion was made by Manfredini, seconded by Taylor to adjourn at 6:06pm. Motion unanimously carried.

Attested to by:

President: Brian Brock

Recording Secretary: Cynthia Hayes

DATE: 4/16/2024
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Financial Report

- A. Statement of Economic Interest-District Completed
- B. Schedule of Investments- February and March
- C. April 2024 Payables / March 2024 Payroll and Payroll Liabilities (Action Roll Call)
- D. Treasurer's Report
- E. General Ledger (GL) Report- updated report will be emailed to the board on Monday 4/15
- F. Scholarship Report

**Schedule of Investments Berwyn Park District
February 29, 2024**

Description	Yield	Rating	Date Invested	Maturity Date	Market Value	Maturity Value	Monthly Interest Earned
IPTIP-MM	5.399%	N/A	01/29/16	open	\$389,058.90	\$389,058.90	\$1,662.38
ISC Account	5.247%	N/A	open	open	\$448,730.91	\$448,730.91	\$1,862.90
Cornerstone Bank	5.214%	FDIC	05/26/23	05/28/24	\$200,000.00	\$210,513.71	
The First National Bank of McGregor	4.800%	FDIC	05/26/23	05/27/25	\$200,000.00	\$219,252.60	
Total Investments:					\$1,237,789.81	\$1,267,556.12	
				Interest Earned 2/1/24 to 2/29/24	\$3,525.28		
				Interest Earned 1/1/24 to 12/31/24	\$6,771.59		

**Schedule of Investments Berwyn Park District
March 31, 2024**

Description	Yield	Rating	Date Invested	Maturity Date	Market Value/Cost	Maturity Value	Monthly Interest Earned
IPTIP-MM	5.403%	N/A	01/29/16	open	\$390,844.19	\$390,844.19	\$1,662.38
ISC Account	5.206%	N/A	open	open	\$49,150.44	\$49,150.44	\$642.14
Cornerstone Bank	5.214%	FDIC	05/26/23	05/28/24	\$200,000.00	\$210,513.71	
The First National Bank of McGregor	4.800%	FDIC	05/26/23	05/27/25	\$200,000.00	\$219,252.60	
KS State Bank	5.004%	FDIC	03/05/24	03/05/25	\$200,000.00	\$210,008.00	
Valley National Bank Wayne	4.950%	FDIC	03/11/24	09/11/25	\$100,071.62	\$100,000.00	
Morgan Stanley Bank	PVT 4.720%	FDIC	03/13/24	03/13/26	\$100,150.99	\$100,000.00	
				Interest Earned 3/1/24 to 3/31/24			\$2,427.43
				Interest Earned 1/1/24 to 12/31/24			\$9,199.02

DATE: 4/16/2024
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable and Payroll -Treasurer's Report

FINANCE

April 2024 Payables:

\$ 93,131.46

Payroll/Payroll Liabilities:

3/01/2024 \$ 36,103.50

3/15/2024 \$ 36,676.13

3/29/2024 \$ 37,594.49

total: \$110,374.12

I motion to approve the April 2024 payables in the amount of \$ 93,131.46 and March 2024 Payroll in the amount of \$110,374.12 for a total of \$ 203,505.58

FROM 03/20/2024 TO 04/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ACEHARD	Berwyn Ace Hardware								
	39669/1	01 Concrete sealer	10020053660	04/10/24		25136	04/11/24	26.95	7.99 7.99
	39924/1	01 shelf brackets	10020055789	04/10/24		25136	04/11/24	26.95	7.98 7.98
	40421/1	01 utility hook	10020055789	03/25/24		25113	03/28/24	7.99	7.99 7.99
	40532/1	01 clamp - supplies for Mraz	10020053660	04/10/24		25136	04/11/24	26.95	10.98 10.98
								VENDOR TOTAL:	34.94
ASCAP	ASCAP								
	100006313250	01 music license	50010054720	03/25/24		25114	03/28/24	436.92	436.92 436.92
								VENDOR TOTAL:	436.92
BER-WATE	City of Berwyn								
	411886-04/24	01 Freedom - water usage	10020052639	04/02/24		25137	04/11/24	609.99	64.59 64.59
	413740 -04/24	01 Proksa - water usage	50020052639	04/02/24		25137	04/11/24	609.99	510.77 510.77
	413850-04/24	01 Freedom pool - water usage	10020052639	04/02/24		25137	04/11/24	609.99	34.63 34.63
								VENDOR TOTAL:	609.99
BMI	Broadcast Music, Inc.								
	1871882	01 music license	50010054720	03/25/24		25115	03/28/24	435.00	435.00 435.00
								VENDOR TOTAL:	435.00
Brady	BradyIFS								
	8739283	01 liners, towels, and gloves	10020055762	03/26/24		25116	03/28/24	1,174.60	589.60 589.60
	8748535	01 sweeper repair	10020053655	03/28/24		25116	03/28/24	1,174.60	585.00 585.00

FROM 03/20/2024 TO 04/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									1,174.60
C.BERWYN	City of Berwyn								
	2024-00000008-GAS			03/25/24		25117	03/28/24	521.59	521.59
	01	Unleaded and Diesel Gas	10020055765						521.59
VENDOR TOTAL:									521.59
CASSIDY	WM J CASSIDY TIRE & AUTO SUPPL								
	916029845			03/26/24		25118	03/28/24	336.00	336.00
	01	tire change	10020053650						336.00
VENDOR TOTAL:									336.00
CBI	CBI								
	393125			03/15/24		25119	03/28/24	2,700.00	675.00
	01	Freedom Backflow service	10020053665						675.00
	393126			03/15/24		25119	03/28/24	2,700.00	1,125.00
	01	Proksa Backflow service	10020053665						1,125.00
	393127			03/15/24		25119	03/28/24	2,700.00	675.00
	01	Freedom Backflow services	10020053665						675.00
	393128			03/15/24		25119	03/28/24	2,700.00	225.00
	01	Liberty Backflow services	10020053665						225.00
VENDOR TOTAL:									2,700.00
CDS	CDS Office Technologies								
	INV1599749			03/25/24		25120	03/28/24	2,420.00	2,420.00
	01	monthly IT services	10010051585						1,210.00
	02		50010051585						1,210.00
	INV1605629			04/10/24		25138	04/11/24	2,420.00	2,420.00
	01	monthly IT services	10010051585						1,210.00
	02		50010051585						1,210.00
VENDOR TOTAL:									4,840.00
COM	COMCAST CABLE								
	April 24 -FP			03/28/24		25121	03/28/24	221.89	221.89
	01	Freedom cable and internet	10010052641						221.89
VENDOR TOTAL:									221.89

FROM 03/20/2024 TO 04/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
COMCAST	COMCAST BUSINESS								
	196091321			03/28/24		25122	03/28/24	1,040.97	1,040.97
		01 admin phones	10010052641						520.49
		02 rec phones	50010052641						520.48
	198566883			04/10/24		25139	04/11/24	1,039.06	1,039.06
		01 business phones	10010052641						519.53
		02	50010052641						519.53
								VENDOR TOTAL:	2,080.03
COMED	Com. Ed.								
	April 24 -LL			04/02/24		25140	04/11/24	1,413.91	25.64
		01 Liberty Lot - electric	50020052638						25.64
	May 24 - FP			03/25/24		25123	03/28/24	971.43	838.80
		01 Freedom - electric	10020052638						838.80
	May 24 - HP			03/25/24		25123	03/28/24	971.43	56.67
		01 Hessler - electric	50020052638						56.67
	May 24 - SZ			03/25/24		25123	03/28/24	971.43	75.96
		01 Smirz - electric	50020052638						75.96
	May 24 -LCC			04/02/24		25140	04/11/24	1,413.91	556.22
		01 Liberty - electric	50020052638						556.22
	May 24 -PP			04/05/24		25140	04/11/24	1,413.91	494.56
		01 Proksa - Electric	50020052638						494.56
	May 24 -SP			04/02/24		25140	04/11/24	1,413.91	337.49
		01 Sunshine - Electric	10020052638						337.49
								VENDOR TOTAL:	2,385.34
Commeg	Commeg Systems, Inc.								
	24040818			04/11/24		25141	04/11/24	105.00	105.00
		01 TImePro PEMP/PMGR	10010052610						52.50
		02	50010052610						52.50
								VENDOR TOTAL:	105.00
Doggie	Doggie Walk Bags								
	0112160-IN			03/25/24		25124	03/28/24	5,000.00	5,000.00
		01 doggie walk bags	10020055762						5,000.00

FROM 03/20/2024 TO 04/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0112160-IN/2								
	01	doggie walk bags	10020055762	04/11/24		25142	04/11/24	250.00	250.00 250.00
								VENDOR TOTAL:	5,250.00
Epifanio	Epifanio Silva								
	0827								
	01	welding and securing of goals	52090055420	04/04/24		25143	04/11/24	650.00	650.00 650.00
								VENDOR TOTAL:	650.00
FSS	FSS Technologies LLC								
	I-18876								
	01	Sunshine alarms	10020052640	03/25/24		25125	03/28/24	955.82	605.82 191.94
	02	Freedom alarms	10020052640						110.97
	03	Liberty alarms	50020052640						191.94
	04	Proksa alarms	50020052640						110.97
	I-21471								
	01	service call to proksa	50020052640	03/25/24		25125	03/28/24	955.82	350.00 350.00
	02	regarding an issue with	** COMMENT **						0.00
	03	sprinkler valves	** COMMENT **						0.00
								VENDOR TOTAL:	955.82
Groot	GROOT INDUSTRIES, inc.								
	12279420T098								
	01	Sunshine - trash	10020052630	04/02/24		25144	04/11/24	1,766.82	989.76 989.76
	12280026T098								
	01	Freedom - trash	10020052630	04/02/24		25144	04/11/24	1,766.82	445.79 445.79
	12280276T098								
	01	Liberty - trash	50020052630	04/02/24		25144	04/11/24	1,766.82	331.27 331.27
								VENDOR TOTAL:	1,766.82
Harris	Harris Computer Systems								
	MSIMN0000749								
	03	MSI hosted	10010052610	03/26/24		25126	03/28/24	14,730.53	14,730.53 14,730.53
								VENDOR TOTAL:	14,730.53
Hitchcoc	Hitchcock Design, Inc.								
	32514								
	01	Master Plan	41000056832	04/05/24		25145	04/11/24	18,055.55	18,055.55 18,055.55

FROM 03/20/2024 TO 04/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	18,055.55
ICE Mill	ICE MILLER LLP								
	01-2259292	01 services rendered through Feb	10010051570	04/02/24		25146	04/11/24	1,788.00	1,110.00 1,110.00
	01-2260723	01 services rendered through	10010051570	04/10/24		25146	04/11/24	1,788.00	678.00 678.00 0.00
		02 03/31/24	** COMMENT **						
								VENDOR TOTAL:	1,788.00
IMP	Impress Printing								
	1600	01 soccer uniforms	52090055421	04/01/24		25147	04/11/24	5,184.00	5,184.00 5,184.00
								VENDOR TOTAL:	5,184.00
JACKS	JACK'S, INC								
	91444	01 hammer hilti breaker rental	10020052620	04/02/24		25148	04/11/24	135.00	135.00 135.00
								VENDOR TOTAL:	135.00
Konica	Konica Minolta								
	292049384	01 toner and waste box for	10010052617	03/25/24		25127	03/28/24	498.94	283.20 283.20 0.00
		02 Freedom	** COMMENT **						
	9009833917	01 Proksa paper usage	50010052617	03/25/24		25127	03/28/24	498.94	215.74 186.26 6.00 23.48
		02 Liberty paper usage	50010052617						
		03 Sunshine paper usage	10010052617						
								VENDOR TOTAL:	498.94
KONICA	KONICA MINOLTA								
	44390784	01 Proksa printer lease	50010052617	03/25/24		25128	03/28/24	152.28	152.28 152.28
								VENDOR TOTAL:	152.28
MissAlli	Miss Allison's Music								
	3	01 music class instructor	51160052415	03/25/24		25129	03/28/24	364.00	364.00 364.00

FROM 03/20/2024 TO 04/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									364.00
Moran	F.E. Moran, Inc.								
	5069398-1			04/02/24		25149	04/11/24	2,488.00	1,380.00
		01 Freedom -replaced combustion 02 blower	10020053666 ** COMMENT **						1,380.00 0.00
	5069399-1			04/02/24		25149	04/11/24	2,488.00	1,108.00
		01 Proksa -replaced compressor 02 and blow motor	10020053666 ** COMMENT **						1,108.00 0.00
VENDOR TOTAL:									2,488.00
NCSI	NCSI								
	43748			04/05/24		25150	04/11/24	55.50	55.50
		01 3 background checks	23000052629						55.50
VENDOR TOTAL:									55.50
NICOR	Nicor Gas								
	April 24 - FP/2			04/10/24		25151	04/11/24	848.40	278.35
		01 Freedom - Natural Gas	10020052637						278.35
	April 24 -PP/2			04/10/24		25151	04/11/24	848.40	213.93
		01 Proksa - Natural Gas	50020052637						213.93
	May 24 -SP			04/10/24		25151	04/11/24	848.40	356.12
		01 Sunshine - Natural Gas	10020052637						356.12
VENDOR TOTAL:									848.40
OFFICE D	ODP BUSINESS SOLUTIONS, LLC								
	354178828001			03/25/24		25130	03/28/24	8.69	8.69
		01 desk calendar	10010055790						8.69
	357064887001			04/10/24		25152	04/11/24	39.99	39.99
		01 case of paper for Proksa	50010055790						39.99
VENDOR TOTAL:									48.68
PDRMA	Park District Risk Management								
	0324066H			03/25/24		25131	03/28/24	17,258.43	17,258.43
		01 member contribution 02 03/01-03/31 03	10010050510 ** COMMENT ** 50010050510						8,629.21 0.00 8,629.22

FROM 03/20/2024 TO 04/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
								VENDOR TOTAL:	17,258.43
PFM Fina	PFM Financial Services								
	Beth 24	-April		04/04/24		25153	04/11/24	4,664.37	1,771.36
		01 Friday Frenzy	51160055435						30.46
		02 Easter Egg Hunt	54100055440						112.66
		03 books and bites	51160055415						39.05
		04 day trip-cookies cannoli lamb	53120052617						450.00
		05 cannoli lesson and demo	53120052610						208.00
		06 day trip- lamb farm	53120052617						590.86
		07 beatles	53120055630						84.69
		08 deposit for day trip	53120052617						100.00
		09 beatle show	53120055630						112.24
		10 LEO	53120052625						21.50
		11 Friday Frenzy	51160055435						13.50
		12 art supplies	53120055630						8.40
	Brittany 24	- April		04/10/24		25153	04/11/24	4,664.37	825.36
		01 sponsor post cards and	50010055761						56.97
		02 Brewfest save the date	** COMMENT **						0.00
		03 banners/signage for soccer,	50010055761						471.17
		04 program guide, and summer camp	** COMMENT **						0.00
		05 design software	50010052610						119.99
		06 email subscription	50010052610						86.00
		07 postage for sponsorship post	50010052612						68.00
		08 cards	** COMMENT **						0.00
		09 batteries	50010055790						16.60
		10 batteries	50010055790						6.63
	Cindy 24	- April		04/10/24		25153	04/11/24	4,664.37	125.54
		01 office chair	10010055790						101.98
		02 signage	10020055780						10.47
		03 signage	10020055780						13.09
	John 24	-April		04/11/24		25153	04/11/24	4,664.37	502.94
		01 pesticide ant killer	10020055798						22.94
		02 light post covers	10020053667						480.00
	Maint 24	-April		04/11/24		25153	04/11/24	4,664.37	93.00
		01 building maint	10020053665						4.76
		02 building maint	10020053665						87.78
		03 refund	10020053665						-17.99
		04 tools	10020055800						7.98
		05 tools	10020055800						10.47

FROM 03/20/2024 TO 04/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	Nicole 24	-April		04/03/24		25153	04/11/24	4,664.37	415.23
	01	office supplies	50010055790						23.72
	02	office supplies	50010055790						60.61
	03	Half & Half for luncheon	53120055630						2.97
	04	pizza for parents night out	51160055420						70.98
	05	egg hunt	50100055796						69.96
	06	rental fee for candle making	53120055630						150.00
	07	touch a truck	50100055796						36.99
	Taip 24	-April		04/03/24		25153	04/11/24	4,664.37	930.94
	01	soccer medals	52090055422						872.92
	02	end of season pizza	52090055450						58.02
								VENDOR TOTAL:	4,664.37
R0003635	David Samolczyk								
	90218			03/25/24		25132	03/28/24	36.00	36.00
	01	family date night dance refund	54100046440						36.00
								VENDOR TOTAL:	36.00
R0003636	Annette Johnson								
	90456			04/10/24		25154	04/11/24	20.00	20.00
	01	LEO refund - cancellation	53120041625						20.00
								VENDOR TOTAL:	20.00
RELIABLE	RELIABLE FIRE & SECURITY								
	104729			03/15/24		25133	03/28/24	820.00	410.00
	01	Proksa Annual Sprinkler	10020053665						410.00
	02	inspection	** COMMENT **						0.00
	10473			03/15/24		25133	03/28/24	820.00	410.00
	01	Sunshine Annual Sprinkler insp	10020053665						410.00
								VENDOR TOTAL:	820.00
SESAC	Sesac Inc.								
	2024			03/25/24		25134	03/28/24	581.00	581.00
	01	music license	50010054720						581.00
								VENDOR TOTAL:	581.00
TAMELING	Tameling Industries								
	0188360-IN			03/25/24		25135	03/28/24	650.00	129.00
	01	soil	10020053660						129.00

DATE: 04/12/2024
TIME: 11:55:19
ID: AP450000

BERWYN PARK DISTRICT
PAID INVOICE LISTING

FROM 03/20/2024 TO 04/12/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
	0188826-IN								
	01	Soil and mulch	10020053660	03/25/24		25135	03/28/24	650.00	521.00 521.00
	0189050-IN								
	01	topsoil	10020053660	04/02/24		25155	04/11/24	129.00	129.00 129.00
							VENDOR TOTAL:		779.00
TMobile	T-Mobile								
	April 24								
	01	company cell phones	10010052644	04/02/24		25156	04/11/24	119.84	119.84 119.84
							VENDOR TOTAL:		119.84
							TOTAL --- ALL INVOICES:		93,131.46

GL's

- 10-00-00-40-405
- 10-00-00-43-455
- 10-00-00-46-480
- 10-00-00-48-491
- 10-00-00-49-647
- 10-02-00-49-493
- 10-00-00-49-494
- 10-02-00-45-470
- 10-02-00-46-486
- 20-04-00-41-410
- 20-05-00-41-412
- 20-09-00-41-421
- 20-12-00-41-421
- 20-12-00-41-609
- 20-13-00-43-450
- 20-15-00-41-410
- 51-16-00-41-415
- 51-16-00-41-430
- 52-09-00-41-420
- 52-09-00-41-440
- 52-09-00-41-470
- 53-12-00-41-615
- 53-12-00-41-620
- 54-10-00-46-440
- 55-13-00-43-450
- 55-13-00-43-451
- 55-13-00-43-455
- 55-13-00-43-471

<u>Republic Bank Operating Account</u>	
Beginning Balance	\$319,637.03
<u>Deposits</u>	
Taxes (divided up among the funds)	\$856,332.53
Replacement Taxes	
Cook County Voting Use	
Sponsorships	
Interest Income	
Corp: Cell Tower Lease	\$2,740.02
Recycling/Salvage	
PDRMA Incentive/Reimbursement	
Dog Park Fees	\$35.00
Garden Plots	\$90.00
Rec: ECRLP	\$66.00
Rec: Day Camp Fees	\$660.00
Rec: Youth Sports Fee	\$105.00
Rec: Senior Activity Fees	\$45.00
Rec: Senior Social Events	\$405.00
Rec: Proksa Activity Center Rentals	\$30.00
Rec: Program Fees Adults	\$160.00
Early Childhood Programs	\$9.00
Summer Day Camp	\$270.00
Youth Soccer	\$400.00
Youth Athletic Contract. Programs	\$75.00
Youth Athletic Special Event	\$25.00
Adult Day Trips	\$214.00
Extended Adult Trips	\$999.00
Sponsorship	\$50.00
Proksa Center Rentals	\$1,132.00
Liberty Center Rentals	\$250.00
Athletic Fields	
Park Rentals (Outdoors)	\$80.00
<u>Credit Card (P-Card) Bill</u>	
BMO Harris Mastercard	-\$4,410.35
Costco Credit Card Bill	-\$143.84
<u>Bond and Interest Payment</u>	
Bond Payment	
Bank Fees	-\$160.61
Outstanding Checks Cleared/ACH	-\$93,553.44
Deposits Credited to April Statement	-\$551.00
Deposits credited to February GL	
Transfer out to Payroll Account	-\$74,270.62
Ending Balance	\$1,010,719.72

Berwyn Park District Treasurer Report

GL's

10-02-00-45-470
 10-02-00-46-485
 10-02-00-46-486
 20-04-00-41-410
 20-05-00-41-412
 20-09-00-41-421
 20-10-00-46-482
 20-10-00-46-487
 20-12-00-41-609
 20-13-00-43-455
 20-15-00-41-410
 20-16-00-41-410
 51-16-00-41-415
 51-16-00-41-420
 51-16-00-41-430
 52-09-00-41-420
 52-09-00-41-430
 52-09-00-41-440
 52-09-00-41-470
 53-12-00-41-615
 53-12-00-41-620
 55-13-00-43-450
 55-13-00-43-451
 55-13-00-43-455
 55-13-00-43-471

BMO Harris Credit Card Account	
Beginning Balance	\$417,496.95
<u>Deposits</u>	
Dog Park Fees	\$70.00
Memorial Bricks/Benches	
Garden Plots	\$30.00
Rec: ECRLP	\$1,182.00
Rec: Camp Fees	\$3,252.00
Rec: Youth Sports Fee	\$365.00
Summer Events	\$25.00
Fall Events	\$105.00
Rec: Senior Social Events	\$170.00
Rec: Athletic Use Permits	\$4,810.00
Rec: Program Fees Adults	\$400.00
Rec: Program Fees	\$1,480.00
Early Childhood Programs	\$9.00
Youth Programs	\$90.00
Summer Day Camp	\$6,500.00
Youth Soccer	\$10,875.00
Youth Baseball	\$240.00
Youth Athletic Contract. Programs	\$1,134.00
Youth Athletic Special Event	\$750.00
Adult Day Trips	\$214.00
Extended Adult Trips	\$999.00
Proksa Center Rentals	\$3,282.00
Liberty Center Rentals	\$840.00
Athletic Fields	
Park (Outdoor) Rentals	\$100.00
Transfer to First American Bank-new capital acct	-\$150,000.00
Transfer to First American Bank-new checking acct	-\$5,000.00
Card Connect Fees (February)	-\$1,573.14
Bank Fees	-\$92.22
<u>Refunds</u>	
misc	\$18.00
credited to April Bank statement	-\$909.00
credited to February GL	\$1,026.00
control account	-\$1,481.00
Ending Balance	\$296,407.59

Berwyn Park District Treasurer Report

March 2024

<u>Republic Bank Property Tax Money Market Account</u>		
Beginning Balance		\$188,328.53
Interest 3.83% APY		\$606.72
Property Tax Revenue		\$2,374.34
Transfer out to IPTP account		
Transfer to other accounts	payroll	
Transfer in from Operating Account	operating	
Ending Balance		\$191,309.59

<u>Republic Bank Payroll Account</u>		
Beginning Balance		\$26,765.11
Transfer from Money Market Account		
Transfer from Operating Account		\$74,270.62
<i>Payroll/Employee Compensation-direct deposit</i>		<i>-\$44,310.91</i>
<u>Payroll Liabilities</u>		
Federal, State and FICA Exp		<i>-\$29,106.87</i>
<u>IMRF Payments</u>		
Employee Volunteer Contributions		<i>-\$1,201.76</i>
Employer/Employee Contributions		<i>-\$8,615.85</i>
Bank Fees		
Ending Balance		\$17,800.34

<u>Republic Bank Petty Cash Account</u>		
Beginning Balance		\$5,123.20
Deposit from Operating Account		\$286.15
<i>Checks Cleared</i>		<i>-\$150.00</i>
#1048,1049,1050		
Ending Balance		\$5,259.35

Berwyn Park District Treasurer Report

<u>Byline Unemployment Account</u>	
Beginning Balance	\$32,278.76
Interest 4.16%APY	\$111.53
Maintenance Fee	-\$20.00
Ending Balance	\$32,370.29

<u>First American Bank Money Market-Capital Account</u>	
Beginning Balance -New acct on 3/28/24	\$150,000.00
Interest	\$33.45
Transfer in	
Transfer to other accounts	
Ending Balance	\$150,033.45

<u>First American Bank Checking Account-Capital Account</u>	
Beginning Balance -New account on 3/28/24	\$5,000.00
Interest	\$0.14
Transfer in	
Transfer to other accounts	
Ending Balance	\$5,000.14

DATE: 4/16/2024
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Scholarship Information

FINANCE

Scholarship Report

April 2024

Program

Amount Awarded

No new recipients

The above recipients were awarded scholarship money from fund 15 to participate in programs of the Berwyn Park District.

The Berwyn Park District Scholarship Assistance Guidelines. 1. Scholarships are for Berwyn residents only, proof of residency required. 2. Scholarships are for low-income families 3. Scholarships are based on need and availability of funds. 4. Must be able to show proof of income- latest 1040 tax forms as filed. The reward amount of the scholarship is 50% or less of fee of each program 6. The balance of the program must be paid in full before the end of the program.

DATE: 4/16/2024
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Agency Report

Agency Report

- AARP driving course has 12 signed up.
- Puzzle Palooza has 9 teams signed up.
- Beth's Food Tour – has 7 signed up.
- Book & Bites has made a total revenue of \$598
- Friday Frenzy has made a total revenue of \$424.
- Spring soccer started April 10 – we have 194 kids enrolled.
- Volleyball has 32 kids signed up between the 2 classes.
- We opened a second basketball class to accommodate more kids. We have 24 kids signed up.
- The Summer Program Guide will be digitally released on April 12th.
- We had a meeting with Berwyn Roots which is Julie Roth that has been the volunteer with the Children's Garden and Serenity Park. The meeting was very productive. I think there is a way to incorporate what is currently being done under the Park District umbrella. We discussed some important safety procedures, incorporating more nature-based programs/workshops and improved reciprocal communication.
- All summer equipment has been prepped and is ready for use. The Parks Department will begin cutting grass next week.
- The fountain project at Mraz Park has begun. Currently it is filled with a base layer of gravel, the next phase will consist of filling it with soil, and then we will begin planting.
- The baseball/softball season has begun. The two fields are dragged and screened every Tuesday, Wednesday, and Saturday.
- The pool house bathrooms have a leak that is preventing the men's bathroom from operating. Additionally, the men's bathroom needs a new toilet. All repairs should be completed on Monday. The bathroom attached to Freedom building is still working as well as the woman's bathroom attached to the pool house.

West Suburban Special Recreation Association
March 12, 2024
WSSRA
2915 Maple St, Franklin Park, IL
DRAFT MINUTES

I. Chairperson Ron Malchiodi called the meeting to order at 4:08pm those present included:

Jake Worley-Hood, Park District of Oak Park
Jackie Iovinelli, Park District of Forest Park (Left meeting at 3:50pm)
Dan LoCascio, Park District of Franklin Park
Ron Malchiodi, Village of Riverside
Colleen Broderick, Village of North Riverside

Ted Gruber, Village of Elmwood Park
Anna Wegrecki, Village of Harwood Heights
Sletten, River Forest Park District
Cathy Fallon, Berwyn Park District
Kelly Diaz, North Berwyn Park District

Others in Attendance: WSSRA staff: Annie Hart, April Michalski, Marianne Birko,

Not in Attendance: Norridge Park District EA, Veterans Park District EA

Approval of Remote Attendees meeting Qualifying Event: NA

II. Approval of Agenda Iovinelli/Gruber motioned to approve the agenda. The motion was unanimously approved.

III. Approval of the Consent Agenda Iovinelli/Fallon motioned to approve the Consent Agenda including the January 9, 2024, Minutes, December corrected Financial Report, January and February Financial reports and Pre-paid Disbursements for January, February & March 2024. Roll call vote showed 9 yes votes and Broderick Abstaining, and the motion was approved.

IV. No Public Comment

V. Under the Foundation Birko reported for the Foundation is currently preparing to host the: **2024 Family Bowl-a-thon** taking place on Saturday, April 20, 2024. It will be held at the Circle Lanes in Forest Park from 1:45 – 3:30 coinciding with the WSSRA Saturday Bowling programs. The Foundation is also preparing for the **2024 Derby Gala** planned for Saturday, May 4, 2024. It will take place at D'Agostino's in River Grove from 4 – 7:00pm. You can participate in a variety of ways. Be an Ad Sponsor, donate items to the Silent Auction such as Birthday parties, Pool & Ice-skating rink day passes, Bocce or Golf time or any other ideas that you might have. All donations are welcome. We would love to see you all there. Tickets and sponsorships and raffle tickets are available on the Derby Gala website. Go to wssra.net and click on the Derby Gala link. Thank you for being a part of it! **WSSRA hiring assistance** The Foundation is committed to supporting WSSRA in their search for staff for programs and summer day camp. Staff have been invited to present to various parent groups to help get the word out about WSSRA programs and staff support. **WSSRF once again thanks you for your continued support throughout the year!**

VI. Under Committee Reports

A. **Policy Committee Chairperson LoCascio** thanked the Committee for their work to present the updated Personnel Policy Manual. He reported the Committee met February 15th to continue the review and complete the updates of the WSSRA Personnel Policy Manual to be reviewed later in the meeting.

B. **No Other**

VII. Unfinished Business Acceptance of the 2024 Chairperson & Vice Chairperson

A. **Park District of Forest Park Building Updates** Iovinelli reported the Park District of Forest Park and WSSRA attended the February 8th Forest Park School Board meeting and presented the request again as did the Village of Forest Park. The Forest Park School Board held a vote on whether to Lease the building at the conclusion of the meeting and the board vote unanimously agreed to lease the building with no other decisions being made. Iovinelli shared there was a recent newspaper article that stated the Villages recreation program was moving to the building this summer. No further information was shared with the Park District of Forest Park Staff. Iovinelli stated the Park District of Forest Park board is continuing to meet with architects for building design ideas.

B. **No Other**

VIII. Under New Business

A. **WSSRA Personnel Policy Manual Updates**

(information)

Birko shared the WSSRA Policy Committee has reviewed and updated the WSSRA Personnel Policy Manual using

the PDRMA manual as a template. She reviewed the highlights and the board commented on

- 4.13 Sletten recommended putting a monetary cap on the Employee Fee Reduction policy.
- Diaz suggested it say Part time vs. Regular vs. Part-time.
- Broderick suggested update wording for Employee Incentive Program for employees 1 – 3 years.
- Correct Year 4 to say 3 days vs. 2.
- Sletten suggested updating Work related recognition leave immediate family member gift more vague and correct Departure as Voluntary departure.

B. Transportation Bid Discussion & Recommendation Hart reported that staff submitted and posted the summer day camp transportation bid as required with one response from First Student. Their bid came in double the previous year's bids and staff recommended not accepting the bid and recommended the following:

1. Re-bid the process
 2. Change the bid process to 1-year with an option to renew for year 2 and 3.
 3. Re-evaluate summer transportation to determine other ways to cut expenses
 4. Request a bid from previous bidders
 5. Request receipt of the new bid process by April 30th.
 6. Allow staff to approve the bid and move forward with the Boards formal approval at the May 14th Board meeting
- Sletten/Fallon motioned the WSSRA Board of Directors accepts the updated Transportation bid process as proposed Roll call vote showed 10 yes votes and the motion was approved.**

C. Approval of WSSRA Shares Billing To Be Sent In An Electronic Format

Birko reported due to the challenges of the WSSRA Shares being lost and not arriving in the US Mail staff are proposing all WSSRA Quarterly Shares billings be sent via email. Payment can continue to be paid by check or a secure ACH account can be set up with partners.

Fallon/Sletten motioned the WSSRA Board of Directors approves by roll call vote WSSRA's ability to send the Quarterly Shares billing via E-mail. Roll call vote showed 9 yes votes and the motion was approved.

D. No Other

IX. Under Correspondence No Comments

X. Under Board Reports **Wegrecki reported the Village of Harwood Heights** the Youth Commission Easter Event is March 23rd for all ages up to Age 10 from 1:00 - 3:00 pm. The Event includes an Easter Basket parade and contest, Egg Hunt, Coloring Contest and of course a visit from the Easter Bunny. They will be hosting Kindness Day April 20th For the community to participate in. The Village will be obtaining 25 trees this year from Morton Arboretum. Planning ahead the Village Fest and Carnival will be held August 1-4. Four days of summer fun! The Recreation Center will be hosting two Family Movie Nights Friday, March 15th 6:00 pm "Migration" and Friday, April 12th 6:00 pm "Wish"
Fallon reported the Berwyn Park District is getting 60 trees from the Morton Arboretum at the end of April. They are continuing to work on their Master Plan and have a lot of fun events coming up including their egg hunt, family dance and puzzle palooza events. **Sletten reported the River Forest Park District** is working on the Master Plan, collaborating with Dominican to build a synthetic turf field that will be home to the Dominican's Women's Softball team, and they are also hosting the easter event! **LoCascio reported the Park District of Franklin Park** continues to work on their Capital projects replacing windows and doors at the Centre at North Park and the Ice Arena. They also just replaced the carpeting in the Banquet Hall at North Park. They are also replacing insulation in bathrooms at the ice arena and getting a new roof. They are hosting a public meeting to acquire land and they are working to update the website. They just held a successful Daddy Daughter Dance in February, and their basketball leagues are going well. They too are getting ready for Easter activities. **Broderick reported for the Village of North Riverside** and shared their just hosted their Mom and son bash and coming up they have the Bunny Bingo, spring break camps and in May will host their Touch a Truck, and are getting ready for the youth soccer league, summer camp and summer programming. **Diaz reported for the North Berwyn Park District** hosted a Mario Party this past weekend. It was a sold-out event with photo booths, games- a lot of fun had by all. They are getting ready for Easter with a parade and egg hunt. They will also be hosting a fashion show in recognition of Earth Day, all clothes are made from recycled materials. They also received funds for trees and will finally be moving to online registration. They will also be putting a lift for accessibility to the second floor at the JVC Center. **Worley-Hood**

reported the **Park District of Oak Park** has reached 20% of community are Members of the CRC. They are members of the walking track, afterschool program, and/or fitness center. The Summer day camp registration was a success this year and they have started a capital campaign to redo the entrance to the Oak Park Conservatory. **Gruber reported the Village of Elmwood Park** is holding a spring carnival event on March 30 which will include a bounce house and carnival games. They will also host "Bocce with the Bunny" on March 29, and they just finished in-house basketball league, and their camp registration opens April 1. **Malchiodi reported the Village of Riverside** will have their second expansion to add persons from the wait list for summer day camp and they are in the Survey Phase of the Master Plan which includes the Program and Facility analysis.

XI. Executive Director's Report Birko Reported

- A. **WSSRA Co-Hosted a Successful Legislative Brunch** A Big Thank you to the Park District of Forest Park for once again Co-hosting the Legislative Brunch on Friday February 23rd. It was a great success thanks to the participation of all of you. WE had over 50 guests present and 4 Legislators & Staff including Deputy Majority Leader Elizabeth Hernandez, Assistant Majority Leader, Representative Camille Lilly, Representative LaShawn Ford and Staff for Representative Norma Hernandez. Unfortunately, Speaker Welch had to call in sick and was not able to attend. Peter Murphy, Jason Anselment, and Mitchell Remmert from IAPD updated us on the forthcoming platform and other Legislative issues impacting all of us. Guests had the opportunity to have 1 on 1 conversations with those present and a delightful lunch was enjoyed by all. Thanks for being a part of this important event!
- B. **WSSRA Derby Gala 2024** Mark your calendars for Saturday, May 4, 2024, when the WSSRA/WSSRF will host the 22nd year of this very successful event. The event will be at D'Agostino's in River Grove from 4:00 – 7:00pm. Solicitation letters have gone out and the invite will go out this week. I hope each partner will support the auction by donating items such as pool passes, birthday parties or other items. In addition it would be great to have 100% of our partners present at the event. If you cannot attend, please consider sending a staff to represent your community! Thanks in advance for your support.
- C. **Partner Annual Presentations** Birko continues to present to partners and most recently to the Berwyn Park District, the Village of Riverside and coming up the Park District of Oak Park. Let me know a date that works for you!
- D. **Paid Leave For All Workers Updates** Birko continues to advocate for SRA's being exempt but has not heard anything more from Legislators of any Amendments being considered. I have had Zoom meetings with Representative Ford, and Lilly and have a few more coming up.
- E. **Staff Report: April Michalski, Superintendent of Recreation reported**
 - 1. **Winter Programs** Winter programs wrap up on March 23 and spring program registration is underway. As mentioned, we have made several changes to our program offerings this season to help manage waitlists and we are happy to report the changes have worked out well. We were able to accommodate
 - 2. **Day Camp** We held our day camp lottery and accepted 82 participants into camp, 25 participants are currently on the waitlist. The waitlist will be reviewed weekly, and we will continue to add participants as staff are hired. We are still working on securing facility space for camps. So far, we have been approved to use space at the Park District of Forest Park, Cheney Mansion in Oak Park, Pershing school in Berwyn, Forest Park Middle School, Elmwood Elementary School in Elmwood Park, and Kahl Park in Northlake.
 - 3. **Community Cruisers Adult Day Program** We held our lottery for Community Cruisers for the summer season. Due to increased interest in the program, we are adding an additional group this summer. We currently accepted 21 participants into the program.
 - 4. **Special Olympics** WSSRA has 11 athletes competing in the Special Olympics Regional Swim Meet on March 21 at Metea Valley High School, Naperville and 11 athletes competing in the Special Olympics Regional Powerlifting Tournament on March 23-24 at Marmion Academy High School in Aurora. Gold medal winners will advance to the state summer games in June.
 - 5. **Hiring Updates** Summer hiring has begun! WSSRA staff are working hard to recruit applicants. Staff are attending several upcoming job and volunteer fairs. On March 7 staff are attending a Best Buddies meeting and Job Fair at OPRF High School to promote volunteer and job opportunities with WSSRA. Staff are also attending East Leyden's Career Fair on March 20. We are returning to the group interview process for Day Camp and are offering 5 days of interviews over spring break on 3/23, 3/28 and 3/29, 4/3 and 4/5 in hopes to get more folks in and hired earlier.
 - 6. **Inclusion** Spring Inclusion requests are coming in, we currently have notifications for 24 participants. As you plan for summer staff training, please consider having our Inclusion Team come present. Trainings can be scheduled with our Inclusion Manager, Chris Sturm, at chriss@wssra.net.

7. **Upcoming Events**

Flap Jack Bunny Hop WSSRA is hosting our annual pancake breakfast on Saturday, March 16 at the Park District of Forest Park. All WSSRA Families will enjoy a visit with the bunny, crafts, games, an egg hunt, and a pancake breakfast.

Sensory Sensitive Treats with the Bunny The Park District of Oak Park and WSSRA are offering a sensory friendly spring event at the Cheney Mansion on Saturday, March 23. Families will enjoy crafts, treats, and a visit with the bunny!

G. **Staff Report: Annie Hart, Superintendent of Business reported**

1. **Payroll Taxes Update** Our payroll company, Paylocity, filed a 940 on behalf of WSSRA with a Q4 FUTA variance of \$22,497.39. (Note this did not come up last year as 2023 was the first full year with Paylocity) Unfortunately, WSSRA was not correctly set up in Paylocity as FUTA exempt during the implementation. WSSRA immediately contacted Paylocity to address the issue. After several weeks of research on our end and back and forth with Paylocity the situation has been corrected and moving forward we are set at FUTA exempt within Paylocity. All FUTA wage liabilities have been removed and we expect to receive a credit within the next 45-30 days. Paylocity has waived all fees that would have been incurred for amending all 941s from 2023. You will see in the January financial report the Q4 variance listed under 5130 and as the credit comes in that balance will go down to \$0.

2. **Vehicles** Staff are busy refining details for summer, including vehicles and drivers, as the number of requests for transportation continue to increase.

H. **No Other**

XII. **Closed Session None**

XIII. **Adjournment** Sletten/LoCascio motioned to adjourn the meeting at 5:25pm. Motion was unanimously approved

Respectfully submitted,

Marianne Birko, Executive Director
mb/ March 24 DRAFT minutes

DATE: 04/16/2024
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Old Business

- I have spoken with the BDC again about the property at 2832 Lombard Road. The BDC is not in a position to give the Park District the property for free, however it will give it to us at cost. The cost will be \$7,500 and legal fees.
- OSLAD Information: Attached is a summary sheet from the State of Illinois regarding OSLAD for the 2024 budget. The 2025 budget has not been completed and so the timeline has not been released yet. In February IAPD informed its agencies that the Governor is planning to allocate \$30,000,000 in funding towards 2025 OSLAD grants. Until the State budget is passed no further information will be made available.

**State of Illinois Uniform Notice of Funding Opportunity (NOFO)
Summary Information**

Awarding Agency Name	Natural Resources
Agency Contact	Ann Fletcher (dnr.grants@illinois.gov)
Announcement Type	Initial
Type of Assistance Instrument	Grant
Funding Opportunity Number	2024OSLAD
Funding Opportunity Title	Open Space Land Acquisition & Development
CSFA Number	422-11-0970
CSFA Popular Name	OSLAD
Anticipated Number of Awards	0
Estimated Total Program Funding	\$56,000,000
Award Range	\$20000 - \$0
Source of Funding	State
Cost Sharing or Matching Requirements	Yes
Indirect Costs Allowed	Yes
Restrictions on Indirect Costs	No
Posted Date	07/03/2023
Application Date Range	07/03/2023 - 08/31/2023 : 5:00 PM
Grant Application Link	Please select the entire address below and paste it into the browser... https://il.amplifund.com/Public/Opportunities/Details/6c94c5de-68c9-4dc0-a8b7-8149c04d8a6d
Technical Assistance Session	No