

Berwyn Park District
Monthly Committee Meeting
Freedom Park Administration Building
3701 S. Scoville Ave. Berwyn, IL
December 3, 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. Updating Account Payable procedures
 - c. PMA
- VI. Policy and Personnel
 - a. Board Policy Manual
- VII. Recreation
- VIII. Parks and Facilities
- IX. Technology
- X. Other Business
- XI. Commissioners Comments
- XII. 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.
- XIII. Adjournment (action)

The next regular scheduled meeting of the Board of Commissioners is December 17, 2024, at 6:00pm at Proksa Park Activity Center.

The next Committee meeting of the Board of Commissioners is February 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: 12/3/2024
TO: The Board of Commissioners
FROM: Cathy Fallon
RE: Finance Report

- As the staff continues to update operations and move forward with current trends, the staff and I have identified a financial process that needs an update. The Commissioners are currently spending a portion of each Committee Meeting and Board Meeting signing the checks to be distributed for payment; this is an outdated process. While the process of reviewing and approving the payments is important the actual signature portion can be done with a stamp or electronic signature, the same way paychecks are processed. The suggested process would be as follows:
 - The staff provides the Board of Commissioners with a Paid Invoice Listing (sample report included) in the Board Packet at each Committee Meeting and Board Meeting.
 - The Paid Invoice Listing will include the vendor being paid, the invoice date, the check number (check numbers are currently being assigned to ACH payments, we are working with the software vendor to update) and total amount being paid.
 - The Paid Invoice Listing will include all payments from the day after the previous meeting until the Thursday before the current meeting. Roughly a two or three-week payment window.
 - The Board will then approve payment of the Paid Invoice Listing at each Committee and Board Meeting, and staff will then distribute checks and ACH payments to all appropriate vendors.
 - The checks will be stamped (moving toward electronic signature through our financial software) with the Vice President and the Treasurer of the Board

FROM 10/01/2024 TO 10/31/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
CDS	CDS Office Technologies								725.35
	INV1643860	01 battery backup-IT at Proksa	50010053655	10/04/24		25450	10/15/24	2,766.84	346.84 346.84
	INV1646261	01 monthly IT services	10010051585	10/10/24		25450	10/15/24	2,766.84	2,420.00 1,210.00 1,210.00
		02 monthly IT services	50010051585						
COM	COMCAST CABLE								2,766.84
	Nov 24-LCC	01 Telephone/internet	50010052641	10/10/24		25451	10/15/24	641.34	212.83 212.83
	Nov 24-PP	01 telephone/internet	50010052641	10/10/24		25451	10/15/24	641.34	212.83 212.83
	Nov 24-SP	01 telephone/internet	10010052641	10/10/24		25451	10/15/24	641.34	215.68 215.68
	Oct 24-FP	01 internet Freedom	10010052641	09/25/24		25414	10/01/24	222.10	222.10 222.10
COMCAST	COMCAST BUSINESS								863.44
	219466544	01 phones	10010052641	10/10/24		25452	10/15/24	1,046.70	1,046.70 523.35 523.35
		02 phones	50010052641						
COMED	Com. Ed.								1,046.70
	102924 LL	01 electric Liberty Lot	50020052638	09/30/24		25415	10/01/24	26.39	26.39 26.39
	111124-FP	01 electric Freedom	10020052638	10/10/24		25453	10/15/24	2,589.50	831.70 831.70
	111124-HP	01 electric-Hessler	50020052638	10/10/24		25453	10/15/24	2,589.50	37.88 37.88
	111524-SZ	01 electric Smirz	50020052638	10/10/24		25453	10/15/24	2,589.50	79.79 79.79

FROM 10/01/2024 TO 10/31/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
13229859T098	01	Freedom garbage	10020052630	10/04/24		25458	10/15/24	1,909.48	480.46 480.46
13230099T098	01	Liberty garbage	50020052630	10/04/24		25458	10/15/24	1,909.48	355.63 355.63
Heartland		Heartland Beverage, LLC						VENDOR TOTAL:	1,909.48
233967	01	Heartland Beverage	54100055412	09/25/24		25417	10/01/24	1,042.94	1,042.94 1,042.94
Hitchcoc		Hitchcock Design, Inc.						VENDOR TOTAL:	1,042.94
33757	01	Proksa plan dev/OSLAD	41000056832	10/04/24		25459	10/15/24	16,034.84	16,034.84 16,034.84
ICE Mill		ICE MILLER LLP						VENDOR TOTAL:	16,034.84
01-2287615	01	legal fees	10010051570	10/04/24		25460	10/15/24	180.00	180.00 180.00
JCLICHT		JC Licht Ace						VENDOR TOTAL:	180.00
41425	01	spring snaplink	10020053660	10/11/24		25446	10/15/24	189.44	44.82 44.82
41517	01	key	10020053665	10/11/24		25446	10/15/24	189.44	5.98 5.98
41549	01	paint-truck	10020053660	10/11/24		25446	10/15/24	189.44	42.95 42.95
41569	01	paint-truck	10020053660	10/11/24		25446	10/15/24	189.44	38.97 38.97
41576	01	paint-truck	10020053660	10/11/24		25446	10/15/24	189.44	27.18 27.18
41583	01	fasteners	10020053660	10/11/24		25446	10/15/24	189.44	29.54 29.54

DATE: 11/26/2024
 TIME: 12:04:18
 ID: AP450000

BERWYN PARK DISTRICT
 PAID INVOICE LISTING

FROM 10/01/2024 TO 10/31/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	P.O. NUM	CHECK #	CHK DATE	CHECK AMT	INVOICE AMT/ ITEM AMT
KanGar	Magic of Gary Kantor							VENDOR TOTAL:	189.44
	092324	01 Gary Kantor magic class	51160052420	09/25/24		25418	10/01/24	48.00	48.00
								VENDOR TOTAL:	48.00
Konica	Konica Minolta								
	9010134039	01 paper usage	10010052617	10/10/24		25461	10/15/24	8.36	8.36
								VENDOR TOTAL:	8.36
KONICA	KONICA MINOLTA								
	45572609	01 copier lease-Proksa	50010052617	09/25/24		25419	10/01/24	152.28	152.28
								VENDOR TOTAL:	152.28
LAWDALE	LAWDALE NEWS								
	091924	01 notice for budget hearing	10010052611	09/25/24		25420	10/01/24	84.00	84.00
								VENDOR TOTAL:	84.00
Moran	F.E. Moran, Inc.								
	502920-5	01 HVAC maintenance	10020052624	10/04/24		25462	10/15/24	2,998.00	2,495.00
								VENDOR TOTAL:	2,495.00
	5070974-1	01 repair furnace-Sunshine	10020053666	10/10/24		25462	10/15/24	2,998.00	503.00
								VENDOR TOTAL:	503.00
Mulch	Mulch Magic - GT								
	2449	01 mulch	10020053660	09/25/24		25421	10/01/24	3,180.00	2,100.00
								VENDOR TOTAL:	2,100.00
	2453	01 mulch	10020053660	09/25/24		25421	10/01/24	3,180.00	1,080.00
								VENDOR TOTAL:	1,080.00
MyTax	Illinois Liquor								
	2024-25	01 state liquor license	55130055457	09/25/24		25422	10/01/24	600.00	600.00
								VENDOR TOTAL:	600.00

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	Oct 24 Hayes			10/10/24		25468	10/15/24	6,741.67	1,763.08
	05	cell phone case	10010052644						25.94
	06	screen protector	10010052644						18.99
	07	stapler	10010055790						16.36
	08	website solutions	50010052610						205.84
	09	pens/small legal pads	10010055790						10.59
	10	glove box document holders	23000055750						90.93
	Oct 24 Kell			10/10/24		25468	10/15/24	6,741.67	1,642.26
	01	food-Julia Child program	53120052625						98.37
	02	food-Julia Child program	53120052625						104.14
	03	Pizza-parent's night out	51160055420						33.18
	04	supplies	54100055410						86.26
	05	supplies	50010055790						52.76
	06	supplies	51160055420						54.53
	07	coupon off supplies	54100055410						-14.13
	08	laminating sheets	50010055790						52.77
	09	family feud game	53120055600						8.97
	10	supplies	54100055410						14.70
	11	playdough	51160055410						14.96
	12	wandering tree-meals	53120052617						397.75
	13	parking trip to MSI	53120052618						26.00
	14	Cantigny park entrance fee	53120052616						50.00
	15	phone case/screen protector	50010052644						29.86
	16	basketball hoop	52090055465						37.39
	17	sentence strips	51160055415						21.61
	18	Cantigny golf-meals	53120052617						126.41
	19	cantigny golf-water	53120052617						3.20
	20	mini canvases	51160055420						15.85
	21	notebooks-phonics class	51160055420						38.99
	22	supplies	51160055410						24.36
	23	supplies	51160055415						45.88
	24	Dell Rheas LEO	53120052625						22.80
	25	puzzle palooza	54100055420						98.23
	26	hand sewing supplies	51160055420						44.44
	27	music cd's-program	51160055415						171.53
	28	return supplies	51160041420						-18.55
	Oct 24 maintenance			10/11/24		25468	10/15/24	6,741.67	119.96
	01	5 time forged manure fork	10020055800						119.96
	Oct 24 Nepomuck			10/10/24		25468	10/15/24	6,741.67	475.90
	01	brewfest ads	50010055761						7.00
	02	email subscription	50010054720						92.00
	03	supplies-photo backdrop	50100055796						90.53
	04	supplies	54100055410						19.78
	05	koozies	54100055410						212.17
	06	vinyl for critcut	50100055796						9.69

FROM 10/01/2024 TO 10/31/2024

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	Oct 24	Nepomuck		10/10/24		25468	10/15/24	6,741.67	475.90
	07	bags and vinyl	50100055796						16.68
	08	cellophane bags	54100055410						11.16
	09	refund cellophane bags	54100055410						-11.16
	10	brewfest signage	50010055761						20.99
	11	brewfest ads	50010055761						7.06
	Oct 24	Robert		10/11/24		25468	10/15/24	6,741.67	323.88
	01	red garbage cans	54100055410						323.88
PHYSICIA		Physicians Immediate Care						VENDOR TOTAL:	6,741.67
	4410473	01 new hire screening	23000052629	09/25/24		25425	10/01/24	75.00	75.00
									75.00
PWD		Premier World Discovery						VENDOR TOTAL:	75.00
	Booking 186150			09/27/24		25426	10/01/24	3,996.00	3,996.00
	01	dep/Insurance for Croatia Trip	53120052620						3,996.00
	Booking 186151			09/27/24		25427	10/01/24	2,997.00	2,997.00
	01	dep/insurance for Alpine	53120052620						2,997.00
	02	Swiss villages and Rails	** COMMENT **						0.00
R0003651	Adela Ramirez							VENDOR TOTAL:	6,993.00
	93835	01 Soccer refund	52090041420	09/24/24		25428	10/01/24	100.00	100.00
R0003652	Marisel Martinez							VENDOR TOTAL:	100.00
	93843	01 soccer refund	52090041420	09/24/24		25429	10/01/24	100.00	100.00
R0003654	Miguell Ochoa							VENDOR TOTAL:	100.00
	93983	01 soccer refund	52090041420	09/24/24		25430	10/01/24	70.00	70.00
									70.00
								VENDOR TOTAL:	70.00

FROM 10/01/2024 TO 10/31/2024

VENDOR #	INVOICE #	ITEM DESCRIPTION	ACCOUNT NUMBER	INV. DATE	CHK DATE	CHECK #	CHECK AMT	INVOICE AMT/ ITEM AMT
Record	Record-A-Hit Entertainment						VENDOR TOTAL:	115.00
242168-a	01 bounce house- Spooktacular-	54100046420	09/27/24	10/01/24	25439	497.50	497.50	497.50
	02 final payment	** COMMENT **						0.00
SHOREWOD	Shorewood Home & Auto						VENDOR TOTAL:	497.50
03-436660	01 gator serviced	10020053655	09/25/24	10/01/24	25440	154.30	127.72	127.72
03-438684	01 JDC-rotary switch	10020053655	09/30/24	10/01/24	25440	154.30	26.58	26.58
Superior	Superior Awards						VENDOR TOTAL:	154.30
33583	01 bags	54100055410	09/25/24	10/01/24	25441	193.25	193.25	193.25
TakeOff	Eli Quintana						VENDOR TOTAL:	193.25
A2001-600 2024	01 tennis class	52090055440	09/27/24	10/01/24	25442	1,232.00	616.00	616.00
A2029-603 2024	01 basketball class	52090055440	09/27/24	10/01/24	25442	1,232.00	616.00	616.00
TMobile	T-Mobile						VENDOR TOTAL:	1,232.00
Oct 2024	01 Fallon/Hayes cell	10010052644	09/30/24	10/01/24	25443	1,353.39	1,353.39	386.68
	02 Roberts/Garcia cell	10010052644						386.68
	03 Collier/Kell/Sports cell	50010052644						580.03
WSSRA	West Suburban Special						VENDOR TOTAL:	1,353.39
Camp 2024	01 inclusion wages	26000050505	09/30/24	10/01/24	25444	47,061.95	11,943.45	11,094.71
	02 inclusion FICA	26000050505						848.74

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BERWYN PARK DISTRICT
PAID INVOICE LISTING

FROM 10/01/2024 TO 10/31/2024

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	Qtr. 4 -2024								
	01	qtr 4 payment	26000052645	09/30/24		25444	10/01/24	47,061.95	35,118.50

VENDOR TOTAL: 47,061.95
TOTAL --- ALL INVOICES: 120,013.63

DATE: 12/3/2024
TO: The Board of Commissioners
FROM: Cindy Hayes, Superintendent of Finance and HR
RE: Cash Flow

Tim Matthews from PMA Securities has agreed to run a Cash Flow report for the district. The last cash flow report completed by PMA was in December 2023. I will update the board at the next meeting.

DATE: 12/03/2024
TO: The Board of Commissioners
FROM: Recreation Department
RE: Recreation

Athletics:

- We have 4 new athletic classes that will be featured in our next program guide.

General Recreation:

- We have 5 kids enrolled for our next session of First Step Twos.
- We have 8 kids enrolled in Tots in Action.
- We have 10 kids enrolled in Book and Bites
- We have 10 people enrolled for the Museum of Science and Industry trip.

Marketing:

Facebook:

- Facebook content interactions increased by 231%, and published content count increased by 50% and 188% compared to other similar businesses.
- Business Messaging: total messaging contacts and messaging conversations both increased by 100%.

Instagram:

- Instagram published content count increased by 36%.

Special Events:

- We had 6 teams signed up for Puzzle Palooza – Ugly Sweater Edition.
- We have 17 signed up for Breakfast with Santa.
- We have 5 signed up for the Holiday Photo Shoot.

DATE: 12/3/2024
TO: The Board of Commissioners
FROM: John Roberts, Superintendent of Parks and Facilities
RE: Department Report

Completed Projects

Project	Status	Completed Date
Proksa Park Pond	Removal of aerator and pumps	November 11, 2024
Proksa Park Pond	Weed treatment in and along the connecting stream	November 16, 2024
Proksa Park	Fence removal at 29 th and Home Ave.	November 11, 2024
Mraz Park	Holiday lights	November 26, 2024
Sunshine Park	Winter preparations (salt, snowblowers, and path markers)	November 27, 2024
All Facilities	FSS Technologies (smoke and heat detector inspection)	November 9, 2024
All Parks	Letters to Santa boxes	November 13, 2024
All Parks	Aerate and seed	November 14, 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	Removal of the shed (located outside of the children's garden)	December 13, 2024
Proksa Park	Roof repairs (repair the fascia)	December 10, 2024
Freedom Park	Painting the preschool room	December 20, 2024
Sunshine Park	Painting the outdoor restrooms	December 6, 2024
All Parks	Letters to Santa boxes (pick up)	December 11, 2024
Smirz Park	Roof repairs on the garage (repair the soffit)	December 12, 2024
Sunshine Park	Roof repairs on the Maintenance Building (repair the fascia)	December 16, 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.
- Snow removal (as needed)



Morning Noon Night

Emergency 24hr Plumbing & Sewer Service

8557 44th Street • Lyons, Illinois 60534
Toll Free 1 877 THY PLUMBER
(1 877 849 7586)
Fax: 708 447 9641
E-Mail: thyplumber@yahoo.com
ThyPlumber.com

John Roberts @ berwynparks.org

CUSTOMER'S NAME BERWYN PARK DISTRICT	OWNER'S PHONE	DATE 10-4-24
ADDRESS	BUSINESS PHONE	PLUMBER RON
CITY, STATE, ZIP	OTHER PHONE 708 912 3549	DISPATCH #
OCCUPANT'S NAME JOHN ROBERTS		

ESTIMATE NOT A CONTRACT

LICENSE # 055-034250

DESCRIPTION OF WORK

SITE: SERENITY PARK

6647 W. 26th BERWYN IL 60402

WATER LEAK, AFTER CURB STOP & ROUNDWAY FOR DRINKING FOUNTAIN & 1 1/2" R.P.Z VALVE TO YARD HYDRANT. LEAK UNKNOWN BELIEVE FOUNTAIN SHOULD BE 1" OR 3/4" OFF OF 1 1/2" LINE. NEED TO REMOVE BOLTS OF FOUNTAIN & REMOVE FIXTURE

BREAK OUT CEMENT AND HAUL OFF SITE. USE INDUSTRIAL HYDROJETTER TO SAFELY VAC AROUND UTILITIES WITH NO IMPACT TO PIPING APPROX 5 FT DEEP TILL ALL EXPOSED. TURN ON WATER TO SEE / IDENTIFY LEAK, UNDERGROUND.

REPAIR WITH CITY CODE APPROVED MATERIALS

BACKFILL WITH CRUSHED STONE, FRAME OUT FOR CEMENT RESTORATION & POUR 1 1/2 YD STREET TYPE PSI READY MIX.

RETURN AFTER CEMENT CURE & RE-INSTALL FOUNTAIN FIXTURE.

EXPECTED BUDGET @ \$9,275⁰⁰

DAY TIME HRS, NO PERMIT INCLUDED, NEED NO PARKING SIGNS POSTED

GOOD LUCK ON YOUR PROJECT

RON CREWFOURD

*** DOES NOT INCLUDE NEW FIXTURE OR R P Z RE CERTIFY ONLY COPPER PIPING REPAIR**



Telephone: 708-484-0605

Fax: 630-323-2442

Email: Berwynwestern@sbcglobal.net

Website: Berwynwestern.com

GENERAL CONSTRUCTION-PLUMBING-AIR CONDITIONING-KITCHEN AND BATHROOM REMODELING

804 Burr Oak Drive- Westmont IL 60559

NAME: Berwyn Park District

ADDRESS: 3701 Scoville

PHONE:

CITY: Berwyn

Berwyn Western Plumbing and Heating Company propose to furnish material and labor to complete work on premises herein designated in accordance with the following specifications, terms, and conditions:

JOB: Serenity Park

Disconnect and remove the existing drinking fountain and hydrant and set aside. Leave the existing RPZ and valve box in place.

Demolish the concrete pad that is surrounding around those fixtures and haul debris from jobsite.

Excavate as necessary to expose the underground piping leak. We are assuming the piping can be repaired with-in this area as exposed. If further damaged piping is found we will bring it to customers attention.

Repour concrete pad and re-attach fixtures once concrete has cured.

This proposal is for budgeting purposes since we do not know the exact location or the extent of piping needed.

This does not include any removal or repair of sidewalk, curb or street openings, any restoration of grass or final landscaping along with any repairs or replacement of RPZ, valve box, Buffalo box.

Price for plumbing labor, material, concrete demolition, haul away and concrete repour is estimated between \$10,000-\$12,000

All the above work is to be done for the cash price of \$_____. Standard terms are 50 % upon acceptance, 50% upon completion. Berwyn Western Plumbing and Heating Company guarantees material used in completion of this contract to be as specified above and that the entire job will be done in a neat, workmanlike manner and in accordance with local codes and practices. The customer is responsible for the cost to

obtain and secure all permits, licenses and fee's. The customer is responsible for all existing code violations. Any variations from plan or alterations requiring extra labor or material will be performed only on written order and will be billed in addition to the sum mentioned herein. Agreements with our workmen are not recognized. We carry workmen's compensation and property damage liability insurance equal to or greater than legal requirements. This proposal expires thirty (30) days after date submitted. Price quoted reflects discount for cash payment. If payment is made other than cash a 3 % surcharge will apply. If payment is made by credit card, owner waives all rights to dispute this payment under owners credit card agreement. Any and all deposits are non-refundable. General Terms and Conditions apply. See store for details.

Date: 7/16/24

Submitted _____ **By** _____
Berwyn Western

Acceptance:

I (we) hereby accept all the specifications, terms and conditions set forth above Berwyn Western Plumbing and Heating Company to proceed with performance of the work in accordance therewith.

Date _____ **Signed** _____

DATE: 12/03/2024
TO: The Board of Commissioners
FROM: Cathy Fallon, Executive Director
RE: Other Business

- After the Park District received a blight report we discussed our options with ORKIN our pest management company about our options. While ORKIN does not believe Sunshine is infested with rats he did provide some information that can mitigate rat activity and shared his perspective on items that could be causing more issues.
 - **Remove any food source:** The rats will move on if they cannot find food within 24 hrs. The staff daily checks the trash cans at all parks. At Sunshine the staff have removed all the seed and have an operational process so that if the seed needs to be kept onsite it is in a plastic bin.
 - **Bait:** The Park District cannot bait in an open park. It is a safety hazard that the Park District would be creating for the residents.
- As the Commissioners are aware Elizabeth Spitler passed away this summer. The Park District was named in her will. The letter was shared with the Park District Council. As dollar amounts and stipulations are confirmed that will be provided to the Board.