

Berwyn Park District
Monthly Committee Meeting
Freedom Park Administration Building
3701 S. Scoville Ave. Berwyn, IL
October 7, 2025, at 4:30 p.m.
Agenda

- I. Call to Order – Roll Call of Commissioners (action)
- II. Adoption of Agenda (action)
- III. Public Comments
- IV. Correspondence
- V. Financial Report
 - a. Account Payables (action)
 - b. 2026 Draft Budget
 - c. Health Insurance (action)
 - d. Closing BMO Accounts (action)
- VI. Policy and Personnel
 - a. Tree Protection Policy
- VII. Recreation
- VIII. Parks and Facilities
- IX. Other Business
 - a. Proksa Redevelopment
 - b. Proksa Pond Updates
 - c. Freedom OSLAD
 - d. Board of Commissioners Retreat
 - e. Pool Committee
 - f. 2026 Meeting Calendar
- X. Commissioner Comments
- XI. 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.
- XII. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is October 21, 2025, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is November 4, 2025, at 4:30pm at Freedom Park Administration Building.

Persons with disabilities requiring reasonable accommodation to participate in this meeting should contact Director Fallon at 708-788-1701, at least 48 hours prior to the meeting.

BOARD OF COMMISSIONERS

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

Ana Espinoza, Vice President
Claire Clark, Secretary



DATE: 10/7/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable Report

FINANCE

First Half of October 2025 Payables:

Check numbers: 25962 -25989 (detail listing following this page)

Total: \$ 90,164.88

I motion to approve the October 2025 payables in the amount of \$ 90,164.88

DATED FROM 09/17/2025 TO 10/07/2025
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
25962	AMSEAL	American Sealcoating &	OUT	10/07/25	10/02/25	2,440.00
25963	AUTOZONE	Auto Zone	OUT	10/07/25	10/02/25	290.56
25964	Brady	BradyIFS	OUT	10/07/25	10/02/25	1,387.40
25965	CARBIT	Carbit Paint Co.	OUT	10/07/25	10/02/25	195.00
25966	CDS	CDS Office Technologies	OUT	10/07/25	10/02/25	10,985.96
25967	CLOVERS	Clover's Garden Center	OUT	10/07/25	10/02/25	554.00
25968	COMCAST2	COMCAST BUSINESS	OUT	10/07/25	10/02/25	232.42
25969	Commeg	Commeg Systems, Inc.	OUT	10/07/25	10/02/25	174.00
25970	FSS	FSS Technologies LLC	OUT	10/07/25	10/02/25	605.82
25971	Groot	GROOT INDUSTRIES, iNC.	OUT	10/07/25	10/02/25	2,105.98
25972	HOP	Hop Butcher	OUT	10/07/25	10/02/25	414.00
25973	JCLICHT	JC Licht Ace	OUT	10/07/25	10/02/25	30.90
25974	KONICA	KONICA MINOLTA	OUT	10/07/25	10/02/25	152.28
25975	LAWNDALE	LAWNDALE NEWS	OUT	10/07/25	10/02/25	96.00
25976	MyTax	Illinois Liquor	OUT	10/07/25	10/02/25	600.00
25977	NG	Next Generation	OUT	10/07/25	10/02/25	1,235.05
25978	NICOR	Nicor Gas	OUT	10/07/25	10/02/25	597.11
25979	ORKIN	Orkin	OUT	10/07/25	10/02/25	958.88
25980	PDRMA	Park District Risk Management	OUT	10/07/25	10/02/25	16,722.51
25981	PEAC	Peac Solutions	OUT	10/07/25	10/02/25	339.80
25982	Record	Record-A-Hit Entertainment	OUT	10/07/25	10/02/25	447.50
25983	SCORCH	Scorched Earth Brewing Co.	OUT	10/07/25	10/02/25	682.20
25984	SCOTT	Scott Ingerson	OUT	10/07/25	10/02/25	400.00
25985	TakeOff	Eli Quintana	OUT	10/07/25	10/02/25	352.80
25986	Title	Chicago Title Company, LLC	OUT	10/07/25	10/02/25	1,320.00
25987	TMobile	T-Mobile	OUT	10/07/25	10/02/25	306.22
25988	VENT	Venture Forth Media, LLC	OUT	10/07/25	10/02/25	250.00
25989	WSSRA	West Suburban Special	OUT	10/07/25	10/02/25	46,288.49
TOTAL---ALL CHECKS						90,164.88

FROM 09/17/2025 TO 10/07/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
AMSEAL	American Sealcoating &								
	25-1370			09/17/25		25962	10/07/25	2,440.00	2,440.00
		01 Sealcoat parking lot	10020053660						1,690.00
		02 Restripe pavement markings	10020053660						750.00
								VENDOR TOTAL:	2,440.00
AUTOZONE	Auto Zone								
	359876			09/19/25		25963	10/07/25	290.56	290.56
		01 vehicle Maintenance	10020053650						290.56
								VENDOR TOTAL:	290.56
Brady	BradyIFS								
	10669922			09/26/25		25964	10/07/25	1,387.40	1,387.40
		01 Toilet Paper	10020055762						514.20
		02 paper towels	10020055762						315.00
		03 garbage bags	10020055762						558.20
								VENDOR TOTAL:	1,387.40
CARBIT	Carbit Paint Co.								
	855770			09/29/25		25965	10/07/25	195.00	195.00
		01 Cordovan brown gloss	10020055789						195.00
								VENDOR TOTAL:	195.00
CDS	CDS Office Technologies								
	INV1718359			09/18/25		25966	10/07/25	10,985.96	8,509.20
		01 Camaras @Proksa park	25000055750						8,509.20
	INV1721300			09/17/25		25966	10/07/25	10,985.96	2,476.76
		01 IT Serv.	10010051585						1,238.38
		02 IT Serv.	50010051585						1,238.38
								VENDOR TOTAL:	10,985.96
CLOVERS	Clover's Garden Center								
	66754			09/30/25		25967	10/07/25	554.00	554.00
		01 Pumpkins and Straw Bales	50100055796						554.00
								VENDOR TOTAL:	554.00
COMCAST2	COMCAST BUSINESS								
	Oct 25-FP			09/22/25		25968	10/07/25	232.42	232.42
		01 Phone and Internet	10010052641						232.42

FROM 09/17/2025 TO 10/07/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

								VENDOR TOTAL:	232.42
Commeg	Commeg Systems, Inc.								
	25091011			09/16/25		25969	10/07/25	174.00	174.00
		01 Employee Per month	10010052610						144.00
		02 Manager per Month	50010052610						30.00
								VENDOR TOTAL:	174.00
FSS	FSS Technologies LLC								
	I-72255			09/16/25		25970	10/07/25	605.82	605.82
		01 Alarms	10020052640						302.91
		02 Alarms	50020052640						302.91
								VENDOR TOTAL:	605.82
Groot	GROOT INDUSTRIES, iNC.								
	15168205T098			10/01/25		25971	10/07/25	2,105.98	1,115.78
		01 SP garbage	10020052630						557.89
		02 PP garbage	50020052630						557.89
	15168743T098			10/01/25		25971	10/07/25	2,105.98	569.03
		01 FP garbage	10020052630						569.03
	15168964T098			10/01/25		25971	10/07/25	2,105.98	421.17
		01 LCC garbage	50020052630						421.17
								VENDOR TOTAL:	2,105.98
HOP	Hop Butcher								
	83689			09/30/25		25972	10/07/25	414.00	414.00
		01 Payment for Beer for Brewfest	54100055412						414.00
								VENDOR TOTAL:	414.00
JCLICHT	JC Licht Ace								
	43329			10/02/25		25973	10/07/25	30.90	15.18
		01 Spray Paint for Garage sale	54100055420						15.18
	43347			10/02/25		25973	10/07/25	30.90	15.72
		01 Roller cover	10020053665						15.72
								VENDOR TOTAL:	30.90
KONICA	KONICA MINOLTA								
	47796335			09/22/25		25974	10/07/25	152.28	152.28
		01 Copier	50010052617						152.28

VENDOR #	INVOICE #		INV. DATE	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/
	ITEM DESCRIPTION	ACCOUNT NUMBER		P.O. NUM			ITEM AMT

VENDOR TOTAL: 96.00

VENDOR TOTAL: 600.00

VENDOR TOTAL: 1,235.05

VENDOR TOTAL: 597.11

FROM 09/17/2025 TO 10/07/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT

ORKIN	Orkin								
	14747859-yr contact			09/16/25		25979	10/07/25	958.88	794.88
	01 Year contract FP		10020052624						794.88
	284186756			10/01/25		25979	10/07/25	958.88	82.00
	01 Pest control Proksa		10020052624						82.00
	28574771			10/01/25		25979	10/07/25	958.88	82.00
	01 Pest control		10020052624						82.00
								VENDOR TOTAL:	958.88
PDRMA	Park District Risk Management								
	0925066H			09/29/25		25980	10/07/25	16,722.51	16,722.51
	01 Monthly Member Contribution		50010050510						8,361.25
	02 Monthly Member Contribution		10010050510						8,361.26
								VENDOR TOTAL:	16,722.51
PEAC	Peac Solutions								
	40992162			10/01/25		25981	10/07/25	339.80	339.80
	01 Photo Copier		10010052617						169.90
	02 Photo Copier		50010052617						169.90
								VENDOR TOTAL:	339.80
Record	Record-A-Hit Entertainment								
	50906561-Final Payment			09/15/25		25982	10/07/25	447.50	447.50
	01 Haunted House Bounce		50100055796						447.50
	02 House/Slide		** COMMENT **						0.00
								VENDOR TOTAL:	447.50
SCORCH	Scorched Earth Brewing Co.								
	2025-269-1			09/30/25		25983	10/07/25	682.20	682.20
	01 Beer Payment for Brewfest		54100055412						682.20
								VENDOR TOTAL:	682.20
SCOTT	Scott Ingerson								
	BWPD001			09/30/25		25984	10/07/25	400.00	400.00
	01 Bubble Show Spooktacular		50100055796						400.00
								VENDOR TOTAL:	400.00

FROM 09/17/2025 TO 10/07/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
TakeOff	Eli Quintana								
	A2028-600			09/29/25		25985	10/07/25	352.80	352.80
		01 Payment for Little Warriors	52090055440						352.80
		02 Class	** COMMENT **						0.00
								VENDOR TOTAL:	352.80
Title	Chicago Title Company, LLC								
	BPDB3701-2025			09/30/25		25986	10/07/25	1,320.00	1,320.00
		01 24 Title Searches	10010051570						1,320.00
								VENDOR TOTAL:	1,320.00
TMobile	T-Mobile								
	Sep 25			09/29/25		25987	10/07/25	306.22	306.22
		01 Cell Phones	10020052644						153.11
		02 Cell phones	50010052644						153.11
								VENDOR TOTAL:	306.22
VENT	Venture Forth Media, LLC								
	09 2025			09/30/25		25988	10/07/25	250.00	250.00
		01 Brewfest Ad in IL Brewing	54100055410						250.00
		02 Magazine	** COMMENT **						0.00
								VENDOR TOTAL:	250.00
WSSRA	West Suburban Special								
	Qtr 4 -2025			09/24/25		25989	10/07/25	46,288.49	46,288.49
		01 4th Quarter Share Payment	26000052645						37,547.25
		02 Inclusion Expenses	26000050505						8,120.06
		03 FICA	26000050505						621.18
								VENDOR TOTAL:	46,288.49
								TOTAL --- ALL INVOICES:	90,164.88

DATE: 10/7/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Approval of Health Insurance Rates for 2026

The overall cost of PPO plans rose 9.8% and the HMO plans rose 8.7%. Dental rates increased 2% and vision decreased 5.6%.

Plan selections are due to PDRMA October 17th. Open enrollment for employees starts November 3rd.

For our district we were able to control the overall large increase for our employees with the plans that we are recommending. Below is what the average increase over last year's rate will be.

Employee: 4.2%

E + SP: 3.18%

E + 1 CH: -4.3%

E + 2+ CH: 8.25%

Family: 8.97%

The staff recommends the \$2000 PPO with \$1500 HRA, HMO Blue Advantage, Dental with Orthodontia, and Vision \$600 as shown in the cost share tables on the following page.

I make a motion to approve the cost share table rates for the 2026 health insurance plans for \$2000 PPO with \$1500 HRA, HMO, Dental with Orthodontia, and Vision \$600. Full coverage for single health insurance with 20% employee and 80% employer coverage on Vision, Dental with ortho, and additional family members for health insurance.

PPO \$2,000/HRA with Rx

	\$2,000/\$1,500		
	Employee	Employer	Total
Single	\$0.00	\$1,037.98	\$1,037.98
E+SP	\$217.90	\$1,909.56	\$2,127.46
E+ 1CH	\$83.02	\$1,370.08	\$1,453.10
E+ 2+CH	\$199.25	\$1,835.00	\$2,034.25
FAMILY	\$415.00	\$2,698.36	\$3,113.36

PPO \$500 Deductible with Rx

	\$500 PPO		
	Employee	Employer	Total
Single	\$0.00	\$1,229.39	\$1,229.39
E+SP	\$258.09	\$2,261.76	\$2,519.85
E+ 1CH	\$98.34	\$1,622.74	\$1,721.08
E+ 2+CH	\$236.00	\$2,173.41	\$2,409.41
FAMILY	\$491.64	\$3,195.95	\$3,687.59

HMO Blue Advantage

	Employee	Employer	Total
Single	\$0.00	\$896.80	\$896.80
E+SP	\$188.33	\$1,650.12	\$1,838.45
E+ 1CH	\$71.74	\$1,183.77	\$1,255.51
E+ 2+CH	\$172.19	\$1,585.54	\$1,757.73
FAMILY	\$358.72	\$2,331.68	\$2,690.40

Dental with Ortho

	Employee	Employer	Total
Single	\$9.00	\$35.98	\$44.98
E+SP	\$18.00	\$71.98	\$89.98
E+ 1CH	\$12.86	\$51.46	\$64.32
E+ 2+CH	\$16.82	\$67.30	\$84.12
FAMILY	\$25.13	\$100.53	\$125.66

Vision \$600

	Employee	Employer	Total
Single	\$4.55	\$18.22	\$22.77
E+SP	\$8.50	\$33.99	\$42.49
E+ 1CH	\$8.50	\$33.99	\$42.49
E+ 2+CH	\$13.38	\$53.52	\$66.90
FAMILY	\$13.38	\$53.52	\$66.90

DATE: 10/7/2025
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Close out BMO account

I would like to make a request to the board for permission to close out the account at BMO Bank. This account was strictly used for credit card transactions from registration for recreation programs.

BMO: The average monthly fee is \$235, which totals approximately \$2,820 per year.

Republic Bank: The estimated monthly fees are \$20–\$25, for an approximate annual total of \$240–\$300.

BMO: Incurs a transfer fee of \$10 to \$40 per transaction.

Republic Bank: Funds can be transferred from the merchant account to the operating account for no charge, which further increases the savings.

The difference in annual fees alone is substantial. This would also eliminate fees for moving funds between merchant and operating accounts.

CHAPTER 1
TREE PRESERVATION
SECTION 1

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1.1 STATEMENT OF PURPOSE

This Section of the policy is structured to preserve, protect and enhance critical infrastructure – the portion of the urban forest that is located in the Berwyn Park District. The complete urban forest is comprised of trees across all land uses and ownership on public and private land. This Section will regulate Berwyn Park District property trees but recognizes that trees on public and private property are part of the collective community resource.

The purpose of this Section is to recognize the services and function that trees provide as a collective asset to the entire community and to state the goals of the Berwyn Park District with respect to the protection, preservation, care and planting of trees in the Berwyn Park District. This plan is in full effect 24 hours per day 365 days per year, and are not only triggered by construction projects or landscaping projects.

Specific goals of this section are to:

A. Protect, preserve and enhance the quality of life and general welfare of the Berwyn Park District, its patrons, and residents of the City of Berwyn; and conserve and enhance the Berwyn Park District's natural, physical and aesthetic environment.

B. Preserve, protect and enhance the urban forest to ensure that trees are properly planted and maintained within the Berwyn Park District so that trees can protect, enhance and preserve the quality of life for patrons of Berwyn Park District and its residents.

C. Recognize that trees are an integral part of the infrastructure of the Berwyn Park District and as such should be preserved, protected and cared for as other critical Berwyn Park District infrastructure.

- a. Trees absorb pollution from the air;
- b. Trees absorb and sequester carbon dioxide;
- c. Trees absorb and filter pollution from stormwater run-off;
- d. Trees produce oxygen;
- e. Trees reduce flooding;
- f. Trees stabilize soils and reduce erosion;
- g. Trees cool the surrounding area helping to reduce impacts due to heat islands;
- h. Trees reduce energy consumption by shielding structures from harsh winds and sun;
- i. Trees provide a buffer and screen against noise, light and pollution;
- j. Trees improve property values;
- k. Tree-filled parks improve commercial district buyer traffic and purchasing;
- l. Areas with trees have lower crime rates;

- m. Areas with trees have higher levels of community interaction;
- n. Trees provide important habitat for birds and other wildlife; and
- o. Trees protect and enhance our quality of life.

D. Trees provide the Berwyn Park District collective benefits that extend beyond property boundaries throughout the entire City of Berwyn and suburban Cook County.

E. Recognize that larger trees provide larger benefits. When a large tree is removed and replaced with a smaller tree the benefits and services are reduced.

F. Recognize that some trees may have a condition that constitutes a threat, danger or nuisance to the public or property within the Berwyn Park District or may be dangerous to the health of other trees and vegetation in the Berwyn Park District.

1.2 DEFINITIONS

ARBORIST Any individual experienced in the profession of forestry or a related field and is licensed or certified in forestry by an accredited forestry industry body, e.g. International Society of Arboriculture.

BUCKTHORN An undesirable exotic invasive ornamental shrub introduced to North America. This species inhabits woodlands and savannas where it dominates the landscape prohibiting the development of native trees and plants. There are six species of buckthorn listed in the Illinois Exotic Weed Act, which prohibits the sale, distribution or planting of this species, *Rhamnus cathartica*, *davurica*, *frangula*, *argula*, *utilis*, and *japonica*.

BUILDING ACTIVITY AREA The portion of a property within which development activity, including grading, excavation, storage of materials, construction access and construction of both main buildings and unattached structures.

CANOPY The upper portion of a tree sometimes called the crown. This section of the tree usually contains branches and leaves.

CONTRACTOR A company or individual contracted to perform landscape services.

DAMAGE Impact or loss of function to any tree including but not limited to: removal, root compaction, root removal, girdling, soil contamination, topping, pruning more than 20% of the trees, canopy removal, bark removal, poisoning and or/ actions resulting in the decline or death of a tree.

DEVELOPMENT Any proposed change in the use or character of land, including, but not limited to the replacement of any structure or site improvements, e.g. irrigation installation, driveway replacement, installation of a retaining wall among others. When appropriate to the context, development may refer to the receipt or necessity of any building, tree or site work permit.

DIAMETER AT BREAST HEIGHT The diameter of the trunk of the tree measured in inches at a point 4.5 feet above ground line. This forestry standard measurement is used for established and mature trees and is referred to as "DBH". All reference to diameter size shall be to the DBH.

UBAN FOREST MANAGEMENT PLAN (UFMP) A detailed plan developed and approved by the Berwyn Park District under the direction of the Superintendent of Parks and Facilities which protects this valuable infrastructure and outlines thoughtful strategies for tree planting, selection, care and preservation for the Berwyn Park District and complies with recognized national standards.

FORESTER An individual trained and experienced in the profession of forestry who has a forestry degree from an institution of advanced education, or equivalent experience as a subject matter expert

INFRASTRUCTURE The basic underlying framework or features that provide collective services, including but not limited to roads, waterlines, storm sewers, bioswales, and trees.

INVASIVE SPECIES An introduced or exotic species that significantly modifies or disrupts the ecosystem in which it colonizes (e.g. buckthorn).

LANDSCAPE Vegetation and hardscapes installed and maintained by the Berwyn Park District.

MANAGEMENT PLAN A plan approved by the Berwyn Park District outlining the strategies for care and management of a specific type of landscape.

NUISANCE TREES Nuisance trees are trees that may provide potential impacts to other trees, people or structures. This would include, but not be limited to, diseased, infested, structurally unsound trees or known invasive or aggressive species.

PARCEL A single parcel shall mean any lot of record, zoning lot or any grouping of adjacent lots under single ownership, serving a principal structure or use.

PREFERRED TREE LIST A listing of tree species, identified in the Berwyn Park District Urban Forest Management Plan.

PROPERTY OWNER An individual or organization who owns property located within the limits of the City of Berwyn.

SIGNIFICANT TREE REMOVAL Removal of a grouping/stand of trees.

SIMPLE TREE REMOVAL Removal of a tree without other associated site impacts or other site improvements.

SITE The parcel of land for which landscaping changes or tree removal is sought.

TRANSPLANTING The removal of any tree for replanting elsewhere.

TREE Any self-supporting woody plant, together with its root system, trunk and canopy; growing upon the earth usually with one trunk, or a multi-stemmed trunk system, supporting a definitely formed crown.

TREE PRESERVATION PLAN A document required during construction activities which identifies, by common name and/or scientific name, certain species of trees of a specified DBH within a particular

area. The plan shall list all existing and proposed trees and shall specifically state how each tree is proposed to be destroyed, relocated, replaced, preserved at its present location, introduced into the site from an off-site source, and whether the tree is to receive remediated actions due to construction impacts, e.g. root pruning. The Berwyn Park District may provide that the tree preservation plan excludes those portions of the site which it determines will not be affected by the activity. Any tree preservation plan required by this Section must be dated within thirty-six months of the start date of the proposed activity.

TREE REMOVAL The cutting down, destruction, removal or relocation of any tree, including damaging by poison or other direct or indirect action.

1.3 PRESERVATION

A. The Berwyn Park District shall contract with a certified Arborist. The Arborist will be responsible for advice and suggestions on the enforcement and compliance of the Urban Forest Management Plan. Any urban forestry work completed by a contractor within the Berwyn Park District shall be under the direction of a certified arborist, arborist trainee, or a Forestry Consultant and the Superintendent of Parks and Facilities. The Superintendent of Parks and Facilities, all members of the Parks and Facilities department as well as The Superintendent of Finance and HR, Superintendent of Recreation and Executive Director all have the authority to enforce this policy.

B. The Berwyn Park District shall have an urban forest inventory of owned trees. This inventory shall be maintained in a current state. Updated inventory may be required every 7-10 years unless the inventory is updated with the pruning cycle or is updated as part of routine tree maintenance.

C. The Berwyn Park District shall have an approved Urban Forest Management Plan. This plan shall be the framework for the protection, management and planting of trees within the Berwyn Park District and shall support and clearly define regulations identified in the Tree Preservation Policy.

This plan shall include the following:

1. A defined ten-year urban forestry strategy with clearly identified one, five, and ten years goals;
2. Community canopy mapping identifying existing tree canopy and priority locations for planting;
3. A strategy for completion and maintenance of a tree inventory on Berwyn Park District property;
4. Clear guidelines on tree species and age diversity;
5. Clear identification of replacement value and requirements for tree removal or damage;
6. An approved and an unapproved tree list.
7. Clearly defined specifications for tree planting, pruning, and impact reduction;
8. A risk assessment and management program;
10. A strategy for management, preservation and protection of naturalized areas;
11. A strategy for administration and implementation of a volunteer program;
12. Clear identification of forestry resource needs; and

D. The Berwyn Park District should require that any Contractor, working for the Berwyn Park District who may interact or have impact on Berwyn Park District urban forest have a Certified Arborist on staff, and periodically on site for all work pertaining to trees, including but not limited to removal, pruning and planting activities.

F. All tree planting, selection and management shall be in compliance with the Berwyn Park District Urban Forest Management Plan.

G. It is recognized that diverse species and age structure of urban trees throughout the Berwyn Park District are critical to the health of the forest structure and protects the Berwyn Park District from catastrophic loss and improved longevity. Specifications for species and age diversity, planting and management are contained in the Urban Forest Management Plan.

1.4 PLANTING

A. As outlined in the Urban Forest Management Plan, the Berwyn Park District shall plant, and recommend diverse species with the ratio of not more than 20% of any one family, 10% of any one genus or 5% of any one species, with the exception of naturalized areas where species selections are based on the natural species assemblages as defined in the Urban Forest Management Plan. Diverse species composition protects the Berwyn Park District from catastrophic loss.

B. All trees planted by the Berwyn Park District or their agent shall be planted in accordance with the Urban Forest Management Plan and ANSI A300 Standards.

C. Trees purchased by the Berwyn Park District shall meet the specifications required in the Urban Forest Management Plan and ANSI Z 60.1 Standards.

D. Prior written approval is required to plant any plant, tree or shrub on Berwyn Park District property.

E. The Berwyn Park District shall not plant any tree under utility wires that is anticipated to grow to a height that will interfere with the wires.

F. The Berwyn Park District shall provide education and outreach to Berwyn Park District patrons/residents on the need for species and age diversity, proper selection and planting practices, and how to select species for sites.

1.5 TREE CARE

Tree care within the Berwyn Park District, shall comply with all Best Management Practices identified in the Urban Forest Management Plan and ANSI A300. Topping of trees is prohibited in Berwyn Park District property.

1.6 TREE PROTECTION

This Section applies to any work or activity which may impact Berwyn Park District trees.

A. Unless otherwise authorized by this Section, it shall be unlawful for any person to remove, injure or undertake any procedure which will cause death, substantial damage, or create a hazard, to any Berwyn Park District tree without first obtaining written approval from the Berwyn Park District. In the case of tree management practices, these practices shall comply with the Best Management Practices identified in the Urban Forest Management Plan.

B. In the event of any site improvement which may impact Berwyn Park District property trees, a Tree Preservation Plan is required, must be approved by Berwyn Park District staff or the Forestry Consultant, and implemented prior to the start of any work or delivery of any materials to the Building Activity Area. The approved Tree Preservation Plan shall be available on the site throughout the entire construction period until final approvals for all site work shall be received in writing. Additional information is available in UFMP.

C. In instances where the activity requires the use of heavy equipment and where that activity may impact trees on Berwyn Park District property, all appropriate tree protection measures must be taken and identified in the Tree Preservation Plan. In addition, all tree protection measures shall be in compliance with the Urban Forest Management Plan and industry Best Management Practices.

1.7 BOUNDARY TREES / SHARED TREES

This section applies to trees which appear to be shared property between a Berwyn Park District property and a neighboring property of differing ownership.

A. Any tree which has any portion of average trunk diameter, not including surface or buttress roots, on 2 or more properties shall be considered a Boundary Tree, and Shared Property.

B. Berwyn Park District shall consult with joint tenants of Boundary Trees prior to executing any maintenance activities or tree removals upon those trees and attempt to gain consent of the joint tenant prior to proceeding with such work.

C. Joint tenants with Berwyn Park District concerning ownership of a tree may, under Illinois law, remove limbs on their side of the property line, and Berwyn Park District may do the same.

D. Should the removal of limbs result in loss of the tree, either party may seek civil damages for loss of the tree if the other party is not consulted prior to commencement of work.

1.8 TREE REMOVAL

Tree removals are considered an impact to the entire Berwyn Park District. It is clearly documented that larger trees provide larger benefits. It is recognized that the planting of smaller trees does not replace the value of larger trees that are lost. It will take tens of years for that value to be replaced and for that reason efforts should be made to preserve and protect trees where they are growing.

A. It shall be unlawful for any individual to remove or cause damage to any tree located on Berwyn Park District property without written approval from the Berwyn Park District.

B. Any tree removed from park district owned property or transplanted offsite should be replaced according to the regulations outlined in the Urban Forest Management Plan.

C. If a tree is removed or damaged by a resident or developer without written approval from the Berwyn Park District it must be replaced as set forth in this Section.

1.9 TREE REPLACEMENT

A. It is required that tree replacement species come from the Preferred Species List. The Preferred Species List is provided in the Urban Forest Management Plan.

B. Any tree species of any size in landscaped areas which is removed, or any 6" DBH or 6" group of trees in a natural area which is removed, which is not identified on the unapproved species list, is required for replacement by this Section. These trees shall be planted in accordance with the tree species list in the UFMP and Z 60.1 Standards.

C. When a tree removal is required because of any project, tree replacement shall occur at the rate of 2" for every 1" of tree diameter lost for approved species, and 1" for every 1" of tree diameter lost for unapproved species

D. All tree replacement plantings shall require an underground utility location prior to planting.

E. Final planting locations of replacement trees shall be at the discretion of Berwyn Park District Superintendent of Parks and Facilities or the Forestry Consultant, and be consistent with the goals outlined in the Urban Forestry Management Plan.

F. It shall be encouraged that any species identified as invasive species in Illinois be removed. There is no replacement requirement for these removals.

1.10 PENALTIES FOR DAMAGED TREES

The following penalties and fees may be charged at the discretion of the Berwyn Park District for unlawful removal of or damage to its trees, either fully owned or jointly owned under Illinois law. These monies can be utilized for tree replacement or other Forestry-Related services at the discretion of the Executive Director.

- A. For trees up to 18" in Diameter, the following formula shall be used to determine compensatory value for damage to trees:

Type	\$/Diameter Inch
Approved Species	\$200
Non-invasive Unapproved Species	\$50
Invasive Species	\$0
New Species not yet on either list	BPD Discretion

B. For trees over 18" in Diameter, where values may be significantly higher, the above formula may not accurately reflect value. In these cases, Berwyn Park District should retain the services of a Consulting Arborist to perform a formal appraisal according to the CTLA's 10th Guide to Plant Appraisal in order to accurately capture value.

C. No single tree shall be appraised for loss at greater than 5% of the real market value of the parcel on which it stands.

1.11 TREE PRESERVATION AND/OR REMOVAL PLAN FOR SIGNIFICANT REMOVALS, CONSTRUCTION AND/OR DEVELOPMENT

Significant tree removals or tree removal and/or planting related to construction and/or development shall comply with all requirements of this Section and the Urban Forest Management Plan.

In the case of significant tree removals or tree removal and/or planting related to construction and/or development, the Superintendent of Parks and Facilities or Forestry Consultant shall review and approve planned removals and plantings.

1.12 INVASIVE SPECIES CONTROL

A. INVASIVE WOODY PLANTS

Invasive plants cause ecological disruption to natural ecosystems. The type of impact varies based on the species and the traits of that species. The Woody Invasive Species List is included in the Urban Forest Management Plan. These species shall not be planted and should be removed and controlled to reduce impacts to other vegetation.

1. Typical impacts include:

- a. Chemical disturbance to the soil limiting development of other species;
- b. Dense plant growth limiting light to soil surface resulting in exposed soil allowing erosion;
2. Displacement of naturally occurring species resulting in a monoculture of invasive species and aggressive tendencies.

B. INVASIVE DISEASES AND INSECTS

1. Impacts on Trees

Invasive diseases and insects can create significant stress to trees and in some instances kill trees.

Berwyn Park District has developed a list of Invasive Diseases and Insects that pose significant threats to trees from information identified by State and Federal Departments of Agriculture. This list is included in the Urban Forest Management Plan.

2. Invasive Species Management Plan

Management of invasive diseases and insects is included in the Urban Forest Management Plan.

1.14 TREE PLANTING, REMOVAL, PRUNING APPROVAL

A. Tree Removal Procedures

As the sole property owner of all Park District-owned land in Berwyn Park District, Berwyn Park District shall have sole discretion as to trees to be planted, maintained, or removed on its property. The district shall be responsible for holding its contractors and vendors to its internal standards as well as ANSI A300. No resident or other party may apply for permission to remove, maintain, or plant trees on Park District owned land. The Park District Superintendent of Parks and Facilities shall approve proposed tree removals only when other mitigation options are unavailable or unacceptable. The Berwyn Park District, and its appointed tree manager, arborist, or Forestry Consultant shall approve or disapprove of tree planting, removal and pruning work performed by its hired contractors by written authorization.

B. Time Limitation

1. A written authorization shall expire and become null and void if work authorized does not commence within six months from the date of approval or if such work when commenced is suspended or abandoned at any time for a period of one year.

1.15 FINAL INSPECTION

Final approval shall be issued when all relocation, replacement or remediation of trees is completed by contractors, and a final inspection has been conducted by the Berwyn Park District. Should the Berwyn Park District determine that the season is inappropriate for planting then relocation or replacement shall be deferred until the next planting season.

1.16 EXCEPTIONS

If because of emergency weather or other casualty conditions a tree is endangering health, safety or property and requires immediate removal, verbal authorization may be given by the Berwyn Park District for the tree removal without obtaining written approval. Such verbal authorization shall later be confirmed in writing by the Berwyn Park District.

1.18 CIVIL REMEDIES

In addition to any other remedies provided by this Section the Berwyn Park District shall have the following judicial remedies available for violations of this Section or any condition promulgated under this Section.

A. The Berwyn Park District may institute a civil action in a court of competent jurisdiction to establish liability and to recover damages for any injury caused by the removal or damage of trees in contravention of the terms of this Section.

B. The Berwyn Park District may institute a civil action in a court of competent jurisdiction to seek injunctive relief to enforce compliance with this Section to enjoin any violation, and to seek injunctive relief to prevent irreparable injury to the trees or properties encompassed by the terms of this Section.

1.19 LIABILITY INSURANCE CONTRACTS-VENDORS

Company shall obtain Commercial General Liability Insurance (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$2,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location. CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract). The Berwyn Park District shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 26 or a substitute providing equivalent coverage, under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to District. Company shall furnish District with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements.

1.20 SEVERABILITY

If any section or other portion of this Title, or its application to any person, is, for any reason, declared invalid or unenforceable, in whole or in part, by any court or agency of competent jurisdiction, said decision shall not impact the validity of the remaining portions hereof.

DATE: 10/7/2025
TO: The Board of Commissioners
FROM: John Roberts, Superintendent of Parks and Facilities
RE: Department Report

Completed Projects

Project	Status	Completed Date
Smirz Park	Paint outdoor shelter area	September 5, 2025
Hessler Park	Repair, replace, and paint cedar siding	September 12, 2025
Freedom Park	Seal coat and restripe parking lot	September 16, 2025
Sunshine Park	Bocce Court restoration	September 19, 2025

Upcoming Projects

Project	Status	Anticipated Completed Date
Freedom Park	Replace tree	October 25, 2025
All Parks	Repair and replace retaining walls	To be Determined
Sunshine Park	Tree removal (1)	October 3, 2025
Smirz Park	Tree removal (1)	October 3, 2025
Proksa Park	Add pickleball lines (2)	October 6, 2025
All Parks	Turn off water/drinking fountains	October 10, 2025
Mraz Park	Tree trimming	October 17, 2025
All Parks	Tree Planting (50)	October 25, 2025

Routine Maintenance

- Trash removal and collection of loose debris from all parks.
- Clean all facilities.
- Graffiti removal.
- Monthly inspections of vehicles, parks, and facilities.
- Baseball field setup (Monday - Sunday)

DATE: 10/07/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Other Business

- Proksa Redevelopment:
 - Design development: August-October 2025
 - Construction documents: November-January 2025
 - Permitting: January-February 2026
 - Bidding: February-March 2026
 - Construction: April 2026, weather permittingNo additional updates.
- Proksa Pond Update: The attorney is working on the contract.
- OSLAD Freedom: The application was submitted on September 30th by 5pm as required. It is anticipated we will have an announcement early 2026.
- Board of Commissioners Retreat: There was no clear consensus on the dates provided. The date that had the highest availability was October 26th with 20%.
- Pool Committee: The City of Berwyn is discussing launching a pool committee. The mayor is looking for representation from Alderman, Park District and Community members. At the time of this report, I have not heard from the mayor or his representatives, I will update the Board on next steps.
- Included is the 2026 Meeting Calendar for information. This will be approved at the October Board Meeting.

2026 Berwyn Park District Board of Commissioners Proposed Committee Meeting Schedule

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2026 calendar year. All meetings are held at Freedom Park Administration Building 3701 S. Scoville, Berwyn, Illinois at 4:30 p.m., or via virtual conference, unless otherwise noted.

Tuesday, February 3, 2026	Board of Commissioners Meeting
Tuesday, March 3, 2026	Board of Commissioners Meeting
Tuesday, April 7, 2026	Board of Commissioners Meeting
Tuesday, May 5, 2026	Board of Commissioners Meeting
Tuesday, June 2, 2026	Board of Commissioners Meeting
Tuesday, July 7, 2026	Board of Commissioners Meeting
Tuesday, August 4, 2026	Board of Commissioners Meeting
Tuesday, September 1, 2026	Board of Commissioners Meeting
Tuesday, October 6, 2026	Board of Commissioners Meeting
Tuesday, November 3, 2026	Board of Commissioners Meeting
Tuesday December 1, 2026	Board of Commissioners Meeting

2026 Berwyn Park District Board of Commissioners Proposed Meeting Schedule

In accordance with the Illinois Open Meetings Act, the following is a list of the scheduled Board of Commissioners meetings for the 2026 calendar year. All meetings are held at Proksa Park Activity Center 3001 S. Wisconsin, Multipurpose Room, Berwyn, Illinois at 6:00 p.m., or via virtual conference, unless otherwise noted.

Tuesday, January 20, 2026	Board of Commissioners Meeting
Tuesday, February 17, 2026	Board of Commissioners Meeting
Tuesday, March 17, 2025	Board of Commissioners Meeting
Tuesday, April 21, 2026	Board of Commissioners Meeting
Tuesday, May 19, 2025	Board of Commissioners Meeting
Tuesday, June 16, 2026	Board of Commissioners Meeting
Tuesday, July 21, 2026	Board of Commissioners Meeting
Tuesday, August 18, 2026	Board of Commissioners Meeting
Tuesday, September 15, 2026	Board of Commissioners Meeting
Tuesday, October 20, 2026	Board of Commissioners Meeting
Tuesday, November 17, 2025	Board of Commissioners Meeting
Tuesday December 15, 2026	Board of Commissioners Meeting