

Committee Meeting Minutes
Berwyn Park District
May 2, 2023
Freedom Admin Building

The committee meeting of the Berwyn Park District Board of Commissioners was called to order at 4:37pm by President Brian Brock.

Commissioners in attendance: Brian Brock, Ana Espinoza, and Mario Manfredini arrived at 4:40pm. Via phone: Gretchen Kostelny, and Zachary Taylor.

A motion was made by Brock, seconded by Espinoza to allow Gretchen Kostelny and Zachary Taylor to attend via phone. Motion unanimously approved.

Staff in attendance: Cathy Fallon (Executive Director), Debbi Gayon (Superintendent of Recreation and Experiential Programming), Cindy Hayes (Superintendent of Finance and HR), and John Roberts (Superintendent of Parks).

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

Public Comments: Kelly Noble would like to see upgrades to Smirz Park. Since the bathrooms have not been open in years, she would like them removed. She would like mulch added to the children's playground area. Noble would like benches and picnic tables be added near the playground. She also wants to see upgrades to the skate park.

Correspondence: none

Treasurer's Report: The new version of the Treasurer's report was included in the packet. We are still working on the final details of the report. Director Fallon recommends that the account at Byline Bank be changed to an interest-bearing account to be used for unemployment purposes. The suggested balance should be about \$32,000.00. Fallon also suggested setting up another interest-bearing account for future grant money.

Policy and Personnel:

Director Fallon presented a draft of the purchasing policy for employees. This policy will provide structure and guidance to staff when making purchases on behalf of the agency. Commissioner Taylor would like employees to obtain at least two estimates if the purchase price will be \$10,000 and up.

Recreation:

Superintendent Gayon's report is included in the packet. Director Fallon discussed the differences between Community Events (free events for the community) and Special Events (monetary charges) with the board. Director Fallon asked for feedback on events they would like to happen or retired. The commissioners would like to see the Halloween event from previous years brought back and also Fiesta. Other suggestions include: All night camp out in Proksa Park and Mario Cart in Proksa Park. Also, maybe partnering with the group Kidical Mass (bike riding).

Director Fallon has started the planning of the Back to School Picnic with Mary Havis from BSD100 and Jamie Swicionis from the YMCA

Building and Grounds: Liberty Center- structural engineer, Jonathan Robinson, came to assess short- and long-term solutions for the kitchen floor/basement walls and ceiling. The refrigerator was moved from the kitchen to the blue room. A lock was put on the door leading to the kitchen to prevent anyone from entering the area. The doorway going from the kitchen to the stage was also blocked off. The pool house bathrooms have been temporarily closed due to a leaky pipe. The board would like the agency to proceed with repairs to the bathrooms. Berwyn Western will be doing the repairs at a cost of \$1680.00. Port-O-Lets have been ordered until the repairs are completed. Water samples were collected and sent out for lead content evaluation. Still waiting for results. LR Landscaping has been contracted to cut the grass at the parks May-September.

Technology Update: The park district is working with CDS Technologies on a replacement plan for out IT needs.

Other: Master Plan-Fallon has recommended two companies to the board. The Hitchcock Design Firm and Planning Resources, Inc. will be invited to come to the June Committee Meeting to give presentations to the board.

Cell Tower Lease- The proposed lease with AT&T is being reviewed by the district's lawyer. The proposed amount still needs to be evaluated.

Committee Meeting dates for 2023: June 6, August 1, September 5, October 3, November 7 and December 5. The July Committee Meeting is to be determined. The meetings will be held at Freedom Administration Building, 3701 Scoville Ave. at 4:30pm, unless otherwise noted.

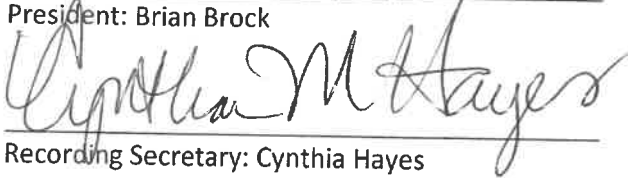
Scholarship report was included in the packet. Two families have been awarded scholarship money as of April 2023.

Adjournment: A motion was made by Manfredini, seconded by Taylor to adjourn at 5:59pm. Motion unanimously carried.

Attested to by:



President: Brian Brock



Recording Secretary: Cynthia Hayes