

Berwyn Park District
Monthly Committee Meeting
Freedom Park Administration Building
3701 S. Scoville Ave. Berwyn, IL
June 3, 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. Updating Bank Accounts (action)
 - c. 2026 Budget
 - d. Audit Update
- VI. Policy and Personnel
- VII. Recreation
- VIII. Parks and Facilities
- IX. Other Business
 - a. Proksa Redevelopment
 - b. Proksa Pond Updates
 - c. OSLAD Freedom
- 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 June 17, 2025, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is July 1, 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.

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



Ana Espinoza, Vice President
Mario Manfredini, Secretary

DATE: 6/3/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
RE: Superintendent of Finance and HR
Accounts Payable Report

FINANCE

First Half of June 2025 Payables:

Check numbers: 25752-25771 (detail listing following this page)

Total: \$ 37,867.12

I motion to approve the June 2025 payables in the amount of \$ 37,867.12

DATE: 05/28/25
TIME: 12:25:04
ID: AP460000

BERWYN PARK DISTRICT
CHECK RECONCILIATION REPORT

PAGE: 1

DATED FROM 05/21/2025 TO 06/03/2025
ALL CHECK STATUSES

CHECK #	VENDOR	NAME	STATUS	ISSUE DATE	STATUS DATE	CHECK AMT
25752		VOIDED---SPOILED CHECK	VS	05/28/25	05/28/25	
25753	Art	Art Hejka Construction	OUT	05/23/25	05/23/25	10,675.00
25754	Abney	James Abney	OUT	06/03/25	05/28/25	200.00
25755	Berwyn W	Berwyn Western	OUT	06/03/25	05/28/25	424.00
25756	C.BERWYN	City of Berwyn	OUT	06/03/25	05/28/25	648.06
25757	CASSIDY	WM J CASSIDY TIRE & AUTO SUPPL	OUT	06/03/25	05/28/25	469.93
25758	CBI	CBI	OUT	06/03/25	05/28/25	225.00
25759	CDS	CDS Office Technologies	OUT	06/03/25	05/28/25	2,738.76
25760	COMCAST2	COMCAST BUSINESS	OUT	06/03/25	05/28/25	231.59
25761	COMED	Com. Ed.	OUT	06/03/25	05/28/25	733.34
25762	Konica	Konica Minolta	OUT	06/03/25	05/28/25	385.68
25763	KONICA	KONICA MINOLTA	OUT	06/03/25	05/28/25	152.28
25764	KUST	Jeffrey John Kust	OUT	06/03/25	05/28/25	850.00
25765	LUDY	Ludy Gerardi	OUT	06/03/25	05/28/25	100.00
25766	NEXT	Next Tuesday Band, Inc	OUT	06/03/25	05/28/25	600.00
25767	OFFICE D	ODP BUSINESS SOLUTIONS, LLC	OUT	06/03/25	05/28/25	25.35
25768	PDRMA	Park District Risk Management	OUT	06/03/25	05/28/25	18,283.13
25769	R0003683	Michael Reed	OUT	06/03/25	05/28/25	400.00
25770	Record	Record-A-Hit Entertainment	OUT	06/03/25	05/28/25	675.00
25771	Superior	Superior Awards	OUT	06/03/25	05/28/25	50.00
					TOTAL---ALL CHECKS	37,867.12

DATE: 05/28/2025
 TIME: 12:19:39
 ID: AP450000

BERWYN PARK DISTRICT
 PAID INVOICE LISTING

FROM 05/21/2025 TO 06/03/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
Abney	James Abney								
	001	01 Payment for Summer Concert	50100052614	05/22/25		25754	06/03/25	200.00	200.00 200.00
									VENDOR TOTAL: 200.00
Art	Art Hejka Construction								
	May 2025	01 Roofing	10020053665	05/23/25		25753	05/23/25	10,675.00	10,675.00 10,675.00
									VENDOR TOTAL: 10,675.00
Berwyn W	Berwyn Western								
	113884	01 Service call & Labor	10020053668	05/16/25		25755	06/03/25	424.00	424.00 424.00
									VENDOR TOTAL: 424.00
C.BERWYN	City of Berwyn								
	2025-00000016-GAS	01 Unleaded and Diesel	10020055765	05/19/25		25756	06/03/25	648.06	648.06 648.06
									VENDOR TOTAL: 648.06
CASSIDY	WM J CASSIDY TIRE & AUTO SUPPL								
	916036097	01 Ford F450 Tire RD2	10020053650	05/21/25		25757	06/03/25	469.93	469.93 469.93
									VENDOR TOTAL: 469.93
CBI	CBI								
	414246	01 Mraz Backflow Test	10020053668	05/27/25		25758	06/03/25	225.00	225.00 225.00
									VENDOR TOTAL: 225.00
CDS	CDS Office Technologies								
	INV1696026	01 IT Serv.	10010051585	05/20/25		25759	06/03/25	2,738.76	2,476.76 1,238.38
		02 IT Serv.	50010051585						1,238.38
	INV1696729	01 Photo copier & Lease	50010052617	05/19/25		25759	06/03/25	2,738.76	262.00 131.00
		02 Photo copier	10010052617						131.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
VENDOR TOTAL:									2,738.76
COMCAST2	COMCAST BUSINESS								
	June 25-FP			05/22/25		25760	06/03/25	231.59	231.59
	01	Phone & Internet	10010052641						231.59
VENDOR TOTAL:									231.59
COMED	Com. Ed.								
	May 25- FP			05/16/25		25761	06/03/25	733.34	689.71
	01	Electric Freedom	10020052638						689.71
	May -25 Hessler			05/20/25		25761	06/03/25	733.34	43.63
	01	Hessler	50020052638						43.63
VENDOR TOTAL:									733.34
Konica	Konica Minolta								
	9010436039			05/23/25		25762	06/03/25	385.68	385.68
	01	Photo copier Liberty	10010052617						278.78
	02	Coverage Proksa	50010052617						51.55
	03	Phot copier Sunshine	50010052617						55.35
VENDOR TOTAL:									385.68
KONICA	KONICA MINOLTA								
	47082313			05/22/25		25763	06/03/25	152.28	152.28
	01	Copier Lease	50010052617						152.28
VENDOR TOTAL:									152.28
KUST	Jeffrey John Kust								
	20250301-1			05/16/25		25764	06/03/25	850.00	850.00
	01	Payment for Summer Concert	50100052614						850.00
VENDOR TOTAL:									850.00
LUDY	Ludy Gerardi								
	FTSF2500817			05/21/25		25765	06/03/25	100.00	50.00
	01	Deposit for Face Painter	50100050485						50.00
	FTSF250628			05/21/25		25765	06/03/25	100.00	50.00
	01	Deposit Face Paint-Fiesta	50100055796						50.00
VENDOR TOTAL:									100.00

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VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
NEXT	Next Tuesday Band, Inc								
	305	01 Payment for Summer Concert	50100052614	05/27/25		25766	06/03/25	600.00	600.00 600.00
									VENDOR TOTAL: 600.00
OFFICE D	ODP BUSINESS SOLUTIONS, LLC								
	423594661001	01 Banner	10010055790	05/27/25		25767	06/03/25	25.35	25.35 25.35
									VENDOR TOTAL: 25.35
PDRMA	Park District Risk Management								
	0525066H	01 Monthly Member Contribution	10010050510	05/28/25		25768	06/03/25	18,283.13	18,283.13 9,141.56
		02 Monthly Member Contribution	50010050510						9,141.57
									VENDOR TOTAL: 18,283.13
R0003683	Michael Reed								
	97131	01 Ball Diamond East	55130043455	05/19/25		25769	06/03/25	400.00	400.00 200.00
		02 Proksa Picnic Grove A	55130043471						200.00
									VENDOR TOTAL: 400.00
Record	Record-A-Hit Entertainment								
	43904985	01 Deposit for inflatable &	50100046485	05/21/25		25770	06/03/25	675.00	675.00 675.00
		02 airbrush tattoo for	** COMMENT **						0.00
		03 Back-to-school	** COMMENT **						0.00
									VENDOR TOTAL: 675.00
Superior	Superior Awards								
	33869	01 Name Plates	10010051551	05/23/25		25771	06/03/25	50.00	50.00 50.00
									VENDOR TOTAL: 50.00
									TOTAL --- ALL INVOICES: 37,867.12

DATE: 6/3/2025
TO: The Board of Commissioners
FROM: Cindy Hayes
RE: Superintendent of Finance and HR
Update financial accounts

FINANCE

Due to the election, the Berwyn Park District has had a change in board commissioners.

Brian Brock and Mario Manfredini need to be removed from all Berwyn Park District Financial Accounts effective immediately.

Signatories of the accounts will be Gretchen Kostelny, Ana Espinoza, Zachary Taylor and Cynthia Hayes (Superintendent of Finance and HR and designated assistant treasurer) as per the Board of Commissioners Manual.

DATE: 6/03/2025
TO: The Board of Commissioners
FROM: Recreation Department
RE: Recreation

Athletics:

- We have 10 signed up for Tennis.
- We have 6 signed up for Baseball class.
- We have 4 signed up for Sand Volleyball class.
- We have 21 signed up for Basketball class.

General Recreation:

- We have 6 kids enrolled in Little Ninjas
- We have 10 kids enrolled in Tinkergarten – Summer.
- We have 5 kids enrolled in our new Science Sparks class.
- We have 4 kids enrolled in another new class Frosting Magic.
- We have 6 kids enrolled in our next session Book & Bites.
- Happy Campers is 63% full.
- Adventure Camp is Full.

Marketing:

- Please see attached

Special Events:

- We have 14 signed up for Pizza Pie Tasting.
- We have 8 signed up for Bites and Sites of Wauconda.
- We have 41 vendors signed up for the Community Garage sale in June.
- Brewfest early bird tickets go on sale June 1st.

Marketing Report

Followers Growth

Reach

Interactions

Facebook

+96

Total Increase
6.7%

53.4K

Total Increase
63%

1.5K

Total Increase
87%

Instagram

+45

Total Increase
-8.2%

1.4K

Total Increase
13%

623

Total Increase
27.7%

Top Posts

Facebook



OVERVIEW

Views
47,291

Reach
40,089

Interactions
604

Instagram

OVERVIEW

Views
812

Reach
529

Interactions
86

Watch Time
2h 14m



DATE: 6/3/2025
TO: The Board of Commissioners
FROM: John Roberts, Superintendent of Parks and Facilities
RE: Department Report

Completed Projects

Project	Status	Completed Date
All Parks	Edging all flowerbeds	May 9, 2025
All Parks	Spring cleanup (flowerbeds and planter boxes)	May 14, 2025
Sunshine, Mraz, Smirz, and Proksa Park	Planting flowerbeds	May 16, 2025
Smirz Park	New roofing	May 20, 2025
Hessler Park	New roofing	May 23, 2025
All Parks	Turn on all drinking fountains	May 23, 2025
All Parks	Mulch all flowerbeds and planter boxes	May 30, 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)
Freedom and Proksa Park	Install Perry Weather Lightning Detection System	To be Determined (awaiting arrival of equipment)
Sunshine Park	Install gutters	Depending on contractor
Staff	CPR Certification	June 3, 2025
Mraz Park	RPZ testing	June 6, 2025
Freedom Park	Replace tree	June 11, 2025
Freedom Park	Turf Field training	June 16, 2025
Karban Dog Park	Add dog friendly wood chips	June 20, 2025
Hessler Park	Install Park bench	June 27, 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 (Tuesday-Sunday)

DATE: 6/03/2025
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Other Business

- Proksa Redevelopment:
 - Path Grant: Update the grants will not be awarded until September(anticipated) there is no formal award date.
 - Kid Focus Group: We are working internally and with Hitchcock to choose the best date. It is being considered for either a focus group of camp participants or during Back to School.
 - Miscellaneous Updates: The IDNR will need to approve the playground choice and any change orders over \$10,000. The Board would approve both items before they were sent to IDNR.
- Proksa Pond Update:
 - Aquascape is available to attend the June Board meeting to discuss the project. The Board has also been invited to take a trip to aquascape offices to see different options.
 - I also spoke with ILM about the Proksa Pond renovations. After a preliminary discussion and some research done by ILM they chose to pass on the project. The rep spoke with their construction department and Proksa Ponds are not a project they will take on due to the filtration system necessary. Their specialty is not creating the type of filtration we need.
 - I have received the names of a few additional companies; however, they are more traditional fountain companies. I will be reaching out to discuss the Proksa project.
- OSLAD Freedom: There will be a new OSLAD cycle opening in July, I would recommend the Park District move forward with an application for the splash pad at Freedom. Suggestions have consistently been discussed, however there has been no comprehensive solution. Ultimately the Park District and the community want a water feature. The suggestions discussed are going to cost the Park District resources and still not accomplish the goal of a water feature. The most recent quote to remove without any restoration is more than 10% of the Park's contribution to the OSLAD grant.