

Berwyn Park District
Monthly Committee Meeting
Freedom Park Administration Building
3701 S. Scoville Ave. Berwyn, IL
November 5, 2024, 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
 - b. Draft Budget
 - c. Continuing Disclosure Post Issuance Compliance Procedures
- VI. Policy and Personnel
 - a. Board Policy Manual
- VII. Recreation
- VIII. Parks and Facilities
- IX. Technology
- X. Other Business
- XI. Master Plan
- XII. Commissioners Comments
- XIII. 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.
- XIV. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is November 19, 2024, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is December 3, 2024, 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: 11/1/2024
TO: The Board of Commissioners
FROM: Cathy Fallon
RE: Finance Report

- Included is a policy recommended due to the requirements the Park District will be obligated to after the bond issuance. Annually we are required to post our audit with the Electronic Municipal Market Access System (EMMA) and the Municipal Securities Rulemaking Board (MSRB). This policy will clarify requirements for staff for the Park District to stay compliant with this and future Bond issues.

CONTINUING DISCLOSURE POST ISSUANCE COMPLIANCE PROCEDURES

The following procedures (the “*Procedures*”) are adopted by Berwyn Park District, Cook County, Illinois (the “*Issuer*”) in connection with the issuance of debt obligations into the public market (the “*Bonds*”) by the Issuer, as further described in Exhibit A. In compliance with the Securities and Exchange Commission (“*SEC*”) Rule 15c2-12 (the “*Rule*”), as amended, the Issuer must comply with the provisions of the Rule from the date of issuance through final payment or maturity of the Bonds. These post-issuance compliance responsibilities are summarized in the transcript of proceedings prepared in connection with the Bonds (the “*Transcripts*”).

The purpose of these Procedures is to summarize the post-issuance continuing disclosure responsibilities of the Issuer in connection with the Bonds. The Superintendent of Finance (“*Compliance Officer*”) shall be the Issuer’s representative responsible for establishing and coordinating compliance with these Procedures.

These Procedures supplement, but do not replace, any other procedures of the Issuer. The Procedures may be supplemented or amended at any time and from time to time by the Issuer, with the advice of nationally recognized bond and/or disclosure counsel, but without any notice to or consent from any trustee, any bondholder or any other person. Noncompliance with the Procedures is permitted, with the advice of nationally recognized bond and/or disclosure counsel, but without any notice to or consent from any trustee, any bondholder or any other person, if (i) compliance would impose unreasonable burdens on the Issuer and (ii) noncompliance would not cause any Bonds to fail to satisfy all requirements of the Rule.

1. For any Bonds for which a Continuing Disclosure Undertaking (the “*Undertaking*”) has been executed by the Issuer, the Compliance Officer shall review such Undertaking and be primarily responsible for ongoing compliance with the Rule, if applicable, and any Undertaking to which the Issuer is a party. The Compliance Officer agrees to obtain any needed training or professional assistance for himself or staff, in order to meet the Issuer’s responsibility under the Undertakings. (See each Undertaking for exact requirements and timing thereof.)

2. The Compliance Officer should annually calendar a time to review compliance with obligations under any Undertakings. Responsibility for ensuring such ongoing compliance shall include, but is not limited to, reporting to proper repositories (as of the date of execution of these Procedures, the sole repository is the Electronic Municipal Market Access system (“*EMMA*”) of the Municipal Securities Rulemaking Board (“*MSRB*”) at <http://www.emma.msrb.org>) the following information, where applicable:

(a) Audited Financial Statements as described below and certain Annual Financial Information, as described in each of the Issuer’s Undertakings, will be submitted to EMMA not more than the number of days described in each of the Issuer’s Undertakings, and further summarized in Exhibit A, after the last day of the Issuer’s Fiscal Year, which is December 31st of each calendar year;

(b) Audited Financial Statements will be prepared in accordance with generally accepted accounting principles applicable to governmental units as in effect from time to time (i.e., as subject to the pronouncements of the Governmental Standards Accounting Board and subject to any express requirements of Illinois law);

(c) Audited Financial Statements and Annual Financial Information will be submitted to EMMA in such format and manner and accompanied by identifying information as is prescribed by the MSRB, or, if not available at that time, as indicated in paragraph 2(a) above;

(d) notice of certain reportable events, subject in some cases to a determination of materiality by the Issuer, within ten (10) days of the occurrence; see the Undertakings for exact list of events, but typically includes the following:

- (i) principal and interest payment delinquencies;
- (ii) non-payment related defaults, if material;
- (iii) unscheduled draws on debt service reserves reflecting financial difficulties;
- (iv) unscheduled draws on credit enhancements reflecting financial difficulties;
- (v) substitution of credit or liquidity providers, or their failure to perform;
- (vi) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB), or other material notices or determinations with respect to the tax status of the Bonds, or other material events affecting the tax status of the Bonds;
- (vii) modifications to rights of Bondholders, if material;
- (viii) bond calls, if material, and tender offers;
- (ix) defeasances;
- (x) rating changes;
- (xi) bankruptcy, insolvency, receivership, or similar event of the obligated person*;
- (xii) release, substitution or sale of property securing repayment of the Bonds, if material;
- (xiii) the consummation of a merger, consolidation, or acquisition involving the obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

* This reportable event is considered to occur when any of the following occurs: the appointment of a receiver, fiscal agent, or similar officer for the Issuer in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under State or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the Issuer, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the Issuer.

- (xiv) appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (xv) incurrence of a financial obligation of the Issuer, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the Issuer, any of which affect security holders, if material**; and
- (xvi) default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the Issuer, any of which reflect financial difficulties**.

3. If the Issuer employs another person or entity to assist with its obligations under any Undertakings, the Compliance Officer should annually review such agreement with that party in order to determine any and all responsibilities of the Issuer under that agreement.

** The term “financial obligation” means a: (i) debt obligation; (ii) derivative instrument entered into in connection with or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii). The term “financial obligation” does not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

EXHIBIT A

OUTSTANDING BONDS SUBJECT TO UNDERTAKINGS
(as of _____, 2024)

I. **General Obligation Limited Tax Park Bonds, Series 2019**

(a) Outstanding Maturities:

- December 1, 2024
- December 1, 2025
- December 1, 2026
- December 1, 2027
- December 1, 2028
- December 1, 2029
- December 1, 2030

(b) Continuing Disclosure Obligations: see 2019 Undertaking.

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DATE: 11/05/2024
TO: The Board of Commissioners
FROM: Recreation Department
RE: Recreation

Athletics:

- We have 6 kids signed up for the additional tennis class we added.

General Recreation:

- We have 5 kids enrolled for our next session of Little Ninjas.
- We have 4 kids enrolled in Tots in Action.
- We have 7 kids enrolled in Book and Bites
- We have 3 kids enrolled in our November Parent's Night Out.
- We have 15 people enrolled for our 2-night Frankenmuth trip.
- We have 12 people enrolled in Let's Talk About Pie.

Marketing:

Facebook:

- Reach is up 47.3%
- Content Interactions are up 34.6%

Instagram:

- Reach is up 30.9%
- Content Interactions are up 33.8%
- While the amount of followers we have is similar to other businesses in our Category on Instagram, our content interactions are 1K with is higher than others in our Category (average is 271)

Special Events:

- We had 8 families signed up for Family Pumpkin Carving.
- We have 14 signed up for Breakfast with Santa.
- We have 5 signed up for the Holiday Photo Shoot.

DATE: 11/5/2024
TO: The Board of Commissioners
FROM: John Roberts, Superintendent of Parks and Facilities
RE: Department Report

Completed Projects

Project	Status	Completed Date
Proksa Park	Truck restoration, (next to tennis courts) remove old paint and primer from metal and wood, apply new paint and primer, remove and replace old tires, remove timbers around the structure, add rock path and mulch	October 2, 2024
Proksa Park	Repair disc golf signs (5 & 8)	October 9, 2024
Freedom Park	SS Towing for Freedom Park (parking lot)	October 4, 2024
Freedom Park	Fence repair along the soccer field and pool house (reattach chain link to top and bottom rails)	October 8, 2024
Sunshine Park	Repairs and service maintenance needed on our New Holland (bobcat)	October 28, 2024
All Parks	All drinking fountains winterized	October 29, 2024
Urban Tree Management	Tree catalog updated	October 31, 2024

Upcoming Projects

Project	Status	Anticipated Completed Date
Proksa Park Pond	Reaching out to pond companies to come and evaluate the situation.	Unknown
Serenity Drinking Fountain	Met with Berwyn Western, Morning Noon & Night, and Greg Hanah	Waiting on quotes (Spring 2025)
Proksa Park Pond	Removal of aerator and pumps	November 5, 2024
Proksa Park Pond	Weed treatment in and along the connecting stream	November 7, 2024 (weather dependent)
Proksa Park Fence	Continuing the removal of the fence at 29 th and Home Ave.	November 8, 2024
All Parks	Letters to Santa boxes	November 13, 2024
All Parks	Aerate and seed	November 15, 2024
Sunshine Park	Winter preparations (salt, snowblowers, path markers)	November 25, 2024
Mraz Park	Holiday lights	November 22, 2024

Routine Maintenance

- Trash removal and collection of loose debris from all parks.
- Clean all facilities.
- Graffiti removal.
- Monthly inspections of vehicles, parks and facilities.
- Grass cutting (Wednesday & Thursday) weather permitting.

DATE: 11/04/2024
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Other Business

- The Park District has been awarded a reimbursement grant from the Morton Arboretum not to exceed \$28,250. Work cannot begin until all of the documents are signed, and contracts executed. I would anticipate work beginning in the first quarter of 2025.