

Berwyn Park District
Monthly Committee Meeting
Freedom Park Administration Building
3701 S. Scoville Ave. Berwyn, IL
February 4, 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. Taxes from 2024
 - c. PMA
- VI. Policy and Personnel
 - a. Board Policy Manual
- VII. Recreation
- VIII. Parks and Facilities
- IX. Other Business
 - a. Arboretum Grant update
- X. Commissioners 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 February 18, 2025, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is March 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

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

Ana Espinoza, Vice President
Mario Manfredini, Secretary

DATE: 2/4/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
Superintendent of Finance and HR
RE: Accounts Payable Report

FINANCE

February 2025 Payables:

Check numbers: 25595-25605 (detail listing following this page)

Total: \$ 31,099.50

I motion to approve the February 2025 payables in the amount of \$ 31,099.50

DATE: 01/30/2025
TIME: 14:43:39
ID: AP450000

BERWYN PARK DISTRICT
PAID INVOICE LISTING

PAGE: 1

FROM 01/22/2025 TO 02/04/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
Brady	BradyIFS								
	9653531			01/16/25		25596	02/04/25	1,867.10	1,867.10
		01 Ice Melt Sack	10020055762						1,367.10
		02 Bath Tissue	10020055762						500.00
							VENDOR TOTAL:		1,867.10
CBI	CBI								
	408997			01/29/25		25597	02/04/25	2,700.00	675.00
		01 Sunshine Backflow Serv.	10020053665						675.00
	408998			01/29/25		25597	02/04/25	2,700.00	1,125.00
		01 Proksa Backflow Serv.	10020053665						1,125.00
	408999			01/29/25		25597	02/04/25	2,700.00	225.00
		01 Liberty Backflow Serv.	10020053665						225.00
	409001			01/29/25		25597	02/04/25	2,700.00	675.00
		01 Freedom Backflow Serv.	10020053665						675.00
							VENDOR TOTAL:		2,700.00
CDS	CDS Office Technologies								
	INV1668214			01/17/25		25598	02/04/25	2,476.76	2,476.76
		01 IT Services	10010051585						1,238.38
		02 IT Services	50010051585						1,238.38
							VENDOR TOTAL:		2,476.76
COMCAST2	COMCAST BUSINESS								
	Jan 25- FP			01/02/25		25595	01/28/25	229.07	229.07
		01 Phone & Internet-Freedom	10010052641						229.07
							VENDOR TOTAL:		229.07
COMED	Com. Ed.								
	Feb 25- Hessler			01/21/25		25599	02/04/25	3,207.33	42.40
		01 Electric Hessler	50020052638						42.40
	Feb 25 Proksa			01/30/25		25599	02/04/25	3,207.33	1,565.31
		01 Electric Proksa	50020052638						1,565.31
	Feb 25- Smirz			01/21/25		25599	02/04/25	3,207.33	84.87
		01 Electric Smirz	50020052638						84.87

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BERWYN PARK DISTRICT
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FROM 01/22/2025 TO 02/04/2025

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	Feb 25-FP			01/21/25		25599	02/04/25	3,207.33	1,514.75
	01	Electric Freedom	10020052638						1,514.75
								VENDOR TOTAL:	3,207.33
FSS	FSS Technologies LLC								
	I-50004			01/17/25		25600	02/04/25	1,226.82	1,226.82
	01	Access control/Alarm	10020053665						1,226.82
								VENDOR TOTAL:	1,226.82
KONICA	KONICA MINOLTA								
	46343578			01/23/25		25601	02/04/25	152.28	152.28
	01	Equipment/Insurance	50010052617						152.28
								VENDOR TOTAL:	152.28
NG	Next Generation								
	212715			01/27/25		25602	02/04/25	171.80	171.80
	01	Shirts for Futsal	52090055425						171.80
								VENDOR TOTAL:	171.80
PDRMA	Park District Risk Management								
	0125066H			01/27/25		25603	02/04/25	18,592.35	18,592.35
	01	Monthly Member Contribution	10010050510						9,296.17
	02	Monthly Member Contribution	50010050510						9,296.18
								VENDOR TOTAL:	18,592.35
TakeOff	Eli Quintana								
	A2027-400			01/27/25		25604	02/04/25	245.00	245.00
	01	Little Hoopers	52090055440						245.00
								VENDOR TOTAL:	245.00
WSTEMAN.	Waste Management Illinois								
	0017972-2856-4			01/21/25		25605	02/04/25	230.99	230.99
	01	Scavanger Service	10020052630						230.99
								VENDOR TOTAL:	230.99
								TOTAL --- ALL INVOICES:	31,099.50

DATE: 2/4/2025
TO: The Board of Commissioners
FROM: Cathy Fallon
RE: Finance Report

- At the close of Fiscal Year 24 the Park District was owed about\$70,000 in tax revenue from the County. We have reached out to the County to receive an update on the timeframe for the remaining disbursements.
- PMA is still working on our financial assessment. They have requested some additional documents which have been shared.

DATE: 2/04/2025
TO: The Board of Commissioners
FROM: Recreation Department
RE: Recreation

Athletics:

- Spring soccer registration opens February 5th.

General Recreation:

- We have 7 kids enrolled for in First Step Twos.
- We have 7 kids enrolled in Alphabet Soup.
- We have 10 kids enrolled in our next session of Book and Bites. The class is Full.
- We have 6 kids enrolled in Miss Allison's music class.
- We have consistently seen 8-10 kids each Friday for Friday Frenzy.
- We have 12 kids enrolled for Let's Make Art – the class is full.

Marketing:

Facebook:

- Views are up 12%

Instagram:

- Views are up 25%, mostly from non-followers.

Some fun things to add:

- People really have been loving the personability of the "Meet our Instructors" posts because they're people they know and interact with. We're going to continue playing off of that and showcasing the people here. Our most popular posts were with Amy, Chris and Maggie. They REALLY loved Amy's video.
- People have been really responsive to the Instagram stories about Friday Frenzy.

Special Events:

- We had 9 signed up for the Volo Museum in March.
- We have 9 signed up for the Geneva, Il trip in April.
- We have 5 signed up for the Swiss Alps trip.
- We have 6 signed up for the Community Garage sale in June.

DATE: 2/4/2025
TO: The Board of Commissioners
FROM: John Roberts, Superintendent of Parks and Facilities
RE: Department Report

Completed Projects

Project	Status	Completed Date
Freedom Park	Installed new light fixture inside Freedom Administration Building	January 28, 2025
Proksa Park	Removed and replaced the hot water heater	January 22, 2025
Proksa Park	Removal of the shed (located outside of the children's garden)	January 27, 2025
Freedom Park	Orkin performed pest and rodent control	January 27, 2025
Proksa Park	Orkin performed pest and rodent control	January 27, 2025

Upcoming Projects

Project	Status	Anticipated Completed Date
Proksa Park Pond	Plan to include in park renovations	Unknown
Serenity Drinking Fountain	Project on hold until spring	(Spring 2025)
Sunshine Park	Service/repairs to our New Holland (skid steer)	February 6, 2025
Proksa Park	Roof repairs (repair the fascia)	January 29, 2025
Smirz Park	Roof repairs on the garage (repair the soffit)	January 30, 2025
Sunshine Park	Roof repairs on the Maintenance Building (repair the fascia)	January 31, 2025
All Buildings	Chicago Backflow will be performing backflow device tests	January 29, 2025

Sunshine Park	Installing new running boards on our dump truck	February 12, 2025
Sunshine Park, Mraz, Smirz	Bench repairs (replacing bench slats and hardware)	February 20, 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.
- Snow removal (as needed)

DATE: 2/04/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Other Business

- Morton Arboretum Grant: I have reached out to the Park District's representative to discuss the feasibility of the grant moving forward, as it is federally funded. It is the understanding of the Chicago Regional Tree Initiative as well as the Arboretum that this grant is still in line to receive the funding. Their understanding is projects such as energy exploration/processing, minerals, EV vehicles, appliances are the projects to be put on hold. They believe that urban and community forestry programs will move forward. What the Park District plans to do is follow all the guidelines and requirements put forth in the grant. The grant is not set to expire until 2028 and we will continue working with our representative to get reimbursed. If any additional updates or changes are provided, I will continue to update the Board.
- The Recreation Department has begun meeting with the Library to discuss additional cooperative ideas.