

Berwyn Park District  
Monthly Committee Meeting  
Freedom Park Administration Building  
3701 S. Scoville Ave. Berwyn, IL  
March 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)
- VI. Policy and Personnel
  - a. Board Policy Manual
- VII. Recreation
- VIII. Parks and Facilities
- IX. Other Business
  - a. Tree Ordinance
  - b. Scholarship Information
  - c. WSSRA Summer Program Update
  - d. Liberty Boiler
- 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 March 18, 2025, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is April 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.



**BOARD OF COMMISSIONERS**

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

Ana Espinoza, Vice President  
Mario Manfredini, Secretary

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**DATE:** 3/4/2025  
**TO:** The Board of Commissioners  
**FROM:** Cindy Hayes  
Superintendent of Finance and HR  
**RE:** Accounts Payable Report

**FINANCE**

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**March 2025 Payables:**

Check numbers: 25630-25641 (detail listing following this page)

Total: \$ 32,942.79

I motion to approve the March 2025 payables in the amount of \$ 32,942.79



DATE: 02/27/2025  
TIME: 10:30:50  
ID: AP450000

BERWYN PARK DISTRICT  
PAID INVOICE LISTING

PAGE: 1

FROM 02/19/2025 TO 03/04/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
ASCAP	ASCAP								
	500694039	01 Music License	50010054720	02/24/25		25630	03/04/25	447.29	447.29 447.29
								VENDOR TOTAL:	447.29
C.BERWYN	City of Berwyn								
	2025-0000004-Gas	01 Unleaded and diesel	10020055765	02/14/25		25631	03/04/25	648.45	648.45 648.45
								VENDOR TOTAL:	648.45
CDS	CDS Office Technologies								
	INV1675313	01 battery at proksa	50010051585	02/13/25		25632	03/04/25	27,713.63	340.87 340.87
	INV1675320	01 Laptop/Desktop Update	41000056832	02/13/25		25632	03/04/25	27,713.63	24,896.00 24,896.00
	INV1676213	01 IT services	10010051585	02/20/25		25632	03/04/25	27,713.63	2,476.76 1,238.38 1,238.38
		02 IT Services	50010051585						
								VENDOR TOTAL:	27,713.63
COMCAST2	COMCAST BUSINESS								
	March 25-LCC	01 Telephone and Internet LCC	50010052641	02/13/25		25633	03/04/25	655.27	214.15 214.15
	March 25-PP	01 Telephone and Internet Proksa	50010052641	02/13/25		25633	03/04/25	655.27	223.46 223.46
	March 25-SP	01 Telephone and Internet SP	10010052641	02/13/25		25633	03/04/25	655.27	217.66 217.66
								VENDOR TOTAL:	655.27
COMED	Com. Ed.								
	Feb 25 -FP	01 Electric Freedom 1/10-2/11	10020052638	02/18/25		25634	03/04/25	1,596.08	1,511.77 1,511.77
	Feb 25-HP	01 Electric Hessler 1/10-2/11	50020052638	02/18/25		25634	03/04/25	1,596.08	1.45 1.45
	Feb-March 25 Smirz	01 1/15-2/14 Smirz	50020052638	02/25/25		25634	03/04/25	1,596.08	82.86 82.86

DATE: 02/27/2025  
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BERWYN PARK DISTRICT  
PAID INVOICE LISTING

PAGE: 2

FROM 02/19/2025 TO 03/04/2025

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
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Commeg	Commeg Systems, Inc.								
	25021312			02/17/25		25635	03/04/25	101.00	101.00
		01 Time Pro Employee	10010052610						50.50
		02 Time Pro Manager	10010052610						50.50
VENDOR TOTAL:									1,596.08
FW KLINE	F.W. Kline Inc								
	62532			02/20/25		25636	03/04/25	709.79	709.79
		01 Interior Bathroom door Repair	10020053665						709.79
VENDOR TOTAL:									709.79
KONICA	KONICA MINOLTA								
	46529583			02/18/25		25637	03/04/25	152.28	152.28
		01 Equipment/Insurance	50010052617						152.28
VENDOR TOTAL:									152.28
PHYSICIA	Physicians Immediate Care								
	51832			02/13/25		25638	03/04/25	79.00	79.00
		01 New hire screening	23000052629						79.00
VENDOR TOTAL:									79.00
PWD	Premier World Discovery								
	193074			02/26/25		25639	03/04/25	800.00	800.00
		01 Deposit for 2 people	53120052620						800.00
VENDOR TOTAL:									800.00
R0003677	Frankie Rudy								
	95308			02/17/25		25640	03/04/25	25.00	25.00
		01 White Elephant Bingo and Lunch	53120041600						25.00
VENDOR TOTAL:									25.00
R0003680	Frankie Rudy								
	95396			02/24/25		25641	03/04/25	15.00	15.00
		01 Capri Ristorante Trip	53120041615						15.00
VENDOR TOTAL:									15.00
TOTAL --- ALL INVOICES:									32,942.79

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**DATE:** 3/04/2025  
**TO:** The Board of Commissioners  
**FROM:** Recreation Department  
**RE:** Recreation

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**Athletics:**

- We have 18 signed up for Spring Soccer.
- We have 15 signed up for Little Hoopers Adult/Tot Basketball.
- We have 8 signed up for Adult/Tot Little Warriors.
- We have 6 signed up for Volleyball.
- We have 3 signed up for Winter Tennis Warm Up

**General Recreation:**

- We have 6 kids enrolled for the next session of First Step Twos.
- We have 6 kids enrolled in our next session of Book and Bites.
- We have 6 kids enrolled in Let's Investigate.
- We have 4 kids enrolled in the next session of Miss Allison's Music class.

**Marketing:**

**Facebook:**

- Our Reach is up 4%
- Our follows are up 100% with 28 new followers

**Instagram:**

- Our views are up 3.4% from followers

**Google Analytics (traffic to our site):**

- Active users is up 2.6% from last month
- New users are up 3.9% from last month

**Special Events:**

- We had 8 signed up for Parents Night Out in March.
- We have 14 signed up for the Geneva, IL trip in April. The trip is full
- We have 3 signed up for the Albuquerque Balloon Festa trip.
- We have 8 signed up for the Community Garage sale in June.

**DATE:** 3/4/2025  
**TO:** The Board of Commissioners  
**FROM:** John Roberts, Superintendent of Parks and Facilities  
**RE:** Department Report

#### Completed Projects

Project	Status	Completed Date
Sunshine Park	Service/repairs to our New Holland (skid steer)	January 11, 2025
Sunshine Park	Installed new running boards on our dump truck	January 27, 2025
All Buildings	Chicago Backflow performed tests on our backflow devices (passed)	January 29, 2025
Proksa Park	Roof repair (facia)	January 29, 2025
Sunshine Park	Roof repair (facia)	January 30, 2025
Freedom Park	Replaced smoke detector with heat sensor in the outdoor restroom	February 7, 2025
Proksa Park	Painted multipurpose room	February 8, 2025
Sunshine Park	Bench repair/replacement	February 10, 2025
Proksa Park	Replaced faulty motion sensor in the multipurpose room	February 11, 2025
Smirz Park	Bench repair/replacement	February 14, 2025
Smirz Park	Roof repair (soffit)	February 21, 2025
Mras Park	Bench repair/replacement	February 28, 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)
All Buildings	Reliable Fire sprinkler inspection	March 3, 2025
Sunshine Park	Certified Playground Safety Inspection	March 13, 2025
Liberty Park	Remove trash (basement & garage)	March 28, 2025
Liberty Park	Boiler repairs	To be Determined

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All Parks	Spring cleanup (flower beds & planter boxes)	To be Determined (weather permitting)
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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)



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**DATE:** 3/04/2025  
**TO:** The Board of Commissioners  
**FROM:** Cathy Fallon, Executive Director  
**RE:** Other Business

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- Tree Plan: Included is a Tree Plan for the Morton Arboretum Grant. This plan is also being reviewed by the Chicago Region Tree Initiative the administrator of the grant.
- Scholarship Information: The scholarship information is included in our brochure and on our website. We will also be sharing the information with social media communications and pushing it out with our camp communications.
- WSSRA Summer Camp: WSSRA is finalizing the annual report statistics from 2024. The Berwyn Park District had 19 kids participate in summer camp.
- Liberty Boiler: The computer panel on the boiler is failing. The initial repair to the boiler will cost \$2985.00. There is a possibility that further repairs will need to be made once the computer panel is repaired. Due to the malfunction there is an error code that will not clear, and that is why there is a possibility of an additional repair.

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.

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.

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 Z 60.1 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. 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 10<sup>th</sup> 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. 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.



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*We save lives, protect property, and create healthy environments.*

February 21, 2025

Ms. Cathy Fallon – Executive Director  
Mr. John Roberts – Superintendent of Parks  
Berwyn Park District  
Administration Office 3701 Scoville Ave.  
Berwyn, IL 60402

**Re: Liberty Cultural Center 6445 W. 27<sup>th</sup> Place – Necessary Repairs to HTP Boiler**

F.E. Moran, Inc. Mechanical Services appreciates the opportunity to submit the following proposal for your consideration and acceptance. From our recent Service visit, our technician found the Boiler Control Board, Display Module, Flame Rectifier Rod, and Ignitor in need of replacement. These components are required to start-up the Boiler. Any other deficiencies found would result in an additional Proposal and is not included in this Proposal. We will supply labor and material to complete the following tasks:

- Secure power to the Boiler. Disconnect and remove the defective components.
- Furnish and install (1) new OEM Control Board, (1) new OEM Display Module, (1) new OEM Ignitor, and (1) new OEM Flame Rectification Rod.
- Furnish and install all necessary Wire and Terminal Connectors required.
- Perform Start-Up and Operational Check of the Boiler.
- Price includes all freight, installation labor, plus any applicable taxes.
- Any other deficiencies found with the system once the system is operational will be brought to the attention of the site supervisor. The needed repair if approved by the site supervisor will be resolved and any extra costs will be billed on a time and material basis. If the site supervisor decides to not have the needed repair be performed at that time, we will follow-up with a quote for these needed repairs.

**The Total Cost for This Repair is: \$2,985.00**

**Add \$36.00 Convenience Fee if Paying Invoice with Credit Card**

This proposal is valid for thirty (30) calendar days from the above date.

**Additional Provisions & Exclusions:**

- All labor has been figured on straight time basis during normal working hours 7:00 a.m. to 3:30 p.m.
- Lead Time for the OEM Parts is 5-7 business days from the time the Order is placed.



- **Material Escalation Clause.** Customer agrees that the pricing offered in this Proposal by FE Moran Inc., Mechanical Services "MMS" is based upon the pricing of steel and other commodities and its availability as of the date of this Proposal. Customer and MMS agree that given the uncertainty in current market trends and conditions, the cost and availability of steel/copper, steel/copper products and other commodities may rise, and that any such increase in the cost of materials ordered by MMS for this project after the date of this Proposal or any surcharges or other costs imposed, shall result in a corresponding dollar for dollar increase in MMS Proposal price. MMS agrees to provide timely information to Customer about any increase in the cost of steel/copper, steel/copper products and other commodities and Customer agrees to execute, at MMS's request, an addendum including a nondisclosure agreement whereby Customer agrees to pay MMS for any increases as described above under the terms and conditions agreed upon and stated in this Proposal. MMS is not responsible for the change in delivery date due to the current supply chain issue. If a delay does occur MMS will notify the Customer in a timely manner.

Thank you for your confidence in F.E. Moran, Inc. Mechanical Services and for the opportunity to be of service to you. If you have any questions, please feel free to call me at **847.291.9101**.

Sincerely,

F.E. Moran, Inc. Mechanical Services

*Gordon L. Barney*

Service Project and Sales Executive

[gordon.barney@femoran.com](mailto:gordon.barney@femoran.com)

[www.femoran.com](http://www.femoran.com)

**Customer's Acceptance:**

Accepted by: \_\_\_\_\_

Date: \_\_\_\_\_ PO# \_\_\_\_\_