

**Board of Commissioners- Regular Meeting  
Western Springs Park District  
4400 Central Ave, Western Springs, IL 60558  
May 7, 2024 – 7 PM**



- I. Call to Order
- II. Pledge of Allegiance
- III. Roll Call of Commissioners
- IV. Approve Minutes – Regular Board Meeting of 4/9/2024
- V. Citizens to be Heard
- VI. Approve the April 2024 Financial Report
- VII. Village of Western Springs Update
- VIII. Approve Ordinance – Pickleball Court Hours
- IX. Matters from the Executive Director
- X. Matters from the Commissioners
- XI. 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 April 9, 2024**



President Cirrincione called the regular meeting to order at 7 pm.

**Pledge of Allegiance**

**Board Members Present:**

President Cirrincione  
Treasurer Lagler  
Commissioner Kilarski  
Commissioner Krull

**Board Members Absent:**

Vice President Ryan  
Commissioner Perkovich  
Commissioner Stoltz

**Staff Present:**

Walt Knake – Executive Director  
Barb Kartzmark – Manager, Community Relationships and Events  
Kim Rasulo – Board Secretary

**Others Present:**

Brad Walse – Western Springs Resident  
Jeff Thiede – WSLP President

**A. Minutes**

**April 9, 2024 - Regular Meeting**

**MOTION:** President Cirrincione called for a motion to approve the minutes of the March 12, 2024, Regular Meeting Minutes, approved by Commissioner Krull, seconded by Treasurer Lagler.

**Voice Vote:**

**4-Ayes, 0-Nays**

**ALL IN FAVOR, MOTION CARRIED.**

**B. Volunteer Recognition Awards**

Friends of the Parks Foundation President Chris Dallavo read the new Volunteer Recognition Program guidelines to the board and announced the 1<sup>st</sup> quarter, 2024 recipients:

**Tony Holmes** - is a resident of Ridgewood in Western Springs. His efforts and willingness to help never end. Tony's leadership as a member of Ravinia in Ridgewood and the Centennial Celebration committees had a huge impact on the success of these events. You rock Tony!

**Martin Lagler** - is a resident of Old Town in Western Springs. As a Park District Board Commissioner and Centennial Celebration committee member, Martin consistently supported the Centennial event with his assistance and problem-solving skills and continues to contribute his financial expertise as Treasurer of the Western Springs Park Board. With our sincerest gratitude Martin!

**Beth Ryan** - is a resident of Springdale in Western Springs. She is also the Vice-President of the Park Board and a Centennial Celebration committee member. In her role, Beth has had a significant impact on the decisions for the

Park District . Her energy, guidance, and endless hours of support during the Centennial Celebration greatly impacted the success of this historical event. A heartfelt thank you Beth!

Each of these recipients was honored and received a memento as well as having their names on the Volunteer Recognition plaque displayed at the Western Springs Park District Offices at 4400 Central Avenue.

**C. Citizens To Be Heard –**

Jeff Thiede, WSLI president requested approval to serve liquor at the Home Run Derby being held on June 9, 2024. Treasurer Lagler asked for a motion to approve, seconded by President Cirrincione. Jeff also raised a concern that while the construction of the Pickleball Center is in progress, we would consider designating Senior parking spots (65 and up), around the west and east side of the parking lot for parking for baseball and soccer games.

Brad Walse raised a concern regarding the WSPD Field Closure policy and that it is not being followed by the Park District. He referenced the failing drainage system at two of the fields at Spring Rock Park and quoted the rainfall statistics over the last month. Mr. Walse asked that we revisit this policy.

**D. Village of Western Springs Update -** Director Briedis reported that the first day of registration for residents went very well. Non-resident registration will begin on Friday, April 12, 2024. The Senior Center also held a vaccination clinic with over 40 seniors attending.

**E. Financial Report**

**MOTION:** President Cirrincione motioned to discuss the March 2024, financial report. Executive Director Knake gave a recap of the financial report for March 2024.

**MOTION:** President Cirrincione called for a motion to approve the March 2024 financial report. Commissioner Kilarski motioned to approve, seconded by Treasurer Lagler.

**Voice Vote:**

**4-Ayes, 0-Nays**

**ALL IN FAVOR, MOTION CARRIED.**

**F. Approve Board Summary – Truck Purchase**

The Western Springs Park District, an Illinois park district and unit of local government is required to replace a non-operational truck that will enable staff to perform its regular park service duties. The staff has completed the due diligence in finding a suitable replacement for \$65,000 with financial terms as follows: 60-month lease with a \$1 buyout; extended warranty; right to purchase at the end of the lease term - \$1; quarterly payments of \$3,941 with a net purchase cost of \$65,000 (replacement truck trade value - \$1,500).

**MOTION:** President Cirrincione called for a motion to approve Executive Director Knake to sign the 60-month lease.

**Voice Vote:**

**4-Ayes, 0-Nays**

**ALL IN FAVOR, MOTION CARRIED.**

**G. Matters from the Executive Director –**

Executive Director Knake reported on the following items:

**1. Rotarian Pickleball Center Fund Drive:**

The contracts have been signed for the construction and lights. We are waiting for final approval from the village which is expected to be received shortly. Construction is projected to begin in May 2024 with completion in August 2024, weather permitting. We have raised a total of \$650k for this project.

**2. Environmental & Organics:**

We are still waiting to hear about the \$20k grant that will be applied for our organic test at Sereda Park. A meeting is scheduled for April 23, 2024, with the homeowners to talk about how we want to approach this and to get feedback. We will do a full-blown test in Sereda Park and report on the results. We have also benchmarked other park districts.

**3. The Master Plan –** A meeting will be held before the next Board Meeting on May 7, 2024, to discuss and finalize the draft with the input from the Master Plan committee.

**4. Upcoming Negotiations**

- a. Springdale IGA
- b. D101 User Fee
- c. Water Main Easement

**5. The Second Efficiency Committee Meeting is scheduled for June 11, 2024.** As a result of our first meeting, we are now consolidating efforts with the rec center and the WSBA to hold the Fall Fest as a joint effort.

**6. Operations & Events**

- a. Ridgewood baseball diamond has been improved. The cost was split with LTLL.
- b. We installed new security cameras at Spring Rock as a test to improve bathroom security and we plan to install one at Springdale.
- c. We continue to look at storm water fees which will be part of the IGA negotiations.
- d. The application of fertilizer has been completed at Forest Hills, Field Park, and Laidlaw during the school's spring break. Spring Rock Park is scheduled for May 14, 2024, as well as all other outside parks.
- e. The staff completed a benchmarking visit to the Oak Brook Park District soccer fields. Their technology and equipment are 2<sup>nd</sup> to none. Our objective is to mow our fields to a height of one inch with the current equipment.

**H. Sikich Audit Update**

Executive Director Knake introduced Martha Trotter, Sikich CPA Partner to review the recently completed 2023 Financial Audit. Ms. Trotter shared the opinion of the Independent Auditors' Report and was pleased to say that the WSPD Financial Statements were clean and unmodified, which is the highest level of assurance they can provide based on generally accepted auditing standards. Trotter also stated she was grateful and appreciative to the park district for their cooperation in facilitating the requested information on a timely basis during the audit process. Ms. Trotter walked through a high-level overview of the remaining report.

**I. Matters from Commissioners**

Treasurer Lagler thanked Sikich for their great work and the park district for doing such a great job maintaining the books.

**J. Motion to Go To Closed Meeting – 5 ILCS 120/2(c)(5) – Purchase of Property**

President Cirrincione motioned for a closed session seconded by Treasurer Lagler.

**K. Motion to Reconvene Regular Meeting for Adjournment**

Treasurer Lagler motioned to reconvene the regular meeting seconded by Commissioner Kilarski.

**H. Adjournment**

**MOTION:** President Cirrincione moved for a motion to adjourn the regular board meeting, seconded by Commissioner Krull at 7:56 PM.

**Voice Vote:**

**4-Ayes, 0-Nays**

**ALL IN FAVOR, MOTION CARRIED.**

*Respectfully submitted, Kim Rasulo, Board Secretary*

DRAFT

Draft April 2024 Financial Report					
3 Month YTD vs. Prior Year				24 Budget	Comments
Item	2023	2024	Better (Worse)		
Tax Revenue	432,000	466,000	34,000	920	
Other Revenue	43,000	53,000	10,000	224	
Total revenue	475,000	519,000	44,000	1144	
Expense	277,000	299,000	(22,000)	1081	
Capex	-20,000	19,000	(39,000)	124	
Cash plus reserves	1500000	1,300,000	(200,000)	1.2	
General Fund	924,000	663,000	-261000	0.8	IMRF
April 2024 Detail					
ACCOUNT DESCRIPTION	ORIGINAL ESTIM REV	YTD	MTD		
PRIOR YEAR R/E TAX	-	(70)	-		
PROPERTY TAXES CURRENT	(910,000)	(462,529)	-		
STATE REPLACEMENT TAX	(10,000)	(3,363)	(836)		
RECREATION DEPT USER FEES	(58,000)	-	-		
OUTSIDE PROGRAM USER FEES	(47,000)	(600)	-		
EVENTS/PROGRAMS	(20,000)	(2,580)	(2,580)		Softball
PICNIC PERMITS	(12,000)	(1,450)	(1,000)		
CONCESSION SALES	(5,000)	-	-		
FNBLG/COMM BK INTEREST	(4,000)	(2,712)	(658)		
IL FUNDS INTEREST	(1,000)	(921)	(238)		
EASEMENT FEE	(18,600)	(18,582)	-		
OTHER MSC	-	(2,800)	-		
PDRMA AWARD	(1,500)	(500)	-		
DONATIONS	(7,500)	(3,600)	(2,100)		Benches
SPONSORSHIPS	(20,000)	(6,995)	(995)		Pinnacle
PERSONNEL BENEFITS ALLOCATION	(29,000)	(11,659)	(2,137)		
<b>Total 10 CORPORATE FUND</b>	<b>(1,143,600)</b>	<b>(518,362)</b>	<b>(10,545)</b>		
EXECUTIVE DIRECTOR	139,000	52,293	9,499		
SUPT OF PARKS	81,000	31,928	6,048		
FOREMAN	63,000	25,196	4,536		
FULL TIME EMPLOYEE	41,000	15,549	3,043		
MANAGER-COMM RELATIONS/EVENTS	54,000	21,876	3,790		
REG PAY-SEASONAL	1,500	143	143		
SUMMER MAINT EMPLOYEE	18,000	406	133		
OVERTIME - SUMMER EMPLOYEE	1,000	-	-		
PART TIME EMP-ADMIN	12,000	4,931	1,063		
PART TIME EMP-MAINT	5,000	80	80		
EMPLOYER-IMRF	29,000	11,659	2,137		
EMPLOYER-FICA	31,786	11,659	2,168		
EMPLOYER - HEALTH INSURANCE	95,000	34,329	7,629		
EMPLOYER DENTAL INSURANCE	3,000	986	219		
EMPLOYER - LIFE INSURANCE	1,300	397	88		
CLOTHING ALLOWANCE	1,000	100	-		
TRAINING & EDUCATION	2,000	909	227		
DUES & SUBSCRIPTIONS	5,000	2,629	-		
IT SUPPORT	4,000	1,400	350		
UMPIRES	4,000	-	-		
LEGAL FEES	15,000	-	-		
LEGAL NOTICES	3,000	106	-		
PRINTING/POSTAGE/SUPPLIES	3,000	531	75		
ADVERTISING/PROMOTIONS	3,000	1,300	-		
SPECIAL EVENTS	40,000	2,111	1,750		Candy Hunt
VILLAGE ADMIN. SERVICES	15,000	3,500	-		
CONSULTING FEES	25,000	11,170	3,871		Social/IPM
AWARDS & RECOGNITION	3,000	608	401		Volunteer Reg
MEDICAL EXAMINATIONS	1,000	-	-		

TIME FORCE	1,000	336	84	
MISCELLANEOUS	14,000	2,080	597	Subscriptions/Recog
ALL BUILDINGS	14,000	2,118	-	
CONCESSION SUPPLIES	5,000	-	-	
BASEBALL/SOFTBALL FIELDS	30,000	10,150	3,750	Ridgewood
TENNIS COURTS	20,000	-	-	
OTHER FIELDS/COURTS	2,000	-	-	
FERTILIZER	40,000	3,612	2,185	Fertilizer
TRACTORS/TRUCKS	5,000	3,294	-	
OTHER MACHINERY	3,000	3,274	3,139	Repairs
PLAYGROUND/PICNIC EQUIP	5,000	730	-	
PLAYGROUND SURFACE MAT'L	10,000	-	-	
ASPHALT, CONCRETE, STONE	7,500	299	299	
GASOLINE/OIL	10,000	1,795	510	
CLEANING SUPPLIES/SERVICE	1,000	55	-	
OUTSIDE TREE MAINT	35,000	15,800	-	
REFORESTATION	5,000	-	-	
SMALL TOOLS/EQUIPMENT	1,000	148	-	
SAFETY EQUIPMENT	1,000	296	-	
FERTILIZER SIGNS	1,500	-	-	
OS LAWN MAINT/LANDSCP	65,000	-	-	
MSC SUPPLIES	-	28	-	
<b>Total 1101 CORPORATE FUND</b>	<b>975,586</b>	<b>279,807</b>	<b>57,815</b>	
TELEPHONE	7,000	1,549	157	
HEATING OIL SHOP/GAS	4,000	1,345	-	
ELECTRICITY	15,000	4,103	1,130	
WATER/WASTE SERVICE	40,000	7,069	4,811	
<b>Total 1103 CORPORATE FUND</b>	<b>66,000</b>	<b>14,066</b>	<b>6,099</b>	
COMPUTER EQUIP/SOFTWARE	2,500	4,800	-	
ELECTRICAL UPGRADE	2,500	-	-	
IRRIGATION	2,500	-	-	
DRINKING FOUNTAIN RPLCMNT	2,000	-	-	
PLAYGROUND EQUIPMENT	3,000	-	-	
SIGNAGE	2,000	33	33	
TENNIS COURT REPAIRS	5,000	-	-	
PICNIC TABLES/BENCHES	5,000	-	-	
SPRINGROCK SOCCER FIELDS	10,000	-	-	
ICE RINKS	5,000	-	-	
<b>Total 1104 CORPORATE FUND</b>	<b>39,500</b>	<b>4,833</b>	<b>33</b>	
<b>Total 10 CORPORATE FUND</b>	<b>(62,514)</b>	<b>(219,656)</b>	<b>53,402</b>	
PRIOR YEAR R/E TAX	-	(2)	-	
PROPERTY TAXES CURRENT	(29,000)	(14,905)	-	
STATE REPLACEMENT TAX	-	(288)	(72)	
IL FUNDS INTEREST	-	(17)	(5)	
EMPLOYER - IMRF	29,000	11,659	2,137	
<b>Total 24 IMRF FUND</b>	<b>-</b>	<b>(3,553)</b>	<b>2,061</b>	
<b>Total 24 IMRF FUND</b>	<b>-</b>	<b>(3,553)</b>	<b>2,061</b>	
PRIOR YEAR R/E TAX	-	(1)	-	
PROPERTY TAXES CURRENT	(12,000)	(6,110)	-	
STATE REPLACEMENT TAX	-	(48)	(12)	
AUDIT	12,000	7,200	-	
<b>Total 26 AUDIT FUND</b>	<b>-</b>	<b>1,041</b>	<b>(12)</b>	
<b>Total 26 AUDIT FUND</b>	<b>-</b>	<b>1,041</b>	<b>(12)</b>	
PRIOR YEAR R/E TAX	-	(1)	-	
PROPERTY TAXES CURRENT	(22,000)	(11,140)	-	
STATE REPLACEMENT TAX	-	(288)	(72)	
IL FUNDS INTEREST	-	(34)	(9)	
RISK MANAGEMENT PREMIUM	22,000	6,568	6,568	

<b>Total 28 LIABILITY INSURANCE FUND</b>	-	(4,896)	6,487	
<b>Total 28 LIABILITY INSURANCE FUND</b>	-	(4,896)	6,487	
PRIOR YEAR R/E TAX	-	(10)	-	
PROPERTY TAXES CURRENT	(140,000)	(71,111)	-	
STATE REPLACEMENT TAX	-	(817)	(203)	
IL FUNDS INTEREST	-	(144)	(41)	
PRINCIPAL - OUTSTANDING BDS	85,000	-	-	
INTEREST - OUTSTANDING BONDS	55,000	19,500	19,500	
BOND ISSUANCE COSTS	-	825	825	
<b>Total 31 DEBT SERVICE FUND</b>	-	(51,757)	20,081	
<b>Total 31 DEBT SERVICE FUND</b>	-	(51,757)	20,081	
CAPITAL GRANT	(375,000)	-	-	
MONEY MARKET INTEREST	(9,000)	(5,063)	(1,225)	
DONATIONS	(435,000)	-	-	
SAND PRO	8,700	-	-	
TRACTOR/MOWER/PLOW	9,700	3,941	3,941	<b>New Truck</b>
CAP IMPRVMENTS-SPRING ROCK	775,000	19,928	3,723	<b>PB Engineering</b>
<b>Total 40 CAPITAL PROJECT FUND</b>	(25,600)	18,806	6,438	
<b>Total 40 CAPITAL PROJECT FUND</b>	(25,600)	18,806	6,438	
IL FUNDS INTEREST	-	(16)	(4)	
<b>Total 79 PAYROLL FUND</b>	-	(16)	(4)	
<b>Total 79 PAYROLL FUND</b>	-	(16)	(4)	
<b>Revenue Total</b>	(2,165,600)	(628,358)	(12,186)	
<b>Expense Total</b>	2,077,486	368,327	100,640	
<b>Grand Total</b>	(88,114)	(260,031)	88,454	



# RESOLUTION NO. 2024-1

## A RESOLUTION TO ESTABLISH THE OPENING AND CLOSURE HOURS OF SPRING ROCK PARK AND ALL ACTIVITIES THEREIN

### WESTERN SPRINGS PARK DISTRICT COOK COUNTY, ILLINOIS

**WHEREAS** the WESTERN SPRINGS PARK DISTRICT (“Park District”) is required to establish hours of operation for Spring Rock Park, and

**WHEREAS**, under the sole authority established by the Park District Board of Commissioners does hereby adopt the hours of opening at Spring Rock Park until further notice:

- Open at Sunrise
- Closes at 10 PM

**WHEREAS** the Board of Commissioners approves the above-mentioned hours and requires all Spring Rock Park activities to cease on or before 10 PM; and

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WESTERN SPRINGS PARK DISTRICT, COOK, COUNTY, ILLINOIS that these hours of Spring Rock Park are now in effect until further notice.:**

**DATED this 7 day of May 2024.**

**WESTERN SPRINGS PARK DISTRICT**

*[SEAL]*

**Date & Signature:**

---

**By: Board President**

**Attest: Date & Signature**

---

**By: Board Secretary**

Matters from the Executive Director 5/7/24

**1. Rotarian Pickleball Center Find Drive:**

- Conditional Use has been approved; value engineering changes continue to be reviewed by the Village. We are anticipating the go-ahead next week.
- Construction is expected to begin in May with completion in August.

**2. Environmental & Organics:**

A meeting was held on Tuesday, April 23, 2024, with residents to discuss the possibility of using organics at Sereda Park. The following items were discussed:

- Executive Director Knake gave a recap of the history of the park districts' interest in the use of organics at the Western Springs Parks.
- Ryan Anderson from the IPM Institute of North America presented the program of using natural fertilizers and weed control. He also discussed the cost of converting to organics, between \$18,000 and \$20,000 annually, and the timeframe to achieve optimal results, estimated at three years.
- Residents raised concerns about the following:
  1. Better drainage at the parks.
  2. The need for more signs posted at the parks notifying when fertilizer has been applied.
  3. The need to control the box elders at Sereda Park.
  4. A need for sidewalks and a crosswalk to be installed on 39th Street so people can access the park safely.
  5. Removal of the buckthorn from the hedge row.
  6. Concern over the landscapers mowing and damaging the turf.
  7. Application of fresh mulch around trees.
- A follow-up meeting will be scheduled with Carolyn Hesse & Sara Bachinski to discuss the implementation of a fund drive with a goal of \$20,000.
- Ryan Anderson's presentation can be viewed at this link - [IPM - Sereda Park Presentation](#). Soil test results can be viewed [here](#).

**3. Master Plan Critical Date Schedule:**

Park Inventory	7/10/23	Completed
Board Input	7/11/23	Completed
Staff Input	9/28/23	Completed
Community Input	10/24/23	Completed
Stakeholder Input	10/25/23	Completed
On-Line Survey	1/15/24	Completed
Committee Review	2/22/24	Completed
1 <sup>st</sup> Draft	4/9/24	Completed
Board Special Meeting	5/07/24	
Draft Revision	5/28/24	
Board Approval	6/11/24	

**4. Upcoming Negotiations**

- Springdale IGA
- D101 User Fee
- Water Main Easement

**5. 2<sup>ND</sup> Efficiency Committee meeting – scheduled for 6/11/24.**

**6. Operations:**

- An Online reservation system has been completed for all parks; courts, sport fields, and picnics
- Stormwater fees are continuing to be negotiated with the Village, especially the credits for the district's investment in drainage upgrades. Springdale Excavation is expected to begin later this year.
- Fertilization - applications are completed at Forest Hills, Field Park, and Laidlaw. Spring Rock Park is scheduled for May 13th. All other outside parks on May 14th.

- **Efficiency Committee meeting is planned for 6/11/24.**
- **Picnic In Park/Movie Night – Wednesday, June 5<sup>th</sup>.**
- **Harvest Fest 2024 at Spring Rock Park, Saturday! 9/7/24**

**The Western Springs Business Association and Park District along with participation from the Western Springs Recreation Department have been working together to make our Village the place to be on September 7. All three groups have been working hard to put together what will be a fantastic day!**

**The committee is in the process of attaining sponsors and marketing the event. It is great to work together with WSBA and the WS Recreation Department because we add to our volunteer pool of people and split the cost. The Park District and WSBA will be financially responsible for the event, however, we expect it to break even. Volunteers will be provided from all 3 participating entities. The event will run from 2 pm-10 pm.**

**Highlights of the day:**

- 1. Sports Clinics – Tennis, Pickleball, Basketball**
- 2. Music – 4 live bands**
- 3. Food and Beverage – Food Trucks too**
- 4. Games and Activities – Petting Zoo, inflatables**
- 5. FIRE WORKS! – at 9:30 PM**