

**Board of Commissioners- Regular Meeting  
Western Springs Park District  
4400 Central Ave, Western Springs, IL 60558  
February 11, 2025 – 7 PM**



- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Commissioners
- IV. Approve Minutes – Regular Board Meeting of 1/14/2025
- V. Citizens to be Heard
- VI. Approve January 2025 Financial Report
- VII. Village of Western Springs Update
- VIII. Matters from the Executive Director
- IX. Matters from Commissioner
- X. Adjournment

The Western Springs Park District provides quality parks and facilities that draw people together for outdoor recreation, fitness and play and preserves open spaces for present and future generations. Our mission is guided by these values:

**Safety, Sustainability, Cleanliness, Comfort, and Inclusion**



## Minutes of the Western Springs Park Board Regular Board of Commissioners Meeting Held on January 14, 2025

### I. Call to Order

President Jim Cirrincione called the meeting to order at 7:00 PM, followed by a moment of silence for Commissioner Matt Krull's son, Nik, who recently passed away.

### II. Pledge of Allegiance

The meeting opened with the Pledge of Allegiance.

### III. Roll Call

Board Members Present	Board Members Absent	Staff Present	Others Present
President Cirrincione	Vice President Ryan	Director Knake	Matt Doherty
Treasurer Lagler	Commissioner Krull	Manager Kartzmark	Tim Doherty
Commissioner Stoltz		Superintendent Conway	Grant Dixon
Commissioner Kilarski		Secretary Anderson	Chris Dallavo
Commissioner Perkovich			Alex Briedis

### IV. Approval Minutes- Regular and Special Board Minutes of 12/10/2024

President Cirrincione moved for a motion to approve the minutes of the December 10, 2024, Regular Meeting and Special Meeting minutes.

**Motion to approve:** Commissioner Perkovich

- **Seconded by:** Treasurer Lagler
- **Voice Vote:** 5 Ayes, 0 Nays
- **Motion Carried**

### V. 4<sup>th</sup> Quarter 2024 Volunteer Recognition Award

Chris Dallavo, President of the Board of Directors of Western Springs Friends of the Parks Foundation, presented the 4<sup>th</sup> quarter Volunteer Recognition Award to Grant Dixon. Dallavo commended Dixon's commitment to our community and service to the Western Springs Park District.

### VI. Citizens to Be Heard

Matt Doherty, representing the Western Springs Little League, shared the group's desire for more softball fields. He communicated that WSLL is in favor of and optimistic about working with WSPD to build a new field in Spring Rock Park or r or renovate an existing field to accommodate a softball field.

### VII. Approval of December 2024 Financial Report

Executive Director Knake provided a recap of the financial report for December 2024, sharing we will meet or exceed budget expectations. President Cirrincione moved for a motion to approve the December 2024 Financial Report.

**Motion to Approve:** Treasurer Lagler

- **Seconded by:** Commissioner Stoltz
- **Voice Vote:** 5 Ayes, 0 Nays
- **Motion Carried**

### VIII. Village of Western Springs Update

Director Briedis gave a summary of the Grand Avenue gym improvements, scheduled to be completed in March. HVAC units will be installed in the Rec. Center gym later this month. The Summer Brochure is ready, and registration is early March for residents. Basketball enrollment is up for travel and in-house leagues.

**IX. Matters from the Executive Director:**

1. Following the meeting tonight, there will be a Volunteer Recognition banquet here at Davanti.
2. St. James property negotiations is ongoing. The meeting planned for 1/14/25 was rescheduled for the following week.
3. The WSLI meeting was held on 1/10. WSLI will provide \$75,000-\$80,000 to fund the project. WSLI has obtained bids for the build-out. The board gave Director Knake authority to plan and implement the project, including the engineering requirements. WSLI will fund 100% of the project if costs are above \$80,000.

**Motion to Approve:** Treasurer Lagler motioned to approve the WSPD staff to plan and implement the revision of Soccer Field #5 to accommodate a softball field in the northwest area of Spring Rock Park, including engineering requirements.

- **Seconded by:** Commissioner Kilarski
  - **Voice Vote:** 5 Ayes, 0 Nays
  - **Motion Carried**
4. The Community Bank of Western Springs Exclusive Premier 5-Year Sponsorship proposal will be offered to the bank this Thursday, 1/16/25.
  5. The 'Cost-to-Serve' analysis of 2024 events was reviewed indicating that revenues were greater than expenditures. Treasurer Lagler commended Barb Kartzmark on planning 4 successful events on a budget.

**X. Matters from Commissioners**

Treasurer Lagler gave an update on the possibility of the Western Springs Service Pool acquisition. Walt and Martin met with the Hinsdale Parks Director to review financials and layout concepts. Next step – Martin will model financial projections for board review.

**XI. Adjournment**

President Cirrincione motioned to adjourn the meeting at 7:22 PM.

- **Motion by:** Commissioner Stoltz
- **Seconded by:** Treasurer Lagler
- **Voice Vote:** 5 Ayes, 0 Nays
- **Motion Carried**

**Respectfully Submitted,**

Courtney Anderson, Board Secretary

January 2025 Financial Report Draft					
1 Month YTD vs. Prior Year				25 Budget	Comment
Item	2024	2025	Better (Worse)		
Tax Revenue	0	2,000	2,000	1,000,000	
Other Revenue	23,000	67,000	44,000	275,000	
Total revenue	23,000	69,000	46,000	1,275,000	
Expense	41,000	77,000	36,000	1,118,000	
Capex	-1,200	(27,000)	(25,800)	12,000	
Cash plus reserves	1,000,000	1,138,000	138,000	1,100,000	
General Fund	900,000	900,000	0	900,000	
January 2025 Detail					
ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	ACTUAL YTD REVENUE	ACTUAL MTD REVENUE		
PRIOR YEAR R/E TAX	-	(960)	(960)		
PROPERTY TAXES CURRENT	(1,000,000)	-	-		
STATE REPLACEMENT TAX	(10,000)	(1,145)	(1,145)		
RECREATION DEPT USER FEES	(55,000)	-	-		
OUTSIDE PROGRAM USER FEES	(48,000)	(15,145)	(15,145)		
EVENTS/PROGRAMS	(20,000)	-	-		
PICNIC PERMITS	(13,000)	-	-		
CONCESSION SALES	(5,000)	(460)	(460)		
INTEREST-MONEY MARKET	-	(414)	(414)		
FNBLG/COMM BK INTEREST	(5,000)	(652)	(652)		
IL FUNDS INTEREST	(2,000)	(216)	(216)		
INTEREST OTHER SOURCES	-	(39)	(39)		
EASEMENT FEE	(19,000)	(19,640)	(19,640)		
OTHER MISCELLANEOUS	-	(24,878)	(24,878)		IMPACT
PDRMA AWARD	(1,500)	(1,000)	(1,000)		
EQUIPMENT SALES/RENTALS	-	(1,200)	(1,200)		
DONATIONS	(7,500)	-	-		
SPONSORSHIPS	(20,000)	-	-		
PERSONNEL BENEFITS ALLOCATION	(19,000)	(3,299)	(3,299)		
TRANSFER TO CAPITAL PROJ	275,000	-	-		
Total 10 CORPORATE FUND	(950,000)	(69,048)	(69,048)		
EXECUTIVE DIRECTOR	138,000	14,249	14,249		
SUPT OF PARKS	87,000	9,072	9,072		
FOREMAN	66,000	6,350	6,350		
FULL TIME EMPLOYEE	44,000	5,018	5,018		
MANAGER-COMM RELATIONS/EVENTS	56,000	5,686	5,686		
REG PAY-SEASONAL	1,500	-	-		
SUMMER MAINT EMPLOYEE	15,000	98	98		
OVERTIME - SUMMER EMPLOYEE	1,000	-	-		
PART TIME EMP-ADMIN	15,000	1,005	1,005		
PART TIME EMP-MAINT	5,000	-	-		
EMPLOYER-IMRF	19,000	3,299	3,299		
EMPLOYER-FICA	33,500	3,173	3,173		
EMPLOYER - HEALTH INSURANCE	105,000	12,570	12,570		
EMPLOYER DENTAL INSURANCE	3,300	318	318		
EMPLOYER - LIFE INSURANCE	1,500	133	133		
CLOTHING ALLOWANCE	1,000	-	-		
TRAINING & EDUCATION	2,000	1,920	1,920		IAPD
DUES & SUBSCRIPTIONS	5,000	7,116	7,116		IAPD/RDesk
IT SUPPORT	4,000	350	350		
UMPIRES	4,000	-	-		
LEGAL FEES	20,000	-	-		
LEGAL NOTICES	3,000	-	-		
PRINTING/POSTAGE/SUPPLIES	3,000	-	-		
ADVERTISING/PROMOTIONS	3,000	475	475		
SPECIAL EVENTS	40,000	-	-		

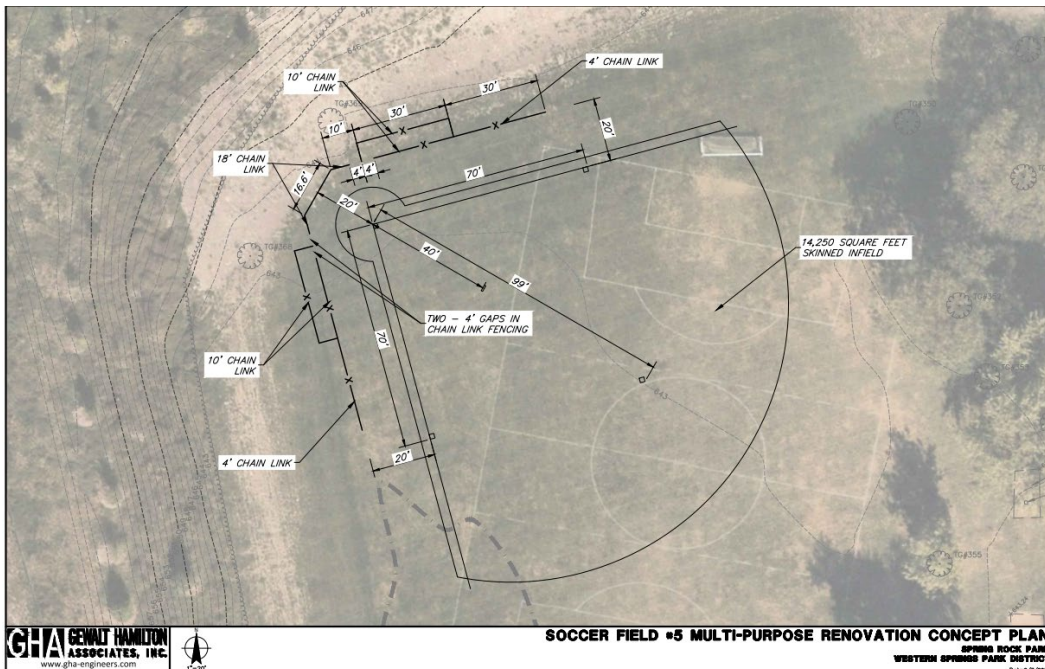
VILLAGE ADMIN. SERVICES	15,000	-	-	
CONSULTING FEES	25,000	-	-	
AWARDS & RECOGNITION	3,000	1,150	1,150	
MEDICAL EXAMINATIONS	1,000	-	-	
TIME FORCE	1,000	84	84	
MISCELLANEOUS	14,000	-	-	
ALL BUILDINGS	14,000	942	942	Furnance
CONCESSION SUPPLIES	5,000	-	-	
BASEBALL/SOFTBALL FIELDS	30,000	-	-	
TENNIS COURTS	20,000	-	-	
OTHER FIELDS/COURTS	2,000	-	-	
FERTILIZER	40,000	170	170	
TRACTORS/TRUCKS	5,000	9	9	
OTHER MACHINERY	3,000	-	-	
PLAYGROUND/PICNIC EQUIP	5,000	-	-	
PLAYGROUND SURFACE MAT'L	10,000	-	-	
ASPHALT, CONCRETE, STONE	7,500	-	-	
GASOLINE/OIL	10,000	-	-	
CLEANING SUPPLIES/SERVICE	1,000	-	-	
OUTSIDE TREE MAINT	35,000	-	-	
REFORESTATION	5,000	-	-	
SMALL TOOLS/EQUIPMENT	1,000	-	-	
SAFETY EQUIPMENT	1,000	-	-	
FERTILIZER SIGNS	1,500	-	-	
OS LAWN MAINT/LANDSCP	65,000	-	-	
Total 1101 CORPORATE FUND	995,800	73,186	73,186	
TELEPHONE	7,000	552	552	
HEATING OIL SHOP/GAS	4,000	432	432	
ELECTRICITY	15,000	1,903	1,903	
WATER/WASTE SERVICE	40,000	665	665	
Total 1103 CORPORATE FUND	66,000	3,551	3,551	
COMPUTER EQUIP/SOFTWARE	5,000	-	-	
SRPK TURF FIELD	10,000	-	-	
ELECTRICAL UPGRADE	2,500	-	-	
IRRIGATION	2,500	-	-	
BOBCAT S300 SKID LOADER	8,000	-	-	
PLAYGROUND EQUIPMENT	5,000	-	-	
SIGNAGE	2,000	180	180	
TENNIS COURT REPAIRS	5,000	-	-	
PICNIC TABLES/BENCHES	3,000	-	-	
SPRINGROCK SOCCER FIELDS	10,000	-	-	
ICE RINKS	3,000	-	-	
Total 1104 CORPORATE FUND	56,000	180	180	
Total 10 CORPORATE FUND	167,800	7,868	7,868	
PRIOR YEAR R/E TAX	-	(31)	(31)	
PROPERTY TAXES CURRENT	(19,000)	-	-	
STATE REPLACEMENT TAX	-	(98)	(98)	
IL FUNDS INTEREST	-	(5)	(5)	
INTEREST OTHER SOURCES	-	(1)	(1)	
EMPLOYER - IMRF	19,000	3,299	3,299	
Total 24 IMRF FUND	-	3,163	3,163	
Total 24 IMRF FUND	-	3,163	3,163	
PRIOR YEAR R/E TAX	-	(13)	(13)	
PROPERTY TAXES CURRENT	(12,500)	-	-	
STATE REPLACEMENT TAX	-	(16)	(16)	
INTEREST OTHER SOURCES	-	(1)	(1)	
AUDIT	12,500	-	-	
Total 26 AUDIT FUND	-	(30)	(30)	

Total 26 AUDIT FUND	-	(30)	(30)	
PRIOR YEAR R/E TAX	-	(23)	(23)	
PROPERTY TAXES CURRENT	(9,000)	-	-	
STATE REPLACEMENT TAX	-	(98)	(98)	
IL FUNDS INTEREST	-	(8)	(8)	
INTEREST OTHER SOURCES	-	(1)	(1)	
RISK MANAGEMENT PREMIUM	9,000	-	-	
Total 28 LIABILITY INSURANCE FUND	-	(131)	(131)	
Total 28 LIABILITY INSURANCE FUND	-	(131)	(131)	
PRIOR YEAR R/E TAX	-	(148)	(148)	
PROPERTY TAXES CURRENT	(130,000)	-	-	
STATE REPLACEMENT TAX	-	(278)	(278)	
IL FUNDS INTEREST	-	(55)	(55)	
INTEREST OTHER SOURCES	-	(6)	(6)	
PRINCIPAL - OUTSTANDING BDS	95,000	-	-	
INTEREST - OUTSTANDING BONDS	35,000	-	-	
Total 31 DEBT SERVICE FUND	-	(486)	(486)	
Total 31 DEBT SERVICE FUND	-	(486)	(486)	
CAPITAL GRANT	(322,000)	-	-	
MONEY MARKET INTEREST	(10,000)	(1,001)	(1,001)	
DONATIONS	(100,000)	(30,000)	(30,000)	
TRANSFER FROM CORP FUND	(100,000)	-	-	
TRANSFER FROM RESERVE	(175,000)	-	-	
SAND PRO	9,000	-	-	
TRACTOR/MOWER/PLOW	26,000	3,941	3,941	<b>Truck</b>
CAP IMPRVMENTS-FOREST HILLS	644,000	-	-	
CAP IMPRVMENTS-SPRING ROCK	40,000	-	-	
Total 40 CAPITAL PROJECT FUND	12,000	(27,060)	(27,060)	
Total 40 CAPITAL PROJECT FUND	12,000	(27,060)	(27,060)	
IL FUNDS INTEREST	-	(3)	(3)	
Total 79 PAYROLL FUND	-	(3)	(3)	
Total 79 PAYROLL FUND	-	(3)	(3)	
Revenue Total	(2,102,500)	(100,835)	(100,835)	
Expense Total	2,282,300	84,156	84,156	
Grand Total	179,800	(16,679)	(16,679)	

**Matters from the WSPD Executive Director 2/11/25**

- The Volunteer Recognition banquet held on 1/14/25 was well attended; Barb did a masterful Master of Ceremony job. Great to have Representative Ford attend. [Volunteer Celebration](#)
- The St. James property is now under contract with an unknown buyer with a plan to build 4 residential homes. We will continue to follow the permitting process.
- Re-purposing of Tollway Field #5, funded by WSL. Critical date schedule:

Soccer Field #5 Multi-Use Renovation			
Item	Who	Date	Complete
Key Use Changes	Tom	1/14	Y
Sportsfields Review	Dennis	1/16	Y
Revised layout	Barb	1/29	Y
GHA Review	Don	1/30	Y
GHA Layout	Don	2/7	Y
Confirm Sportsfields Cost	Dennis	2/8	
Approve Layout & Budget	Tom	2/8	
Board Review	Dennis	2/11	
Review Renovation w Village	Dennis	2/12	
Construction Schedule	Dennis	2/13	
Order Equipment	Jim	3/1	
Construction Start	Jim	3/15	
Construction Management	Dennis	OG	
Complete		5/30	



**Matters - Page 2**

- Springdale Excavation Project Status – most likely start date is April, [Project Update](#).
- Community Bank Of Western Springs sponsorship [2025 Proposal](#) meeting was held on 1/16/25. We will continue to follow.
- Forest Hills Playground Critical Date Schedule:

Forest Hills Playground Renovation Critical Dates			
Item	WHO	DATE	Complete
Playground Options NuToys	Dennis	1/10	Y
Options to School Office	Dennis	1/29	Y
School Preference	Dennis	2/4	
Strunk Plaque/Rock Options & Cost	Dennis	2/7	
Open House	Dennis	2/11	
Strunk Approval	Walt	2/19	
Total Project Cost	Dennis	2/21	
Park Board Approval	Dennis	3/11	
Construction Start	Dennis	4/8	
Construction Management	Dennis	6/10	
Completion Date	Dennis	7/10	

- Recent email correspondence here:
  - [Ice Rinks](#)
  - [Timber Trails Basketball Court](#)