

**PARK DISTRICT OF LA GRANGE  
REGULAR BOARD MEETING  
MONDAY, MAY 9, 2022 6:00 PM**

The Board of Commissioners of the Park District of La Grange will meet at 6:00 p.m. on Monday, May 9, 2022 at the Park District's Administrative\Recreation Facility in the De Sitter Room located at 536 East Avenue, La Grange, Illinois

**1.0 CONVENING THE MEETING**

- 1.1 Roll Call, President's Introduction, Announcements & Changes to the Agenda

**2.0 COMMUNICATIONS, PRESENTATIONS & DECLARATIONS**

- 2.1 Public Comments/Participation (Board Manual Section #152)

**3.0 CONSENT AGENDA**

- 3.1 Approval of the Minutes of the Public Hearing of April 11, 2022
- 3.2 Approval of the Minutes of the Regular Board Meeting of April 11, 2022
- 3.3 Approval of the Minutes of the Executive Session Meeting of April 11, 2022
- 3.4 Approval of the Financial Reports dated April 30, 2022
- 3.5 Approval of the Consolidated Vouchers for May dated May 9, 2022

**4.0 STAFF REPORTS**

- 4.1 Director's Report
  - 4.1.1 Update on License Agreements
  - 4.1.2 Update on Comprehensive Master Plan
- 4.2 Staff Reports

**5.0 ATTORNEY REPORT**

**6.0 TREASURER REPORT**

**7.0 ACTION ITEMS**

**8.0 BOARD BUSINESS**

**OLD BUSINESS**

- 8.1 Discussion and/or Approval of the Intergovernmental Agreement (IGA) By and Between the School Board of Education, District 105 and the Park District of La Grange Regarding Open Space

**NEW BUSINESS**

- 8.2 Discussion and/or Approval of Resolution No. 22-01, A Resolution Adopting the Park District of La Grange Urban Forestry Management Plan 2022
- 8.3 Discussion and/or Approval of Resolution 22-02, Declaration of Surplus
- 8.4 Discussion and/or Approval of Access One Agreement
- 8.5 Discussion and/or Approval of Director of Parks, Planning and Maintenance (New Position)
- 8.6 Discussion and Nominations (Vote to be held at the June Board Meeting)
  - 8.6.1 Board President
  - 8.6.2 Board Vice President
  - 8.6.3 Board 2<sup>nd</sup> Vice President
  - 8.6.4 Board Secretary
  - 8.6.5 Treasurer

**9.0 COMMITTEE REPORTS**

- 9.1 Administration Committee
- 9.2 Parks and Open Lands Committee
- 9.3 Finance & Capital Project Committee
- 9.4 Arts & Cultural Affairs Committee
- 9.5 Marketing & Social Media Committee

**10.0 PUBLIC COMMENTS** (Board Manual Section #152)

**11.0 BOARD COMMENTS**

**12.0 EXECUTIVE SESSION**

- 12.1 Potential Claims and/or Litigation, 5 ILCS 120/2 (c) 11
- 12.2 Acquisition of Real Property, 5 ILCS 120/2 (c)(5)
- 12.3 Setting the Price of Real Property, 5 ILCS 120/2 (c)(6)
- 12.4 Personnel, 5 ILCS 120/2 (c)(1)
- 12.5 Review of Closed Executive Session Minutes, 5 ILCS 120/2 (c)(21)
- 12.6 Security Procedures & Response Plans 5 ILCS 120/2 (c)(8)
- 12.7 The Selection of a Person to Fill a Public Office Vacancy 5 ILCS 120/2 (c)(3)

**13.0 ACTION ON ITEMS DISCUSSED IN EXECUTIVE SESSION (If Necessary)**

**14.0 ADJOURNMENT**

5/06/2022  
Jenny Bechtold  
Executive Director

*Parks & Recreation... The Benefits are Endless!  
Remember to Take Time for Fun and Enjoy Life to the Fullest!*

# Section 1



MEETING NOTICE

&

CALENDAR

**PARK DISTRICT OF LA GRANGE  
536 EAST AVENUE  
LA GRANGE, ILLINOIS 60525**

**MEETING NOTICE**

The regular meeting of the Board of Commissioners will take place at:  
6:00 PM  
Monday, May 9, 2022  
Park District of La Grange Recreation Center  
536 East Avenue  
La Grange, Illinois

Attached is this month's board packet, which has been broken down into the following sections:

SECTION 1	Meeting Notice/Calendar
SECTION 2	Communications/FOIA
SECTION 3	Consent Agenda
SECTION 4	Staff Reports
SECTION 5	Attorney Report
SECTION 6	Treasurer Report
SECTION 7	Action Items
SECTION 8	Board Business
SECTION 9	Committee Reports/MBO Reports/Special Reports
SECTION 10	Village of La Grange/SEASPAR Information

If you are unable to attend please contact Jenny Bechtold, Executive Director at (708) 352-1762.

Jenny Bechtold  
5/06/2022



Park District of La Grange... Your Fun & Fitness Destination!

**Park District of La Grange  
BOARD OF COMMISSIONERS  
REGULAR BOARD MEETINGS  
YEAR 2022**

Monthly meetings of the Board of Commissioners of the Park District of La Grange are regularly scheduled for the second Monday of the month (except where noted meeting to fall on the first or third Monday of the month). All regularly scheduled meetings start at 6:00 P.M. in the DeSitter Room located in the Administrative\Recreation Facility at 536 East Avenue, La Grange, Illinois.

**Monday, January 10**

**Monday, February 14**

**Monday, March 14** *(2022-2023 G.O. Budget to be on display the legal requirement of 30 days – budget will be made public March 7)*

**Monday, April 11**

**Monday, May 9**

**Monday, June 13**

**Monday, July 11**

**Monday, August 15** *(Third Monday due to Endless Summer Fest)*

**Monday, September 12**

**Monday, October 10**

**Monday, November 14**

**Monday, December 12**

# Section 2



# COMMUNICATIONS & FOIA

# Section 3



# CONSENT AGENDA

**PARK DISTRICT OF LA GRANGE  
536 EAST AVENUE  
LA GRANGE, IL 60525**

**MEMORANDUM**

**TO: PDLG BOARD OF COMMISSIONERS  
FROM: JENNY BECHTOLD, EXECUTIVE DIRECTOR  
RE: CONSENT AGENDA ITEMS  
DATE: MAY 9, 2022**

*The matters included in this consent agenda require a roll call vote.*

**CONSENT AGENDA ITEM 1:** Approval of the Minutes of the Public Hearing of April 11, 2022

**CONSENT AGENDA ITEM 2:** Approval of the Minutes of the Regular Board Meeting of April 11, 2022

**CONSENT AGENDA ITEM 3:** Approval of the Minutes of the Executive Session Meeting of April 11, 2022

**CONSENT AGENDA ITEM 4:** Approval of the Financial Reports Dated April 30, 2022

**CONSENT AGENDA ITEM 5:** Approval of the Consolidated Vouchers for May Dated May 9, 2022

**\*\*CONSENT AGENDA:** this agenda item consists of proposals and recommendations, which are likely to be acceptable to all members of the Board. The purpose of the Consent Agenda is to allow one roll call vote for all items instead of separate votes on each item. The procedure is as follows: 1. any commissioner wishing to discuss any item on the consent agenda may request that the item be removed and placed under its usual place on the agenda, or under New Business. 2. At the time of roll call, a commissioner may vote either "aye" for all items or select items for a "nay" vote. 3. One roll call vote is taken and covers all items on the Consent Agenda.

**PUBLIC HEARING ON ORDINANCE 22-01  
COMBINED ANNUAL BUDGET & APPROPRIATIONS FOR THE  
PARK DISTRICT OF LA GRANGE  
HELD AT THE ADMINISTRATIVE OFFICES  
536 EAST AVENUE, LA GRANGE, ILLINOIS**

**APRIL 11, 2022**

**President Vear called the Public Hearing to order at 6:00 P.M.**

PRESENT: Commissioners Opyd, Posey, Lawrence, Vear

ABSENT: Commissioner Lacey

STAFF PRESENT: Executive Director Jenny Bechtold  
Superintendent of Finance Leynette Kuniej  
Superintendent of Facilities Chris Finn  
Superintendent of Recreation Kevin Miller  
Superintendent of BASE Leanna Hartung  
Park Foreperson Claudia Galla  
Recording Secretary Linda Muth

OTHERS PRESENT: Attorney Derke Price  
Marian Honel-Wilson  
School Dist. 105 board members

**Announcement of Purpose of Public Hearing**

President Vear stated the purpose of this public hearing is to give the public an opportunity to comment on the budget. The budget has been on display on the website, in the newspaper, and in the Park District office for over 30 days.

**Public Comments**

None

**Adjournment**

At 6:02 P.M. Commissioner Opyd motioned to adjourn the Public Hearing on Ordinance 22-01 Combined Annual Budget & Appropriations for the Park District of La Grange. Commissioner Posey seconded the motion, which passed unanimously by Voice Vote.

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Robert Vear, President

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Jenny Bechtold, Board Secretary  
*Approved 05/09/2022*

**MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF COMMISSIONERS  
OF THE PARK DISTRICT OF LA GRANGE, ILLINOIS  
536 EAST AVENUE, LA GRANGE, ILLINOIS**

**APRIL 11, 2022**

**President Vear called the meeting to order at 6:02 P.M.**

PRESENT: Commissioners Opyd, Posey, Lawrence, Vear

ABSENT: Commissioner Lacey

STAFF PRESENT: Executive Director Jenny Bechtold  
Superintendent of Finance Leynette Kuniej  
Superintendent of Facilities Chris Finn  
Superintendent of Recreation Kevin Miller  
Superintendent of BASE Leanna Hartung  
Park Foreman Claudia Galla  
Recording Secretary Linda Muth

OTHERS PRESENT: Attorney Derke Price  
Jeffrey Braun from Cody/Braun & Associates  
Todd Abrams from WT Group  
Marian Honel-Wilson  
School District 105 board members

President Vear welcomed everyone to the meeting and asked for any announcements or changes to the agenda.

**Communications, Presentations & Declarations**

*Public Comments/Participation (Board Manual Section #152)*

Marian Honel-Wilson, 950 8<sup>th</sup> Avenue, La Grange stated she is the president of the Community Diversity Group and has been in conversations with the Park District regarding the community center and she appreciates the work done there; the kitchen looks great. She is concerned that making the washroom there accessible is on the back burner. Accessibility is important for the community, and she would like us to do this sooner rather than later.

*Cody/Braun & Associates 610 East Ave Site Plan Review*

The presentation was delayed to later in the meeting due to technical difficulties.

**Consent Agenda**

President Vear requested a change to the regular March meeting minutes. On page 6, line 3, *revenue guarantee* should be amended to *revenue projection*.

**REGULAR BOARD MEETING – APRIL 11, 2022**

Commissioner Opyd motioned to approve Item 3.1 Approval of the Minutes of the Regular Board Meeting of March 14, 2022, as amended; Item 3.2 Approval of the Minutes of the Executive Session Meeting of March 14, 2022; Item 3.3 Approval of the Financial Reports dated March 31, 2022; Item 3.4 Approval of the Consolidated Vouchers for April dated April 11, 2022. Commissioner Lawrence seconded the motion, which passed by Roll Call Vote as follows:

AYES: Commissioners Opyd, Lawrence, Posey, Vear  
NAYES: None  
ABSENT: Commissioner Lacey

**Staff Reports**

**Executive Director Jenny Bechtold**

- Director Bechtold reported that she is still watching natural gas prices, which are increasing. The one-year rate is about 60 cents and the two-year is at 65 cents. We will continue to wait and hope for a decrease. Jenny explained how the swing and fixed rate options work.
- Jenny reported that she continues to work through the CMP and hopes to wrap it up soon. She sent the Board the survey results and asked for any feedback.

President Vear commented that the graphs are repetitive and difficult to review. They could be organized better with the charts combined, and for a (compiled) figure of 100% it could be put in one bar instead of five different bars.

- Jenny explained that she emailed out the tree management plan for the grant. It will be in the next board packet for approval, which is required to submit the final paperwork. It is a great plan, and she is excited to implement it.
- Chris has been working on the aboveground tanks, and we received the permit. The Village is now requiring all contractors to register with them, so it is taking a bit longer.
- Jenny stated she would like to schedule a special meeting for the bus tour of our parks and facilities that was discussed. The Board and staff agreed on August 29<sup>th</sup> at 5:00pm.

*Cody/Braun & Associates 610 East Ave Site Plan Review*

Jeffrey Braun and Todd Abrams were in attendance to present an overview of the latest architectural and engineering site drawings for the new parking lot at 610 East Ave.

Jeff explained that the new lot has 137 stalls. Four fenced pickleball courts will be to the west with large gates that can be opened when the area is needed for additional parking. He stated that several alternates are included so that the project remains within budget. There are alternates for the main lot, pavers, and for two short-term auto charging stations. The driveway entrance will now be on the north end with vehicles moving south to allow patrons to be dropped off from the correct side of the car without crossing in front of vehicles. The

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entrance by the underground gas tanks will be closed and the new entrance will line up with Sahler Avenue. Per Village requirements, there will be bushes all the way around the lot which will be 6-feet high in the front and 3-feet on the other sides. The pond will have special native plants. There will also be a pathway going around the parking lot.

Todd Abrams introduced himself as the civil engineer working on the development and referenced the drawing of the site grading plan for the south portion of the project, with the detention pond located in the far south. There is a little bit of fall in the bottom of the pond but not enough for Kentucky blue grass; the turf would need to be a native mix. Everything from the new lot will be routed to storm structures in the lot and then to the detention pond. It will discharge out to East Avenue with a restrictor to meet requirements of MWRD and Cook County highway. Several handicap stalls near the front entrance do not meet ADA requirements so changes will be made to the existing grades, which will be considered maintenance. We cannot change how the drainage works or we would be required to put in detention, per MWRD.

There was brief Board discussion on the existing problem of standing water in the front lot, which would remain the same or slightly improved. Solving that problem would change the scope of the project. There is not sufficient storm sewer drainage capacity on East Avenue.

Todd explained the drawing of the storm sewer layout. There will be separate volume control for the project. Two separate systems are required since the ground water is so high. There will be a 2-foot-deep layer with stone and many voids for water to fill up, which is required by MWRD to trap contaminants. The depth is at 3-feet, and the pond will be dry except during very heavy rains.

Commissioner Lawrence had several questions and comments for Jeffrey Braun and Todd Abrams regarding the site drawings.

*Are the three trees in the middle of A1 being maintained or removed? The architectural and engineering drawings conflict.*

Jeff and Todd will coordinate together, and they plan to save as many trees as possible, including the three large trees.

*There are curbs around the lot, but she would like to confirm that there will be buried curbs flush at the edges of the pickleball courts.*

We do not need to bury the curbs because the fence will act as a barrier. Concrete barriers cannot be used there because they are a trip hazard. This is the most economical solution.

*Can we have curbs in the front without concrete bumpers?*

The bumpers must remain due to the tight angle parking and Village requirements for wheel stoppers.

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*How heavy are the rolling gates and do they lock?*

They are standard 16-foot long on wheels that can be easily pushed. Jeffrey will check on the locking mechanism.

*She would like to see more diversity than just the two shrub species specified and landscaping along the building.*

Jeff explained this was done to stay within budget and that additional landscaping could be added in the future. The bushes on the street side will be the required 6-foot height. They can come up with a landscape plan as an alternate.

*Are there detectable warnings near the walkways?*

There will be tactile warnings in all areas where they are required.

*Will there be flat space along the edge of the walkway to the pond before it goes into the basin?*

The grade should be even. There is a 3-foot flat spot which could be increased, or the path could be shifted a couple of feet for safety.

*Will the coloring on the courts extend to the outer edge? She would like the coloring to extend to the surrounding asphalt around the courts.*

The colors will be selected during construction and can extend to the edges.

*The drawings show portable nets, but she would like us to consider portable ground sleeves. We could also shift the courts to the outer edge, creating more space in the middle to separate the courts.*

Director Bechtold commented that we do want to look at ground sleeves. Commissioner Opyd commented on the limited parking spaces the courts would provide and how often we would need them. Jenny indicated it would be significant and estimated 30-36 weekends would require the parking.

*The path is asphalt, but the drawing shows asphalt along the parking lot edge where it should be concrete, and there are sections of the pavement that do not line up.*

President Vear thanked Jeffrey Braun and Todd Abrams for their presentation.

President Vear asked Director Bechtold what the status was on the emergency system. Jenny was pleased to report that after much communication with Johnson Controls, we got them to strike the subrogation and were able to sign the contracts.

***Staff Comments***

**Superintendent of Finance Leynette Kuniej**

- Superintendent Kuniej had nothing to add to her written report.

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### **Superintendent of Recreation Kevin Miller**

- Superintendent Miller reported that the four egg hunt events this past weekend were successful and well attended.
- Kevin stated that the Park Pride event is on May 21<sup>st</sup>. Work is planned at the community center, Sedgwick, Waiola, Gilbert and possibly Gordon.

Commissioner Opyd complimented the tween egg hunt event which was moved indoors to the gym due to the weather. His daughter had a great time indoors at this flashlight hunt.

### **La Grange Fitness Report**

- Director Bechtold stated that fitness is picking up and there are just under 1,800 members. They reactivated 27 members through a two-week promotion and hope to recruit more members at an open house to be held on Wednesday.
- Jenny was excited to report that the fitness center should surpass \$200,000 bottom line this year.

### **Superintendent of BASE Leanna Hartung**

- Superintendent Hartung stated that she had a camp planned for March 18<sup>th</sup> but was unable to run it due to low enrollment.
- Leanna reported that BASE will provide care at St. Francis for the next school year. St. Francis requested that the program return, and she will meet with them this week.

Director Bechtold explained that SFX BASE was added back into the budget and will provide a good revenue boost. Leanna feels comfortable with staffing for the program.

### **Superintendent of Facilities Chris Finn**

- Superintendent Finn stated that the season has begun for outdoor facility use and indoor rentals continue.
- Chris reported that the wet spring weather has delayed field use for baseball and soccer groups.

President Vear thanked Chris for the detailed rental reports. He was surprised with the areas our renters come from. Chris stated that we attract renters from all over because we are centrally located and near expressways.

### **Park Foreperson Claudia Galla**

- Foreperson Galla reported that they are struggling to get outside to work on the fields due to the wet weather.
- Claudia stated that the Community Garden at Denning is almost filled.
- The native garden event is on April 23<sup>rd</sup> and the Arbor Day event is on April 29<sup>th</sup>.

President Vear asked if we were still planning to apply biosolids to the fields. Claudia stated they may try for later in year. It must be applied when the ground is dry and the weather not too hot.

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**Attorney Report**

Attorney Price stated that OSLAD received record funding, which is good news. He has been working his way through various issues with Jenny.

**Treasurer Report**

Supt. of Finance Kuniej had nothing additional to report.

**Action Items**

*Discussion and/or Approval of Ordinance 22-01 the Combined Annual Budget and Appropriation Ordinance for the Park District of La Grange Fiscal Year 2022-2023*

Director Bechtold stated that a few items were revised, which are listed in the memo, and the budget is strong. Keep in mind that St. Francis BASE was added back in, and we applied for a ComEd grant. We should hear back on the grant in a week or two. Supt. of Facilities Chris Finn added that it is a big project, and the grant would benefit the District. It is difficult to budget for because the grant is not annual; ComEd offers it sporadically. Supt. of Finance Kuniej stated that she is happy with the budget. Several items were tweaked but we are still making money. She made minor adjustments to a few funds. IMRF and Social Security/Medicare were coming out of BASE and fitness, and she moved those expenses, so there will be a boost in revenue for those two items. IMRF is 108% funded as of December.

President Vear asked for a motion to approve Ordinance 22-01 the Combined Annual Budget and Appropriation Ordinance for the Park District of La Grange Fiscal Year 2022-2023. The motion was so moved by Commissioner Posey, seconded by Commissioner Opyd, and passed by Roll Call Vote as follows:

AYES: Commissioners Posey, Opyd, Lawrence, Vear  
NAYES: None  
ABSENT: Commissioner Lacey

*Discussion and/or Approval of 2022-2023 MBO's & Capital Budget*

Director Bechtold stated that there were some curve balls at the last meeting and staff wanted to revisit the capital plan, which they did. We feel strongly that this year needs to be a planning year since we have so much deferred maintenance. We need to work on internal capital planning and the CMP. We removed the pads for the basketball courts, and per the CMP we added money for park plans. Facility repairs have been adjusted and we feel some of Tria's estimates are high, but we would like the funds available for those projects. We are applying for a ComEd grant and are working on a new agreement with DeSitter Flooring for carpet in the banquet room. We would like to make some additional updates in the banquet room to increase rentals. The budget has a projected balance of \$126,743 and we must plan carefully based on where the District is headed.

There was brief discussion on the potential for future OSLAD grants, beginning

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work on park master plans, and removing some of the items from the MBO list that have not been funded. Others will be removed because they fall under operations but will not be forgotten. The Board may consider moving away from the MBO process in the future, but not until a new system is developed.

President Vear asked for a motion to ratify the application for the ComEd grant and \$20,000 in the Capital Budget for new LED lights at Sedgwick and Gordon, pending grant approval. The motion was so moved by Commissioner Lawrence, seconded by President Vear, and passed by Roll Call Vote as follows:

AYES: Commissioners Lawrence, Vear, Posey, Opyd  
NAYES: None  
ABSENT: Commissioner Lacey

President Vear asked for a motion to approve the 2022-2023 MBO's as presented. The motion was so moved by Commissioner Opyd, seconded by Commissioner Lawrence, and passed by Roll Call Vote as follows:

AYES: Commissioners Opyd, Lawrence, Posey, Vear  
NAYES: None  
ABSENT: Commissioner Lacey

President Vear asked for a motion to approve the 2022-2023 Capital Budget as presented. The motion was so moved by Commissioner Posey, seconded by Commissioner Opyd, and passed by Roll Call Vote as follows:

AYES: Commissioners Posey, Opyd, Lawrence, Vear  
NAYES: None  
ABSENT: Commissioner Lacey

**Board Business**

**Old Business**

*Discussion and/or Approval of Leynette Kuniej Remaining Interim Treasurer*  
Supt. of Finance Kuniej stated she is willing to remain as treasurer. President Vear asked for a motion for approval of Leynette Kuniej remaining interim treasurer. The motion was so moved by Commissioner Opyd, seconded by Commissioner Lawrence, and passed by Roll Call Vote as follows:

AYES: Commissioners Opyd, Lawrence, Posey, Vear  
NAYES: None  
ABSENT: Commissioner Lacey

*Discussion and/or Approval of the Intergovernmental Agreement (IGA) By and Between the School Board of Education, District 105 and the Park District of La Grange Regarding Open Space*  
Director Bechtold reported that we met with District 105, some of whom are

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here tonight. They got to know the wants and needs for PDLG and the school district and talked about potential PDLG use of indoor space at District 105. The tennis courts are used by the community, but neither the school nor PDLG use the courts for programs. District 105 would like to extend the agreement for another year and use the time to work it out. We have concerns with extending it because it is not currently beneficial to PDLG. The contract is dated, and we would not take much from it for a new contract.

Commissioner Opyd also attended the meeting with District 105. He stated it was great to have an open dialogue and fact finding. They discussed that currently the fields are used primarily by AYSO and Little League, and the timing only allows for a limited six weeks of open field use for PDLG. We could benefit from using their indoor facilities but the language in the contract today does not reflect this. He appreciates their offer for a one-year extension, but it should make sense for both sides and he is not sure there is a reason for PDLG to do it. He would like to continue to work with District 105 but 1992 is very different than 2022. More conversation is needed and if we could do more with taxpayer money it would be a win-win.

There was brief discussion that indoor space could benefit our YDL program and dance recitals. President Vear thanked the representatives from District 105 for coming and stated he would like to work with them further. Further discussions are needed to explore a new contract with due diligence.

Commissioner Lawrence stated that she would like to explore a lease agreement for the fields so that OSLAD grant opportunities would apply. Attorney Price stated that the language in the contract is old. He has been working with Jenny on long-term capital planning for assets that PDLG does not own but that fit our mission. Whether we consider an IGA or intergovernmental cooperation with a shorter time frame, it must be determined who takes care of capital life cycle issues. We want an agreement that accomplishes our goals.

### **New Business**

*Discussion and/or Approval of Board Policy Updates and Affiliate Agreements*  
Director Bechtold stated that we have been going through the policy manual, and Section 728 was lacking details, which made it difficult to determine who does what. We upgraded this section with current language and added the affiliate agreements for soccer groups and Babe Ruth that specifies who is responsible for what. The Little League agreement is still being worked on. The new agreements eliminate confusion as the presidents of these organizations turn over frequently. Section 732 includes only soccer athletic field fees, and we would like to delete it as the fees are in the agreements. Section 738 was added to outline the policies and procedures for field use by resident and non-resident groups and individuals. The reason we are implementing these changes is to improve the quality of the fields and put a structure in place for maintaining them.

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The Board asked what the affiliates' responses were to the changes and if there were any sticking points. Chris answered that the soccer groups and Babe Ruth had few comments. Little League had a lot of questions and requests. Their situation is different because in addition to their home field use at Sedgwick, they also utilize space at Waiola, Gilbert and Gordon. Their biggest concern is the user fees, which will go into effect for their 2023 season.

President Vear stated that he receives the most complaints about baseball fields. It would be best for all parties involved to control the quality of the fields in a continuous way instead of the inconsistent peaks and valleys we have had. Chris agreed and stated that over the years Little League put their money in Sedgwick and spent very little on the fields at Waiola, Gilbert and Gordon. Soccer pays for the green space they use at those parks, and those fees, which are considered recreational, were mimicked for Little League. Commissioner Opyd asked if we need to increase staff for field maintenance. Jenny stated that this year will be a learning curve, and there is money in the budget if we need to bring in outside contractual help next year. Staff has taken an online training certification and we would like to maintain the fields and get Gordon in shape ourselves.

Director Bechtold reported that aside from the agreements, we are receiving pressure from Little League for permission to put in a third field at Sedgwick, south of the lot at 48<sup>th</sup> & 10<sup>th</sup>. Staff has concerns about green space being taken away for their exclusive use. The basketball courts would have to be removed, and support for their removal was inconclusive in the (CMP) survey. There is also the matter of potential construction at Sedgwick for underground tanks that the Village may put in. This is a planning year for us to determine what the District and the community need, and Little League wants to put in the new field in 2022. Jenny asked the Board for their thoughts.

Commissioner Posey asked if they have shown that they have the need and the numbers to support another field. Jenny answered that Little League has said they need a softball field. They previously used fields in Countryside and lost some space there, and do not want to pay for lights for additional evening games. Kevin stated that he used to coach Little League and they got all their games in with less fields. Chris agreed and stated they made it work, without the additional field use they now have at Gordon. Commissioner Opyd questioned if there is a need or a scheduling problem and stated there are a lot of different needs in the community and there should be something for everyone. President Vear stated he was not for or against it at this point but that the timing is not right. The Board would like more information on their scheduling and a demonstrated need.

There was discussion on our pricing and how other communities handle Little League, as well as the potential to share fields with them. It is concerning that the fields at Sedgwick are kept locked, and it is public land.

Commissioner Opyd referenced Section 728.4 in the policy manual and suggested that *to affiliate* be added after the word available under number 3 to

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be consistent with numbers 1 and 2. He also asked if the affiliates typically carry insurance, which is required in the policy. Attorney Price said that they do and that PDRMA has a program to assist them with obtaining insurance.

Commissioner Lawrence asked if the agreements should state that the affiliates must comply with ADA and whether verbiage should be in the agreements regarding consequences if issues arise with their field use. Attorney Price explained that ADA compliance is our responsibility as we own the facilities, which is why we are requiring them to talk to us about any potential facility improvements. He also stated that we must consider if we want to be judge and jury and impose fines for noncompliance. There are costs associated with disciplining them including legal costs. The other option is to give the executive director the authority to fine them, but then they will complain to the Board. Jenny suggested leaving it as is and we could do an amendment if protocols are not followed. Commissioner Opyd stated it was not in the right spirit to add fines to the contracts.

There was additional Board discussion that the Park District advertises for the affiliate groups, and we would like the affiliates to promote the Park District. They also further discussed the locked fields at Sedgwick Park, and whether a non-profit classification should be added to Section 738. Jenny preferred to leave Section 738 as is and revise it later if necessary. This will not come up often and she will work with these groups as needed.

The amended items discussed were 728.4 section 4, add *to affiliate* after available; page 6 soccer organizations listed Babe Ruth and Little League which have been changed to *soccer organizations*; and page 4 of the soccer affiliate agreement will have a subtitle added under field lighting for other amenities. President Vear asked for a motion for approval.

Commissioner Opyd motioned to approve Item 8.3 Board Policy Updates as amended and Affiliate Agreements. Commissioner Posey seconded the motion which passed by Roll Call Vote as follows:

AYES: Commissioners Opyd, Posey, Lawrence, Vear  
NAYES: None  
ABSENT: Commissioner Lacey

*Discussion and/or Approval of the Deletion of Section 400, Job Descriptions, from the Board Policy Manual*

Director Bechtold explained that Section 400 in the policy manual includes the Park District job descriptions, many of which have not been updated in a long time. Job descriptions focus on operations, but currently if we make a change, we must bring it to the Board. In the current climate it is important that we can update job descriptions quickly. There are about 50 job descriptions, and we have 18 full-time staff and would like to clean them up. If a change is budgetary, it would be brought to the Board, but other changes are considered operational.

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Commissioner Posey motioned to approve the deletion of Section 400, Job Descriptions, from the Board Policy Manual. Commissioner Lawrence seconded the motion which passed by Roll Call Vote as follows:

AYES: Commissioners Posey, Lawrence, Opyd, Vear  
NAYES: None  
ABSENT: Commissioner Lacey

**Committee Reports**

*Administration Committee*

None

*Parks and Open Lands*

Commissioner Lawrence reported that she circulated the draft of the CMP to the committee for feedback.

*Finance & Capital Project Committee*

President Vear had no report at this time.

*Arts & Cultural Affairs Committee*

Commissioner Posey reported that she and Jenny met with members of the Community Diversity Group and Andre Peterson from the Village at the community center. It was an exploratory meeting regarding a potential public art project at that location and there will be ongoing discussion.

Attorney Price urged the Board to remember that if we turn over space for a project like this, it turns it into a public forum and then we cannot say no to anyone for similar spaces. If we instead reach a partnership agreement, we can tag the government speech base and the doctrine protects the District from having to turn over space to anybody, except for protected classes.

*Marketing/Social Media Committee*

Commissioner Opyd reported that the group is progressing well, and the minutes from their last meeting are in the board packet. He hopes to have an announcement soon as the job search continues for a marketing person.

**Public Comments (Board Manual Section #152)**

None

**Board Comments**

Commissioner Opyd thanked Commissioner Lawrence for her help with the parking plan. He thanked staff for the great events, including the Touch-A-Truck which was a great success even with the rain. He thanked the Board for the open and honest dialogue and the public and District 105 for coming tonight.

Commissioner Lawrence agreed on the Touch-A-Truck event and thanked staff

**REGULAR BOARD MEETING – APRIL 11, 2022**

for the egg hunts. She heard good things about them.

Commissioner Posey acknowledged all the work done to review the board policy manual and purge 200 boxes of old records. She sees consolidation and efficiency and a lot of positive momentum.

President Vear seconded the comments. He commended everyone for their hard work and looks forward to the parking lot getting started.

**Executive Session**

At 8:20 P.M. President Vear asked for a motion for the Board to convene to executive session pursuant to Item 12.2 Acquisition of Real Property, 5 ILCS 120/2 (c)(5) and Item 12.4 Personnel 5 ILCS 120/2 (c)(1). The motion was so moved by Commissioner Opyd, seconded by Commissioner Lawrence, and passed by Roll Call Vote as follows:

AYES: Commissioners Opyd, Lawrence, Posey, Vear  
NAYES: None  
ABSENT: Commissioner Lacey

At 8:45 P.M. Commissioner Opyd motioned the Board arise from Executive Session and President Vear seconded the motion, which passed unanimously by Voice Vote.

The Board resumed the regular meeting at 8:46 P.M.

**Action on Items Discussed in Executive Session**

None

**Adjournment**

Commissioner Opyd moved for adjournment at 8:46 P.M. The motion was seconded by Commissioner Posey and passed unanimously by Voice Vote.

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Robert Vear, President

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Jenny Bechtold, Board Secretary  
*Approved May 9, 2022*



Park District of La Grange, IL

# Statement of Revenues & Expenditures

## Group Summary

For Fiscal: 2021-2022 Period Ending: 04/30/2022

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 01 - General</b>					
<b>Revenue</b>					
<b>Department: 5 - Admin</b>					
426 - BUILDING RENTALS	94,708.75	94,708.75	13,127.06	94,708.75	0.00
942 - TAX REVENUE	944,159.00	944,159.00	-2,670.00	922,367.06	21,791.94
943 - OTHER REVENUES	20,000.00	20,000.00	2,204.42	22,061.09	-2,061.09
<b>Department: 5 - Admin Total:</b>	<b>1,058,867.75</b>	<b>1,058,867.75</b>	<b>12,661.48</b>	<b>1,039,136.90</b>	<b>19,730.85</b>
<b>Revenue Total:</b>	<b>1,058,867.75</b>	<b>1,058,867.75</b>	<b>12,661.48</b>	<b>1,039,136.90</b>	<b>19,730.85</b>
<b>Expense</b>					
<b>Department: 5 - Admin</b>					
511 - ADMINISTRATIVE SALARIES	273,393.00	273,393.00	27,245.67	226,367.47	47,025.53
512 - FRONT DESK	37,475.00	37,475.00	4,708.67	28,452.77	9,022.23
530 - HEALTH & LIFE INSURANCE	119,000.00	119,000.00	8,352.14	91,386.36	27,613.64
540 - EDUCATION & TRAINING	21,437.00	21,437.00	45.00	4,658.87	16,778.13
600 - PROMOTION & PUBLICITY	14,886.00	14,886.00	1,388.20	6,429.93	8,456.07
610 - PROFESSIONAL FEES	30,563.00	30,563.00	2,496.38	21,827.23	8,735.77
650 - BANK/MERCHANT FEES	500.00	500.00	63.44	393.54	106.46
660 - DUES & SUBSCRIPTIONS	7,895.00	7,895.00	28.75	1,311.98	6,583.02
670 - COMMUNICATION SERVICES	19,290.00	19,290.00	1,419.21	17,514.31	1,775.69
680 - SOFTWARE CONTRACTS	20,900.00	20,900.00	482.67	16,495.09	4,404.91
690 - LEGAL/ RECRUITMENT NOTICES	300.00	300.00	0.00	152.04	147.96
691 - PRINTING/ DESIGN SERVICES	7,188.00	7,188.00	0.00	6,315.18	872.82
710 - ADMINISTRATIVE EXPENSE ACCTS	2,600.00	2,600.00	0.00	569.83	2,030.17
720 - EMPLOYEE/ PUBLIC RELATIONS	3,050.00	3,050.00	0.00	0.00	3,050.00
730 - OFFICE/ ADMIN SUPPLIES	7,825.00	7,825.00	651.10	4,873.20	2,951.80
740 - COMPUTER SUPPLIES/ EQUIP	875.00	875.00	0.00	580.21	294.79
750 - OFFICE EQUIPMENT	2,300.00	2,300.00	2,408.10	3,195.09	-895.09
760 - POSTAGE & DELIVERY	5,670.00	5,670.00	40.37	3,038.64	2,631.36
764 - BANQUET BEVERAGE SERVICE	387.00	387.00	99.25	361.50	25.50
765 - CONTINGENCY	10,000.00	10,000.00	7,044.00	8,044.00	1,956.00
954 - TRANSFER	1,800,000.00	1,800,000.00	0.00	2,145,090.00	-345,090.00
<b>Department: 5 - Admin Total:</b>	<b>2,385,534.00</b>	<b>2,385,534.00</b>	<b>56,472.95</b>	<b>2,587,057.24</b>	<b>-201,523.24</b>
<b>Department: 6 - Maintenance</b>					
513 - MAINTENANCE SALARIES	164,680.00	164,680.00	16,168.14	137,754.67	26,925.33
514 - SEASONAL MAINTENANCE	41,334.00	41,334.00	0.00	17,457.15	23,876.85
800 - EQUIPMENT RENTALS	500.00	500.00	0.00	0.00	500.00
810 - MAINTENANCE SERVICES	102,225.00	102,225.00	7,577.17	108,683.78	-6,458.78
820 - EQUIPMENT REPAIRS	8,750.00	8,750.00	583.29	4,897.80	3,852.20
830 - MAINTENANCE SUPPLIES	13,023.00	13,023.00	521.59	9,646.87	3,376.13
840 - MAINTENANCE MATERIALS	15,985.00	15,985.00	63.52	10,024.53	5,960.47
850 - PETROLEUM PRODUCTS	7,825.00	7,825.00	42.22	348.67	7,476.33
860 - MAIN. TOOLS & EQUIPMENT	1,775.00	1,775.00	0.00	739.23	1,035.77
870 - PARK LANDSCAPING	5,850.00	5,850.00	2,356.40	3,980.13	1,869.87
880 - UTILITES - ELECTRIC	62,645.00	62,645.00	3,149.47	52,624.22	10,020.78
881 - UTILITES - NATURAL GAS	19,757.00	19,757.00	1,872.39	16,890.38	2,866.62
882 - UTILITIES - WATER	9,165.00	9,165.00	973.00	10,765.46	-1,600.46
890 - PARK IMPROVEMENTS & REPAIRS	3,600.00	3,600.00	0.00	0.00	3,600.00
<b>Department: 6 - Maintenance Total:</b>	<b>457,114.00</b>	<b>457,114.00</b>	<b>33,307.19</b>	<b>373,812.89</b>	<b>83,301.11</b>
<b>Expense Total:</b>	<b>2,842,648.00</b>	<b>2,842,648.00</b>	<b>89,780.14</b>	<b>2,960,870.13</b>	<b>-118,222.13</b>
<b>Fund: 01 - General Surplus (Deficit):</b>	<b>-1,783,780.25</b>	<b>-1,783,780.25</b>	<b>-77,118.66</b>	<b>-1,921,733.23</b>	<b>137,952.98</b>

Statement of Revenues & Expenditures

For Fiscal: 2021-2022 Period Ending: 04/30/2022

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 11 - Fitness Center</b>					
<b>Revenue</b>					
<b>Department: 7 - Recreation</b>					
490 - PROGRAM REVENUE	570,311.00	570,311.00	51,522.71	537,520.07	32,790.93
943 - OTHER REVENUES	500.00	500.00	5.00	533.00	-33.00
<b>Department: 7 - Recreation Total:</b>	<b>570,811.00</b>	<b>570,811.00</b>	<b>51,527.71</b>	<b>538,053.07</b>	<b>32,757.93</b>
<b>Revenue Total:</b>	<b>570,811.00</b>	<b>570,811.00</b>	<b>51,527.71</b>	<b>538,053.07</b>	<b>32,757.93</b>
<b>Expense</b>					
<b>Department: 5 - Admin</b>					
511 - ADMINISTRATIVE SALARIES	82,597.00	82,597.00	6,634.62	46,551.41	36,045.59
521 - SS/ MEDICARE	6,318.00	6,318.00	507.57	3,557.11	2,760.89
522 - PENSION	8,920.00	8,920.00	754.44	6,438.09	2,481.91
530 - HEALTH & LIFE INSURANCE	24,000.00	24,000.00	885.72	9,211.74	14,788.26
540 - EDUCATION & TRAINING	2,200.00	2,200.00	0.00	765.20	1,434.80
600 - PROMOTION & PUBLICITY	9,500.00	9,500.00	-242.80	574.44	8,925.56
610 - PROFESSIONAL FEES	300.00	300.00	0.00	300.00	0.00
650 - BANK/MERCHANT FEES	19,300.00	19,300.00	1,208.87	13,097.59	6,202.41
660 - DUES & SUBSCRIPTIONS	250.00	250.00	0.00	0.00	250.00
670 - COMMUNICATION SERVICES	4,020.00	4,020.00	335.98	3,828.01	191.99
680 - SOFTWARE CONTRACTS	2,000.00	2,000.00	107.41	1,461.42	538.58
690 - LEGAL/ RECRUITMENT NOTICES	500.00	500.00	0.00	265.00	235.00
691 - PRINTING/ DESIGN SERVICES	150.00	150.00	0.00	186.53	-36.53
710 - ADMINISTRATIVE EXPENSE ACCTS	200.00	200.00	0.00	0.00	200.00
720 - EMPLOYEE/ PUBLIC RELATIONS	420.00	420.00	0.00	0.00	420.00
730 - OFFICE/ ADMIN SUPPLIES	3,000.00	3,000.00	0.00	226.03	2,773.97
760 - POSTAGE & DELIVERY	250.00	250.00	0.00	0.00	250.00
765 - CONTINGENCY	5,000.00	5,000.00	0.00	0.00	5,000.00
<b>Department: 5 - Admin Total:</b>	<b>168,925.00</b>	<b>168,925.00</b>	<b>10,191.81</b>	<b>86,462.57</b>	<b>82,462.43</b>
<b>Department: 6 - Maintenance</b>					
810 - MAINTENANCE SERVICES	10,100.00	10,100.00	67.08	1,371.79	8,728.21
830 - MAINTENANCE SUPPLIES	27,114.00	27,114.00	1,954.65	14,939.68	12,174.32
880 - UTILITES - ELECTRIC	10,810.00	10,810.00	577.86	9,093.38	1,716.62
881 - UTILITES - NATURAL GAS	3,602.00	3,602.00	172.66	1,671.76	1,930.24
882 - UTILITIES - WATER	720.00	720.00	85.39	557.95	162.05
<b>Department: 6 - Maintenance Total:</b>	<b>52,346.00</b>	<b>52,346.00</b>	<b>2,857.64</b>	<b>27,634.56</b>	<b>24,711.44</b>
<b>Department: 7 - Recreation</b>					
512 - FRONT DESK	146,956.00	146,956.00	16,788.88	116,936.20	30,019.80
515 - CUSTODIANS & FACILITY SUPERVISORS	28,041.00	28,041.00	1,699.75	13,077.75	14,963.25
516 - PROGRAM WAGES	13,575.70	13,575.70	1,770.76	10,685.00	2,890.70
521 - SS/ MEDICARE	14,426.00	14,426.00	1,322.46	10,727.37	3,698.63
620 - CONTRACTUAL PROGRAMS	67,200.00	67,200.00	5,232.25	53,166.85	14,033.15
640 - EQUIP/ FACILITY LEASE	15,324.00	15,324.00	776.98	12,299.36	3,024.64
780 - PROGRAM EQUIPMENT	18,500.00	18,500.00	8.98	6,116.34	12,383.66
790 - PROGRAM SUPPLIES	2,050.00	2,050.00	0.00	494.91	1,555.09
<b>Department: 7 - Recreation Total:</b>	<b>306,072.70</b>	<b>306,072.70</b>	<b>27,600.06</b>	<b>223,503.78</b>	<b>82,568.92</b>
<b>Expense Total:</b>	<b>527,343.70</b>	<b>527,343.70</b>	<b>40,649.51</b>	<b>337,600.91</b>	<b>189,742.79</b>
<b>Fund: 11 - Fitness Center Surplus (Deficit):</b>	<b>43,467.30</b>	<b>43,467.30</b>	<b>10,878.20</b>	<b>200,452.16</b>	<b>-156,984.86</b>

Statement of Revenues & Expenditures

For Fiscal: 2021-2022 Period Ending: 04/30/2022

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 12 - Before &amp; After School</b>					
<b>Revenue</b>					
<b>Department: 7 - Recreation</b>					
490 - PROGRAM REVENUE	664,120.00	664,120.00	49,449.37	485,150.20	178,969.80
943 - OTHER REVENUES	0.00	0.00	0.00	365.00	-365.00
<b>Department: 7 - Recreation Total:</b>	<b>664,120.00</b>	<b>664,120.00</b>	<b>49,449.37</b>	<b>485,515.20</b>	<b>178,604.80</b>
<b>Revenue Total:</b>	<b>664,120.00</b>	<b>664,120.00</b>	<b>49,449.37</b>	<b>485,515.20</b>	<b>178,604.80</b>
<b>Expense</b>					
<b>Department: 5 - Admin</b>					
610 - PROFESSIONAL FEES	5,906.00	5,906.00	534.93	4,128.70	1,777.30
<b>Department: 5 - Admin Total:</b>	<b>5,906.00</b>	<b>5,906.00</b>	<b>534.93</b>	<b>4,128.70</b>	<b>1,777.30</b>
<b>Department: 7 - Recreation</b>					
511 - ADMINISTRATIVE SALARIES	179,656.00	179,656.00	16,115.28	139,665.75	39,990.25
516 - PROGRAM WAGES	305,549.10	305,549.10	28,529.97	175,702.11	129,846.99
521 - SS/ MEDICARE	37,118.51	37,118.51	3,025.16	23,911.66	13,206.85
522 - PENSION	30,039.00	30,039.00	2,303.78	19,977.66	10,061.34
530 - HEALTH & LIFE INSURANCE	24,000.00	24,000.00	2,277.69	25,735.72	-1,735.72
540 - EDUCATION & TRAINING	3,200.00	3,200.00	0.00	0.00	3,200.00
550 - TRAVEL REIMBURSEMENT	2,000.00	2,000.00	221.99	984.15	1,015.85
600 - PROMOTION & PUBLICITY	2,020.00	2,020.00	0.00	1,468.27	551.73
610 - PROFESSIONAL FEES	350.00	350.00	0.00	350.00	0.00
640 - EQUIP/ FACILITY LEASE	1,812.00	1,812.00	0.00	0.00	1,812.00
650 - BANK/MERCHANT FEES	9,600.00	9,600.00	1,528.95	10,710.52	-1,110.52
660 - DUES & SUBSCRIPTIONS	300.00	300.00	0.00	120.00	180.00
670 - COMMUNICATION SERVICES	4,300.00	4,300.00	165.00	2,177.00	2,123.00
680 - SOFTWARE CONTRACTS	8,000.00	8,000.00	379.75	8,060.14	-60.14
690 - LEGAL/ RECRUITMENT NOTICES	1,200.00	1,200.00	0.00	859.32	340.68
710 - ADMINISTRATIVE EXPENSE ACCTS	200.00	200.00	0.00	0.00	200.00
720 - EMPLOYEE/ PUBLIC RELATIONS	600.00	600.00	94.00	94.00	506.00
780 - PROGRAM EQUIPMENT	1,500.00	1,500.00	0.00	0.00	1,500.00
790 - PROGRAM SUPPLIES	44,915.00	44,915.00	1,571.81	22,192.08	22,722.92
820 - EQUIPMENT REPAIRS	600.00	600.00	0.00	0.00	600.00
<b>Department: 7 - Recreation Total:</b>	<b>656,959.61</b>	<b>656,959.61</b>	<b>56,213.38</b>	<b>432,008.38</b>	<b>224,951.23</b>
<b>Expense Total:</b>	<b>662,865.61</b>	<b>662,865.61</b>	<b>56,748.31</b>	<b>436,137.08</b>	<b>226,728.53</b>
<b>Fund: 12 - Before &amp; After School Surplus (Deficit):</b>	<b>1,254.39</b>	<b>1,254.39</b>	<b>-7,298.94</b>	<b>49,378.12</b>	<b>-48,123.73</b>

Statement of Revenues & Expenditures

For Fiscal: 2021-2022 Period Ending: 04/30/2022

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 13 - Recreation</b>					
<b>Revenue</b>					
<b>Department: 5 - Admin</b>					
480 - PARK USAGE	38,750.00	38,750.00	1,540.00	60,501.00	-21,751.00
942 - TAX REVENUE	605,640.00	605,640.00	21,687.22	687,099.99	-81,459.99
943 - OTHER REVENUES	1,000.00	1,000.00	198.86	1,865.90	-865.90
<b>Department: 5 - Admin Total:</b>	<b>645,390.00</b>	<b>645,390.00</b>	<b>23,426.08</b>	<b>749,466.89</b>	<b>-104,076.89</b>
<b>Department: 7 - Recreation</b>					
490 - PROGRAM REVENUE	974,796.00	974,796.00	4,035.30	614,556.24	360,239.76
491 - RECREATION CENTER	225,680.00	225,680.00	32,362.13	268,548.67	-42,868.67
943 - OTHER REVENUES	16,400.00	16,400.00	350.00	24,069.29	-7,669.29
<b>Department: 7 - Recreation Total:</b>	<b>1,216,876.00</b>	<b>1,216,876.00</b>	<b>36,747.43</b>	<b>907,174.20</b>	<b>309,701.80</b>
<b>Revenue Total:</b>	<b>1,862,266.00</b>	<b>1,862,266.00</b>	<b>60,173.51</b>	<b>1,656,641.09</b>	<b>205,624.91</b>
<b>Expense</b>					
<b>Department: 5 - Admin</b>					
511 - ADMINISTRATIVE SALARIES	463,277.00	463,277.00	54,845.58	438,353.38	24,923.62
512 - FRONT DESK	37,475.00	37,475.00	4,708.62	28,452.23	9,022.77
530 - HEALTH & LIFE INSURANCE	168,000.00	168,000.00	13,035.52	141,950.31	26,049.69
540 - EDUCATION & TRAINING	21,438.00	21,438.00	45.00	4,658.94	16,779.06
550 - TRAVEL REIMBURSEMENT	2,560.00	2,560.00	600.64	1,552.58	1,007.42
600 - PROMOTION & PUBLICITY	14,886.00	14,886.00	1,208.20	6,249.92	8,636.08
610 - PROFESSIONAL FEES	6,256.00	6,256.00	534.94	4,558.69	1,697.31
650 - BANK/MERCHANT FEES	11,900.00	11,900.00	2,392.03	19,430.27	-7,530.27
660 - DUES & SUBSCRIPTIONS	7,895.00	7,895.00	0.00	1,283.21	6,611.79
670 - COMMUNICATION SERVICES	19,290.00	19,290.00	1,194.76	17,289.23	2,000.77
680 - SOFTWARE CONTRACTS	20,900.00	20,900.00	511.42	16,466.34	4,433.66
690 - LEGAL/ RECRUITMENT NOTICES	1,950.00	1,950.00	0.00	1,264.70	685.30
691 - PRINTING/ DESIGN SERVICES	19,562.00	19,562.00	0.00	13,014.44	6,547.56
720 - EMPLOYEE/ PUBLIC RELATIONS	6,250.00	6,250.00	32.57	1,030.51	5,219.49
730 - OFFICE/ ADMIN SUPPLIES	7,825.00	7,825.00	651.10	4,873.36	2,951.64
740 - COMPUTER SUPPLIES/ EQUIP	875.00	875.00	0.00	580.22	294.78
750 - OFFICE EQUIPMENT	2,300.00	2,300.00	2,408.10	3,195.10	-895.10
760 - POSTAGE & DELIVERY	5,670.00	5,670.00	40.37	3,038.62	2,631.38
764 - BANQUET BEVERAGE SERVICE	388.00	388.00	99.25	361.50	26.50
<b>Department: 5 - Admin Total:</b>	<b>818,697.00</b>	<b>818,697.00</b>	<b>82,308.10</b>	<b>707,603.55</b>	<b>111,093.45</b>
<b>Department: 6 - Maintenance</b>					
513 - MAINTENANCE SALARIES	164,680.00	164,680.00	16,167.94	137,753.20	26,926.80
800 - EQUIPMENT RENTALS	500.00	500.00	0.00	0.00	500.00
810 - MAINTENANCE SERVICES	67,350.00	67,350.00	3,132.18	73,793.19	-6,443.19
820 - EQUIPMENT REPAIRS	8,750.00	8,750.00	583.27	4,897.76	3,852.24
830 - MAINTENANCE SUPPLIES	13,022.00	13,022.00	521.57	9,645.72	3,376.28
840 - MAINTENANCE MATERIALS	9,335.00	9,335.00	63.51	7,672.11	1,662.89
850 - PETROLEUM PRODUCTS	7,825.00	7,825.00	42.22	348.67	7,476.33
860 - MAIN. TOOLS & EQUIPMENT	1,775.00	1,775.00	0.00	739.20	1,035.80
870 - PARK LANDSCAPING	5,850.00	5,850.00	2,356.40	3,980.09	1,869.91
880 - UTILITES - ELECTRIC	62,645.00	62,645.00	3,149.49	52,624.28	10,020.72
881 - UTILITES - NATURAL GAS	19,756.00	19,756.00	1,820.60	16,838.52	2,917.48
882 - UTILITIES - WATER	9,165.00	9,165.00	973.00	10,765.56	-1,600.56
890 - PARK IMPROVEMENTS & REPAIRS	2,750.00	2,750.00	0.00	0.00	2,750.00
<b>Department: 6 - Maintenance Total:</b>	<b>373,403.00</b>	<b>373,403.00</b>	<b>28,810.18</b>	<b>319,058.30</b>	<b>54,344.70</b>
<b>Department: 7 - Recreation</b>					
515 - CUSTODIANS & FACILITY SUPERVISORS	74,241.00	74,241.00	11,963.03	75,015.71	-774.71
516 - PROGRAM WAGES	188,944.00	188,944.00	8,760.89	98,207.74	90,736.26
600 - PROMOTION & PUBLICITY	2,000.00	2,000.00	0.00	348.80	1,651.20
620 - CONTRACTUAL PROGRAMS	371,938.00	371,938.00	30,900.92	239,119.32	132,818.68
630 - TRANSPORTATION	600.00	600.00	0.00	419.42	180.58
774 - SPECIAL EVENTS	17,900.00	17,900.00	0.00	6,255.26	11,644.74
780 - PROGRAM EQUIPMENT	8,050.00	8,050.00	157.92	2,473.69	5,576.31

Statement of Revenues & Expenditures

For Fiscal: 2021-2022 Period Ending: 04/30/2022

SubAccount	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
790 - PROGRAM SUPPLIES	57,100.00	57,100.00	760.83	30,248.07	26,851.93
<b>Department: 7 - Recreation Total:</b>	<b>720,773.00</b>	<b>720,773.00</b>	<b>52,543.59</b>	<b>452,088.01</b>	<b>268,684.99</b>
<b>Expense Total:</b>	<b>1,912,873.00</b>	<b>1,912,873.00</b>	<b>163,661.87</b>	<b>1,478,749.86</b>	<b>434,123.14</b>
<b>Fund: 13 - Recreation Surplus (Deficit):</b>	<b>-50,607.00</b>	<b>-50,607.00</b>	<b>-103,488.36</b>	<b>177,891.23</b>	<b>-228,498.23</b>



Park District of La Grange, IL

# Statement of Revenues & Expenditures

## Account Summary

For Fiscal: 2021-2022 Period Ending: 04/30/2022

	Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining	
<b>Fund: 04 - Debt Service</b>						
<b>Revenue</b>						
<u>04-5-00-40000</u>	PROPERTY TAXES - DS	893,078.00	893,078.00	-2,592.25	878,121.51	14,956.49
<u>04-5-00-40100</u>	REPLACEMENT TAXES	40,000.00	40,000.00	0.00	29,230.65	10,769.35
<u>04-5-00-40200</u>	BOND PROCEEDS	211,743.75	211,743.75	0.00	211,743.75	0.00
	<b>Revenue Total:</b>	<b>1,144,821.75</b>	<b>1,144,821.75</b>	<b>-2,592.25</b>	<b>1,119,095.91</b>	<b>25,725.84</b>
<b>Expense</b>						
<u>04-5-00-91100</u>	DEBT SERVICE - PRINCIPAL	935,100.00	935,100.00	0.00	935,100.00	0.00
<u>04-5-00-91150</u>	DEBT SERVICE - INTEREST	162,603.17	162,603.17	0.00	162,603.17	0.00
<u>04-5-00-91200</u>	BOND ISSUE COSTS	8,550.00	8,550.00	0.00	8,100.00	450.00
	<b>Expense Total:</b>	<b>1,106,253.17</b>	<b>1,106,253.17</b>	<b>0.00</b>	<b>1,105,803.17</b>	<b>450.00</b>
	<b>Fund: 04 - Debt Service Surplus (Deficit):</b>	<b>38,568.58</b>	<b>38,568.58</b>	<b>-2,592.25</b>	<b>13,292.74</b>	

Statement of Revenues & Expenditures

For Fiscal: 2021-2022 Period Ending: 04/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Fund: 36 - Capital Projects</b>						
<b>Revenue</b>						
<u>36-5-00-40200</u>	BOND PROCEEDS	138,356.25	138,356.25	0.00	143,956.25	-5,600.00
<u>36-5-00-50200</u>	TRANSFER IN	2,040,000.00	2,040,000.00	0.00	2,145,090.00	-105,090.00
	<b>Revenue Total:</b>	<b>2,178,356.25</b>	<b>2,178,356.25</b>	<b>0.00</b>	<b>2,289,046.25</b>	<b>-110,690.00</b>
<b>Expense</b>						
<u>36-5-00-91030</u>	TREE REPLACEMENT PLAN	5,000.00	5,000.00	0.00	0.00	5,000.00
<u>36-5-00-91106</u>	PICNIC TABLES, BENCHES, ETC	8,000.00	8,000.00	7,703.00	7,703.00	297.00
<u>36-5-00-91107</u>	BB & VB STDS & BACKBDS	5,000.00	5,000.00	0.00	0.00	5,000.00
<u>36-5-00-91108</u>	REG & INFO SIGNS	3,000.00	3,000.00	1,304.10	1,691.20	1,308.80
<u>36-5-00-91902</u>	COMPUTERS UNFORSEEN	3,000.00	3,000.00	0.00	0.00	3,000.00
<u>36-5-00-91903</u>	REPLACE SERVER	12,000.00	12,000.00	0.00	10,384.25	1,615.75
<u>36-5-00-91908</u>	COMPUTER REPLACEMENT	3,000.00	3,000.00	1,025.00	5,930.00	-2,930.00
<u>36-5-00-93019</u>	TRUCK LIFT GATE	3,500.00	3,500.00	0.00	3,395.00	105.00
<u>36-5-00-94650</u>	LAND DONATION	0.00	0.00	0.00	22,182.42	-22,182.42
<u>36-5-00-96100</u>	APPRAISALS/ SITE DOCUMENTS	2,000.00	2,000.00	0.00	0.00	2,000.00
<u>36-5-00-96101</u>	UPDATE PDLG MASTER PLAN	100,000.00	70,000.00	10,961.65	65,930.00	4,070.00
<u>36-5-00-96110</u>	GENERAL SOCCER FIELD REHAB	5,000.00	5,000.00	0.00	5,000.00	0.00
<u>36-5-00-99000</u>	RESERVED FOR UNFORSEEN EXPENSE	15,000.00	15,000.00	0.00	2,193.00	12,807.00
<u>36-5-11-92915</u>	GILBERT EXTERIOR DOOR	11,000.00	4,375.00	0.00	3,675.00	700.00
<u>36-5-13-92905</u>	CC - FURNACE	8,000.00	8,000.00	10,195.00	10,195.00	-2,195.00
<u>36-5-13-92908</u>	REPAIR CC WINDOWS	10,000.00	10,000.00	0.00	8,214.93	1,785.07
<u>36-5-14-96215</u>	GORDON - PARK ID SIGNS	7,500.00	7,500.00	0.00	7,400.00	100.00
<u>36-5-15-92915</u>	WAIOLA EXTERIOR DOOR	2,000.00	2,000.00	0.00	2,700.00	-700.00
<u>36-5-20-92900</u>	EMERGENCY ROOF REPAIRS	15,000.00	15,000.00	0.00	340.00	14,660.00
<u>36-5-20-94560</u>	FUEL TANK REMOVAL	10,000.00	40,000.00	0.00	0.00	40,000.00
<u>36-5-20-94570</u>	FUEL TANK INSTALLATION	0.00	36,625.00	0.00	1,613.01	35,011.99
<u>36-5-20-94600</u>	PARKING LOT DEVELOPMENT	2,000,000.00	2,000,000.00	14,821.55	60,427.42	1,939,572.58
	<b>Expense Total:</b>	<b>2,228,000.00</b>	<b>2,258,000.00</b>	<b>46,010.30</b>	<b>218,974.23</b>	<b>2,039,025.77</b>
	<b>Fund: 36 - Capital Projects Surplus (Deficit):</b>	<b>-49,643.75</b>	<b>-79,643.75</b>	<b>-46,010.30</b>	<b>2,070,072.02</b>	



Park District of La Grange, IL

# Special Recreation Funds

## Account Summary

For Fiscal: 2021-2022 Period Ending: 04/30/2022

		Original Total Budget	Current Total Budget	MTD Activity	YTD Activity	Budget Remaining
<b>Revenue</b>						
<b>Revenue</b>						
<u>14-5-00-40000</u>	PROPERTY TAXES - PENSION	181,692.00	181,692.00	-452.54	181,846.40	-154.40
<u>15-5-00-40000</u>	PROPERTY TAXES - P&L	25,235.00	25,235.00	-72.83	25,218.63	16.37
<u>16-5-00-40000</u>	PROPERTY TAXES - INS	105,987.00	105,987.00	-320.27	105,859.63	127.37
<u>16-5-00-43000</u>	MISC REVENUE	1,500.00	1,500.00	0.00	1,500.00	0.00
<u>17-5-00-40000</u>	PROPERTY TAXES - AUDIT	20,188.00	20,188.00	-47.03	20,210.56	-22.56
<u>18-5-00-40000</u>	PROPERTY TAXES - SPEC REC	211,974.00	211,974.00	-814.08	211,323.43	650.57
<u>19-5-00-40000</u>	PROPERTY TAXES - SS	121,128.00	121,128.00	-366.03	120,982.43	145.57
	<b>Revenue Total:</b>	<b>667,704.00</b>	<b>667,704.00</b>	<b>-2,072.78</b>	<b>666,941.08</b>	<b>762.92</b>
	<b>Revenue Total:</b>	<b>667,704.00</b>	<b>667,704.00</b>	<b>-2,072.78</b>	<b>666,941.08</b>	
<b>Expense</b>						
<b>Expense</b>						
<u>14-5-00-53100</u>	PENSION CONTRIBUTIONS	127,881.00	127,881.00	9,621.64	94,114.89	33,766.11
<u>15-5-00-50100</u>	TRANSFER OUT	40,000.00	40,000.00	0.00	0.00	40,000.00
<u>15-6-00-73100</u>	SUPPLIES - ATHLETIC FIELD LTS	2,000.00	2,000.00	1,485.50	6,040.21	-4,040.21
<u>15-6-00-73110</u>	SUPPLIES - PATHWAY/BLDG SECURI	1,000.00	1,000.00	0.00	0.00	1,000.00
<u>15-6-00-73130</u>	UNFORESEEN - P&L	1,000.00	1,000.00	0.00	0.00	1,000.00
<u>15-6-00-90110</u>	SEALCOAT PAVEMENT	2,000.00	19,000.00	0.00	18,903.93	96.07
<u>15-6-00-90120</u>	MISCELLANEOUS REPAIRS	17,000.00	0.00	0.00	0.00	0.00
<u>16-5-00-61200</u>	LIABILITY INSURANCE	71,787.00	71,787.00	0.00	67,370.99	4,416.01
<u>16-5-00-61210</u>	UNEMPLOYMENT COMP	50,000.00	50,000.00	-3,220.87	3,602.83	46,397.17
<u>16-5-00-61220</u>	RISK MANAGER	15,004.00	15,004.00	1,253.50	15,045.00	-41.00
<u>16-6-00-53300</u>	FIRST AID SUPPLIES	1,000.00	1,000.00	410.00	1,117.27	-117.27
<u>16-6-00-53301</u>	PRE-EMPLOYMENT PHYSICALS	200.00	200.00	0.00	525.00	-325.00
<u>16-6-00-53302</u>	PDRMA TRAINING	800.00	800.00	20.00	20.00	780.00
<u>16-6-00-53303</u>	SAFETY TRAINING	300.00	300.00	0.00	0.00	300.00
<u>16-6-00-53304</u>	SAFETY LICENSES	3,350.00	3,350.00	0.00	733.00	2,617.00
<u>16-6-00-53305</u>	INCENTIVES	250.00	250.00	0.00	0.00	250.00
<u>16-6-00-73200</u>	SUPPLIES - SAFETY & RISK MGMT	650.00	650.00	0.00	648.56	1.44
<u>16-6-00-73230</u>	EQUIP - SAFETY INSPECTIONS	10,700.00	10,700.00	0.00	5,295.24	5,404.76
<u>17-5-00-61100</u>	AUDIT SERVICES	15,560.00	15,560.00	0.00	13,460.00	2,100.00
<u>18-5-00-50100</u>	TRANSFER OUT	200,000.00	200,000.00	0.00	0.00	200,000.00
<u>18-5-00-51100</u>	WAGES - ADMIN	22,714.00	22,714.00	2,521.71	16,834.28	5,879.72
<u>18-5-00-61220</u>	RISK MANAGER	5,000.00	5,000.00	417.83	5,010.96	-10.96
<u>18-5-00-61300</u>	SEASPAR CONTRIBUTIONS	107,380.00	107,380.00	0.00	107,380.00	0.00
<u>18-5-00-61310</u>	RECREATION INCLUSION	25,500.00	25,500.00	0.00	3,607.71	21,892.29
<u>18-5-00-72013</u>	SEASPAR EVENTS	1,000.00	1,000.00	0.00	0.00	1,000.00
<u>18-5-00-82012</u>	REPAIRS - REC VAN	800.00	800.00	0.00	0.00	800.00
<u>18-5-00-85016</u>	PETRO PROD - REC VAN	900.00	900.00	0.00	0.00	900.00
<u>18-5-00-93040</u>	ADA COMPLIANCE	20,000.00	20,000.00	0.00	0.00	20,000.00
<u>18-6-00-81022</u>	PORTABLE TOILETS	1,050.00	1,050.00	130.00	1,060.00	-10.00
<u>18-6-00-84031</u>	PLAY SURFACES	5,400.00	5,400.00	0.00	5,535.00	-135.00
<u>19-5-00-53200</u>	EMPLOYER MATCH SS & MEDICARE	112,318.00	112,318.00	10,846.56	92,549.95	19,768.05
	<b>Expense Total:</b>	<b>862,544.00</b>	<b>862,544.00</b>	<b>23,485.87</b>	<b>458,854.82</b>	<b>403,689.18</b>
	<b>Expense Total:</b>	<b>862,544.00</b>	<b>862,544.00</b>	<b>23,485.87</b>	<b>458,854.82</b>	
	<b>Total Surplus (Deficit):</b>	<b>-194,840.00</b>	<b>-194,840.00</b>	<b>-25,558.65</b>	<b>208,086.26</b>	



Park District of La Grange, IL

# Prior-Year Comparative Income Statement Group Summary

For the Period Ending 04/30/2022

SubAccount	2020-2021 April Activity	2021-2022 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 01 - General</b>								
<b>Revenue</b>								
<b>Department: 5 - Admin</b>								
426 - BUILDING RENTALS	9,035.12	13,127.06	4,091.94	45.29%	93,689.67	94,708.75	1,019.08	1.09%
942 - TAX REVENUE	558.55	-2,670.00	-3,228.55	-578.02%	918,238.42	922,367.06	4,128.64	0.45%
943 - OTHER REVENUES	19,475.11	2,204.42	-17,270.69	-88.68%	49,101.77	22,061.09	-27,040.68	-55.07%
<b>Department 5 - Admin Total:</b>	<b>29,068.78</b>	<b>12,661.48</b>	<b>-16,407.30</b>	<b>-56.44%</b>	<b>1,061,029.86</b>	<b>1,039,136.90</b>	<b>-21,892.96</b>	<b>-2.06%</b>
<b>Revenue Total:</b>	<b>29,068.78</b>	<b>12,661.48</b>	<b>-16,407.30</b>	<b>-56.44%</b>	<b>1,061,029.86</b>	<b>1,039,136.90</b>	<b>-21,892.96</b>	<b>-2.06%</b>
<b>Expense</b>								
<b>Department: 5 - Admin</b>								
511 - ADMINISTRATIVE SALARIES	40,375.65	27,245.67	13,129.98	32.52%	247,332.34	226,367.47	20,964.87	8.48%
512 - FRONT DESK	2,529.75	4,708.67	-2,178.92	-86.13%	15,116.01	28,452.77	-13,336.76	-88.23%
530 - HEALTH & LIFE INSURANCE	7,613.62	8,352.14	-738.52	-9.70%	106,938.48	91,386.36	15,552.12	14.54%
540 - EDUCATION & TRAINING	213.00	45.00	168.00	78.87%	1,051.00	4,658.87	-3,607.87	-343.28%
600 - PROMOTION & PUBLICITY	407.89	1,388.20	-980.31	-240.34%	3,466.96	6,429.93	-2,962.97	-85.46%
610 - PROFESSIONAL FEES	12,920.56	2,496.38	10,424.18	80.68%	29,977.44	21,827.23	8,150.21	27.19%
650 - BANK/MERCHANT FEES	23.39	63.44	-40.05	-171.23%	283.18	393.54	-110.36	-38.97%
660 - DUES & SUBSCRIPTIONS	0.00	28.75	-28.75	0.00%	5,457.30	1,311.98	4,145.32	75.96%
670 - COMMUNICATION SERVICES	1,621.74	1,419.21	202.53	12.49%	17,268.89	17,514.31	-245.42	-1.42%
680 - SOFTWARE CONTRACTS	1,776.13	482.67	1,293.46	72.82%	15,789.21	16,495.09	-705.88	-4.47%
690 - LEGAL/ RECRUITMENT NOTICES	36.31	0.00	36.31	100.00%	173.80	152.04	21.76	12.52%
691 - PRINTING/ DESIGN SERVICES	48.18	0.00	48.18	100.00%	3,015.52	6,315.18	-3,299.66	-109.42%
710 - ADMINISTRATIVE EXPENSE ACCTS	361.52	0.00	361.52	100.00%	802.77	569.83	232.94	29.02%
720 - EMPLOYEE/ PUBLIC RELATIONS	200.22	0.00	200.22	100.00%	334.21	0.00	334.21	100.00%
730 - OFFICE/ ADMIN SUPPLIES	260.17	651.10	-390.93	-150.26%	3,416.66	4,873.20	-1,456.54	-42.63%
740 - COMPUTER SUPPLIES/ EQUIP	0.00	0.00	0.00	0.00%	0.00	580.21	-580.21	0.00%
750 - OFFICE EQUIPMENT	0.00	2,408.10	-2,408.10	0.00%	162.50	3,195.09	-3,032.59	-1,866.21%
760 - POSTAGE & DELIVERY	873.46	40.37	833.09	95.38%	2,878.46	3,038.64	-160.18	-5.56%
764 - BANQUET BEVERAGE SERVICE	0.00	99.25	-99.25	0.00%	325.50	361.50	-36.00	-11.06%
765 - CONTINGENCY	0.00	7,044.00	-7,044.00	0.00%	9,335.00	8,044.00	1,291.00	13.83%
954 - TRANSFER	1,000,000.00	0.00	1,000,000.00	100.00%	1,200,000.00	2,145,090.00	-945,090.00	-78.76%
<b>Department 5 - Admin Total:</b>	<b>1,069,261.59</b>	<b>56,472.95</b>	<b>1,012,788.64</b>	<b>94.72%</b>	<b>1,663,125.23</b>	<b>2,587,057.24</b>	<b>-923,932.01</b>	<b>-55.55%</b>
<b>Department: 6 - Maintenance</b>								
513 - MAINTENANCE SALARIES	19,251.98	16,168.14	3,083.84	16.02%	143,366.31	137,754.67	5,611.64	3.91%
514 - SEASONAL MAINTENANCE	0.00	0.00	0.00	0.00%	5,496.00	17,457.15	-11,961.15	-217.63%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2022

SubAccount	2020-2021	2021-2022	April Variance		2020-2021	2021-2022	YTD Variance	
	April Activity	April Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
800 - EQUIPMENT RENTALS	224.40	0.00	224.40	100.00%	316.90	0.00	316.90	100.00%
810 - MAINTENANCE SERVICES	6,551.41	7,577.17	-1,025.76	-15.66%	79,310.48	108,683.78	-29,373.30	-37.04%
820 - EQUIPMENT REPAIRS	372.96	583.29	-210.33	-56.39%	8,016.41	4,897.80	3,118.61	38.90%
830 - MAINTENANCE SUPPLIES	961.53	521.59	439.94	45.75%	6,778.13	9,646.87	-2,868.74	-42.32%
840 - MAINTENANCE MATERIALS	1,308.49	63.52	1,244.97	95.15%	6,192.19	10,024.53	-3,832.34	-61.89%
850 - PETROLEUM PRODUCTS	116.52	42.22	74.30	63.77%	812.90	348.67	464.23	57.11%
860 - MAIN. TOOLS & EQUIPMENT	253.59	0.00	253.59	100.00%	578.91	739.23	-160.32	-27.69%
870 - PARK LANDSCAPING	1,719.48	2,356.40	-636.92	-37.04%	3,335.83	3,980.13	-644.30	-19.31%
880 - UTILITES - ELECTRIC	3,193.75	3,149.47	44.28	1.39%	45,435.40	52,624.22	-7,188.82	-15.82%
881 - UTILITES - NATURAL GAS	3,946.16	1,872.39	2,073.77	52.55%	15,135.25	16,890.38	-1,755.13	-11.60%
882 - UTILITIES - WATER	746.48	973.00	-226.52	-30.35%	6,300.89	10,765.46	-4,464.57	-70.86%
890 - PARK IMPROVEMENTS & REPAIRS	109.00	0.00	109.00	100.00%	136.04	0.00	136.04	100.00%
<b>Department 6 - Maintenance Total:</b>	<b>38,755.75</b>	<b>33,307.19</b>	<b>5,448.56</b>	<b>14.06%</b>	<b>321,211.64</b>	<b>373,812.89</b>	<b>-52,601.25</b>	<b>-16.38%</b>
<b>Expense Total:</b>	<b>1,108,017.34</b>	<b>89,780.14</b>	<b>1,018,237.20</b>	<b>91.90%</b>	<b>1,984,336.87</b>	<b>2,960,870.13</b>	<b>-976,533.26</b>	<b>-49.21%</b>
<b>Fund 01 Surplus (Deficit):</b>	<b>-1,078,948.56</b>	<b>-77,118.66</b>	<b>1,001,829.90</b>	<b>92.85%</b>	<b>-923,307.01</b>	<b>-1,921,733.23</b>	<b>-998,426.22</b>	<b>-108.14%</b>

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2022

SubAccount	2020-2021 April Activity	2021-2022 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 11 - Fitness Center</b>								
<b>Revenue</b>								
<b>Department: 7 - Recreation</b>								
490 - PROGRAM REVENUE	42,675.78	51,522.71	8,846.93	20.73%	434,168.40	537,520.07	103,351.67	23.80%
943 - OTHER REVENUES	17.00	5.00	-12.00	-70.59%	226.00	533.00	307.00	135.84%
<b>Department 7 - Recreation Total:</b>	<b>42,692.78</b>	<b>51,527.71</b>	<b>8,834.93</b>	<b>20.69%</b>	<b>434,394.40</b>	<b>538,053.07</b>	<b>103,658.67</b>	<b>23.86%</b>
<b>Revenue Total:</b>	<b>42,692.78</b>	<b>51,527.71</b>	<b>8,834.93</b>	<b>20.69%</b>	<b>434,394.40</b>	<b>538,053.07</b>	<b>103,658.67</b>	<b>23.86%</b>
<b>Expense</b>								
<b>Department: 5 - Admin</b>								
511 - ADMINISTRATIVE SALARIES	9,181.47	6,634.62	2,546.85	27.74%	78,384.27	46,551.41	31,832.86	40.61%
521 - SS/ MEDICARE	702.39	507.57	194.82	27.74%	5,996.48	3,557.11	2,439.37	40.68%
522 - PENSION	1,162.97	754.44	408.53	35.13%	9,739.98	6,438.09	3,301.89	33.90%
530 - HEALTH & LIFE INSURANCE	1,833.48	885.72	947.76	51.69%	21,218.50	9,211.74	12,006.76	56.59%
540 - EDUCATION & TRAINING	91.00	0.00	91.00	100.00%	1,140.00	765.20	374.80	32.88%
600 - PROMOTION & PUBLICITY	350.00	-242.80	592.80	169.37%	663.58	574.44	89.14	13.43%
610 - PROFESSIONAL FEES	0.00	0.00	0.00	0.00%	150.00	300.00	-150.00	-100.00%
650 - BANK/MERCHANT FEES	911.39	1,208.87	-297.48	-32.64%	8,676.65	13,097.59	-4,420.94	-50.95%
670 - COMMUNICATION SERVICES	300.98	335.98	-35.00	-11.63%	3,731.76	3,828.01	-96.25	-2.58%
680 - SOFTWARE CONTRACTS	172.50	107.41	65.09	37.73%	1,495.00	1,461.42	33.58	2.25%
690 - LEGAL/ RECRUITMENT NOTICES	0.00	0.00	0.00	0.00%	0.00	265.00	-265.00	0.00%
691 - PRINTING/ DESIGN SERVICES	0.00	0.00	0.00	0.00%	105.88	186.53	-80.65	-76.17%
730 - OFFICE/ ADMIN SUPPLIES	40.67	0.00	40.67	100.00%	798.43	226.03	572.40	71.69%
760 - POSTAGE & DELIVERY	57.60	0.00	57.60	100.00%	57.60	0.00	57.60	100.00%
<b>Department 5 - Admin Total:</b>	<b>14,804.45</b>	<b>10,191.81</b>	<b>4,612.64</b>	<b>31.16%</b>	<b>132,158.13</b>	<b>86,462.57</b>	<b>45,695.56</b>	<b>34.58%</b>
<b>Department: 6 - Maintenance</b>								
810 - MAINTENANCE SERVICES	545.17	67.08	478.09	87.70%	2,471.49	1,371.79	1,099.70	44.50%
830 - MAINTENANCE SUPPLIES	1,799.46	1,954.65	-155.19	-8.62%	15,013.39	14,939.68	73.71	0.49%
880 - UTILITES - ELECTRIC	559.59	577.86	-18.27	-3.26%	7,740.02	9,093.38	-1,353.36	-17.49%
881 - UTILITES - NATURAL GAS	448.49	172.66	275.83	61.50%	1,628.16	1,671.76	-43.60	-2.68%
882 - UTILITIES - WATER	55.75	85.39	-29.64	-53.17%	315.78	557.95	-242.17	-76.69%
<b>Department 6 - Maintenance Total:</b>	<b>3,408.46</b>	<b>2,857.64</b>	<b>550.82</b>	<b>16.16%</b>	<b>27,168.84</b>	<b>27,634.56</b>	<b>-465.72</b>	<b>-1.71%</b>
<b>Department: 7 - Recreation</b>								
512 - FRONT DESK	13,404.78	16,788.88	-3,384.10	-25.25%	86,934.90	116,936.20	-30,001.30	-34.51%
515 - CUSTODIANS & FACILITY SUPERVISORS	1,704.50	1,699.75	4.75	0.28%	11,579.00	13,077.75	-1,498.75	-12.94%
516 - PROGRAM WAGES	2,090.45	1,770.76	319.69	15.29%	14,600.12	10,685.00	3,915.12	26.82%
521 - SS/ MEDICARE	1,124.73	1,322.46	-197.73	-17.58%	8,462.21	10,727.37	-2,265.16	-26.77%
620 - CONTRACTUAL PROGRAMS	1,539.00	5,232.25	-3,693.25	-239.98%	18,037.77	53,166.85	-35,129.08	-194.75%
640 - EQUIP/ FACILITY LEASE	3,441.98	776.98	2,665.00	77.43%	95,719.41	12,299.36	83,420.05	87.15%
780 - PROGRAM EQUIPMENT	1,735.98	8.98	1,727.00	99.48%	4,029.19	6,116.34	-2,087.15	-51.80%

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2022

SubAccount	2020-2021		2021-2022		April Variance		YTD Variance	
	April Activity	April Activity	April Activity	April Activity	Favorable / (Unfavorable)	Variance %	Favorable / (Unfavorable)	Variance %
790 - PROGRAM SUPPLIES	59.99	0.00	59.99	0.00	59.99	100.00%	-115.03	-30.28%
<b>Department 7 - Recreation Total:</b>	<b>25,101.41</b>	<b>27,600.06</b>	<b>25,101.41</b>	<b>27,600.06</b>	<b>-2,498.65</b>	<b>-9.95%</b>	<b>16,238.70</b>	<b>6.77%</b>
<b>Expense Total:</b>	<b>43,314.32</b>	<b>40,649.51</b>	<b>43,314.32</b>	<b>40,649.51</b>	<b>2,664.81</b>	<b>6.15%</b>	<b>61,468.54</b>	<b>15.40%</b>
<b>Fund 11 Surplus (Deficit):</b>	<b>-621.54</b>	<b>10,878.20</b>	<b>-621.54</b>	<b>10,878.20</b>	<b>11,499.74</b>	<b>1,850.20%</b>	<b>165,127.21</b>	<b>467.45%</b>

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2022

SubAccount	2020-2021 April Activity	2021-2022 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 12 - Before &amp; After School</b>								
<b>Revenue</b>								
<b>Department: 7 - Recreation</b>								
490 - PROGRAM REVENUE	27,444.75	49,449.37	22,004.62	80.18%	150,104.15	485,150.20	335,046.05	223.21%
943 - OTHER REVENUES	0.00	0.00	0.00	0.00%	0.00	365.00	365.00	0.00%
<b>Department 7 - Recreation Total:</b>	<b>27,444.75</b>	<b>49,449.37</b>	<b>22,004.62</b>	<b>80.18%</b>	<b>150,104.15</b>	<b>485,515.20</b>	<b>335,411.05</b>	<b>223.45%</b>
<b>Revenue Total:</b>	<b>27,444.75</b>	<b>49,449.37</b>	<b>22,004.62</b>	<b>80.18%</b>	<b>150,104.15</b>	<b>485,515.20</b>	<b>335,411.05</b>	<b>223.45%</b>
<b>Expense</b>								
<b>Department: 5 - Admin</b>								
610 - PROFESSIONAL FEES	250.00	534.93	-284.93	-113.97%	250.00	4,128.70	-3,878.70	-1,551.48%
<b>Department 5 - Admin Total:</b>	<b>250.00</b>	<b>534.93</b>	<b>-284.93</b>	<b>-113.97%</b>	<b>250.00</b>	<b>4,128.70</b>	<b>-3,878.70</b>	<b>-1,551.48%</b>
<b>Department: 7 - Recreation</b>								
511 - ADMINISTRATIVE SALARIES	16,115.28	16,115.28	0.00	0.00%	135,714.42	139,665.75	-3,951.33	-2.91%
516 - PROGRAM WAGES	16,043.43	28,529.97	-12,486.54	-77.83%	88,698.10	175,702.11	-87,004.01	-98.09%
521 - SS/ MEDICARE	2,257.54	3,025.16	-767.62	-34.00%	16,918.70	23,911.66	-6,992.96	-41.33%
522 - PENSION	2,604.37	2,303.78	300.59	11.54%	18,968.26	19,977.66	-1,009.40	-5.32%
530 - HEALTH & LIFE INSURANCE	2,078.14	2,277.69	-199.55	-9.60%	23,696.25	25,735.72	-2,039.47	-8.61%
550 - TRAVEL REIMBURSEMENT	77.84	221.99	-144.15	-185.19%	297.72	984.15	-686.43	-230.56%
600 - PROMOTION & PUBLICITY	0.00	0.00	0.00	0.00%	0.00	1,468.27	-1,468.27	0.00%
610 - PROFESSIONAL FEES	0.00	0.00	0.00	0.00%	175.00	350.00	-175.00	-100.00%
630 - TRANSPORTATION	0.00	0.00	0.00	0.00%	950.00	0.00	950.00	100.00%
640 - EQUIP/ FACILITY LEASE	0.00	0.00	0.00	0.00%	-12.00	0.00	-12.00	-100.00%
650 - BANK/MERCHANT FEES	328.80	1,528.95	-1,200.15	-365.01%	2,582.28	10,710.52	-8,128.24	-314.77%
660 - DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00%	240.00	120.00	120.00	50.00%
670 - COMMUNICATION SERVICES	95.00	165.00	-70.00	-73.68%	2,027.00	2,177.00	-150.00	-7.40%
680 - SOFTWARE CONTRACTS	596.65	379.75	216.90	36.35%	3,797.15	8,060.14	-4,262.99	-112.27%
690 - LEGAL/ RECRUITMENT NOTICES	0.00	0.00	0.00	0.00%	0.00	859.32	-859.32	0.00%
710 - ADMINISTRATIVE EXPENSE ACCTS	51.80	0.00	51.80	100.00%	51.80	0.00	51.80	100.00%
720 - EMPLOYEE/ PUBLIC RELATIONS	179.94	94.00	85.94	47.76%	179.94	94.00	85.94	47.76%
790 - PROGRAM SUPPLIES	489.79	1,571.81	-1,082.02	-220.92%	5,736.09	22,192.08	-16,455.99	-286.89%
830 - MAINTENANCE SUPPLIES	0.00	0.00	0.00	0.00%	529.96	0.00	529.96	100.00%
<b>Department 7 - Recreation Total:</b>	<b>40,918.58</b>	<b>56,213.38</b>	<b>-15,294.80</b>	<b>-37.38%</b>	<b>300,550.67</b>	<b>432,008.38</b>	<b>-131,457.71</b>	<b>-43.74%</b>
<b>Expense Total:</b>	<b>41,168.58</b>	<b>56,748.31</b>	<b>-15,579.73</b>	<b>-37.84%</b>	<b>300,800.67</b>	<b>436,137.08</b>	<b>-135,336.41</b>	<b>-44.99%</b>
<b>Fund 12 Surplus (Deficit):</b>	<b>-13,723.83</b>	<b>-7,298.94</b>	<b>6,424.89</b>	<b>46.82%</b>	<b>-150,696.52</b>	<b>49,378.12</b>	<b>200,074.64</b>	<b>132.77%</b>

Prior-Year Comparative Income Statement

For the Period Ending 04/30/2022

SubAccount	2020-2021 April Activity	2021-2022 April Activity	April Variance Favorable / (Unfavorable)	Variance %	2020-2021 YTD Activity	2021-2022 YTD Activity	YTD Variance Favorable / (Unfavorable)	Variance %
<b>Fund: 13 - Recreation</b>								
<b>Revenue</b>								
<b>Department: 5 - Admin</b>								
480 - PARK USAGE	910.00	1,540.00	630.00	69.23%	41,184.50	60,501.00	19,316.50	46.90%
942 - TAX REVENUE	339.47	21,687.22	21,347.75	6,288.55%	535,575.21	687,099.99	151,524.78	28.29%
943 - OTHER REVENUES	0.00	198.86	198.86	0.00%	93.44	1,865.90	1,772.46	1,896.90%
<b>Department 5 - Admin Total:</b>	<b>1,249.47</b>	<b>23,426.08</b>	<b>22,176.61</b>	<b>1,774.88%</b>	<b>576,853.15</b>	<b>749,466.89</b>	<b>172,613.74</b>	<b>29.92%</b>
<b>Department: 7 - Recreation</b>								
490 - PROGRAM REVENUE	7,354.40	4,035.30	-3,319.10	-45.13%	272,588.60	614,556.24	341,967.64	125.45%
491 - RECREATION CENTER	13,327.32	32,362.13	19,034.81	142.83%	55,275.03	268,548.67	213,273.64	385.84%
943 - OTHER REVENUES	346.00	350.00	4.00	1.16%	4,045.90	24,069.29	20,023.39	494.91%
<b>Department 7 - Recreation Total:</b>	<b>21,027.72</b>	<b>36,747.43</b>	<b>15,719.71</b>	<b>74.76%</b>	<b>331,909.53</b>	<b>907,174.20</b>	<b>575,264.67</b>	<b>173.32%</b>
<b>Revenue Total:</b>	<b>22,277.19</b>	<b>60,173.51</b>	<b>37,896.32</b>	<b>170.11%</b>	<b>908,762.68</b>	<b>1,656,641.09</b>	<b>747,878.41</b>	<b>82.30%</b>
<b>Expense</b>								
<b>Department: 5 - Admin</b>								
511 - ADMINISTRATIVE SALARIES	56,420.34	54,845.58	1,574.76	2.79%	423,166.74	438,353.38	-15,186.64	-3.59%
512 - FRONT DESK	2,529.75	4,708.62	-2,178.87	-86.13%	15,115.99	28,452.23	-13,336.24	-88.23%
530 - HEALTH & LIFE INSURANCE	10,973.85	13,035.52	-2,061.67	-18.79%	132,296.13	141,950.31	-9,654.18	-7.30%
540 - EDUCATION & TRAINING	213.00	45.00	168.00	78.87%	1,051.00	4,658.94	-3,607.94	-343.29%
550 - TRAVEL REIMBURSEMENT	169.24	600.64	-431.40	-254.90%	718.15	1,552.58	-834.43	-116.19%
600 - PROMOTION & PUBLICITY	407.88	1,208.20	-800.32	-196.21%	4,076.92	6,249.92	-2,173.00	-53.30%
610 - PROFESSIONAL FEES	3,452.19	534.94	2,917.25	84.50%	9,312.81	4,558.69	4,754.12	51.05%
650 - BANK/MERCHANT FEES	1,283.12	2,392.03	-1,108.91	-86.42%	7,827.93	19,430.27	-11,602.34	-148.22%
660 - DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.00%	5,457.30	1,283.21	4,174.09	76.49%
670 - COMMUNICATION SERVICES	1,621.70	1,194.76	426.94	26.33%	17,268.72	17,289.23	-20.51	-0.12%
680 - SOFTWARE CONTRACTS	1,776.14	511.42	1,264.72	71.21%	15,789.17	16,466.34	-677.17	-4.29%
690 - LEGAL/ RECRUITMENT NOTICES	36.31	0.00	36.31	100.00%	903.80	1,264.70	-360.90	-39.93%
691 - PRINTING/ DESIGN SERVICES	96.36	0.00	96.36	100.00%	8,486.42	13,014.44	-4,528.02	-53.36%
720 - EMPLOYEE/ PUBLIC RELATIONS	211.35	32.57	178.78	84.59%	1,148.49	1,030.51	117.98	10.27%
730 - OFFICE/ ADMIN SUPPLIES	234.47	651.10	-416.63	-177.69%	3,374.70	4,873.36	-1,498.66	-44.41%
740 - COMPUTER SUPPLIES/ EQUIP	0.00	0.00	0.00	0.00%	0.00	580.22	-580.22	0.00%
750 - OFFICE EQUIPMENT	0.00	2,408.10	-2,408.10	0.00%	162.49	3,195.10	-3,032.61	-1,866.34%
760 - POSTAGE & DELIVERY	873.47	40.37	833.10	95.38%	4,607.02	3,038.62	1,568.40	34.04%
764 - BANQUET BEVERAGE SERVICE	0.00	99.25	-99.25	0.00%	325.50	361.50	-36.00	-11.06%
<b>Department 5 - Admin Total:</b>	<b>80,299.17</b>	<b>82,308.10</b>	<b>-2,008.93</b>	<b>-2.50%</b>	<b>651,089.28</b>	<b>707,603.55</b>	<b>-56,514.27</b>	<b>-8.68%</b>
<b>Department: 6 - Maintenance</b>								
513 - MAINTENANCE SALARIES	19,251.84	16,167.94	3,083.90	16.02%	142,138.37	137,753.20	4,385.17	3.09%
800 - EQUIPMENT RENTALS	224.40	0.00	224.40	100.00%	316.90	0.00	316.90	100.00%
810 - MAINTENANCE SERVICES	5,201.39	3,132.18	2,069.21	39.78%	56,936.05	73,793.19	-16,857.14	-29.61%
820 - EQUIPMENT REPAIRS	372.94	583.27	-210.33	-56.40%	8,016.31	4,897.76	3,118.55	38.90%
830 - MAINTENANCE SUPPLIES	961.53	521.57	439.96	45.76%	6,778.03	9,645.72	-2,867.69	-42.31%

Prior-Year Comparative Income Statement

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SubAccount	2020-2021	2021-2022	April Variance		2020-2021	2021-2022	YTD Variance	
	April Activity	April Activity	Favorable / (Unfavorable)	Variance %	YTD Activity	YTD Activity	Favorable / (Unfavorable)	Variance %
840 - MAINTENANCE MATERIALS	1,308.43	63.51	1,244.92	95.15%	6,008.30	7,672.11	-1,663.81	-27.69%
850 - PETROLEUM PRODUCTS	116.52	42.22	74.30	63.77%	812.91	348.67	464.24	57.11%
860 - MAIN. TOOLS & EQUIPMENT	253.57	0.00	253.57	100.00%	578.87	739.20	-160.33	-27.70%
870 - PARK LANDSCAPING	1,719.47	2,356.40	-636.93	-37.04%	3,335.78	3,980.09	-644.31	-19.32%
880 - UTILITES - ELECTRIC	3,193.73	3,149.49	44.24	1.39%	45,435.14	52,624.28	-7,189.14	-15.82%
881 - UTILITES - NATURAL GAS	3,946.18	1,820.60	2,125.58	53.86%	15,206.41	16,838.52	-1,632.11	-10.73%
882 - UTILITIES - WATER	746.51	973.00	-226.49	-30.34%	6,300.91	10,765.56	-4,464.65	-70.86%
890 - PARK IMPROVEMENTS & REPAIRS	109.00	0.00	109.00	100.00%	136.03	0.00	136.03	100.00%
<b>Department 6 - Maintenance Total:</b>	<b>37,405.51</b>	<b>28,810.18</b>	<b>8,595.33</b>	<b>22.98%</b>	<b>292,000.01</b>	<b>319,058.30</b>	<b>-27,058.29</b>	<b>-9.27%</b>
<b>Department: 7 - Recreation</b>								
515 - CUSTODIANS & FACILITY SUPERVISORS	5,936.00	11,963.03	-6,027.03	-101.53%	33,371.00	75,015.71	-41,644.71	-124.79%
516 - PROGRAM WAGES	5,958.75	8,760.89	-2,802.14	-47.03%	52,622.65	98,207.74	-45,585.09	-86.63%
600 - PROMOTION & PUBLICITY	0.00	0.00	0.00	0.00%	0.00	348.80	-348.80	0.00%
620 - CONTRACTUAL PROGRAMS	29,223.05	30,900.92	-1,677.87	-5.74%	101,220.26	239,119.32	-137,899.06	-136.24%
630 - TRANSPORTATION	0.00	0.00	0.00	0.00%	0.00	419.42	-419.42	0.00%
774 - SPECIAL EVENTS	0.00	0.00	0.00	0.00%	1,546.14	6,255.26	-4,709.12	-304.57%
780 - PROGRAM EQUIPMENT	0.00	157.92	-157.92	0.00%	368.34	2,473.69	-2,105.35	-571.58%
790 - PROGRAM SUPPLIES	0.00	760.83	-760.83	0.00%	6,414.99	30,248.07	-23,833.08	-371.52%
<b>Department 7 - Recreation Total:</b>	<b>41,117.80</b>	<b>52,543.59</b>	<b>-11,425.79</b>	<b>-27.79%</b>	<b>195,543.38</b>	<b>452,088.01</b>	<b>-256,544.63</b>	<b>-131.20%</b>
<b>Expense Total:</b>	<b>158,822.48</b>	<b>163,661.87</b>	<b>-4,839.39</b>	<b>-3.05%</b>	<b>1,138,632.67</b>	<b>1,478,749.86</b>	<b>-340,117.19</b>	<b>-29.87%</b>
<b>Fund 13 Surplus (Deficit):</b>	<b>-136,545.29</b>	<b>-103,488.36</b>	<b>33,056.93</b>	<b>24.21%</b>	<b>-229,869.99</b>	<b>177,891.23</b>	<b>407,761.22</b>	<b>177.39%</b>

PARK DISTRICT OF LA GRANGE  
536 EAST AVENUE  
LA GRANGE, IL 60525

MEMORANDUM

TO: Finance Chair  
FROM: Superintendent of Finance  
RE: Consolidated Vouchers dated 5/9/2022

If this voucher is removed from the consent agenda, the financial report for the month of April should be noted and allowed to stand for audit, and a motion be made and seconded to approve the Consolidated Vouchers dated May 9, 2022 in the amount of \$ 384,969.36. A roll call vote is required.

CONSOLIDATED VOUCHERS

Accounts Payable Vouchers & P Card Purchases

General Fund	65,785.43
Fitness Center	8,702.23
BASE Program	2,445.65
Recreation Fund	56,803.76
Paving & Lighting	1,485.50
Liability Insurance	2,518.50
Special Recreation for Handicapped	547.83
Capital Projects	35,048.65
	173,337.55

Debt Service -

GO Series 2012B	due 6/1/2021	34,500.00
GO Series 2016	due 6/15/2021	9,200.00
GO Series 2020A	due 6/15/2021	23,243.75
		66,943.75

Recreation Refunds 2,422.80

Imprest Checks

Costco	Food for Base program	196.14
AT&T	internet service - Gilbert, CC, Sedg	183.24
KS State Bank	telephone equipment lease	595.77
KS State Bank	additional fitness equipment	776.98
		1,752.13

Merchant Service & Bank Fees 4,993.29

Payroll for the pay dates through April (2 pay periods) 135,519.84  
Includes monthly Social Security, Medicare & IMRF contributions.

\$ 384,969.36



# Expense Approval Report

## By Vendor Name

Payment Dates 4/12/2022 - 5/9/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: AB6053 - A.BARR SALES INC.</b>					
A.BARR SALES INC.	366264	04/20/2022	REC CENTER BAR CLEAN BEER	01-5-00-76400	15.00
A.BARR SALES INC.	366264	04/20/2022	REC CENTER BAR CLEAN BEER	13-5-00-76400	15.00
A.BARR SALES INC.	366284	04/26/2022	REC CENTER BAR CLEAN BEER	01-5-00-76400	15.00
A.BARR SALES INC.	366284	04/26/2022	REC CENTER BAR CLEAN BEER	13-5-00-76400	15.00
A.BARR SALES INC.	385200	04/27/2022	REC CENER POP & GAS	01-5-00-76400	69.25
A.BARR SALES INC.	385200	04/27/2022	REC CENER POP & GAS	13-5-00-76400	69.25
<b>Vendor AB6053 - A.BARR SALES INC. Total:</b>					<b>198.50</b>
<b>Vendor: AC2100 - ACCESS ONE INC</b>					
ACCESS ONE INC	5340873	05/01/2022	LOCAL PHONE SERVICE/IPRA L	01-5-00-42610	80.00
ACCESS ONE INC	5340873	05/01/2022	LOCAL PHONE SERVICE/IPRA L	01-5-00-67011	509.43
ACCESS ONE INC	5340873	05/01/2022	LOCAL PHONE SERVICE/IPRA L	13-5-00-67011	509.42
<b>Vendor AC2100 - ACCESS ONE INC Total:</b>					<b>1,098.85</b>
<b>Vendor: AD2149 - ADVANCED FIRE &amp; SECURITY INC.</b>					
ADVANCED FIRE & SECURITY I	28229	04/21/2022	FIRE ALARM SENSOR REPAIR	01-6-00-81038	323.00
ADVANCED FIRE & SECURITY I	28229	04/21/2022	FIRE ALARM SENSOR REPAIR	13-6-00-81038	323.00
<b>Vendor AD2149 - ADVANCED FIRE &amp; SECURITY INC. Total:</b>					<b>646.00</b>
<b>Vendor: AD2155 - ADVANCED TURF SOLUTIONS</b>					
ADVANCED TURF SOLUTIONS	9858122	04/05/2022	APPLICATION FERT & HERBICI	01-6-00-81021	750.00
ADVANCED TURF SOLUTIONS	9858122	04/05/2022	APPLICATION FERT & HERBICI	13-6-00-81021	750.00
ADVANCED TURF SOLUTIONS	9937522	04/05/2022	APPLICATION HERBICIDE	01-6-00-81021	750.00
ADVANCED TURF SOLUTIONS	9937522	04/05/2022	APPLICATION HERBICIDE	13-6-00-81021	750.00
<b>Vendor AD2155 - ADVANCED TURF SOLUTIONS Total:</b>					<b>3,000.00</b>
<b>Vendor: AL5525 - ALL STAR SPORTS INSTRUCTION INC</b>					
ALL STAR SPORTS INSTRUCTIO	223002	04/26/2022	SPRING SESSION I CLASSES	13-7-01-62000	3,422.00
<b>Vendor AL5525 - ALL STAR SPORTS INSTRUCTION INC Total:</b>					<b>3,422.00</b>
<b>Vendor: AL4488 - ALPHAGRAPHICS 375</b>					
ALPHAGRAPHICS 375	106823	03/30/2022	SUMMER BROCHURE POSTCA	01-5-00-69111	635.00
ALPHAGRAPHICS 375	106823	03/30/2022	SUMMER BROCHURE POSTCA	13-5-00-69111	635.00
<b>Vendor AL4488 - ALPHAGRAPHICS 375 Total:</b>					<b>1,270.00</b>
<b>Vendor: AM1025 - AMERICAN MUSIC INSTITUTE</b>					
AMERICAN MUSIC INSTITUTE	25845	04/28/2022	BEGINNING GUITAR WS SESSI	13-7-05-62000	320.00
<b>Vendor AM1025 - AMERICAN MUSIC INSTITUTE Total:</b>					<b>320.00</b>
<b>Vendor: AMJ100 - AMJ TOWING &amp; RECOVERY</b>					
AMJ TOWING & RECOVERY	27266	03/31/2022	#35 ACCIDENT TOWING TO S	01-6-00-82010	125.00
AMJ TOWING & RECOVERY	27266	03/31/2022	#35 ACCIDENT TOWING TO S	13-6-00-82010	125.00
<b>Vendor AMJ100 - AMJ TOWING &amp; RECOVERY Total:</b>					<b>250.00</b>
<b>Vendor: AN7606 - ANCEL GLINK P.C.</b>					
ANCEL GLINK P.C.	88529	04/13/2022	LEGAL SERVICES	01-5-00-61000	2,496.38
ANCEL GLINK P.C.	88529	04/13/2022	LEGAL SERVICES	12-5-00-61000	534.93
ANCEL GLINK P.C.	88529	04/13/2022	LEGAL SERVICES	13-5-00-61000	534.94
<b>Vendor AN7606 - ANCEL GLINK P.C. Total:</b>					<b>3,566.25</b>
<b>Vendor: AP1505 - APEX LANDSCAPING INC</b>					
APEX LANDSCAPING INC	91912	04/29/2022	2022 SOMMEMORATIVE/DON	01-21600	900.00
APEX LANDSCAPING INC	91912	04/29/2022	FUEL PUMP JUNIPER INSTALL	01-6-00-87011	466.90
APEX LANDSCAPING INC	91912	04/29/2022	2022 SPRING TREE INSTALLATI	01-6-00-87012	500.00
APEX LANDSCAPING INC	91912	04/29/2022	FUEL PUMP JUNIPER INSTALL	13-6-00-87011	466.90
APEX LANDSCAPING INC	91912	04/29/2022	2022 SPRING TREE INSTALLATI	13-6-00-87012	500.00
<b>Vendor AP1505 - APEX LANDSCAPING INC Total:</b>					<b>2,833.80</b>

Expense Approval Report

Payment Dates: 4/12/2022 - 5/9/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: AT5010 - AT&amp; T MOBILITY</b>					
AT& T MOBILITY	1662-03224	04/03/2022	PARK FOREMAN/AIR CARD/TA	01-5-00-67031	224.43
<b>Vendor AT5010 - AT&amp; T MOBILITY Total:</b>					<b>224.43</b>
<b>Vendor: BMO - BMO HARRIS</b>					
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Snacks for Vending	01-5-00-43115	12.98
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Chamber Legislative Breakfast	01-5-00-54014	30.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Chamber Legislative Breakfast	01-5-00-54014	15.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Personal Trainer Business card	01-5-00-60011	13.20
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Sponsorship for LGBA Summe	01-5-00-60021	1,000.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Mailchimp Monthly Eblast	01-5-00-67045	36.55
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Eblast Newsletter Monthly Fe	01-5-00-67045	36.55
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Cards Rec Center Desk	01-5-00-73024	52.49
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Testing for Webtrac Registrati	01-5-00-76500	65.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Testing for Webtrac Registrati	01-5-00-76500	-65.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	dumpster service	01-6-00-81020	288.93
BMO HARRIS	H42420220428boqxawitn	04/30/2022	uniform service	01-6-00-81030	147.96
BMO HARRIS	H42420220428boqxawitn	04/30/2022	accident report retrieval	01-6-00-82010	7.50
BMO HARRIS	H42420220428boqxawitn	04/30/2022	sod cutter belt	01-6-00-82011	7.83
BMO HARRIS	H42420220428boqxawitn	04/30/2022	push mower maintenance par	01-6-00-82011	57.90
BMO HARRIS	H42420220428boqxawitn	04/30/2022	back pack vacuum parts	01-6-00-83012	59.63
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Light bulbs	01-6-00-83012	83.81
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Ballast fixtures Rec Center	01-6-00-83028	44.97
BMO HARRIS	H42420220428boqxawitn	04/30/2022	misc. hardware	01-6-00-84041	37.74
BMO HARRIS	H42420220428boqxawitn	04/30/2022	misc. hardware	01-6-00-84041	25.78
BMO HARRIS	H42420220428boqxawitn	04/30/2022	cylinder rental	01-6-00-85012	42.22
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Personal Trainer Business card	11-5-00-60011	26.40
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Balloons and decorations for	11-5-00-60030	17.50
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Purchased beverages and sna	11-5-00-60030	93.30
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Power Cord Fitness	11-7-00-78000	8.98
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base staff appreciation	12-7-00-72041	19.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base staff appreciation	12-7-00-72041	65.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Staff appreciation	12-7-00-72041	3.75
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Staff Appreciation	12-7-00-72041	6.25
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Supplies	12-7-21-79000	3.45
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-21-79110	60.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Snack	12-7-21-79110	98.63
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-21-79110	30.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-21-79110	80.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Supplies	12-7-22-79000	3.45
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-22-79110	45.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-22-79110	55.31
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Snack	12-7-22-79110	98.63
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-22-79110	24.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Supplies	12-7-23-79000	3.44
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-23-79110	50.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-23-79110	20.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Snack	12-7-23-79110	98.62
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-23-79110	45.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Supplies	12-7-24-79000	3.45
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-24-79110	35.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-24-79110	30.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-24-79110	30.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Snack	12-7-24-79110	98.63
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Supplies	12-7-25-79000	3.45
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-25-79110	60.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-25-79110	65.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	BASE Snack	12-7-25-79110	63.46
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Base Snack	12-7-25-79110	98.63
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Camp Quest Srs. Field Trip to	13-10400	135.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Camp Quest Jrs. Field Trip to P	13-10400	288.00

Expense Approval Report

Payment Dates: 4/12/2022 - 5/9/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Chamber Legislative Breakfast	13-5-00-54014	15.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Chamber Legislative Breakfast	13-5-00-54014	30.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Personal Trainer Business card	13-5-00-60011	13.20
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Sponsorship for LGBA Summe	13-5-00-60021	1,000.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Mailchimp Monthly Eblast	13-5-00-67045	36.54
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Eblast Newsletter Monthly Fe	13-5-00-67045	36.54
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Cards Rec Center Desk	13-5-00-73024	52.48
BMO HARRIS	H42420220428boqxawitn	04/30/2022	dumpster service	13-6-00-81020	288.92
BMO HARRIS	H42420220428boqxawitn	04/30/2022	uniform service	13-6-00-81030	147.96
BMO HARRIS	H42420220428boqxawitn	04/30/2022	accident report retrieval	13-6-00-82010	7.50
BMO HARRIS	H42420220428boqxawitn	04/30/2022	push mower maintenance par	13-6-00-82011	57.90
BMO HARRIS	H42420220428boqxawitn	04/30/2022	sod cutter belt	13-6-00-82011	7.83
BMO HARRIS	H42420220428boqxawitn	04/30/2022	back pack vacuum parts	13-6-00-83012	59.62
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Light bulbs	13-6-00-83012	83.81
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Ballast fixtures Rec Center	13-6-00-83028	44.97
BMO HARRIS	H42420220428boqxawitn	04/30/2022	misc. hardware	13-6-00-84041	37.73
BMO HARRIS	H42420220428boqxawitn	04/30/2022	misc. hardware	13-6-00-84041	25.78
BMO HARRIS	H42420220428boqxawitn	04/30/2022	cylinder rental	13-6-00-85012	42.22
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Athletic Website Subscription	13-7-01-62000	399.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Lamps for Yoga Classes	13-7-02-78000	99.96
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Light Bulbs for Yoga Lamps	13-7-02-79000	29.36
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Paint, Brushes, & Paint Holder	13-7-03-79000	97.43
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Rocks for P/C Rock Painting	13-7-03-79000	25.96
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Megaphone for Special Events	13-7-04-79000	53.06
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Breakfast with the Easter Bun	13-7-04-79000	41.90
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Bunny picture back drop	13-7-04-79000	13.99
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Breakfast with the Easter Bun	13-7-04-79000	135.94
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Tween Hunt Easter Eggs	13-7-04-79000	132.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Paint and Tarp for Rain Barrel	13-7-04-79000	24.92
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Mason jars and ceramic tiles f	13-7-08-78000	50.97
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Lavender seeds for preschool	13-7-08-78000	6.99
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Crayola gallon paint for presc	13-7-08-79000	199.50
BMO HARRIS	H42420220428boqxawitn	04/30/2022	felt pads for chairs at sedgwic	13-7-08-79000	6.77
BMO HARRIS	H42420220428boqxawitn	04/30/2022	Kevin Miller CPR Instructor Ce	16-6-00-53300	35.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	CPR Student Certification Car	16-6-00-53300	375.00
BMO HARRIS	H42420220428boqxawitn	04/30/2022	adopt-a-park sign posts	36-5-00-91108	354.75
<b>Vendor BMO - BMO HARRIS Total:</b>					<b>7,937.87</b>

Vendor: CA0500 - CANTEEN REFRESHMENT SERVICES

CANTEEN REFRESHMENT SER	ORD151074	03/28/2022	WATER COOLER RENTAL	01-5-00-73030	46.00
CANTEEN REFRESHMENT SER	ORD151074	03/28/2022	WATER COOLER RENTAL	13-5-00-73030	46.00
CANTEEN REFRESHMENT SER	INV0001347	04/25/2022	WATER COOLER RENTAL	01-5-00-73030	49.22
CANTEEN REFRESHMENT SER	INV0001347	04/25/2022	WATER COOLER RENTAL	13-5-00-73030	49.22
<b>Vendor CA0500 - CANTEEN REFRESHMENT SERVICES Total:</b>					<b>190.44</b>

Vendor: CA0810 - CARD CONNECT

CARD CONNECT	75368	04/30/2022	RENT CHIP READERS	11-5-00-65004	75.00
CARD CONNECT	75368	04/30/2022	RENT CHIP READERS	12-7-00-65004	50.00
CARD CONNECT	75368	04/30/2022	RENT CHIP READERS	13-5-00-65004	75.00
<b>Vendor CA0810 - CARD CONNECT Total:</b>					<b>200.00</b>

Vendor: CA6722 - CASE LOTS INC

CASE LOTS INC	10783	04/06/2022	SANITARY WAXED CRAFT LINE	11-6-00-83011	69.80
CASE LOTS INC	10914	04/14/2022	CLEANING SUPPLIES	01-6-00-83010	27.48
CASE LOTS INC	10914	04/14/2022	BATHROOM SUPPLIES	01-6-00-83011	104.85
CASE LOTS INC	10914	04/14/2022	BATHROOM SUPPLIES	01-6-00-83011	200.85
CASE LOTS INC	10914	04/14/2022	WIPES FITNESS CENTER	11-6-00-83010	295.20
CASE LOTS INC	10914	04/14/2022	MIST BATHROOMS FITNESS C	11-6-00-83011	69.85
CASE LOTS INC	10914	04/14/2022	CLEANING SUPPLIES	13-6-00-83010	27.47
CASE LOTS INC	10914	04/14/2022	BATHROOM SUPPLIES	13-6-00-83011	200.85
CASE LOTS INC	10914	04/14/2022	BATHROOM SUPPLIES	13-6-00-83011	104.85
CASE LOTS INC	11066	04/22/2022	32 CASES OF FITNESS WIPES	11-6-00-83010	1,180.80

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
CASE LOTS INC	11066	04/22/2022	2 CASES OF GOJO SOAP/TIME	11-6-00-83011	244.55
CASE LOTS INC	11066	04/22/2022	1 CASE OF PURELL HAND SANI	11-6-00-83012	94.45
<b>Vendor CA6722 - CASE LOTS INC Total:</b>					<b>2,621.00</b>
<b>Vendor: FI1234 - CHRIS FINN</b>					
CHRIS FINN	INV0001357	04/30/2022	MILEAGE REIMBURSMENT	13-5-00-55012	164.13
<b>Vendor FI1234 - CHRIS FINN Total:</b>					<b>164.13</b>
<b>Vendor: CI6015 - CINTAS CORPORATION #769</b>					
CINTAS CORPORATION #769	INV0001355	05/02/2022	CARPET CLEANING REC CENTE	01-6-00-81012	109.98
CINTAS CORPORATION #769	INV0001355	05/02/2022	CARPET CLEANING REC CENTE	13-6-00-81012	109.98
<b>Vendor CI6015 - CINTAS CORPORATION #769 Total:</b>					<b>219.96</b>
<b>Vendor: CO1333 - CODY/BRAUN &amp; ASSOCIATES INC.</b>					
CODY/BRAUN & ASSOCIATES I	5497	04/30/2022	PARKING LOT DESIGN	36-5-20-94600	14,821.55
<b>Vendor CO1333 - CODY/BRAUN &amp; ASSOCIATES INC. Total:</b>					<b>14,821.55</b>
<b>Vendor: CO6878-1 - COM ED</b>					
COM ED	8019	04/22/2022	REC CENTER	01-6-20-88000	2,600.42
COM ED	8019	04/22/2022	REC CENTER	11-6-20-88000	577.86
COM ED	8019	04/22/2022	REC CENTER	13-6-20-88000	2,600.42
<b>Vendor CO6878-1 - COM ED Total:</b>					<b>5,778.70</b>
<b>Vendor: CO6347 - COMCAST CABLE</b>					
COMCAST CABLE	INV0001348	04/12/2022	INTERNET SERVICE	01-5-00-67040	169.95
COMCAST CABLE	INV0001348	04/12/2022	INTERNET SERVICE	13-5-00-67040	169.95
<b>Vendor CO6347 - COMCAST CABLE Total:</b>					<b>339.90</b>
<b>Vendor: CO7226 - CONSTELLATION NEWENERGY - GAS DIVISION</b>					
CONSTELLATION NEWENERGY	3460557	04/25/2022	NATURAL GAS 536 EAST AVE.	01-6-20-88100	777.01
CONSTELLATION NEWENERGY	3460557	04/25/2022	NATURAL GAS 536 EAST AVE.	01-6-20-88100	563.19
CONSTELLATION NEWENERGY	3460557	04/25/2022	NATURAL GAS 536 EAST AVE.	11-6-20-88100	172.66
CONSTELLATION NEWENERGY	3460557	04/25/2022	NATURAL GAS 536 EAST AVE.	13-6-20-88100	777.01
CONSTELLATION NEWENERGY	3460557	04/25/2022	NATURAL GAS 536 EAST AVE.	13-6-20-88100	563.19
<b>Vendor CO7226 - CONSTELLATION NEWENERGY - GAS DIVISION Total:</b>					<b>2,853.06</b>
<b>Vendor: CO7230 - CONSTELLATION NEWENERGY INC</b>					
CONSTELLATION NEWENERGY	1004	04/14/2022	SPRING PARK ELECTRIC	01-6-18-88000	12.56
CONSTELLATION NEWENERGY	1004	04/14/2022	SPRING PARK ELECTRIC	13-6-18-88000	12.57
CONSTELLATION NEWENERGY	1007	04/14/2022	GORDON PARK ELECTRIC	01-6-14-88000	221.25
CONSTELLATION NEWENERGY	1007	04/14/2022	GORDON PARK ELECTRIC	13-6-14-88000	221.25
CONSTELLATION NEWENERGY	7002	04/14/2022	WAIOLA PARK ELECTRIC	01-6-15-88000	23.10
CONSTELLATION NEWENERGY	7002	04/14/2022	WAIOLA PARK ELECTRIC	13-6-15-88000	23.11
CONSTELLATION NEWENERGY	7006	04/14/2022	DENNING PARK ELECTRIC	01-6-10-88000	105.34
CONSTELLATION NEWENERGY	7006	04/14/2022	DENNING PARK ELECTRIC	13-6-10-88000	105.34
CONSTELLATION NEWENERGY	8000	04/14/2022	GILBERT PARK ELECTRIC	01-6-11-88000	60.26
CONSTELLATION NEWENERGY	8000	04/14/2022	GILBERT PARK ELECTRIC	13-6-11-88000	60.26
CONSTELLATION NEWENERGY	8003	04/14/2022	SEDGWICK PARK ELECTRIC	01-6-12-88000	126.54
CONSTELLATION NEWENERGY	8003	04/14/2022	SEDGWICK PARK ELECTRIC	13-6-12-88000	126.54
<b>Vendor CO7230 - CONSTELLATION NEWENERGY INC Total:</b>					<b>1,098.12</b>
<b>Vendor: DA2510 - DANZAN RYU CHICAGO CORP</b>					
DANZAN RYU CHICAGO CORP	252022	04/25/2022	SPRING JUJITSU CLASSES	13-7-01-62000	7,237.70
<b>Vendor DA2510 - DANZAN RYU CHICAGO CORP Total:</b>					<b>7,237.70</b>
<b>Vendor: DA8500 - DAVIS TREE CARE &amp; LANDSCAPE LLC</b>					
DAVIS TREE CARE & LANDSCA	15615	04/29/2022	SPRING/STONE TRIMS/DENNI	01-6-00-81023	3,000.00
<b>Vendor DA8500 - DAVIS TREE CARE &amp; LANDSCAPE LLC Total:</b>					<b>3,000.00</b>
<b>Vendor: DE5775 - DESITTER FLOORING INC</b>					
DESITTER FLOORING INC	CG205055	04/18/2022	SOCIAL AREA CARPET	01-5-00-75010	1,204.05
DESITTER FLOORING INC	CG205055	04/18/2022	SOCIAL AREA CARPET	01-5-00-75013	1,204.05
DESITTER FLOORING INC	CG205055	04/18/2022	SOCIAL AREA CARPET	13-5-00-75010	1,204.05
DESITTER FLOORING INC	CG205055	04/18/2022	SOCIAL AREA CARPET	13-5-00-75013	1,204.05
<b>Vendor DE5775 - DESITTER FLOORING INC Total:</b>					<b>4,816.20</b>

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<b>Vendor: DI4340 - DIAMOND LIGHTING &amp; MAINTENANCE LLC</b>					
DIAMOND LIGHTING & MAIN	042022-13	04/27/2022	REPAIR SOFTBALL LIGHTS GOR	15-6-00-73100	1,485.50
<b>Vendor DI4340 - DIAMOND LIGHTING &amp; MAINTENANCE LLC Total:</b>					<b>1,485.50</b>
<b>Vendor: DI7855 - DIRECTV</b>					
DIRECTV	020916397X220415	04/15/2022	TV SERVICE IN FITNESS CENTE	11-5-00-67040	300.98
<b>Vendor DI7855 - DIRECTV Total:</b>					<b>300.98</b>
<b>Vendor: EV5988 - EVP ACADEMIES, LLC</b>					
EVP ACADEMIES, LLC	2096	04/19/2022	SPRING SESSION II CLASSES	13-7-01-62000	965.25
<b>Vendor EV5988 - EVP ACADEMIES, LLC Total:</b>					<b>965.25</b>
<b>Vendor: EY1000 - EYE IN THE SKY SURVEIL.</b>					
EYE IN THE SKY SURVEIL.	INV0001356	05/01/2022	FULL YEAR SERVICE AGREEME	01-6-00-81014	1,000.00
EYE IN THE SKY SURVEIL.	INV0001356	05/01/2022	FULL YEAR SERVICE AGREEME	13-6-00-81014	1,000.00
<b>Vendor EY1000 - EYE IN THE SKY SURVEIL. Total:</b>					<b>2,000.00</b>
<b>Vendor: BA2089 - FREYA E. CRAIG SMITH</b>					
FREYA E. CRAIG SMITH	2021-4.1FIT	04/10/2022	LGF GROUP X CLASS MARCH 2	11-7-00-62100	2,582.00
FREYA E. CRAIG SMITH	2021-4.1REC	04/10/2022	REC FIT WTR/SPR SESS II SND	13-7-02-62000	2,593.76
FREYA E. CRAIG SMITH	2022-4.2FIT	04/24/2022	LGF GROUP X CLASSES 4/11-4	11-7-00-62100	2,650.25
<b>Vendor BA2089 - FREYA E. CRAIG SMITH Total:</b>					<b>7,826.01</b>
<b>Vendor: HI1411 - HINSDALE NURSERIES INC.</b>					
HINSDALE NURSERIES INC.	1745432	04/28/2022	SPRING TREES/COMMEMORT	01-21600	2,000.00
HINSDALE NURSERIES INC.	1745432	04/28/2022	SPRING TREES/COMMEMORT	01-6-00-87011	375.00
HINSDALE NURSERIES INC.	1745432	04/28/2022	SPRING TREES/COMMEMORT	01-6-00-87012	967.00
HINSDALE NURSERIES INC.	1745432	04/28/2022	SPRING TREES/COMMEMORT	13-6-00-87011	375.00
HINSDALE NURSERIES INC.	1745432	04/28/2022	SPRING TREES/COMMEMORT	13-6-00-87012	967.00
<b>Vendor HI1411 - HINSDALE NURSERIES INC. Total:</b>					<b>4,684.00</b>
<b>Vendor: IL7924 - ILLINOIS SHOTOKAN KARATE</b>					
ILLINOIS SHOTOKAN KARATE	800	04/22/2022	SPRING 2022 KARATE CLASSES	13-7-01-62000	4,075.92
<b>Vendor IL7924 - ILLINOIS SHOTOKAN KARATE Total:</b>					<b>4,075.92</b>
<b>Vendor: IN1086 - INFINITY COMMUNICATIONS GROUP</b>					
INFINITY COMMUNICATIONS	12686	04/21/2022	ADOPT A PARK SIGNS	36-5-00-91108	949.35
<b>Vendor IN1086 - INFINITY COMMUNICATIONS GROUP Total:</b>					<b>949.35</b>
<b>Vendor: IN1763 - INNOVATION ARTS CONNECTION LLC</b>					
INNOVATION ARTS CONNECTI	1156	04/29/2022	WS S1 BALLET TAP A ADDITIO	13-7-05-62000	87.99
INNOVATION ARTS CONNECTI	1156	04/29/2022	WS S1 BALLET TAP A ADDITIO	13-7-05-62000	95.00
INNOVATION ARTS CONNECTI	1165	04/29/2022	DISCOVER DANCE WITH ME	13-7-05-62000	300.00
INNOVATION ARTS CONNECTI	1165	04/29/2022	DISCOVER DANCE TOTS WS S2	13-7-05-62000	250.00
INNOVATION ARTS CONNECTI	1165	04/29/2022	DISCOVER DANCE TOTS WS S2	13-7-05-62000	10.00
<b>Vendor IN1763 - INNOVATION ARTS CONNECTION LLC Total:</b>					<b>742.99</b>
<b>Vendor: KE4735 - KEEN EDGE CO.</b>					
KEEN EDGE CO.	738827	04/12/2022	MOWER BLADE BALANCER FO	01-6-00-82011	4.70
KEEN EDGE CO.	738827	04/12/2022	MOWER BLADE BALANCER FO	13-6-00-82011	4.69
KEEN EDGE CO.	739336	04/26/2022	MOWER BLADE BALANCER/AI	01-6-00-82011	78.70
KEEN EDGE CO.	739336	04/26/2022	MOWER BLADE BALANCER/AI	13-6-00-82011	78.70
KEEN EDGE CO.	739517	04/29/2022	AIR FILTER AND BELTS FOR HO	01-6-00-82011	34.96
KEEN EDGE CO.	739517	04/29/2022	AIR FILTER AND BELTS FOR HO	13-6-00-82011	34.95
<b>Vendor KE4735 - KEEN EDGE CO. Total:</b>					<b>236.70</b>
<b>Vendor: KI5437 - KIDS FIRST SPORTS SAFETY INC</b>					
KIDS FIRST SPORTS SAFETY IN	INV0001358	04/25/2022	SPRING SESSION II SOCCER	13-7-01-62000	380.80
KIDS FIRST SPORTS SAFETY IN	INV0001358	04/25/2022	SPRING SESSION II TRACK & FI	13-7-01-62000	384.00
KIDS FIRST SPORTS SAFETY IN	INV0001358	04/25/2022	SPRING SESSION II BASKETBAL	13-7-01-62000	435.20
KIDS FIRST SPORTS SAFETY IN	INV0001358	04/25/2022	SPRING SESSION II FLAG FOOT	13-7-01-62000	544.00
<b>Vendor KI5437 - KIDS FIRST SPORTS SAFETY INC Total:</b>					<b>1,744.00</b>
<b>Vendor: KO8391 - KONE INC</b>					
KONE INC	962172674	04/01/2022	ELEVATOR REPAIR CONTRACT	01-6-00-81017	111.86
KONE INC	962172674	04/01/2022	ELEVATOR REPAIR CONTRACT	13-6-00-81017	111.87
<b>Vendor KO8391 - KONE INC Total:</b>					<b>223.73</b>

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: KO2997 - KONICA MINOLTA BUSINESS</b>					
KONICA MINOLTA BUSINESS	279221738	03/31/2022	BIZHUB C3851FS FITNESS CEN	11-6-00-81031	44.20
KONICA MINOLTA BUSINESS	279221816	03/31/2022	BIZHUB C658	01-6-00-81031	125.26
<b>Vendor KO2997 - KONICA MINOLTA BUSINESS Total:</b>					<b>169.46</b>
<b>Vendor: PE1326 - MARTIN PETERSEN COMPANY INC</b>					
MARTIN PETERSEN COMPANY	SW22913	04/19/2022	REPLACE DUAL FURNACES AT	36-5-13-92905	10,195.00
<b>Vendor PE1326 - MARTIN PETERSEN COMPANY INC Total:</b>					<b>10,195.00</b>
<b>Vendor: NI6060 - NICOR GAS CO.</b>					
NICOR GAS CO.	INV0001349	04/12/2022	DENNING 4903 WILLOW SPRI	01-6-10-88100	107.08
NICOR GAS CO.	INV0001349	04/12/2022	DENNING 4903 WILLOW SPRI	13-6-10-88100	107.09
NICOR GAS CO.	INV0001352	04/19/2022	GILBERT 55 N. GILBERT	01-6-11-88100	73.44
NICOR GAS CO.	INV0001352	04/19/2022	SEDGEWICK 600 E 48TH	01-6-12-88100	160.14
NICOR GAS CO.	INV0001352	04/19/2022	COMMUNITY CENTER 200 WA	01-6-13-88100	139.73
NICOR GAS CO.	INV0001352	04/19/2022	GORDON 90 LOCUST	01-6-14-88100	51.80
NICOR GAS CO.	INV0001352	04/19/2022	GILBERT 55 N. GILBERT	13-6-11-88100	73.45
NICOR GAS CO.	INV0001352	04/19/2022	SEDGEWICK 600 E 48TH	13-6-12-88100	160.13
NICOR GAS CO.	INV0001352	04/19/2022	COMMUNITY CENTER 200 WA	13-6-13-88100	139.73
<b>Vendor NI6060 - NICOR GAS CO. Total:</b>					<b>1,012.59</b>
<b>Vendor: NO1234 - NOVENTECH INC.</b>					
NOVENTECH INC.	14336	04/09/2022	WEB DEVELOPMENT	01-5-00-66020	28.75
NOVENTECH INC.	14336	04/09/2022	WEB DEVELOPMENT	12-7-00-68012	57.50
NOVENTECH INC.	14336	04/09/2022	WEB DEVELOPMENT	13-5-00-68020	28.75
NOVENTECH INC.	14371	04/12/2022	DELL COMPUTER REPLACE AS	36-5-00-91908	1,025.00
NOVENTECH INC.	14499	05/01/2022	COMPUTER SUPPORT BASE/FI	01-5-00-68020	482.67
NOVENTECH INC.	14499	05/01/2022	COMPUTER SUPPORT BASE/FI	11-5-00-68020	107.41
NOVENTECH INC.	14499	05/01/2022	COMPUTER SUPPORT BASE/FI	12-7-00-68012	322.25
NOVENTECH INC.	14499	05/01/2022	COMPUTER SUPPORT BASE/FI	13-5-00-68020	482.67
<b>Vendor NO1234 - NOVENTECH INC. Total:</b>					<b>2,535.00</b>
<b>Vendor: NU9055 - NUTOYS LEISURE PRODUCTS</b>					
NUTOYS LEISURE PRODUCTS	LGR22PKD2	04/29/2022	7 PICNIC TABLES	36-5-00-91106	7,703.00
<b>Vendor NU9055 - NUTOYS LEISURE PRODUCTS Total:</b>					<b>7,703.00</b>
<b>Vendor: PD0332 - P.D.R.M.A.</b>					
P.D.R.M.A.	1647800064	04/28/2022	PLAYGROUND INSPECT FUND	16-6-00-53302	20.00
P.D.R.M.A.	0422083H	04/30/2022	LIFE/EAP/HRA/PAYROLL LIABIL	01-21400	25,978.37
P.D.R.M.A.	0422083H	04/30/2022	LIFE/EAP/HRA/PAYROLL LIABIL	01-5-00-53001	524.72
P.D.R.M.A.	0422083H	04/30/2022	LIFE/EAP/HRA/PAYROLL LIABIL	01-5-00-53001	42.43
P.D.R.M.A.	0422083H	04/30/2022	LIFE/EAP/HRA/PAYROLL LIABIL	11-5-00-53001	5.65
P.D.R.M.A.	0422083H	04/30/2022	LIFE/EAP/HRA/PAYROLL LIABIL	12-7-00-53001	11.30
P.D.R.M.A.	0422083H	04/30/2022	LIFE/EAP/HRA/PAYROLL LIABIL	13-5-00-53001	42.43
P.D.R.M.A.	0422083H	04/30/2022	LIFE/EAP/HRA/PAYROLL LIABIL	13-5-00-53001	524.72
P.D.R.M.A.	1647800351	05/06/2022	SAFE OPERATIONS OF MOWE	16-6-00-53302	35.00
<b>Vendor PD0332 - P.D.R.M.A. Total:</b>					<b>27,184.62</b>
<b>Vendor: PI6390 - Pitney Bowes Inc.</b>					
Pitney Bowes Inc.	1020506665	04/12/2022	POSTAGE MACHINE RIBBON	01-5-00-76014	40.37
Pitney Bowes Inc.	1020506665	04/12/2022	POSTAGE MACHINE RIBBON	13-5-00-76014	40.37
<b>Vendor PI6390 - Pitney Bowes Inc. Total:</b>					<b>80.74</b>
<b>Vendor: PO5960 - POMP'S TIRE SERVICE, INC</b>					
POMP'S TIRE SERVICE, INC	470087432	04/25/2022	DUMP TRUCK FRONT TIRES	01-6-00-82010	391.70
POMP'S TIRE SERVICE, INC	470087432	04/25/2022	DUMP TRUCK FRONT TIRES	13-6-00-82010	391.70
<b>Vendor PO5960 - POMP'S TIRE SERVICE, INC Total:</b>					<b>783.40</b>
<b>Vendor: PO3988 - POSSIBILITY PLACE NURSERY</b>					
POSSIBILITY PLACE NURSERY	2517	04/26/2022	ARBOR DAY TREE BLUE BEECH	01-6-00-87011	47.50
POSSIBILITY PLACE NURSERY	2517	04/26/2022	ARBOR DAY TREE BLUE BEECH	13-6-00-87011	47.50
<b>Vendor PO3988 - POSSIBILITY PLACE NURSERY Total:</b>					<b>95.00</b>
<b>Vendor: QU5069 - QUILL CORPORATION</b>					
QUILL CORPORATION	24241988	04/04/2022	INK/DESK SUPPLIES/INDEX TA	01-5-00-73010	30.93
QUILL CORPORATION	24241988	04/04/2022	INK/DESK SUPPLIES/INDEX TA	01-5-00-73011	68.60

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Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
QUILL CORPORATION	24241988	04/04/2022	INK/DESK SUPPLIES/INDEX TA	01-5-00-73022	316.63
QUILL CORPORATION	24241988	04/04/2022	INK/DESK SUPPLIES/INDEX TA	01-5-00-73023	0.94
QUILL CORPORATION	24241988	04/04/2022	INK/DESK SUPPLIES/INDEX TA	12-7-00-79000	103.94
QUILL CORPORATION	24241988	04/04/2022	INK/DESK SUPPLIES/INDEX TA	13-5-00-73010	30.93
QUILL CORPORATION	24241988	04/04/2022	INK/DESK SUPPLIES/INDEX TA	13-5-00-73011	68.60
QUILL CORPORATION	24241988	04/04/2022	INK/DESK SUPPLIES/INDEX TA	13-5-00-73022	316.64
QUILL CORPORATION	24241988	04/04/2022	INK/DESK SUPPLIES/INDEX TA	13-5-00-73023	0.94
QUILL CORPORATION	24672974	04/22/2022	INK CARTRIDGES/PENS	01-5-00-73022	132.29
QUILL CORPORATION	24672974	04/22/2022	INK CARTRIDGES/PENS	12-7-00-79000	68.58
QUILL CORPORATION	24672974	04/22/2022	INK CARTRIDGES/PENS	13-5-00-73022	132.29
<b>Vendor QU5069 - QUILL CORPORATION Total:</b>					<b>1,271.31</b>
<b>Vendor: RA2075 - RAIN DROP PRODUCTS LLC</b>					
RAIN DROP PRODUCTS LLC	CA08988	04/05/2022	SPLASHPAD REPLACEMENT H	01-5-00-76500	6,055.00
<b>Vendor RA2075 - RAIN DROP PRODUCTS LLC Total:</b>					<b>6,055.00</b>
<b>Vendor: OC0650 - RAYMOND K OCHROMOWICZ</b>					
RAYMOND K OCHROMOWICZ	INV0001350	04/25/2022	RISK MANAGEMENT SERVICES	16-5-00-61220	1,253.50
RAYMOND K OCHROMOWICZ	INV0001350	04/25/2022	RISK MANAGEMENT SERVICES	18-5-00-61220	417.83
<b>Vendor OC0650 - RAYMOND K OCHROMOWICZ Total:</b>					<b>1,671.33</b>
<b>Vendor: RE0225 - REACH</b>					
REACH	78927	04/08/2022	REACH PLAYER LICENSE RNEW	01-5-00-60020	350.00
REACH	78927	04/08/2022	REACH PLAYER LICENSE RNEW	13-5-00-60020	350.00
<b>Vendor RE0225 - REACH Total:</b>					<b>700.00</b>
<b>Vendor: RI3960 - RIDGE FENCE</b>					
RIDGE FENCE	132977	08/04/2021	ENDLESS SUMMER FENCING	16-6-00-73230	800.00
<b>Vendor RI3960 - RIDGE FENCE Total:</b>					<b>800.00</b>
<b>Vendor: RI9711 - RIEKE OFFICE INTERIORS</b>					
RIEKE OFFICE INTERIORS	67296	05/04/2022	OFFICE FURNITURE DIRECTOR	01-5-00-75010	2,982.38
RIEKE OFFICE INTERIORS	67296	05/04/2022	OFFICE FURNITURE DIRECTOR	13-5-00-75010	2,982.37
<b>Vendor RI9711 - RIEKE OFFICE INTERIORS Total:</b>					<b>5,964.75</b>
<b>Vendor: SA2600 - SAFETY-KLEEN SYSTEMS IN</b>					
SAFETY-KLEEN SYSTEMS IN	88614508	04/18/2022	PARTS CLEANER SERVICE	01-6-00-81032	172.95
SAFETY-KLEEN SYSTEMS IN	88614508	04/18/2022	PARTS CLEANER SERVICE	13-6-00-81032	172.95
<b>Vendor SA2600 - SAFETY-KLEEN SYSTEMS IN Total:</b>					<b>345.90</b>
<b>Vendor: SA1220 - SAG MORAIN NATIVE PLANT COMMUNITY</b>					
SAG MORAIN NATIVE PLANT	INV0001336	04/22/2022	4/25 NATIVE PLANTS PRESENT	01-5-00-60030	25.00
SAG MORAIN NATIVE PLANT	INV0001336	04/22/2022	4/25 NATIVE PLANTS PRESENT	13-5-00-60030	25.00
<b>Vendor SA1220 - SAG MORAIN NATIVE PLANT COMMUNITY Total:</b>					<b>50.00</b>
<b>Vendor: SH4391 - SHINING STAR PRODUCTIONS</b>					
SHINING STAR PRODUCTIONS	INV0001351	03/29/2022	LITTLE ACTORS CLUB WS SESS	13-7-05-62000	280.00
<b>Vendor SH4391 - SHINING STAR PRODUCTIONS Total:</b>					<b>280.00</b>
<b>Vendor: SI1499 - SIMPLE SANITATION</b>					
SIMPLE SANITATION	21167	05/01/2022	GORDON 2 STD. UNIT	01-6-00-81022	280.00
SIMPLE SANITATION	INV0001359	05/01/2022	SEDGWICK 3 STD. UNITS	01-6-00-81022	565.00
SIMPLE SANITATION	INV0001359	05/01/2022	SEDGWICK 1 STD UNIT LITTLE	01-6-00-81022	160.00
SIMPLE SANITATION	INV0001359	05/01/2022	SEDGWICK 1 ADA UNIT WITH	18-6-00-81022	40.00
SIMPLE SANITATION	INV0001360	05/01/2022	SPRING SCHOOL 1 STD. UNITS	01-6-00-81022	100.00
SIMPLE SANITATION	INV0001361	05/01/2022	GILBERT 1 STD UNIT	01-6-00-81022	140.00
SIMPLE SANITATION	INV0001361	05/01/2022	GILBERT 1 ADA UNIT	18-6-00-81022	40.00
SIMPLE SANITATION	INV0001362	05/01/2022	WAIOLA 1 STD. UNIT	01-6-00-81022	100.00
SIMPLE SANITATION	INV0001362	05/01/2022	WAIOLA 1 ADA UNIT	18-6-00-81022	25.00
SIMPLE SANITATION	INV0001363	05/01/2022	DENNING 1 STD UNIT	01-6-00-81022	100.00
SIMPLE SANITATION	INV0001363	05/01/2022	DENNING 1 ADA UNIT	18-6-00-81022	25.00
<b>Vendor SI1499 - SIMPLE SANITATION Total:</b>					<b>1,575.00</b>
<b>Vendor: SP5940 - SPORTS KIDS INC</b>					
SPORTS KIDS INC	303423	04/20/2022	WINTER/SPRING CLASSES	13-7-01-62000	9,400.30
<b>Vendor SP5940 - SPORTS KIDS INC Total:</b>					<b>9,400.30</b>

## Expense Approval Report

Payment Dates: 4/12/2022 - 5/9/2022

Vendor Name	Payable Number	Post Date	Description (Item)	Account Number	Amount
<b>Vendor: CH3050 - TERESA CHAPMAN</b>					
TERESA CHAPMAN	INV0001329	04/12/2022	DONUTS FOR RAY OCHROMO	13-5-00-72020	26.98
<b>Vendor CH3050 - TERESA CHAPMAN Total:</b>					<b>26.98</b>
<b>Vendor: KU2815 - TERRI KUZEL</b>					
TERRI KUZEL	43022	04/30/2022	MILEAGE REIMBURSEMENT	13-5-00-55014	58.30
TERRI KUZEL	43022	04/30/2022	RAY OCHROMOWISZ GOODBY	13-5-00-72021	5.59
<b>Vendor KU2815 - TERRI KUZEL Total:</b>					<b>63.89</b>
<b>Vendor: VI5006 - VILLAGE OF LA GRANGE</b>					
VILLAGE OF LA GRANGE	1350422	04/21/2022	GORDON SPLASH PAD	01-6-14-88200	37.30
VILLAGE OF LA GRANGE	1350422	04/21/2022	GORDON SPLASH PAD	13-6-14-88200	37.30
VILLAGE OF LA GRANGE	2900422	04/21/2022	SEDGWICK FIELD HOUSE	01-6-12-88200	37.30
VILLAGE OF LA GRANGE	2900422	04/21/2022	SEDGWICK FIELD HOUSE	13-6-12-88200	37.30
VILLAGE OF LA GRANGE	3000422	04/21/2022	SEDGWICK SR. FIELD HYDRAN	01-6-12-88200	37.30
VILLAGE OF LA GRANGE	3000422	04/21/2022	SEDGWICK SR. FIELD HYDRAN	13-6-12-88200	37.30
VILLAGE OF LA GRANGE	3100422	04/21/2022	SEDGWICK TENNIS COURTS	01-6-12-88200	37.30
VILLAGE OF LA GRANGE	3100422	04/21/2022	SEDGWICK TENNIS COURTS	13-6-12-88200	37.30
VILLAGE OF LA GRANGE	3200422	04/21/2022	SEDGWICK FOUNTAIN	01-6-12-88200	37.30
VILLAGE OF LA GRANGE	3200422	04/21/2022	SEDGWICK FOUNTAIN	13-6-12-88200	37.30
VILLAGE OF LA GRANGE	3300422	04/21/2022	SEDGWICK SR. FIELD SPRINKL	01-6-12-88200	37.30
VILLAGE OF LA GRANGE	3300422	04/21/2022	SEDGWICK SR. FIELD SPRINKL	13-6-12-88200	37.30
VILLAGE OF LA GRANGE	65001422	04/21/2022	REC BUILDING/FITNESS CENT	01-6-20-88200	384.28
VILLAGE OF LA GRANGE	65001422	04/21/2022	REC BUILDING/FITNESS CENT	11-6-20-88200	85.39
VILLAGE OF LA GRANGE	65001422	04/21/2022	REC BUILDING/FITNESS CENT	13-6-20-88200	384.28
VILLAGE OF LA GRANGE	8000422	04/21/2022	COM CENTER	01-6-13-88200	364.92
VILLAGE OF LA GRANGE	8000422	04/21/2022	COM CENTER	13-6-13-88200	364.92
<b>Vendor VI5006 - VILLAGE OF LA GRANGE Total:</b>					<b>2,031.39</b>
<b>Grand Total:</b>					<b>173,337.55</b>

# Section 4



# STAFF REPORTS

**Park District of La Grange**  
**April 2022**  
**Board Report**  
**Jenny Bechtold**  
**Executive Director**

- Staff is excited to announce we received two ComEd grants for LED lights at Gordon Park and Sedgwick (Babe Ruth fields). The cost for both projects before the ComEd incentives comes to \$242,731.20; \$152,384.00 for Gordon and \$90,347.20 for Sedgwick. The District will only pay \$20,000 for both projects with ComEd covering \$222,731.20 in incentives. The return on investment for the new lights will be nine months for Sedgwick and one year and seven months for Gordon. Chris Finn, Superintendent of Facilities, has been working with the contractor and the order for supplies has been placed. The timeline for the grant is a quick 60-90 days, however, due to challenges with supply chains an extension may be required. We will continue to keep the Board updated on the status.
- Staff continues to communicate and work with D105 regarding the current IGA. The IGA dates back to 1992 and is currently up for renewal (please see board packets and meeting minutes from March and April for more details). The IGA can be found following this report. Staff took tours of Spring Elementary, Gurrie Middle School, Seventh Ave Elementary and Hodgkins Elementary to determine if there was gymnasium and/or auditorium space available to discuss new opportunities with an IGA. There will be another meeting with D105 on Friday, May 6, at 3pm. An update on that meeting will be provided at the board meeting.
- We continue to move forward with the aboveground gas tank installation. Weather has put the project a bit behind schedule, but we hope to have it completed by the end of the month. The underground gas tanks have been placed tentatively for testing the week of June 6<sup>th</sup> and removal the week of June 13<sup>th</sup>. Dates are subject to change pending weather or supply delays.
- I have been working with Ancel Glink and the Village on a Release of Easement for the 610 East Ave parcel. The Village

currently holds an easement on the east side of the parcel which extends slightly onto 536 East Ave (see ALTA survey following this report). The easement is to “construct, operate and maintain a water main”, which dates back to 1966, and it has been determined that the easement is no longer necessary. This is a routine process, and we will continue to work with Ancel Glink and the Village.

- Cody/Braun & Associates continue working on the drawings for the 610 East Avenue property. Staff will be meeting with Cody/Braun and the landscape architect on Monday, May 9, 2022 to discuss further designs.
- We continue the market watch on natural gas, as our current agreement expires June 30, 2022. Our current rate per our agreement is \$0.3134 and current market rates are fluctuating between \$.60 and \$0.75 depending on the term. The market has been extremely volatile making it difficult to lock-in with the rates so high. June, July and August traditionally produce the lowest pricing for natural gas, however, that has not been the case this year. We will continue to watch the natural gas pricing and make the best decision based on the current market.
- I attended PDRMA’s OSHA and Safety Program Administration for Agency Leadership. The program focused on preventing/minimizing staff injuries/illness prevention/reducing pain and fatigue, information on agency statutory obligations, and helping districts make informed decisions. Enhancing safety and training for staff is a top priority for the District.
- I attended the West Suburban Chamber Legislative Breakfast. The event included seven of the nine candidates for the IL District 6 election. It was a question-and-answer format based on questions submitted from Chamber members and the community.

INTERGOVERNMENTAL AGREEMENT BY AND BETWEEN THE  
BOARD OF EDUCATION, SCHOOL DISTRICT #105  
AND THE PARK DISTRICT OF LAGRANGE  
REGARDING OPEN SPACES

THIS AGREEMENT, is made as of the 1st day of July, 1992, by and between the Board of Education, School District #105, LaGrange, Cook County, Illinois and the Board of Commissioners of the Park District of LaGrange.

WHEREAS, the State of Illinois has adopted the Intergovernmental Cooperation Act, S.H.A., Ch. 127, §741, et seq.;

WHEREAS, the Board of Commissioners of the Park District of LaGrange is a duly constituted public body pursuant to the Park Code, S.H.A., Ch. 105, §1-1, et seq.;

WHEREAS, the Park District of LaGrange and School District #105 overlap and share common taxpayers;

WHEREAS, the two public bodies have enjoyed mutual support and cooperation in the past and it is their intention to continue to do so in the future;

WHEREAS, the School District may utilize facilities as playgrounds and recreation grounds and may make appropriate arrangements for improvements, equipment and supervision over facilities so utilized. S.H.A., Ch. 122, §16-7 and 16-8.

WHEREAS, School Districts and Boards of Education may transfer real estate in accordance with the provisions of the local Government Property Transfer Act. S.H.A., Ch. 122, §16-9 and S.H.A., Ch. 30 §155-H et seq. Furthermore, the School Board may lease property "... for any term not exceeding fifty (50) years to any other municipality...." S.H.A., Ch. 30, §158.1.

WHEREAS, the parties desire to coordinate their efforts for the establishment, equipment, operation and maintenance of parks, playgrounds and recreational grounds and athletic fields for the benefit of, inter alia, their common taxpayers.

NOW, THEREFORE, the parties enter into this agreement upon the following terms and conditions:

1. The foregoing recitals are incorporated herein as terms of this Agreement.

2. Parcel: The School Board hereby leases to the Park District that certain parcel of School District property consisting of the entire block of vacant land lying between Catherine Avenue on the East and Kensington Avenue (as extended) on the West, and 52nd Street on the North and 53rd Street on the South in the Village of LaGrange, Illinois. The Lease expressly excepts the portion thereof occupied by School building.
3. Term. The Park District will maintain and operate the premises as part of the Park District's park and recreation system for a term of ten (10) years commencing on the 1st day of August, 1992 and ending on the 31st day of July, 2002, unless sooner terminated or extended as hereinafter provided.
4. Purpose: It is the mutually declared purpose of this Lease to provide adequate playground and recreation facilities at the most economical costs to the residents and taxpayers of the School District and the Park District. It is the present intention of the parties that three (3) tennis and/or basketball courts will be maintained in the area of the present tennis courts and that the demise premises will be maintained in a condition whereby it may be used as a softball, baseball or soccer field.
5. Maintenance of Grounds: The Park District shall maintain the open spaces, athletic fields, landscaping and those improvements which are used for recreational activities including but not limited to tennis courts, ball fields, back stops and the like. The Park District shall not be responsible for snow or ice removal in or upon any portion of the premises. The Park District will provide leadership and supervision for sponsored programs and will operate such programs and activities in a manner so is not to restrict the use and enjoyment of School District facilities by the School District. The School District shall maintain public walks and aprons immediately surrounding the school building, including trees and shrubs within and along said building perimeter. The School District shall maintain the existing parking lots. It is expressly agreed that the Park District shall provide maintenance of the open spaces, including but not limiting to seeding, fertilizing and mowing of the premises.
6. School Priorities: It is understood and agreed that the School District shall have priority use of the facilities, especially during normal school hours while school is in session. The School District shall provide space and grounds around the school building for after school, Spring and Summer and Autumn recreational programs sponsored by the Park District. The School District shall not restrict public use of the leased property after school hours or when school is not in session.

7. Mutual Indemnification: The parties agree that they each shall defend, keep, save and hold harmless the other party from any and all claims or demands for loss of, damage to person or property or for the injury or death to any person from any cause whatsoever occasioned by the party's use of the premises as well as any failure on the party's part to comply with any covenants, terms and conditions herein contained. Each party agrees to provide and maintain public liability insurance, insuring as an additional insured the other party and its officers, agents, employees, their successors and assigns. The amount of insurance to be maintained by each party shall be in an amount not less than \$1,000,000 for personal injury and \$1,000,000 for property damage;
8. Termination: In the event that any portion of the demise premises or all of said premises is needed for school purposes, the School District shall give written notice to the Park District to terminate the Lease of the premise in whole or in part, which notice of termination will become effective ninety (90) days subsequent to receipt of said notice. Upon termination of the Lease, the Park District may remove or abandon any equipment or other improvements made to the premises during the term of the Lease by the Park District;
9. Tot-Lot Option: The Park District may, at its discretion, develop a fenced tot lot in the area generally described as the Northeast segment of the premises along Catherine Avenue commencing in the area of the present baseball field backstop and proceeding in a Northerly direction therefrom.
10. Consideration: The Park District shall pay the School District the sum of Ten and 00/100ths (\$10.00) per annum and the services specified herein. Further, the Park District shall pay any and all charges for water used on the premises.
11. Miscellaneous Provisions:
  - (a) This Agreement may be executed in multiple counterparts for the convenience of the parties.
  - (b) This Lease will automatically renew without further action by either party unless a party has given the other party at least thirty (30) days prior written notice.
  - (c) The parties mutually agree to confer with one another prior to the placement, location or relocation of improvements, equipment or fixtures upon the premises.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement to be effective as of the day and year first written above.

BOARD OF EDUCATION,  
SCHOOL DISTRICT #105

By: Susan N. Witte  
Its President

ATTEST:

By: Denise L. Struss  
Board Clerk

DATED: MAY 26, 1992

PARK DISTRICT OF LAGRANGE

By: Barbara L. Yong  
Barbara L. Yong  
President

ATTEST:

By: G. Marcisz  
Anne Marcisz  
Secretary

DATED: May 19, 1992

# ALTA / NSPS LAND TITLE SURVEY

PARCEL 1  
 LOT 1 IN THE FINAL PLAT OF SUBDIVISION OF BURKE'S LAGRANGE RESUBDIVISION RECORDED NOVEMBER 15, 2005 AS DOCUMENT 023193408, BEING A RESUBDIVISION OF HAYHORN CENTER OF INDUSTRY-LA GRANGE AND FENL'S RESUBDIVISION IN THE SOUTHEAST QUARTER OF SECTION 4, TOWNSHIP 38 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, IN COOK COUNTY, ILLINOIS.

PARCEL 2  
 ALL THAT PART OF BLOCK 8 IN E.S. BADGER'S SUBDIVISION OF PART OF THE SOUTHEAST QUARTER OF SECTION 4, TOWNSHIP 38 NORTH, RANGE 12 EAST OF THE THIRD PRINCIPAL MERIDIAN, ACCORDING TO THE PLAT THEREOF RECORDED JANUARY 23, 1965, AS DOCUMENT NO. 3646259, LYING SOUTH OF THE SOUTH LINE OF "HAYHORN CENTER FOR INDUSTRY-LAGRANGE" RESUBDIVISION OF PART OF SAID BLOCK 8 RECORDED JUNE 13, 1976, AS DOCUMENT NO. 244881; AND LYING NORTH OF A LINE DRAWN PARALLEL WITH THE SOUTH LINE OF SAID 348.00 FEET NORTH OF A LINE DRAWN PARALLEL WITH THE SOUTH LINE OF SAID 348.00 FEET NORTH OF THE SOUTHEAST QUARTER OF SAID SECTION WHICH IS QUARTER, ALL IN COOK COUNTY, ILLINOIS.



- SURVEY NOTES:**
- SITE BENCHMARK #1 - ARROW BOLT ON HYDRANT ON THE EAST SIDE OF EAST AVENUE, 61.64 SOUTH OF EXISTING MANHOLE #20 AS SHOWN. ELEVATION 528.82' (NAVD83)
  - SITE BENCHMARK #2 - NNW FLANGE BOLT ON HYDRANT OF THE EAST TIE OF EAST AVENUE, 79' NE OF EXISTING MANHOLE #23 AS SHOWN. ELEVATION 528.66' (NAVD83)
  - PERMANENT INDEX NUMBER (P.I.N.): 1) 18-04-418-039 (PARCEL 1) & 18-04-418-028 (PARCEL 2)
  - THE LOCATION OF UNDERGROUND UTILITIES WAS DETERMINED BY FIELD OBSERVATION AND VISIBLE MARKINGS ONLY.
  - PROPERTY AREA:  
 PARCEL 1: 204,773 SQUARE FEET (4.701 ACRES)  
 PARCEL 2: 127,361 SQUARE FEET (2.923 ACRES)  
 TOTAL: 332,134 SQUARE FEET (7.624 ACRES)
  - FIELD WORK COMPLETED ON 8/21/20.
  - ACCORDING TO OUR INTERPOLATION OF THE FLOOD INSURANCE RATE MAP THIS SITE IS LISTED AS BEING IN A "ZONE X", DESCRIBED AS "AREA OF MINIMAL FLOOD HAZARD PER F.E.A.A. PLAN, NO. 173203086L DATED 6/19/2008."
  - SURVEY PREPARED FOR: LAGRANGE PARK DISTRICT
  - BUILDING RES & DIMENSIONS SHOWN ARE MEASURED FROM THE OUTSIDE FACE OF THE BUILDING.
  - THERE ARE A TOTAL OF 133 PARKING SPACES, OF WHICH 4 ARE RESERVED FOR HANDICAPPED USE.
  - THERE WAS NO EVIDENCE OF RECENT EARTH MOVING WORK AT TIME OF SURVEY.
  - ZONING REPORT NOT PROVIDED BY CLIENT.
  - THERE WERE NO WETLAND MARKERS OBSERVED AT TIME OF SURVEY.
  - BASES OF BEARINGS IS TRUE NORTH BASED ON ILLINOIS STATE PLANE COORDINATE SYSTEM, ILLINOIS EAST 1201 ZONE.
  - ANY DISCREPANCIES FOUND WITHIN THIS DOCUMENT NEED TO BE REPORTED TO THE SURVEYOR AS SOON AS POSSIBLE.

**TITLE NOTES:**

PARCEL 1 WAS PREPARED WITHOUT THE AID OF A TITLE REPORT, REFER TO A CURRENT TITLE REPORT, DEED AND LOCAL CODES FOR ANY EASEMENT, BUILDING SETBACKS AND OTHER LOCAL RESTRICTIONS NOT SHOWN HEREIN.

PARCEL 2 WAS PREPARED WITH THE AID OF A TITLE COMMITMENT PREPARED BY CHICAGO TITLE INSURANCE COMPANY, COMMITMENT NUMBER CH200503103LD HAVING AN EFFECTIVE DATE OF JULY 17TH, 2020.

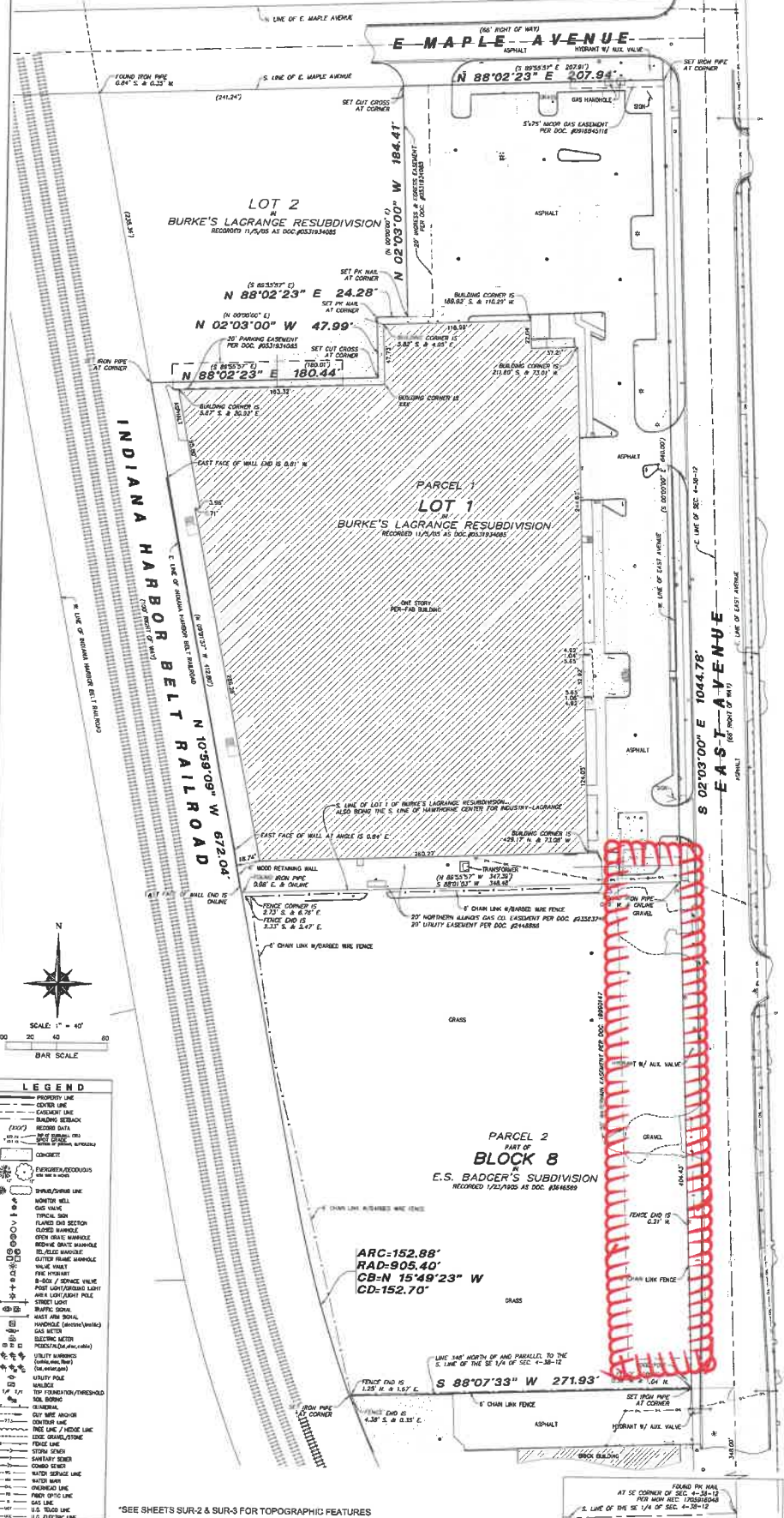
- SCHEDULE B EXCEPTIONS**
- ITEM E 18 - EASEMENT OVER EAST 50 FEET OF THE NORTH 400 FEET OF THE SOUTH 733 FEET OF BLOCK 8 TO CONSTRUCT, OPERATE AND MAINTAIN A WATER MAIN WITH THE RIGHT OF ACCESS THEREFOR FOR SAID PURPOSE GRANTED TO VILLAGE OF LAGRANGE, ILLINOIS, A MUNICIPAL CORPORATION OF ILLINOIS, RECORDED NOVEMBER 5, 1986 AS DOCUMENT NO. 15905147. EASEMENT IS SHOWN.
- ITEM F 19 - EASEMENT RESERVED IN DEED DATED JULY 13, 1976 AND RECORDED JULY 19, 1976 AS DOCUMENT NO. 23953748 FROM NORTHERN ILLINOIS GAS COMPANY TO AMERICAN NATIONAL BANK AND TRUST COMPANY OF CHICAGO, A NATIONAL BANKING ASSOCIATION, AS TRUSTEE UNDER TRUST AGREEMENT DATED FEBRUARY 10, 1975 KNOWN AS TRUST NUMBER 33887 OVER THE SOUTH 30 FEET FOR THE PURPOSE OF LAYING, MAINTAINING, OPERATING, REPAIRING, REPLACING, INSPECTING, REPLACING AND REMOVING ONE OR MORE PIPELINES AND WITH ACCESS THEREFOR.

STATE OF ILLINOIS  
 COUNTY OF COOK ) SS  
 TO:

THIS IS TO CERTIFY THAT THIS MAP OR PLAN AND THE SURVEY ON WHICH IT IS BASED WERE MADE IN ACCORDANCE WITH THE 2018 MINIMUM STANDARD DETAIL REQUIREMENTS FOR ALTA/NSPS LAND TITLE SURVEYS JOINTLY ESTABLISHED AND ADOPTED BY ALTA AND NSPS AND INCLUDES ITEMS 1,2,3,4,6,7,8,9 & 10 OF TABLE "A" THEREOF. THE FIELD WORK WAS COMPLETED ON 8/21/2020.

GIVEN UNDER MY HAND AND SEAL THIS 29th DAY OF AUGUST A.D. 2020  
 AT HOFFMAN ESTATES, ILLINOIS

*Francis J. Mast...*  
 FRANCIS J. MAST... PLS. 0035-003556 EXPIRES 11/30/2020  
 ILLINOIS PROFESSIONAL DESIGN FIRM LICENSE NO. 184.007570-0015



\*SEE SHEETS SUR-2 & SUR-3 FOR TOPOGRAPHIC FEATURES

AQUATIC \ CIVIL \ MECHANICAL \ ELECTRICAL \ PLUMBING \ TELECOMMUNICATION \ STRUCTURAL \ ACCESSIBILITY CONSULTING \ DESIGN & PROGRAM MANAGEMENT \ LAND SURVEY

**LAGRANGE PARK DISTRICT PLAYLOT**  
 538 EAST AVENUE  
 LAGRANGE, ILLINOIS.

**WT GROUP**  
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**Park District of La Grange  
May 2022  
Board Report**

**Leynette Kuniej  
Superintendent of Finance**

- We have received 97% of the first installment of the 2021 tax levy. We recently learned from the Cook County Board that the second installment property tax bills could be mailed to residents as much as 6 months late. The Cook County Assessor's office implemented new software which was not easily integrated with the Board of Review system. This put the Board of Review several months behind schedule. The delay by the county is not a one-time situation. It will be on going until their underlying problem is rectified.

What this means for our agency is that we most likely will not receive any more tax revenue until 2023. Our property tax receivable is approximately \$1.5 million. Although we currently have healthy reserves, we also have some major commitments. Our debt service due this calendar year is \$1.1 million and the parking lot project is budgeted at \$2 million. I will be working on a cash flow analysis to see if and when we may need additional funding.

- The financial statements for the April 30, 2022, year-end are preliminary. More bills are still expected. Currently for the District as a whole revenue exceeds expenditures by just shy of \$800 thousand. Below is an analysis by fund as of April 30, 2022.

FUND	FUND BALANCE 05/01/2021	REVENUE OVER EXPENDITURES	TRANSFERS	FUND BALANCE 4/30/2022
GENERAL	\$ 684,359	\$ 223,357		\$ 907,716
FITNESS CENTER	241,665	200,452		442,117
BASE	513,702	49,378		563,080
RECREATION	(414,741)	177,891		(236,850)
IMRF	204,438	87,731		292,169
PAVING & LIGHTING	62,271	275		62,546
LIABILITY INSURANCE	106,563	13,002		119,565
AUDIT	20,909	6,751		27,660
SPEC RECREATION	423,195	71,895		495,090
SS & MEDICARE	149,217	28,432		177,649
<b>TOTAL OPERATIONS</b>	<b>1,991,577</b>	<b>859,164</b>	<b>-</b>	<b>2,850,741</b>
CAPITAL PROJECTS	274,883	(75,018)	2,145,090	2,344,955
CAPITAL RESERVE	2,145,090	-	(2,145,090)	-
DEBT SERVICE	79,240	13,293		92,533
<b>GRAND TOTAL</b>	<b>\$ 4,490,790</b>	<b>\$ 797,439</b>	<b>\$ -</b>	<b>\$ 5,288,229</b>

I plan to transfer \$200 thousand from the Special Recreation Fund to the Capital Projects Fund for the parking lot project as budgeted. I also plan to transfer the pension and Social Security & Medicare expenditures that were allocated to BASE and the Fitness Center from these funds to the IMRF and SS & Medicare Funds as appropriate. The purpose of this transfer is to use the tax dollars for the purpose levied and bring the balances down to an appropriate level of funding.

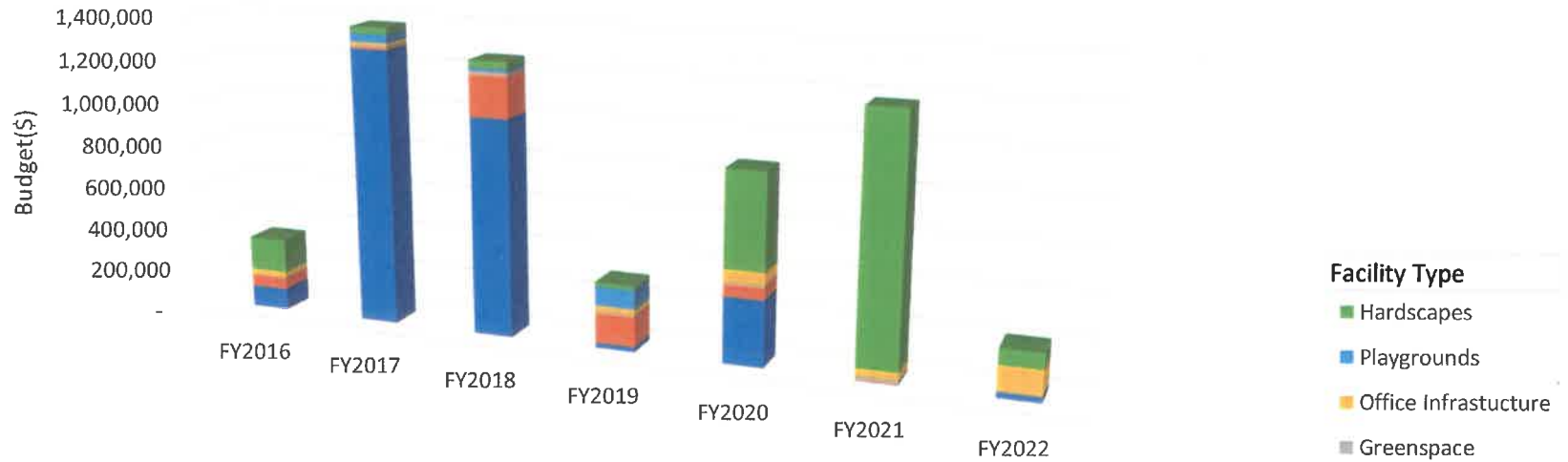
Although the General Fund ended the year with a substantial fund balance, I am hesitant to make any transfers to capital at this time due to the Cook County tax delay. Once the cash flow projection is completed, we can revisit the possibility. In regard to grant projects, the tax delay severely impacts our ability to pay up front for a grant project at this time. We do have the funds available to proceed with the Capital Project Budget as approved by the Board.

- Attached are graphs which show capital spending by type and facility for the last seven years, along with the update Finance Q4 goals and objectives.

Area

Sum of Spend

Capital Budget Spend By Area By Fiscal Year



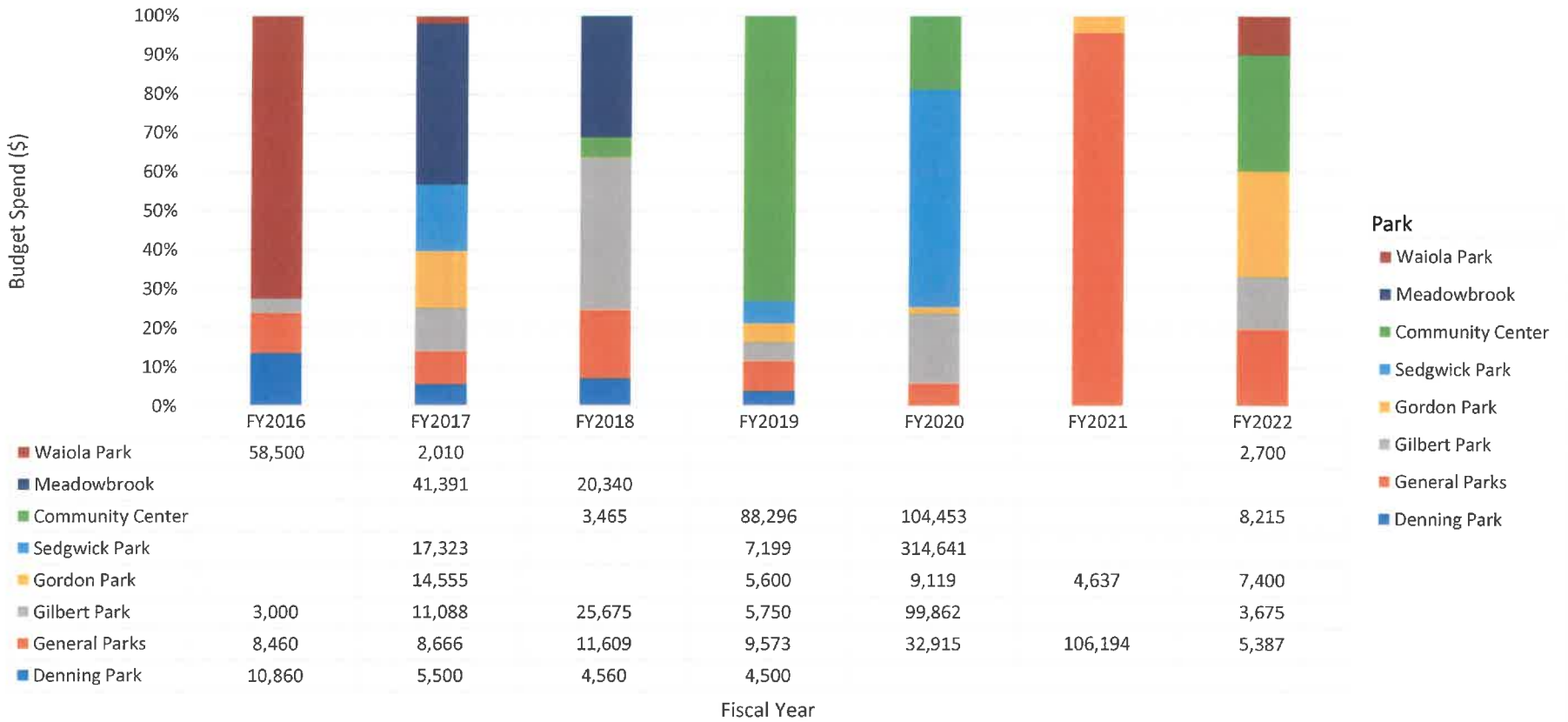
	FY2016	FY2017	FY2018	FY2019	FY2020	FY2021	FY2022
Hardscapes	161,483	30,580	33,113	19,754	446,504	1,128,745	78,835
Playgrounds		41,391	20,340	92,796			
Office Infrastructure	19,688	8,733	2,908	20,086	51,752	29,134	106,620
Greenspace	5,513	9,639	8,731	9,378	10,033	14,348	5,000
Equipment	56,388	11,400	191,748	141,164	58,264	5,811	3,395
Building	98,864	1,276,220	1,003,614	23,061	304,114	1,424	25,125

Fiscal Year

Fiscal Year

Sum of Spend

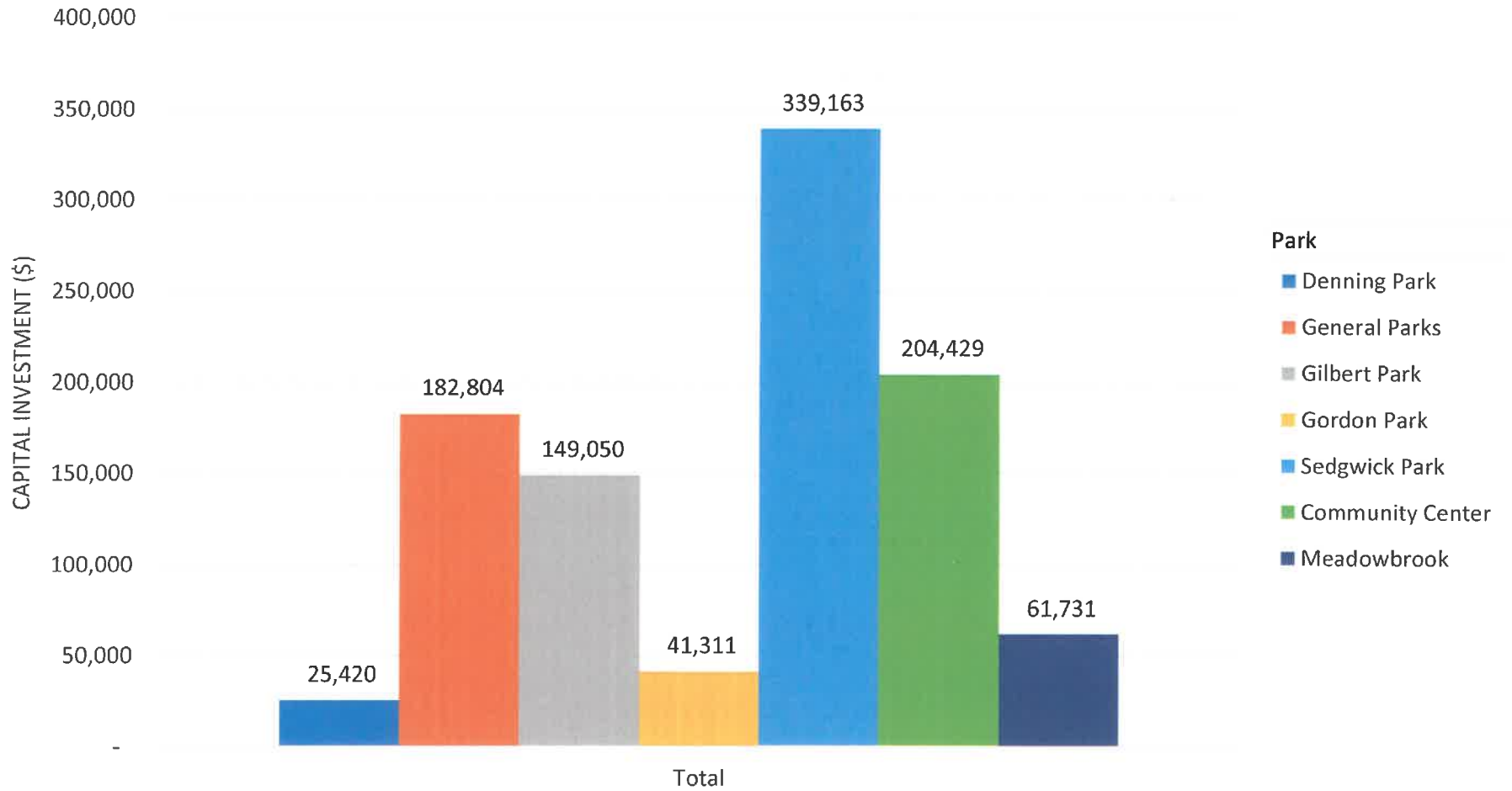
Capital Investment By Park By Year



Fiscal Year

Sum of Spend

## Capital Investment By Park - Last 7 Years










**PARK DISTRICT OF LA GRANGE  
2021-2022 GOALS & OBJECTIVES  
ADMINISTRATION & FINANCE**



Key: C = Complete / O = On Track / D = Deferred / N = Not Started

Objective/Goal	Performance Measures/Action Plan	Assigned To/ Program Area	Status
Improve online registration/WebTrac.	Contact VSI for current information on the new user interface and any potential problems with the release for early adopters, contact early adopters for feedback, gather input from staff, determine & implement best practices for entering programs in RecTrac to improve WebTrac, develop a preliminary plan for the site, set a timeline to go live with the update, educate patrons on site use prior to the transition, complete the changes and go live with the new user interface	Linda Muth	O
<b>1Q Comments</b>	I contacted VSI and received the latest documents to review and a reference for a district using the new UI. Will continue to research.		
<b>2Q Comments</b>	I continued research with several training videos and a webinar with VSI. I am evaluating our current splash page vs. the new options to determine the best search options, menu design, image use, and customization. I have reviewed the live version of the new UI and have begun creating a test version. I am attending the VSI Illinois user group seminar in a couple of weeks where the new UI will be on the agenda.		
<b>3Q Comments</b>	I am working with the web test version. I have encountered some formatting issues and will seek additional support from VSI or Noventech to rectify them. I plan to create a separate test version for our second WebTrac profile which is used strictly for BASE and uses a calendar format for scheduling before and after care. I have reviewed several sites for other districts that have gone live with the new UI.		
<b>4Q Comments</b>	I continue to work on formatting the test version and have selected a splash page design for the new UI. I am going to delay implementing the new UI until summer so that BASE parents will not encounter any website changes when processing their schedules online.		
Cross train how to input new employees into the new payroll system.	Train appropriate staff to enter new hires into new payroll system to ensure we have adequate staff backup available if necessary	Leynette Kuniej Terri Kuzel	C 
<b>1Q Comments</b>	A training document has been prepared.		
<b>2Q Comments</b>	Terri has been cross trained to add new employees into the systems.		
<b>3Q Comments</b>	Completed 2Q.		
<b>4Q Comments</b>			
Update the employee new hire packet.	New software requires input of additional information currently not gathered on our input forms. Replace policies when new manual is ready. Create a flyer explaining	Leynette Kuniej Terri Kuzel	C 

	how to use the employee self- service portal.		
<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Assigned To/ Program Area</b>	<b>Status</b>
<b>1Q Comments</b>	Some forms have been updated & uploaded to the shared drive. The employee self-service portal was introduced to the part time staff at our annual training in May.		
<b>2Q Comments</b>	Additional forms have been updated and new hire packets are available to the supervisors.		
<b>3Q Comments</b>	A flyer for the Employee Self Service portal has been created with a qrl code and added to the new hire packet		
<b>4Q Comments</b>			
Cross train the RecTrac refund processing.	Train appropriate staff to process refunds to ensure we have adequate staff backup available if necessary	Terri Kuzel Linda Muth	C 
<b>1Q Comments</b>	Projected to begin 2Q		
<b>2Q Comments</b>	Completed on 9/14/21 for Terri. Linda still to train Madonna		
<b>3Q Comments</b>	Madonna has been trained to process refunds.		
<b>4Q Comments</b>			
E911 locator system setup.	This system needs to be updated for changes to the staffing, offices, and telephone system so E911 operators can locate where in the building a call is originating from	Leynette Kuniej	C 
<b>1Q Comments</b>	Projected to begin 2Q		
<b>2Q Comments</b>	Reached out to AT&T to reinstate the system. They are waiting for me to get back to them with a system schematic. Chris and I had a conference call with Access One, our telephone service provider to discuss other options.		
<b>3Q Comments</b>	Setup information was sent to Access One, our telephone service provider. However, the system is still not working correctly. I am trying to schedule a conference call scheduled with Access One and Blue Wire to see if this can be configured.		
<b>4Q Comments</b>	The system has been configured and tested. When 911 is dialed from within our building or the three satellite buildings that are linked to the telephone system, the 911 operator will receive that building's address and the room within the building that the call came from.		
Rework gift card process.	Eliminate the paper gift card and replace with a hard card and establish different tracking controls in RecTrac	Leynette Kuniej	N
<b>1Q Comments</b>	Projected to begin 2Q		
<b>2Q Comments</b>	Projected to begin 4Q		
<b>3Q Comments</b>	Projected to begin 4Q		
<b>4Q Comments</b>	I have not had the time to work on this but will carry this over to next year.		
Establish procedures to move the accounts payable process to a paperless process.	New software allows us to attach pdf copies of invoices to the payable records. Many of our vendors currently email pdf copies of invoices to the purchaser.	Leynette Kuniej Terri Kuzel	D

	Purchaser could input the invoice directly into the system which would require training. However, we need to establish controls first to maintain the integrity of the system.		
<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Assigned To/ Program Area</b>	<b>Status</b>
<b>1Q Comments</b>	Projected to begin 2Q		
<b>2Q Comments</b>	Web invoicing is not working the way we anticipated. Awaiting a future update for Tyler Tech.		
<b>3Q Comments</b>	Deferred – need additional training and possible software addon. Will provide update 4Q.		
<b>4Q Comments</b>			
Develop training manual for Tyler Technology, Incode.	Create training sheets on the processes performed in Tyler Technology.	Terri Kuzel	C 
<b>1Q Comments</b>	Training sheets completed for all processes completed by Terri.		
<b>2Q Comments</b>	Training sheets completed for processes used by Leynette. This will be ongoing as we use new features or updated processes.		
<b>3Q Comments</b>	Completed 2Q.		
<b>4Q Comments</b>			

**Park District of La Grange**  
**May 2022**  
**Board Report**

**Kevin Miller**  
**Superintendent of Recreation**

**Athletics**

- Spring Programming is coming to a close in May. Martial Arts, Gymnastics at LTHS, as well as Saturday and Sunday youth athletic classes all saw great enrollment numbers.

**Fitness**

- Winter/Spring fitness classes ended the week of April 25<sup>th</sup>. It was a successful spring session as we had 99 enrollments for 15 classes. Summer session classes began the week of May 2<sup>nd</sup>. As of the writing of this report, we will have 75 participants in 13 classes. Summer session traditionally has lower attendance.
- La Grange Fitness had 72 new members join during the month of April 2022. We currently have 1,805 members through April 30<sup>th</sup>, 2022, compared to 1,573 as of April 30<sup>th</sup>, 2021 (an increase of 232 members). During the month of April, we had 51 cancellation requests, 4 members requested a hold, as well as 3 annual memberships expired.
- The month of April brought in 971 group fitness participants. The group fitness classes have an average of 194 participants per week and an average of 7 participants per class.
- We had 7,214 visits by fitness members, during the month of April 2022, compared to 5,847 during April 2021, an increase of 1,367 visits. We had 33 guest visits bringing in \$330 in revenue.
- The personal training department brought \$4,095 for April 2022 compared to \$1,811 in April 2021 (an increase of \$2284). We had 58 personal training sessions during the month of April 2022 compared to 51 sessions in April 2021.
- Throughout the month of April, we launched our *Spring into Fitness* personal training promotion. Offering members two personal training sessions for \$80. We had 9 members take advantage of this promotion bringing in \$720 towards personal training revenue.

- April 13<sup>th</sup> from 4:00PM to 7:00PM, La Grange Fitness hosted an open house. Giving non-members the opportunity to use the fitness facility and try sample group fitness classes free of charge. We also offered healthy snacks and La Grange Fitness merchandise to members and guest. Due to inclement weather, we had 5 guests show up for the event. Despite this, our members were very pleased and the event became more of a member appreciation day.
- April 24<sup>th</sup> La Grange Fitness participated in the *Earth Day in Motion Event* in collaboration with the La Grange Business Association. We were able to promote La Grange Fitness and offer participants free day passes to our facility as well as ecofriendly water bottles and straws. This was our first year participating in this event and we're looking forward to 2023.

### **Special Events**

- Teresa and Claudia are currently planning the annual Park Pride event on May 21<sup>st</sup> from 8:30-10:30am. Kevin has reached out to local groups to help generate volunteers. Location will be Gordon Park. Duties will include plating flowers, weeding, mulching, picking up trash and painting some garbage cans.

### **Preschool**

- The 2021-2022 Preschool School year will be ending on Friday, May 6<sup>th</sup>. Each class is having a class party and those that are attending Kindergarten in the fall having their graduation ceremony at Sedgwick Park on May 6<sup>th</sup>.
- 2022-2023 Learning Ladders Preschool is up to 63 of 156 spots filled (40%). Teresa is still receiving inquiries from prospective families and has scheduled several tours with those families. Currently, we have five classes scheduled to run in the fall. They include Black Bears and Little Lions for 2.5-3 years old; Leaping Lizards and Playful Penguins for 3-4 years old; and Eager Eagles for 4-5 years old.

### **Day Camp**

- Summer Day Camp preparations are ramping up. Kevin is continuing with camp staff interviews. We are currently in need of 4 counselors, at a minimum. Camp-A-Palooza, the half day camp at the Recreation Center, was cancelled due to enrollment and staffing concerns. Below is a breakdown of current camp enrollments as of May 3<sup>rd</sup>.

Week	Camp Mighty Munchkins (Full Day for 4-6yr olds, max 18 campers)	Camp Quest Juniors (Full Day for 7-9yr olds, max 24 campers)	Camp Quest Seniors (Full Day for 10-12yr olds, max 12 campers)
1	18	23	9
2	17	24	12
3	17	24	12
4	18	24	12
5	17	22	6
6	18	24	12
7	18	24	12
8	18	22	10
9	19	24	11
Total	160/162 99%	211/216 98%	96/108 89%

### **Marketing**

- Kevin Miller concluded the interview process for the Marketing and Sponsorship Coordinator. Christine Banks was hired and will begin on May 9<sup>th</sup>. Christine comes to the district with a wealth of experience and knowledge in graphic design, social media, website maintenance, sponsorships, and fundraising. Christine is a La Grange resident who is responsible for several marketing campaigns for LGBA's Summer Art Project, Pet Parade, Restaurant Week, as well extensive work with local businesses and Brew Moon. Additionally, Christine is the former Executive Director of the La Grange Art League. We are beyond excited to have Christine join our team!

### **Miscellaneous**

- Recreation staff is currently working on the fall 2022 brochure.
- Mail Chimp 5,401 subscribers as of May 1, 2022 compared to 5,150 subscribers at this time last year.
- Following this report is the Winter/Spring Program Data Analysis and Fiscal Year comparison, Google Analytics Report for April 2<sup>nd</sup> through May 1<sup>st</sup>, 2022 and updated Recreation Department Q4 goals and objectives.

**Program Data Analysis  
Winter/Spring Season and Fiscal Year  
2016-2022**

**PROGRAM AREA DATA**

<b>Athletics</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Programs Offered	266	235	249	239	215	209	169
Program Run	205	162	160	169	106	100	124
Success Rate	77%	69%	64%	71%	49%	48%	73%
Avg. Number Participants	7	8	7	7	10	7	10
Total Participants	1,453	1,274	1,191	1,239	1041	699	1,262

<b>Fitness</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Programs Offered	64	80	72	63	60	103	49
Program Run	33	38	50	44	44	58	36
Success Rate	52%	48%	69%	70%	73%	56%	73%
Avg. Number Participants	9	8	7	9	9	4.5	5
Total Participants	309	313	368	391	393	261	194

<b>Special Interest</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Programs Offered	117	86	72	72	59	35	48
Program Run	54	43	33	31	21	5	29
Success Rate	46%	50%	46%	43%	36%	14%	60%
Avg. Number Participants	4	5	5	6	5	5	6
Total Participants	246	220	159	192	101	24	175

<b>Special Events &amp; Trips</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Programs Offered	11	12	16	18	16	3	11
Program Run	4	7	9	9	2	2	8
Success Rate	36%	58%	56%	50%	13%	67%	73%
Avg. Number Participants	39	41	32	32	55	146	27
Total Participants	155	289	287	292	109	291	219

<b>Performing Arts</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Programs Offered	88	83	65	86	68	60	34
Program Run	49	35	30	33	31	10	22
Success Rate	56%	42%	46%	38%	46%	17%	65%
Avg. Number Participants	2	2	2	4	3	5	6
Total Participants	99	67	72	124	85	50	129

<b>WINTER SPRING TOTALS</b>	<b>2016</b>	<b>2017</b>	<b>2018</b>	<b>2019</b>	<b>2020</b>	<b>2021</b>	<b>2022</b>
Programs Offered	546	496	474	478	418	410	311
Program Run	345	285	282	305	204	175	219
Success Rate	63%	57%	59%	64%	49%	43%	70%
Avg. Number Participants	7	8	7	7	8	8	9
Total Participants	2262	2163	2077	2238	1729	1325	1979

<b>FISCAL YEAR TOTALS</b>	<b>FY 16/17</b>	<b>FY 17/18</b>	<b>FY 18/19</b>	<b>FY 19/20</b>	<b>FY20/21</b>	<b>FY21/22</b>
Programs Offered	1,368	1,302	1,282	1,169	1,059	835
Program Run	865	782	816	695	369	558
Success Rate	63%	60%	64%	59%	35%	67%
Avg. Number Participants	7	7	7	7	7	9
Total Participants	5,788	5,320	5,557	5,106	2,665	4,763

**Notes:**

COVID-19 Stay-at-Home Order began on 3/16/2020. Most programs areas had just begun session two or were scheduled to begin session two 1-2 weeks after the shutdown.

Winter/Spring 2021 had significant COVID-19 mitigations in place. In-person programming did not begin until late January, and in some cases, mid-February due to timing of the state allowing high risk sports (i.e., Basketball) to begin.

Due to the effects of COVID-19 on the contractual companies we utilize, and Recreation Staff reassessing programs, there was a significant decline in programs offered. Contractors either went out of business or did not have the staff to continue offering certain programs. Recreation Staff also evaluated classes that were not as successful and opted to not offer those classes. That program space and gym space was reallocated to more successful programs, such as expansion of the Youth Developmental League and fitness increasing usage in non-traditional fitness rooms, such as 108/109 and the Banquet Room.

# PDLG Audience Overview

Continent

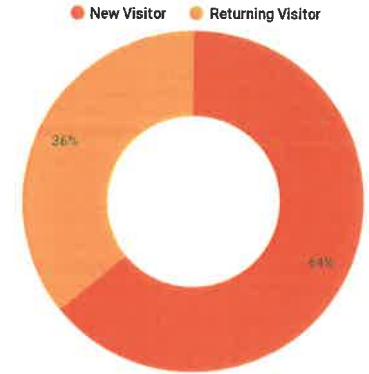
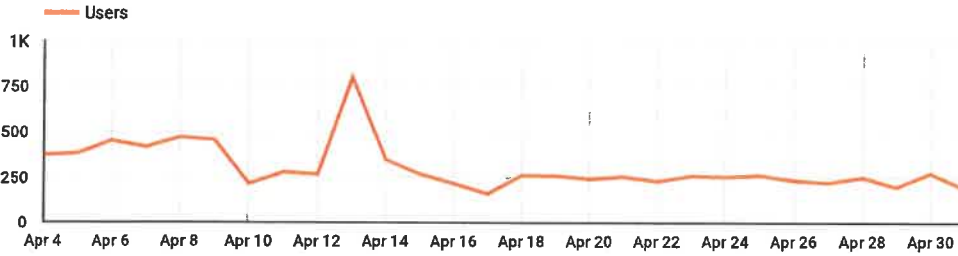
Region

Channel

Device

Apr 2, 2022 - May 1, 2022

## Your audience at a glance



Users  
**7,001**

New Users  
**6,242**

Number of Sessions per User  
**1.39**

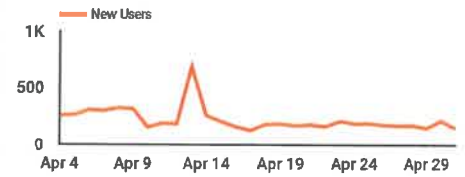
Sessions  
**9,764**

Pageviews  
**20,254**

Pages / Session  
**2.07**

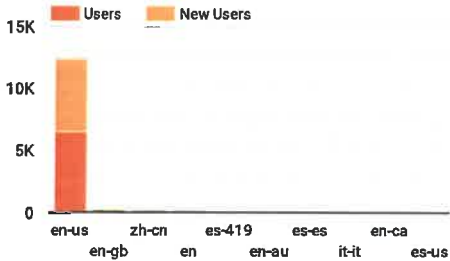
Avg. Session Duration  
**00:01:36**

Bounce Rate  
**56.49%**



## Let's learn a bit more about your users!

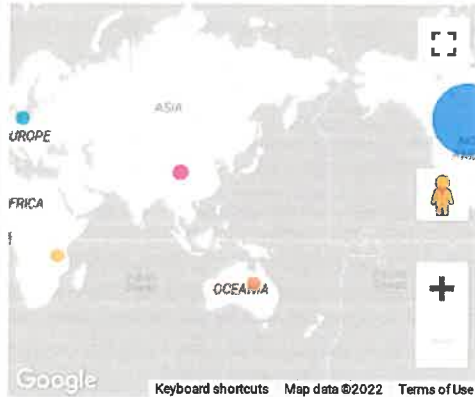
### Pages



Page	Users
1. /	3,861
2. /parks-and-facilities/recreation-center	661
3. /la-grange-fitness/fitness-center-infor...	555
4. /events/380607-easter-egg-hunt	551
5. /our-programs	486
6. /facility-rentals/party-room-rentals	394
7. /parks-and-facilities/locations	382
8. /our-programs/early-childhood-youth...	339
9. /our-programs/athletics	335
10. /our-programs/brochures	313

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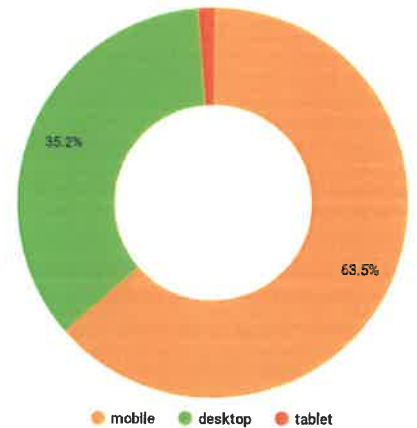
### City Demographics



City	Users	New Users
1. Chicago	1,924	1,615
2. La Grange	1,500	1,187
3. Brookfield	517	394
4. (not set)	292	279
5. Western Springs	194	153
6. La Grange Park	172	136
7. Bensenville	141	122

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### What device are people using?



Device	Users	New Users
1. mobile	4,420	4,090
2. desktop	2,454	2,074
3. tablet	90	84


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**PARK DISTRICT OF LA GRANGE  
2021-2022 GOALS & OBJECTIVES  
La Grange Fitness**



Key: C = Complete / O = On Track / D = Deferred / N = Not Started

Objective/Goal	Performance Measures/Action Plan	Assigned To/ Program Area	Status
Expand group fitness classes by offering fee-based classes in the parks.	Offer daytime classes at Sedgwick Park and evening classes at Gordon Park. Classes will compliment current group fitness schedule and goal start date is June. Minimum of 3 fee-based classes offered.	Dom Adjoumani	C 
<b>1Q Comments</b>	Offered outdoor classes this summer at Sedgwick and Gordon Park. We offered four classes that were four weeks long in June and four three weeks sessions in July.		
<b>2Q Comments</b>	Will explore outdoor group fitness for 2022-2023 Budget		
<b>3Q Comments</b>			
<b>4Q Comments</b>			
Develop a fitness marketing campaign to draw in new members during and through the pandemic.	Implement a marketing plan that focuses on all facets of fitness services at La Grange Fitness to promote through community. Include Personal Training, Group Fitness and New Outdoor Fitness Classes. High focus on safety. Increase membership base to 1900.	Dom Adjoumani	O
<b>1Q Comments</b>	Beginning stages of developing marketing plan for fall/winter. Plans to participate in Wellness Week through, September 20 <sup>th</sup> to September 26 <sup>th</sup> . La Grange Fitness will promote a special during this timeframe that LGBA will help us promote.		
<b>2Q Comments</b>	New Fitness Supervisor started 9/21 in process of learning operations and implementing marketing strategies.		
<b>3Q Comments</b>	Host an open house in 4Q to draw in new members		
<b>4Q Comments</b>	Hosted an open house in April. Will work with the new Marketing and Sponsorship Coordinator to develop a marketing campaign for 2022-2023.		
Increase personal training sales.	Promote Personal Trainers in the fitness center using flyers, social media, videos, exercise tips, and "Get to know the Trainers", as well as educational opportunities for members. Offer two PT sales each year to increase sales by 10%.	Dom Adjoumani	O
<b>1Q Comments</b>	Projected first promotion in the fall. In the process of building our staff base for personal trainers.		




<b>2Q Comments</b>	Hired a new personal trainer. In the process of interviewing trainers to further build our staff base. Promoting Kick-start and posting flyers throughout the fitness center.		
<b>3Q Comments</b>	Offer a spring PT sale to members.		
<b>4Q Comments</b>	Offered a spring PT sale in April. Currently have a shortage of personal trainers. Will continue to build personal training during 2022-2023.		
Develop an annual member survey	Create an annual member survey to measure member satisfaction and benchmark each year.	Dom Adjoumani	O
<b>1Q Comments</b>	New fitness supervisor will develop survey.		
<b>2Q Comments</b>	Beginning stages of developing survey.		
<b>3Q Comments</b>	Continuing development of survey.		
<b>4Q Comments</b>	Continue to develop survey and will roll out in 2022-2023.		








**PARK DISTRICT OF LA GRANGE  
2021-2022 GOALS & OBJECTIVES  
RECREATION DEPARTMENT**



Key: C = Complete / O = On Track / D = Deferred / N = Not Started

Objective/Goal	Performance Measures/Action Plan	Assigned To/ Program Area	Status
Increase enrollment in Parent/Tot and Discover Dance programs.	Increase enrollment with direct marketing materials and general marketing materials. Marketing efforts will include flyers to schools & camps, press releases, social media posts, emails to current and past participant families.	Teresa Chapman	C 
<b>1Q Comments</b>	Started with 3 of 4 summer classes running with 22 of 25 spots filled		
<b>2Q Comments</b>	3 of 3 fall session one classes ran with 15 total participants		
<b>3Q Comments</b>	2 of 3 session 1 classes are running with 11 out of 14 spots filled.		
<b>4Q Comments</b>	Goal is complete and will be ongoing. A total of 26 dance classes ran during fiscal year with 182 total participants.		
Evaluate preschool branding and marketing vehicles to increase registration.	Create distinct branding for preschool in conjunction with our comprehensive master plan. Reformat preschool page on website, class specific fliers and social media posts, update PDLG website home page slider and utilize e-blast to increase registration.	Teresa Chapman	C 
<b>1Q Comments</b>	Has not begun, will be in-progress start of 2Q		
<b>2Q Comments</b>	Preschool website has been reformatted. All other marketing and branding efforts are being developed to roll out in 4Q with 2022/2023 school year registration		
<b>3Q Comments</b>	Flyers have been created by each location along with a general flyer about the program. Sliders have also been created that will be placed on the home page and preschool page. These flyers will be used on social media and in our E-news blast.		
<b>4Q Comments</b>	Complete and will be ongoing with the assistance of the new Marketing Coordinator		
Update Inventory Listing and Create Replacement Program for Athletic Equipment	Inventory all athletic program equipment and create a replacement plan for basketballs, volleyballs, equipment bags, practice jerseys, etc. that states current condition of equipment and anticipated replacement based on condition and usage	Zach Price & Kevin Miller	C 
<b>1Q Comments</b>	Inventory logs/forms have been created. Inventory to take place 2Q		
<b>2Q Comments</b>	Basketball equipment is being inventoried and replacement plan created. The remainder of the athletic equipment will be inventoried at the end of 2Q		
<b>3Q Comments</b>	A replacement plan has been created for basketball equipment on a yearly basis. The remainder of our athletic equipment has been inventoried and a replacement plan will be developed.		

<b>4Q Comments</b>	Inventory listing and replacement plan has been completed and will be utilized and maintained moving forward on a season-by-season basis.		
<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Assigned To/ Program Area</b>	<b>Status</b>
Review of Contractual Athletic Program Offerings	Review all class offerings over 2-year period and determine classes that should remain or be removed based on success rates, enrollments, and program saturation	Zach Price & Kevin Miller	C 
<b>1Q Comments</b>	Has not begun, will start review at end of 2Q		
<b>2Q Comments</b>	Review has begun with the development of the winter spring 2022 brochure. This will be an ongoing process as we enter budget season at the end of 2Q		
<b>3Q Comments</b>	We have begun the process of removing classes beginning with our Summer 2022 brochure. We will continue to evaluate programs and continue to adjust schedules based on the success of programs, as well reduce offerings we see as oversaturated.		
<b>4Q Comments</b>	We have completed our assessment of contractual athletic programs. The fall 2022 brochure will begin the process of revamping contractual offerings.		
Develop Coaches Training Clinics for Fall 2021	Develop comprehensive coaches training clinics that focus on practice structure, drills, player development measures and communication/language from coaches to players	Zach Price & Kevin Miller	C 
<b>1Q Comments</b>	Researched and communicating with outside organization to assist with in-person trainings, clinics, and online certifications		
<b>2Q Comments</b>	Held two coaches clinics with Sam Rizzo of All-American Basketball Academy on 10/7 & 10/14		
<b>3Q Comments</b>	Goal was completed in 2Q		
<b>4Q Comments</b>	Goal was completed and we will be continuing with enhanced trainings in the fall of 2022.		
Create and Implement Pop-Up Special Events	Create pop-up special events for youth, teen, adult and families. Network with other districts to see what has been successful, evaluate all events we have offered in the past 4 years to determine what was successful, meet with appropriate departments and staff to formulate plans and discuss logistics, marketing plan	Andrea Weismantel	C 
<b>1Q Comments</b>	Created Chalk the Park and Big Rig Day in 1Q to take place in 2Q		
<b>2Q Comments</b>	In collaboration with Claudia Galla, created the Tree Walk taking place on 11/6		
<b>3Q Comments</b>	Created 2 new Holiday events, Santa Paws and Letters to Santa		
<b>4Q Comments</b>	Goal was completed with and will continue into the new fiscal year. Events that took place in the 4Q included the Native Plants and Arbor Day Gathering.		

Research and redevelop program evaluations and procedure	Research and look to implement a new program evaluation procedure that streamlines the process for staff and patrons to begin benchmarking program success. Research and possibly develop an incentive program to coincide with the program evaluations	Kevin Miller Teresa Chapman Andrea Weismantel Athletic Supervisor	D
<b>1Q Comments</b>	Created a more streamlined/universal survey that will begin going out to summer program participants via Survey Monkey. Also reviewed surveymethods.com		
<b>2Q Comments</b>	Began research of incentive program to coincide with program evaluations. Will continue with research into 3Q		
<b>3Q Comments</b>	Continuing to evaluate and research feasibility of incentive program. Staff is working program specific evaluations for larger programs, i.e. YDL, Camp, Preschool.		
<b>4Q Comments</b>	This goal is being deferred into the next fiscal year. Additional research is being done to possibly switch software used to complete program surveys.		
Create an annual internal events calendar	Create a complete list of events, including but not limited to special events, registration, blog posts, program dates, etc. Events calendar will assist with improved planning and marketing events, as well as keep our website calendar up to date. Use internal calendar to create external marketing piece for the community.	All Departments Led by Andrea Weismantel	C 
<b>1Q Comments</b>	Completed and will be maintained each season		
<b>2Q Comments</b>	Updated with new Fall & Winter/Spring Events		
<b>3Q Comments</b>	Updated with Summer Events		
<b>4Q Comments</b>	Completed and will be maintained into the new fiscal year.		
STEM Programming	Research and interview contractual companies to implement a set of core STEM programs to be offered this fiscal year for early childhood and youth program areas.	Teresa Chapman	C 
<b>1Q Comments</b>	Researched and contacted 2 potential contractors for program implementation in 3Q & 4Q		
<b>2Q Comments</b>	Two STEM/STEAM contractors will be utilized to offer programming in the winter spring brochure.		
<b>3Q Comments</b>	Mad Science and High Touch High Tech will be offering classes and a camp in the summer season.		
<b>4Q Comments</b>	Completed and will be maintained going forward with continued emphasis on enhancing these program offerings.		
Expand sponsorship opportunities	Expand sponsorship opportunities with unique options for marketing in our e-blast, on our website, purchase large snap frames to hang in facility for external sponsorships, as well as to use for internal marketing. Continue sponsorship opportunities for	Teresa Chapman Andrea Weismantel	D

	special events, large and small special events.		
<b>1Q Comments</b>	Will begin research in 2Q		
<b>2Q Comments</b>	Research has begun with plan to submit proposals in 3Q for review.		
<b>3Q Comments</b>	Created sponsorship levels for winter/spring programming		
<b>4Q Comments</b>	This goal is being deferred into the new fiscal year due to the hiring of the Marketing and Sponsorship Coordinator as it will be Christine Banks' role to reshape the sponsorship packages.		

**Park District of La Grange  
May 2022  
Board Report**

**Leanna Hartung  
Superintendent BASE**


- As of April 14<sup>th</sup>, we are moving forward with providing care at SFX for the 2022-23 school year. We have not yet received the lease agreement, however once we do, it will be reviewed and registration will begin. We are hoping for a mid May registration date. We are limiting capacity at 40 students.
- We are wrapping up camp counselor interviews. We have a few scheduled and if they work out, we will be fully staffed for summer camp. We are finalizing all summer camp lesson plans, activities, entertainment, field trips, busing and training.
- We are busy helping staff with end of the year checklists, inventory and going through the procedures for closing the program rooms for the summer. We have several new staff who need guidance with this process.
- The Forest Road Summer Camp numbers are lower than we had hoped. We are looking at options so we do not need to cancel the camp. I am working with SD102 in hopes to find a solution that may accommodate the families.
- Please see the updated Before and After School Q4 goals and objectives following this report.




**PARK DISTRICT OF LA GRANGE  
2021-2022 GOALS & OBJECTIVES  
BEFORE & AFTER SCHOOL CARE (B.A.S.E.)**



Key: C = Complete / O = On Track / D = Deferred / N = Not Started

Objective/Goal	Performance Measures/Action Plan	Assigned To/ Program Area	Status
Taking on more RecTrac responsibilities/online registration.	Learning how to navigate RecTrac to ensure cross training for ease of work across departments and increase ability to assist participants. Begin with online registration for specialty camps in fall 2021. Participate in Rectrac Training and train with internal staff.	Leanna Hartung Melissa Seaberg	O
<b>1Q Comment</b>	Melissa and I both trained with Linda Muth in July 2021 on navigating rectrac. Training will continue throughout the year. We will start on-line registration for specialty camps fall 2021.		
<b>2Q Comments</b>	We successfully rolled out the on-line BASE specialty camp registration in September 2021.		
<b>3Q Comments</b>	In progress and will continue into the 2022-2023 year		
<b>4Q Comments</b>	Still in progress, researching other Park Districts who use the day care option of rec trac to educate myself and manuever better through the day care option		
From the Desk of Letter/Video	In addition to newsletters, we will send out a letter or short video posted to the base website from the desk of Leanna and Melissa with pertinent information, exciting updates, and Park District happenings. We will both email and post the letter on our website.	Leanna Hartung Melissa Seaberg	D
<b>1Q Comments</b>	We will start this when BASE resumes in the 2021-22 school year.		
<b>2Q Comments</b>	We continue to send out monthly newsletters however, we have not started the video for parents. Letters and new information has been added to the BASE website. We should have a video update and start to this in 3Q and 4Q.		
<b>3Q Comments</b>	The video tidbits on the BASE website have not been started. We have a plan for the 2022-23 to involve the BASE supervisors in the video tidbits. This is on our goals and objectives for 2022-2023.		
<b>4Q Comments</b>	Deferred to 2022-2023.		
Expand B.A.S.E.	Contact School District 103 to evaluate their needs for before and after school care.  Investigate starting a program for the families who currently use the half day kindergarten option at B.A.S.E. schools. Explore community	Leanna Hartung Melissa Seaberg	C  D

	interest for a half day program, find location and costs associated with the program.		
<b>1Q Comments</b>	I have reached out to SD103 several times with no response. It may have been due to summer staff in the offices off.		
<b>2Q Comments</b>	School District 103 uses The Village of Brookfield for their Before and After School Programming. Due to staffing shortage, we will be deferring investigating ½ day programming for BASE families.		
<b>3Q Comments</b>	Deferred indefinitely		
<b>4Q Comments</b>	Deferred indefinitely		
Create a fee schedule for upcoming school years.	Complete a competitive analysis on surrounding before and after school programs. Evaluate current B.A.S.E. fees and determine appropriate fees moving forward while remaining competitive.	Leanna Hartung Melissa Seaberg	C 
<b>1Q Comments</b>	I have researched Before and After School Care current fees from other entities and Park Districts within a 15-mile radius of La Grange. This data will prepare us for future increases. BASE is still one of the most economical programs around.		
<b>2Q Comments</b>	An increase to the BASE program fees were discussed and adjustments will be made for the 2022-2023 school year. A letter will go out to the BASE families January 2022 with the new fees.		
<b>3Q Comments</b>	Registration will begin March 1 <sup>st</sup> with the new registration fee and fees for next school year. A letter will be sent out soon notifying parents.		
<b>4Q Comments</b>			
Create distinct branding for B.A.S.E. program.	Explore B.A.S.E. branding with our comprehensive master plan. Develop logo for B.A.S.E.	Leanna Hartung Melissa Seaberg	O
<b>1Q Comments</b>	Will be in-progress start of 2Q or 3Q		
<b>2Q Comments</b>	We reached out to our staff with any ideas they may have for the BASE brand. We are still in the process of creating the perfect logo for the program.		
<b>3Q Comments</b>	In Progress, will continue to work on during 4Q.		
<b>4Q Comments</b>	Design is created, when the new marketing person is on board, I will have her take a look and tweak the logo.		

**Park District of La Grange**  
**May 2022**  
**Board Report**

**Chris Finn**  
**Superintendent of Facilities**  
**Facilities Department**

- The recreation center continues to stay busy on the weekends with room rentals. Room rentals on the weekend will start to slow down in mid-June.
- The Recreation Center will be going to summer hours starting Memorial Day weekend.
- Linda took the FOIA for Public Bodies webinar led by the Illinois Attorney General's office.
- Linda worked with Jenny to obtain quotes and met with vendors regarding a new lease/purchase of copy machines for the main office and fitness center. Our current lease expires at the end of August.
- The new fire alarm radio systems have been installed in all of our satellite buildings and recreation center. Some updates to a few panels will be needed.
- We have started the work for the above ground fuel tanks. Some contractors are playing catch up with the weather so hoping to have the concrete pad, bollards, & fence posts done in the next week.
- I have been in close contact with all of the user groups in regard to field conditions as we have had a very wet spring so far. And I am working with the parks department to have some repairs made to the fields.
- I have been in communication with our splash pad contractor out at Gordon Park for the start-up of the splashpad. We are waiting on a piece to come in and once we have that they will get all of the pieces up and we will start running the system and do a full system check.

## **Rental Information-April 2022**

### **Recreation Center Room Rentals April 2022:**

Rentals- 46 total rentals from (10 La Grange, 14 Chicago, 5 Brookfield, 2 Berwyn, 2 Cicero, and one each from LaGrange Park, LaGrange Highlands, Countryside, Indian Head Park, Berkley, Calumet City, Carol Stream, Hillside, Orland Hills, Justice, Romeoville, Clarendon Hills, North Riverside,)  
Total Fees April 2022- \$17,603

Rooms: 108/109- 6 rentals  
105/106-15 rentals  
108- 7 rental  
105- 1 rental  
112- 4 rentals  
109- 4 rental  
102- 2 rentals  
106- 0 rental  
Banquet- 7 rentals  
Parties with exclusive playground rental included- 23

### **Outdoor Rentals April 2022:**

Rentals- 2 total rentals (Countryside and Justice)  
Spring Park- 2  
Total Fees- \$80

### **Community Center Rentals April 2022:**

Rentals-2 total rentals from (La Grange, and Burr Ridge)  
Total Fees- \$465

### **Court Rentals April 2022:**

Rentals- 2 total rentals from (Westchester and Chicago)  
Total Fees-\$286

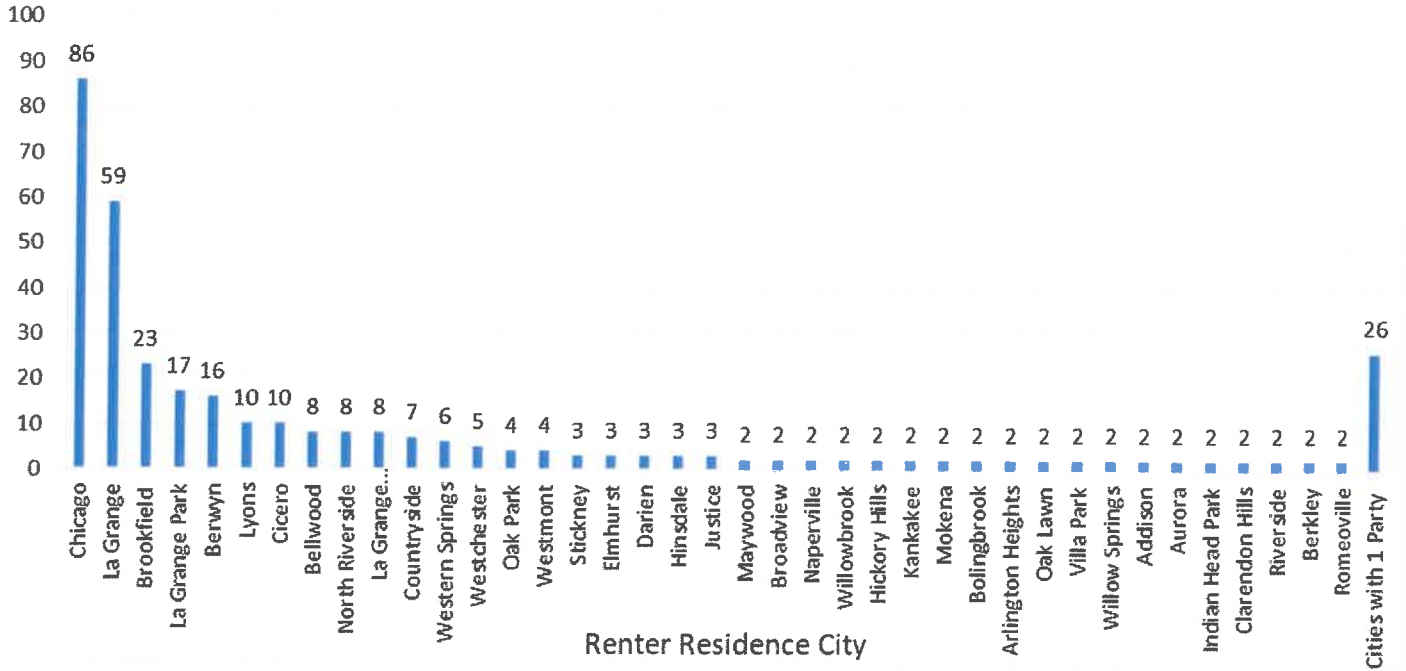
All the above information is based on individual rentals, not multi-date, repeat rentals from teams/organizations.

# YTD Rental Information May 2021-April 2022

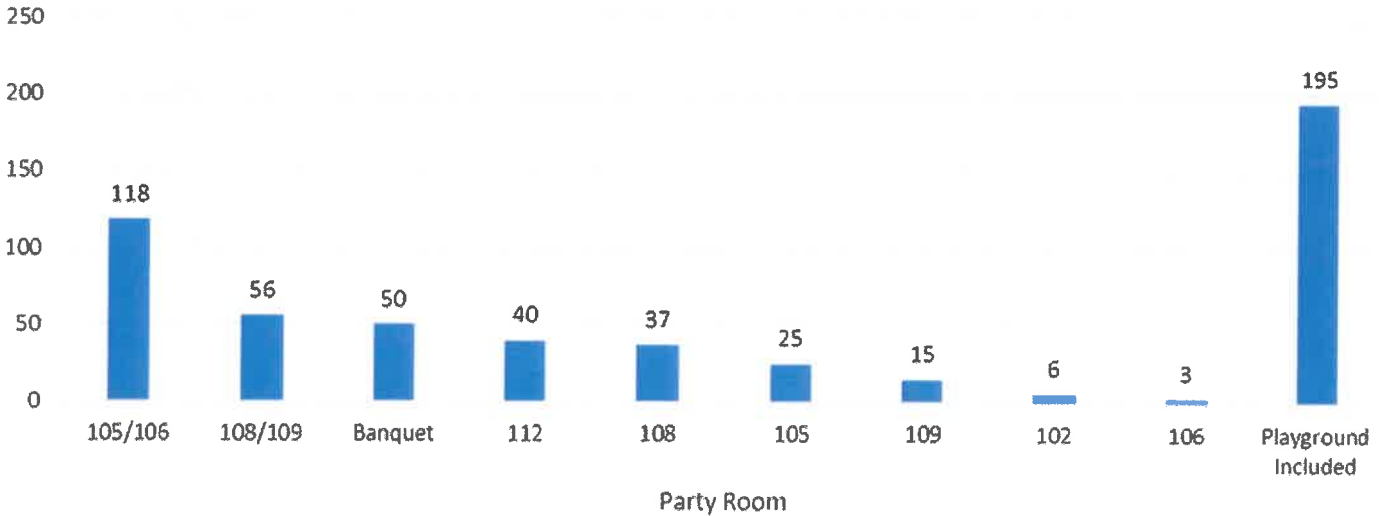
## Recreation Center Rentals

There was a total of 350 rentals for the Recreation Center rooms between May 2021 and April 2022. The total fees collected May 2021-April 2022 equals \$130,768. The following charts display the number of parties by the renter locations and by the rooms reserved.

YTD Parties by Renter Location  
May, 2021-April, 2022



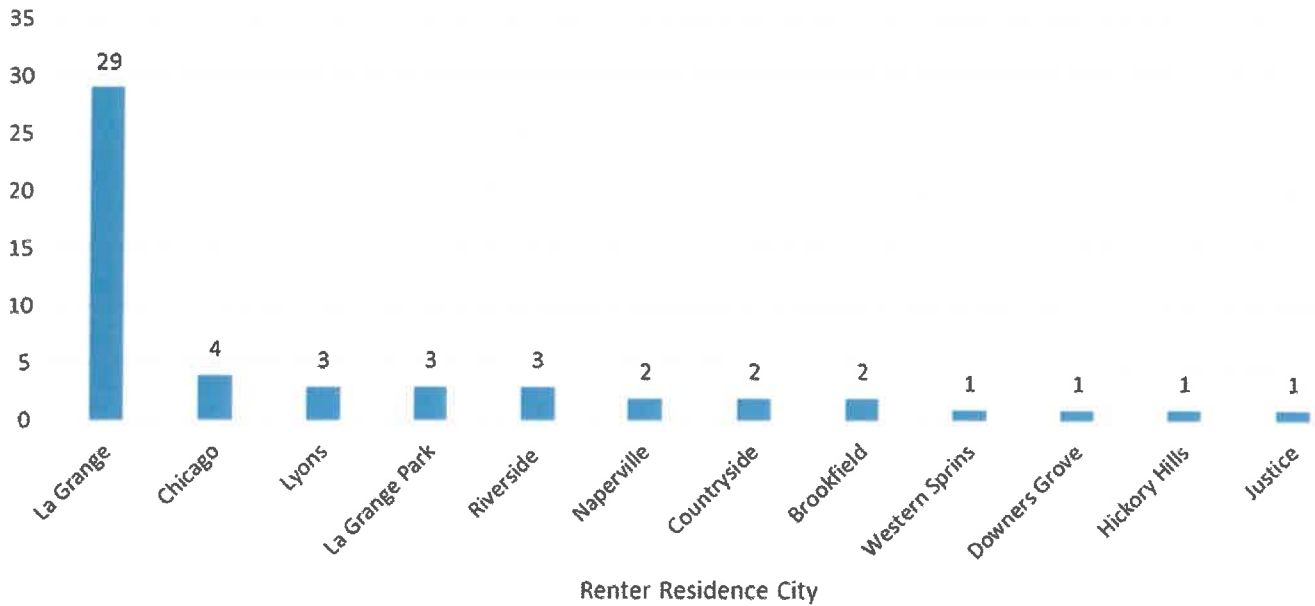
YTD Parties by Room  
May 2021-April 2022



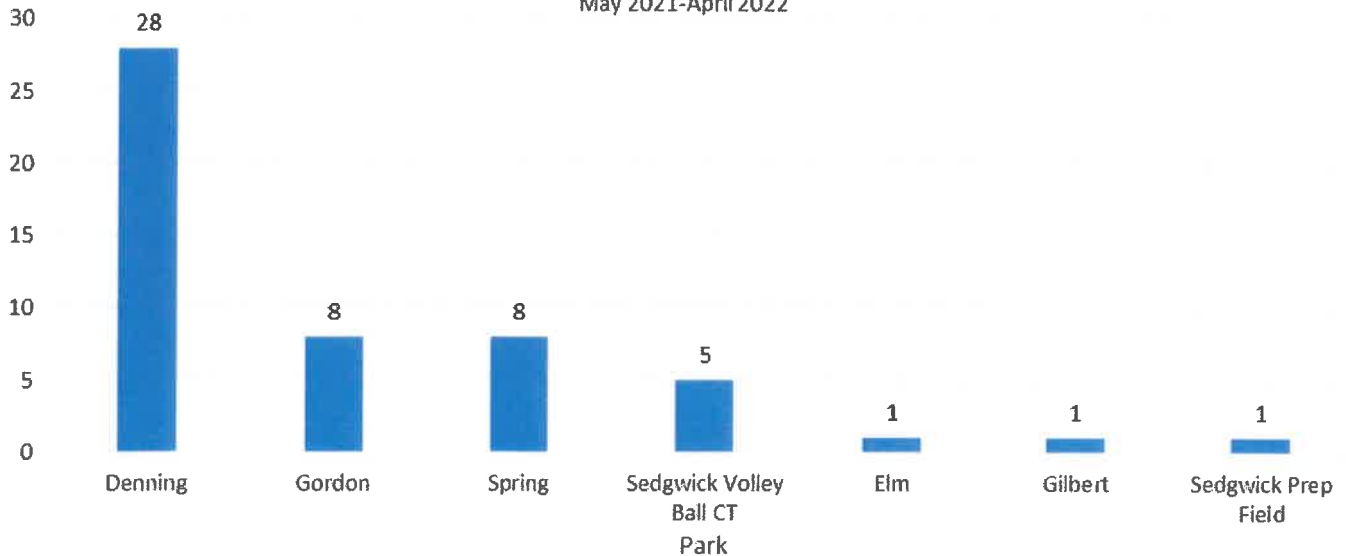
## Outdoor Rentals

There was a total of 52 rentals for outdoor facilities and park shelters May 2021-April 2022. The total fees collected May 2021-April 2022 for outdoor rentals equals \$5690. The following charts display the number of rentals by renter locations and by the parks reserved. This information is based on individual rentals. It does not include the field rentals by organizations which include multiple dates over several months of use (example-AYSO soccer field rentals are not included in these graphs).

YTD Outdoor Park Rentals by Renter Location  
May 2021-April 2022

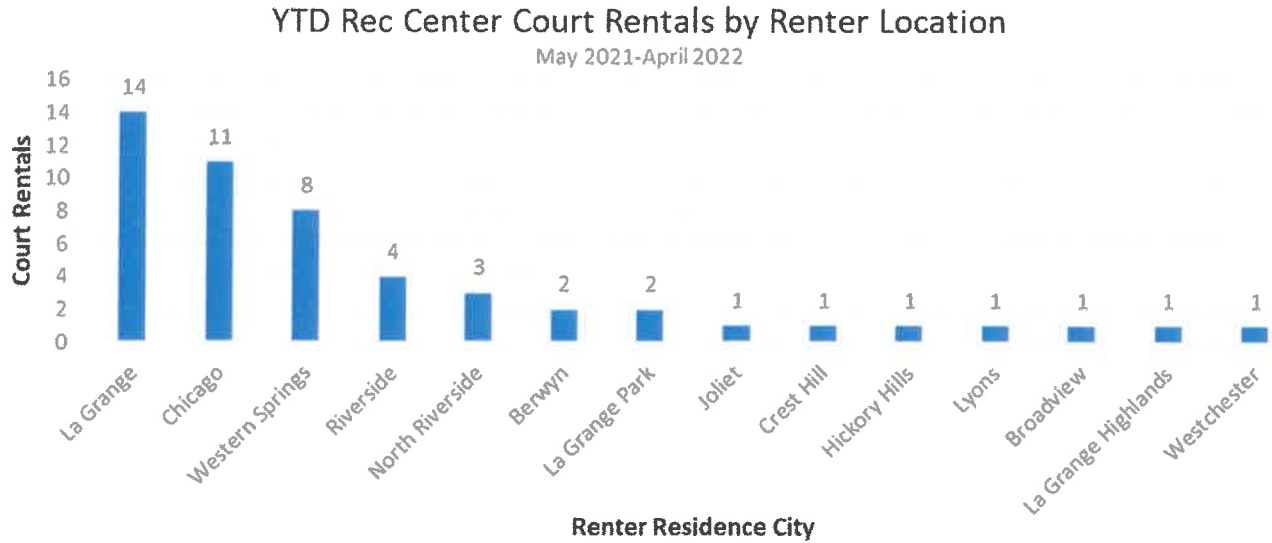


YTD Outdoor Rentals by Park Reservation  
May 2021-April 2022



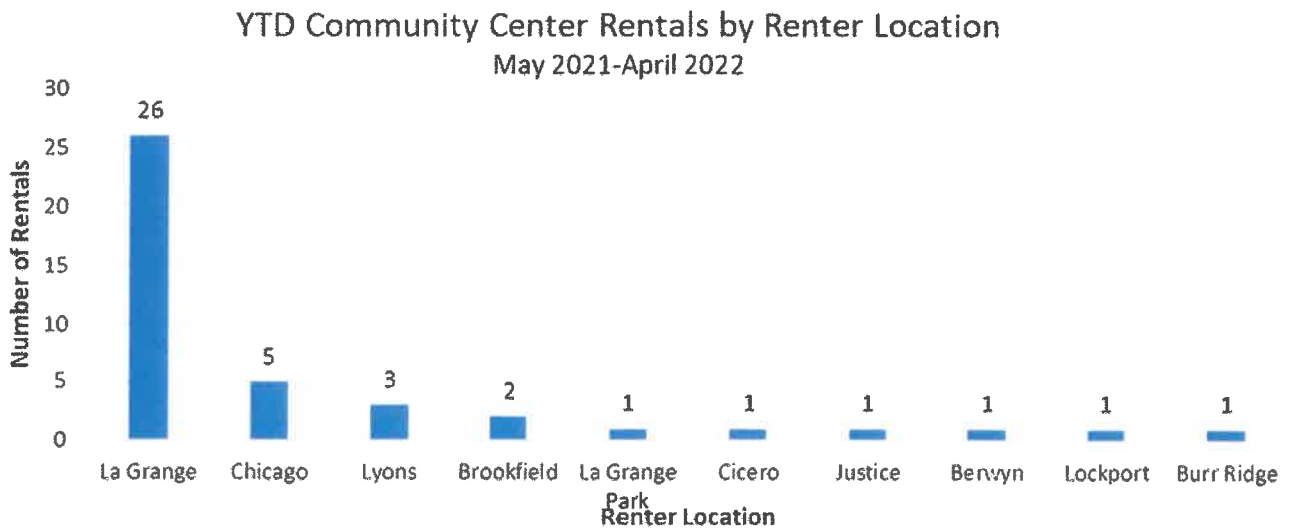
### Indoor Court Rentals

There has been a total of 51 indoor court rentals May 2021-April 2022. The total fees collected May 2021-April 2022 for indoor court rentals equals \$5823. The following chart displays the number of rentals by renter locations. This informatin is based on individual rentals. It does not include the court rentals by organizations which include multiple dates over several months of use (example-Taylorred Intensity is not included in this).



### Community Center Rentals

There has been a total of 42 rentals for the community center from May 2021-April 2022 The total fees collected May 2021-April 2022 for the Community Center rentals equals \$8818. The following chart displays the number of rentals by renter locations. This informatin is based on individual rentals. It does not include the rentals by organizations which include multiple dates over several months of use example-Leadership and Sign of the Cross Christian Ministries are not included in this information).









**PARK DISTRICT OF LA GRANGE  
2021-2022 GOALS & OBJECTIVES  
FACILITIES & RENTALS**



Key: C = Complete / O = On Track / D = Deferred / N = Not Started

Objective/Goal	Performance Measures/Action Plan	Assigned To/ Program Area	Status
Develop cleaning standards for the Recreation Center and custodial practices for general cleaning, as well as opening, closing and after room use procedures.	Establish cleaning standards for program rooms, the gymnasium, bathrooms, etc. Create a detailed checklist for general cleaning of each room, along with procedures for opening, closing, room setup and breakdown, etc. Transfer standards to other facilities once in place at the Recreation Center.	Chris Finn	C 
<b>1Q Comments</b>	Projected to begin 2Q.		
<b>2Q Comments</b>	Research has been started and on this and will determine how in depth this will be or doing it in sections. Sections may be by multi-purpose rooms, dance/fitness room, gymnasium, & banquet room.		
<b>3Q Comments</b>	The standards for party rentals (in program rooms & banquet room) are almost completed will be starting on programming usage side on it soon. Last will be opening and closing standards		
<b>4Q Comments</b>	The standards for cleaning the recreation center have been completed. The standards have been given to PT-staff and gone through with them.		
Revise the rental information for tri folds and website to include all the facilities.	Update to include pictures, room dimensions, and amenities of the Community Center, Recreation Center party rooms, Banquet Room, fields and courts. Include room setups in pictures to better promote room layout options.	Madonna Giampietro	C 
<b>1Q Comments</b>	Change in staffing, began employment 6/28. Projected to begin 2Q		
<b>2Q Comments</b>	Evaluated current rental web pages to determine what content needs to be included/changed/taken out.		
<b>3Q Comments</b>	Trifolds updated. Pricing updated on website.		
<b>4Q Comments</b>	Items have been completed; however the website still needs some updates regarding rentals. This may extend slightly into the new fiscal year when the new marketing associate starts.		
Create a deep cleaning plan for the Recreation Center.	Establish daily, weekly, monthly, quarterly, bi-annually, and annual list of items to be deep cleaned by the recreation center maintenance department.	Chris Finn	C 

<b>1Q Comment</b>	Reviewed the current forms that are in place to see what can be adjusted. This will allow us to make changes to get a better handle on special cleaning scheduling.		
<b>2Q Comments</b>	Maintenance Supervisor has started to make new forms. Forms are having items deleted and new things added; as well as making additional forms for shifts or tasks.		
<b>3Q Comments</b>	I have talked with the new Maintenance/Custodial Supervisor about this; Tom will be working on this and we will come together and review the plans and implement them immediately.		
<b>4Q Comments</b>	This has been incorporated into the cleaning standards for staff.		
Inventory facility equipment, past repairs, dates items were replaced, as well as future repair needs.	Review and update capital replacement spreadsheets. Update spreadsheets to reflect past replacement dates, as well as future replacement needs. Work in conjunction with our comprehensive master plan to update capital replacement plan.	Chris Finn	O
<b>1Q Comments</b>	Will work in conjunction with the data from the Comprehensive Master Plan. Awaiting documents from PRI. A list of past paving and lighting projects was prepared to assist with future planning.		
<b>2Q Comments</b>	I have started to color coordinate the items on the list in three different colors. Red meaning it needs to be done or past due, orange meaning it is 3-5 years away from needing to be replaced, and green meaning no replacement is needed.		
<b>3Q Comments</b>	In conjunction with Leynette; this has been updated with numbers from past projects and future cost numbers. We have added and taken items off that are necessary & unnecessary at this point.		
<b>4Q Comments</b>	This continues to be a work in progress. We are working on a new capital project spreadsheet to encompass all capital assets in a user friendly format.		
Evaluate current fee structure for rentals and detailed reporting for demographics of rentals.	Complete a competitive analysis on surrounding rental venues. Evaluate current fees and determine appropriate fees moving forward while remaining competitive. Factor in demographics of past and current rentals to assist with competitive analysis.	Madonna Giampietro Chris Fin	C 
<b>1Q Comments</b>	Compiled data from surrounding rental venues and started to report demographics of current year's rentals.		
<b>2Q Comments</b>	Analyzed data collected and determined appropriate fee structure for indoor rentals.		
<b>3Q Comments</b>	Based on competitive analysis, updated rental fees for rooms at the rec. center and Community Center. New fees went into effect Dec. 1, 2021. New fee information was updated in the brochure, website, and trifolds. Started discussion/research on court, fields, and		

	outdoor rental spaces. New fees for outdoor spaces and court fees will take effect May 1st
<b>4Q Comments</b>	Fees for all facilities & park amenities have been evaluated & researched by staff. Fee changes have been made to facilities and park amenities.

**Park District of La Grange**  
**May 2022**  
**Board Report**  
**Claudia Galla**  
**Parks Foreperson**  
**Parks & Grounds Report**

- Staff has started mowing and trimming in the parks. Old growth and debris have been cleared from the Gordon butterfly garden and area.
- Spring tree planting has been completed. Twenty-two trees have been added to our inventory. Five were commemorative trees and three were a donation. A Blue Beech tree was planted for the Arbor Day gathering at Denning Park.
- Davis Tree Care has completed all the priority trimming and removals as per our Tree Management Plan. Cycle pruning will start in the fall.
- Gordon ball fields are being groomed and lined weekly, weather pending. Bases have been reset on both fields. Lights for athletic fields and courts have been set for the season.
- Waterlines and fountains have been opened throughout the district.
- There are four groups that are participating in the Adopt-A-Park program. The Leadership group worked at the Community Center on April 23<sup>rd</sup> to kick off their participation. Cub Scouts Pack 14 will be at Denning Park May 15<sup>th</sup>.
- I have passed training and testing for CPSI re-certification. (Certified Playground Safety Inspector).
- Please find the Parks Department Q4 updated goals and objectives following this report.

**Urban & Community Forestry Grant update:**

- After a second review and minor edits, the Tree Preservation and Protection Policy requirements have met, and the

document approved by Zach Wirtz & Jamie Viebach from  
The Morton Arboretum.

- Next steps are to complete a final report due July 1, for reimbursement.

Routine duties for the month include:

\*Process vouchers.

\*Trash & recycling collection in all parks, once a week.

\*Clean the interior of our satellite buildings, daily.

\*Completed inspections for will include Playgrounds and Buildings.







**PARK DISTRICT OF LA GRANGE**  
**2021-2022 GOALS & OBJECTIVES**  
**PARKS DEPARTMENT**



Key: C = Complete / O = On Track / D = Deferred / N = Not Started

<b>Objective/Goal</b>	<b>Performance Measures/Action Plan</b>	<b>Assigned To/ Program Area</b>	<b>Status</b>
Develop parks maintenance standards for each park.	Create a manual which includes each park location with the mowing schedule and time to mow park, fertilization and weed control process, general weeding and upkeep, mulch replacement plan, garbage removal schedule, park inspection checklist and playground inspection checklist. Complete a plan each quarter for 2-3 parks.	Claudia Galla Ricky Cox Jose Farias	O
<b>1Q Comments</b>	1 <sup>st</sup> draft for all locations has been completed.		
<b>2Q Comments</b>	Continue edits and revisions to draft manual.		
<b>3Q Comments</b>	Parks Manual files have been transferred to the district shared drive. Marketing will create a user-friendly version to be place on our website (projected 2022-2023).		
<b>4Q Comments</b>	The manual is complete. Will work together with marketing this year to make it available on our website.		
Develop a system to encourage recycling throughout the Park District.	Buildings: Supply recycling bins where needed. Have recycle dumpster more accessible to staff. Set a drop-off point for collection of spent batteries and used banners.  Parks: price/purchase (pending budget availability) proper lids for 50-gallon cans, used on athletic fields. Investigate pricing for permanent replacement of trash and recycling cans.  Notify/train all staff with information and procedures.	Claudia Galla Ricky Cox Jose Farias Vince Gonzalez	O
<b>1Q Comments</b>	Recycling dumpsters are now inside the building for easy access. Recycle cans have been re-stenciled and fitted with proper covers. We are collecting banners to be up cycled through a sm. business. We are collecting spent batteries for proper disposal.		
<b>2Q Comments</b>	We will be switching to biodegradable dog waste bags in the near future. Once the current stock is depleted, Poo Free Parks will be providing the biodegradable dog bags at a cheaper price. Leynette gathered information for the proper disposal of 50+ obsolete office phones. We prepared and packaged them for delivery to Revolving Networks where they will be processed. Leynette & Jenny are currently preparing for the proper disposal of paper files under the Local Records Act. There is currently 100 cu.ft. in storage to dispose of. Each department will also gather outdated files to contribute.		

<b>3Q Comments</b>	Have researched and obtained three price quotes for double stream (trash & recycle) 35 gal. receptacles made from recycled HDPE plastic from Waste Wise Products, Trash Cans Warehouse, and Commercial Zone Products. These units will replace trash receptacles (a few at a time) in parks, pending on capital budget. Weather stripping & door sweep were replaced on all entrance doors of the Community Center to save cooling and heating energy.		
<b>4Q Comments</b>	Recycling and conservation will be ongoing.		
Compile an inventory list of each park.	Complete inventories for 2-3 parks per quarter; to include but not limited to benches, trash & recycle receptacles, picnic tables, water fountains, bleachers, tennis courts, basketball courts, ball fields, soccer fields, etc.	Claudia Galla	C 
<b>1Q Comments</b>	Inventories completed for each park.		
<b>2Q Comments</b>	Gathered info for needed replacement of outdated park amenities. Fountains, benches, picnic tables.		
<b>3Q Comments</b>	Gathered quotes for gradual replacement: four styles of installed outdoor water fountains from Melvin Plumbing, Handicap and standard, 6' and 8' picnic tables from NuToys, and 6' park benches from NuToys		
<b>4Q Comments</b>	Waiting on delivery on 8 replacement picnic tables. They will be out in the parks this summer. Plans to purchase other replacement amenities are being organized this year.		
Create a Commemorative Bench Program.	Offer the public an opportunity to purchase a bench with a plaque insert. Update current Commemorative Tree Program to include benches. Gather pricing information. Develop a standard installation procedure.	Claudia Galla	C 
<b>1Q Comments</b>	1 <sup>st</sup> draft of updated tree & bench program complete.		
<b>2Q Comments</b>	Pricing for bench and plaque has been obtained and continue to work on bench commemorative program to offer to residents.		
<b>3Q Comments</b>	The program plan with details is complete; have been handed on to marketing. The new updated plan will appear in the summer brochure.		
<b>4Q Comments</b>	The program is in place and has been revised in the summer brochure.		
Develop and implement an Adopt-A-Park Program.	Investigate an Adopt-A-Park program. Speak with other districts who already have a program, create a program & rollout plan, along with develop waivers and necessary documents. Goal to hand out Adopt-A-Park information during the Pet Parade to start spreading the word. Ensure branding of Adopt-A-Park program is	Claudia Galla Jenny Bechtold	C 

	formed in conjunction with our comprehensive master plan.		
<b>1Q Comments</b>	Have collected information from several districts on their adopt a park programs. Will work on putting together the program details and waivers for groups and organizations. Updated the website to have an Adopt-A-Park page with coming soon information and to contact Jenny if interested in adopting a park.		
<b>2Q Comments</b>	Program paperwork has been developed and under review for any updates or changes. Logo has been created. Planning a soft roll out during tree walk on November 6, 2021.		
<b>3Q Comments</b>	The program has been finalized & uploaded to our website under the Parks & Facilities tab. Starting 12/2021, the program is now offered to the public. There are links to information, application & volunteer waver forms. Interested residents were contacted by email. Info has been passed on to Marketing to get it out to the public with flyers, online and social media.		
<b>4Q Comments</b>	The program is being rolled out and we have four parks adopted, Sedgwick, Elm, Denning, and Community Center. We will continue to promote and run the program.		
Schedule an Independent Consultant to audit our parks.	The audit will take place by an Independent Consultant to give our parks a second set of eyes for upkeep and safety. After each audit we will receive a report with any necessary improvements.	Claudia Galla	C 
<b>1Q Comments</b>	The process has started by Ray Ochrowicz from Executive Decisions visiting parks and compiling a detail summery of needed repair and safety issues. The parks teams have completed all repairs.		
<b>2Q Comments</b>	Repairs are completed as a summery is reviewed by Maintenance each month. Each park is inspected twice annually.		
<b>3Q Comments</b>	Staff continues to review and repair following report summary from consultant.		
<b>4Q Comments</b>	The contract with the Independent Consultant expires on 4/30/2022 and we will continue to complete the inspections internally on a monthly basis.		

# Section 5



# ATTORNEY REPORT

# Section 6



# TREASURER REPORT

# Section 7



## ACTION ITEMS

# Section 8



## BOARD BUSINESS

MEMORANDUM M22-018



**TO:** PDLG Board of Commissioners  
**FROM:** Jenny Bechtold, Executive Director  
Claudia Galla, Parks Operation Supervisor  
**RE:** Urban Forestry Tree Management Plan  
**DATE:** May 9, 2022

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**Background:**

Awarded an Urban Forestry Grant in 2020, the Park District of La Grange has completed this comprehensive Urban Forestry Management Plan.

**Implications:**

Following this memo, you will find the Urban Forestry Management Plan for the Park District of La Grange. This plan will help the Park District plan and budget for the comprehensive care of our current infrastructure, improve tree diversification, as well as increase our tree canopy.

**Staff Recommendation:**

Staff recommends the Board of Commissioners approve Resolution No. R22-01, A Resolution Adopting the Park District of La Grange Urban Forestry Management Plan 2022.

**THE PARK DISTRICT OF LA GRANGE**

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**RESOLUTION NO. 22-01**

**A RESOLUTION ADOPTING THE PARK DISTRICT OF LA GRANGE  
URBAN FORESTRY MANAGEMENT PLAN**

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PASSED AND APPROVED  
BY THE  
BOARD OF COMMISSIONERS  
OF THE  
PARK DISTRICT OF LA GRANGE

This 9<sup>th</sup> day of May 2022

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Published in pamphlet form by the authority of the Board of Commissioners of the Park District of La Grange, Cook County, Illinois this 9<sup>th</sup> day of May 2022

**RESOLUTION NO. R22-01**  
**A RESOLUTION ADOPTING THE PARK DISTRICT OF LA GRANGE**  
**URBAN FORESTRY MANAGEMENT PLAN 2022**

**WHEREAS**, the Park District of La Grange recognizes public and private trees as critical green infrastructure and that La Grange's complete urban forest is comprised of trees across all land uses and ownership; and

**WHEREAS**, the Park District of La Grange desires to protect, preserve and enhance the quality of life and general welfare of La Grange, its residents, and property owners; and conserve and enhance the Park District of La Grange's natural, physical and aesthetic environment; and

**WHEREAS**, trees enhance and preserve the quality of life for people within La Grange by absorbing pollution from the air, absorbing and sequestering carbon dioxide, filter pollution from stormwater run-off, produce oxygen, reduce flooding, stabilize soils, reduce erosion, cool the surrounding area, reduce energy consumption by shielding structures from harsh winds and sun, provide a buffer and screen against noise and light, improve property values, discourage crime, improve commercial district buyer traffic, provide important habitats for birds and other wildlife, encourage higher levels of community interaction; and

**WHEREAS**, trees provide the Park District of La Grange collective benefits that extend beyond property boundaries throughout all of La Grange Park; and

**WHEREAS**, larger trees provide larger benefits; and

**WHEREAS**, some trees may have a condition that constitutes as a threat, danger or nuisance to the public or property within the Park District of La Grange or may be dangerous to the health of other trees and vegetation in La Grange Park; and

**WHEREAS**, the Park District of La Grange identified the need for a comprehensive plan to regulate and manage its public property trees for the betterment of La Grange's entire urban forest;

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF PARK COMMISSIONERS OF THE COMMUNITY PARK DISTRICT OF LA GRANGE PARK COOK COUNTY, ILLINOIS:**

**SECTION ONE:** That the Executive Director, or her designee, be and is hereby authorized and directed to execute the attached Urban Forestry Management Plan (**Exhibit A**) and to take such further steps to comply with the terms and conditions set forth therein.

**SECTION TWO:** That this Resolution shall be in full force and effect after passage and approval as required by law.

**PASSED this 9th day of May, 2022.**  
**APPROVED this 9th day of May, 2022.**

AYES:  
NAYS:  
ABSENT:

Approved:

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Bob Vear, President

ATTEST: \_\_\_\_\_  
Jenny Bechtold, Secretary

# *Park District of La Grange, IL Urban Forest Management Plan*



## Prepared By

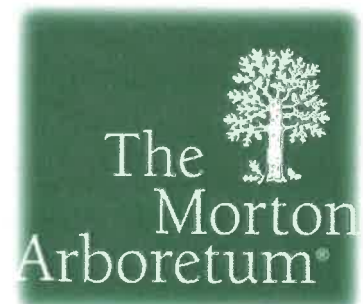
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## Prepared On

February 2<sup>nd</sup>, 2022

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## **OVERVIEW OF PARK DISTRICT OF LA GRANGE'S URBAN FOREST MANAGEMENT PLAN**

Park District of La Grange (PDLG) currently manages 816 trees throughout its park system. There is also a fair amount of room in the parks for future tree planting, which represents tremendous potential for growth of the park district's urban forest. These trees were inventoried as part of a project this past year culminating in this Urban Forest Management Plan, which will detail how these trees will be managed for the benefit of Park District of La Grange and its residents and patrons over the next 10 years, with a focus which begins in 2022, and projects out to 2032.

In terms of the condition of the Urban Forest in La Grange, there are both strengths and opportunities for improvement. In terms of strengths, the park district has a very good stocking density, which we define as the number of trees the district has vs what they could have if they planted more. The diversity of species is fair at 72 species. In terms of opportunities, the diversity level could be higher. We will examine this in much further detail below, but this is as easy as diversifying new plantings based on our recommendations. Also, the current budget being applied towards forestry management should likely be larger. At \$17,000 per year, this is enough to fulfill basic needs, even a modest increase in budget would allow Park District of La Grange to accomplish much more.

In order to enhance the Urban Forestry program so it will create long term benefits to the community while reducing costs, the following Urban Forest Management Plan will address each one of these strengths and opportunities and create goals and milestones for each. Further detail is given in the body of the Plan, with separate sections detailing specific Urban Forestry activities, and how we propose they are achieved, along with standards and Best Management Practices for each.


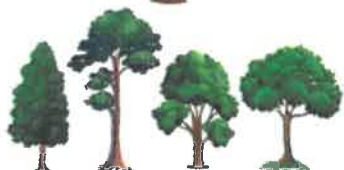


An urban forestry program has been created in this Plan which attempts to achieve the greatest benefit for the community, based on the available data we have from the inventory, as well as input from stakeholders and residents of the Village of La Grange. However, all plans are subject to change based on new information, budgets, or other unforeseen circumstances. For this reason, it is asked that readers consider this plan to be a living, breathing document, and goals and strategies will be updated to fit new circumstances as needed.

This Urban Forestry Management Plan should be reviewed periodically, at which point the park district, and its residents, business owners, and other stakeholders will have an opportunity to provide input and help improve the Plan during those annual reviews. These strategies and goals are not absolute, but rather serve as guideposts to mark the road to success.

## MISSION STATEMENT

*It shall be the mission of this Urban Forest Management Plan to outline goals, budgets, and Arboricultural Best Management Practices for the management of the Urban Forest for the Park District of La Grange in order to increase canopy cover and maximize the benefits trees provide, while minimizing cost, and create a program to manage the Urban Forest for the greatest public good in a manner that is both financially and programmatically sustainable, while maintaining flexibility for future adaptive management.*

**PARK DISTRICT OF LA GRANGE'S URBAN FOREST: AT A GLANCE...**

<b>Total Number of Trees</b>	<b>816</b>	
<b>Total Number of Species</b>	<b>72</b>	
<b>Annual Benefits Provided</b>	<b>\$109,918/yr</b>	
<b>Standing Value</b>	<b>\$2,195,863</b>	



**DIRECT GOALS**

Listed below are the direct goals of this Urban Forest Management Plan (herein referred to as “UFMP”, or “the Plan”), as well as a brief discussion of how they shall be met. Direct goals are those which this plan addresses very explicitly in describing pruning, removal, planting, and other activities. Every attempt was made to make these goals realistic and achievable, so they do not place an undue burden on Park District of La Grange, its residents and patrons, or its resources. Instead, the direct goals of this UFMP are to save money and provide greater benefits over time through proactive, as opposed to reactive, management. The Plan is also meant to be adaptive: new concepts, the introduction of new pests or pathogens, or changing climate (both social and meteorological) may all change the way the Urban Forest is viewed.

The Plan and its goals are intended to be reviewed periodically by the Park District of La Grange, its Board of Commissioners, and any other stakeholders. The review process should include evaluation of progress made towards these goals. Goals may be altered after the review, as conditions warrant. This UFMP is written with the understanding that organizations, stakeholders, and residents change over time, and therefore its goals require a degree of flexibility. Since trees represent a long term (50-80+ year) commitment, this UFMP is intended to provide guidance and continuity through those changes, while also adapting to them as the need arises.

<b>Create a Needs Analysis</b>	<b>Establish Goals and Milestones</b>	<b>Maintain Tree Planting Standards</b>
<b>Enhance Annual Tree Pruning Program</b>	<b>Increase Overall Diversity by 2032</b>	<b>Update Village Policies and Procedures</b>
<b>Manage Tree Removals</b>	<b>Maintain Accurate Tree Inventory</b>	<b>Properly Mulch New Plantings</b>
<b>Incorporate BMPs into Tree Care</b>	<b>Create Tree Risk Management Policy</b>	<b>Increase Urban Tree Canopy</b>
<b>Create Strategic Partnerships</b>	<b>Enhance Tree Protection Standards</b>	<b>Consider Natural Areas in Planning</b>
<b>Engage the Community</b>	<b>Provide Education and Outreach</b>	<b>Climate and Stormwater Abatement</b>

### **Create a Needs Analysis for the Current Tree Population**

Every tree population today is the result of decades of past management decisions. Over time, we increase our overall level of knowledge, skill, and efficiency in managing trees. Based on that new knowledge, we sometimes discover that decisions made decades ago may appear in retrospect to have been wrong, even though they seemed like a good idea at the time. It is the goal of this Plan to assess the current state of the Park District of La Grange's Urban Forest and examine its overall strengths and benefits, as well as look for opportunities for improvement to inform future decisions.

Each aspect of the park district's tree data has been analyzed: How many trees, what condition they are in, how old they are, what needs do they have, and more were all examined to create goals to improve the tree population for the benefit of the organization, its residents and patrons, and other stakeholders. Specific goals in terms of planting, removals, pruning, budgets, personnel, and

maintenance are all addressed by acknowledging both strengths and opportunities, and suggesting how they might be used to the park district's advantage. These strengths and opportunities will be the guiding principles for the management strategies and specific goals outlined in each section below. To avoid repeating past mistakes, the Plan shall also attempt to leave room for adaptive management, so the plan may be changed when appropriate.



### **Establish Goals in Order to Enhance Strengths and Realize Opportunities**

In order to accomplish anything, goals are necessary to help guide organizations through the process. Establishing or enhancing an urban forestry program will require a series of attainable goals to be achieved. This UFMP seeks to accomplish those goals within a realistic budget and attainable timespan. As stated previously, goals are intended to change over time as the park district's capacity to manage the resource may increase or be reduced.

In each section of the Plan related to direct goals, language has been included which incorporate both a budget and a time frame in which those goals can be accomplished. The overarching goal will be to have the park district have a sustainable and adaptable forestry program within a 10-year period.

This program will include tree planting, tree maintenance, and tree removal for the park district's Urban Forest, so that the tree population will be healthy, and provide the greatest benefits to the community while maximizing benefits and minimizing risk. To learn more about the budgets, see the individual goals in each section below, or turn to the budget table on page 61.

### **Update Language for Enforcement of Tree Policies**

A review was performed with our staff and the Morton Arboretum to edit and improve internal policies governing trees in Park District of La Grange. The Park District of La Grange does not have traditional municipal ordinances. These internal policies are meant to reinforce proper practices while discouraging improper practices and care, and are not meant to be overly punitive, but rather to encourage the community to engage in proper tree care practices. These policies are common industry regulations, such as enforcing rules about what trees cannot be planted because they are unsafe trees, or defining exactly what trees are the park district's and the resident's responsibility, among other things. The goal of these policies is to create a tree population which is diverse, healthy, and improving, providing the greatest benefit to the park district and its residents and patrons over the long term.

### **Increase Overall Diversity by 2050 Through Tree Planting**

Tree species diversity is one of the most important concepts in Urban Forestry today. The reason pests and diseases like Emerald Ash Borer (EAB) and Dutch Elm Disease were so devastating is that there were too many Ash and Elm trees. When EAB arrived, many communities' Ash population was 20% or more, resulting in mass tree loss. This can be avoided by planting a greater diversity of tree species, so that when new pests or pathogens are introduced, we only lose small amounts of specific tree species. Diversity leads to stability, and stability leads to reduced costs and increased benefits over time.



An achievable "Diversity Vision" has been created for 2050 which will see the tree population become far more diverse than it is at present. Currently, the tree population in Park District of La Grange is composed predominantly of Maples, undesirable species such as Mulberry and Siberian Elm, screening evergreens such as Arborvitae and Pine, and Honeylocust. This is typical for many park Districts and tree populations overall in the Midwest region, but this Plan will seek to introduce far more diversity and create a more robust and resilient tree population.

For this Plan, trees will be planted which are underrepresented in the current population and planted in a manner that selects the right tree for the right site. A direct goal will be to create a tree planting program where trees are matched to existing sites for the next 10+ years. Currently, the Park District plants approximately 20 trees each year, and this plan seeks to increase that number from 20 to 45 trees per year over the next 10 years, to both be able to replace older declining trees, as well as to grow the tree population by approximately 250 trees overall by 2032. Ideas such contract growing, creating in in house liner nursery and others will be explored. To learn more about tree planting and reforestation, turn to pages 45-49 and appendices A-E.

### **Maintain an Acceptable / Unacceptable Species List**

The urban environment is a difficult place for a tree to live. Between road salts, urban pollutants, limited soil, and other challenges, not all trees will thrive in the urban environment. Fortunately, parks are much more forgiving than street tree sites. That said, trees which have very weak wood, are known invasive species, which produce messy or foul-smelling fruits, or which create a public nuisance should also be avoided. Acceptable species are those which are adapted to our Midwest climate, are not invasive, and do not pose high risk. Included in this Plan is an “acceptable and unacceptable” which will detail specific trees which may be planted on boulevards, in parks, and by schools. The park district and Board of Commissioners will review the list periodically to ensure that it is maintained in accordance with the latest information on specific trees. For more information on what species can and cannot be planted, see the Acceptable Species list in Appendix A.

### **Manage Tree Removals**

For public safety, or to prevent the spread of tree pests and pathogens, sometimes tree removal is unavoidable. During the inventory, 33 trees were located which require removal. To keep the patrons of Park District of La Grange safe, a tree removal program has been created in this Plan which budgets for the safe removal of all these trees over the next year after adoption of this plan in order to maintain public safety. Beginning this year, these 33 trees can be budgeted for removal. Cost projections for tree removals have been made based on the number, age, and condition of trees in La Grange’s parks for the next 10 years, so that long term budgeting projections can be made. Also included are ANSI and ISA safety standards, as well as suggested bid specifications to ensure the park district is hiring qualified contractors who will be held to the highest industry standards. For more information on the proposed tree removal program, turn to section \_.



### **Create a Cycle Pruning Program**

Properly pruned trees establish faster, grow quicker, and live longer lives than trees which are not pruned, or improperly pruned. Since large trees provide the greatest benefits to the community, pruning is a critical part of the Urban Forestry program in La Grange. Pruning will be done by trained Park District of La Grange staff, Certified Arborist contractors, and for some of the newer trees to be planted, potentially by local, well-trained volunteers. Currently, the park district prunes approximately 100 trees each year. The initial goal will be to prune the 68 trees which were identified in the inventory as being in the greatest need of pruning, and begin the cycle pruning process.

As Park District of La Grange begins to increase its budgets and capacity for tree pruning, we hope to establish a cyclical pruning program. This program will ensure that all trees on park district property are pruned at a minimum every 6 years, increasing tree health and vigor while reducing costs associated with storm damage and tree failure. We also propose that a volunteer group be trained in proper pruning and maintenance of young trees, so the community can assist in caring for this Urban Forest resource. This group may assist in other tasks as well, such as monitoring for new insects and diseases. For more information on tree pruning and maintenance, turn to pages 49-53.

### **Maintain an Accurate Tree Inventory on an Annual Basis**

Managing an urban forest requires a clear understanding of the trees, their ages, conditions, and locations, so that park district crews and contractors can perform work on these trees. A stem-by-stem tree inventory was completed in February of 2022. This inventory and consulting resulted in an unbiased assessment of all of the trees in La Grange's parks and will serve as the data which will guide the forestry program throughout the next 10 years.



All inventories are a snapshot in time. With 816 trees in La Grange's parks, the tree inventory should be maintained at a high level of accuracy so that it doesn't become out of date.

Currently, PDLG has decided to purchase an online, cloud-based GIS software (ArcGIS Online) which will help them map and manage their trees and new plantings over the long term. We also recommend that the inventory be updated periodically by a Forestry Consultant, to keep the information at its most current on a park district-wide scale. Maintaining this tree data at a high level is vital in the execution of this Plan.

### **Proper Mulching of All New Plantings**

The urban environment is a difficult place for a tree to become established and to live a long, healthy life. Proper mulching can significantly increase a tree's ability to do this. Mulch helps to conserve water during the summer by preventing it from evaporating from the soil. It also helps prevent weeds from growing around the tree and competing for water and nutrients and keeps lawn equipment such as weed whips away from the trunk where they can damage the tree. All new park district plantings will be properly mulched at the time of planting by the planting contractor and maintained by Park District staff.

Another intended outcome of this initiative will be to educate staff and residents about proper mulching and notify them when poor mulching techniques are being used. Of particular concern is the practice known as "Volcano Mulching" which has the opposite effect of proper mulching and can severely damage a tree over time. For more information on proper mulching, turn to pages 54-55.

### **Incorporation of Best Management Practices in Tree Care operations**

“Best Management Practices” is a term which means being on the cutting edge of your industry. All contractors working for the park district should be compliant with the latest industry Best Management Practices, based on the appendices in this report. The ANSI and ISA Best Management Practices shall be integral parts of any Request for Proposal (RFP) or bid documents when seeking qualified contractors. Full text of all referenced standards shall be made available to all park district employees and contractors performing tree care operations. Public outreach and education shall be performed by the Park District’s staff, and/or a local, qualified organization ensuring that residents understand these practices as well. This UFMP will be placed in the public domain for all residents to use as a reference.

### **Creation, utilization, and maintenance of a Tree Risk Assessment policy**

Trees create great benefits, but they may also pose various degrees of risk. Tree limb failure can have catastrophic effects on people or property, and trees need to be well-managed and healthy to avoid that risk. A risk assessment policy has been created for Park District of La Grange as part of this Plan. This policy will aid in identifying, documenting, and designating for removal or mitigation trees which may pose a threat to public safety in a timely manner. This will reduce the overall level of risk posed by trees, as well as exposure to liability from tree related incidents. Basic risk assessment language is included in this document, and a draft Tree Risk Assessment Policy has been created on pages 57-60, and sample Risk Assessment forms are included in Appendix H.

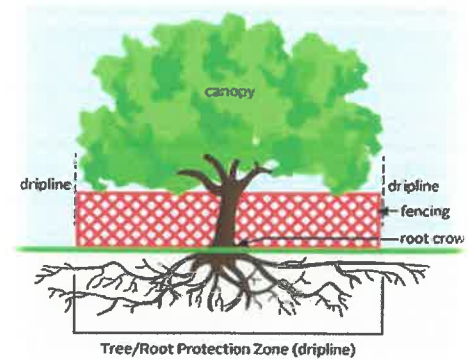
### **Increase Urban Tree Canopy from 39% to 40%**

Tree canopy is important to the community because more and larger trees provide greater benefits such as decreased heating and cooling costs, pollution reduction, and increased storm water uptake. Tree lined streets are more attractive to homebuyers and potential new businesses, which increases home values, home ownership, and tax revenue. All of these factors benefit the community, so a direct goal will be to increase tree canopy in the Village of La Grange. Currently, La Grange contains 39.1% tree canopy coverage, compared to other land cover types. Increases in tree canopy also come with increases in total benefits provided to the community.

Based on data from the Chicago Region Trees Initiatives, we believe that an increase to 40% canopy cover is a realistic goal for La Grange by 2032. This will be accomplished by increasing the number of trees on park district owned property, as well as improving tree care allowing trees to live longer, become larger, and create more canopy cover. Tree planting on private property will also be incentivized through public-private partnerships between the park district, Village of La Grange, and local organizations and businesses. As we will show in the detailed portions of this Plan, these are real benefits that will help La Grange residents save money. For more information on Urban Tree Canopy, tree benefits, and other such information, turn to pages 29-33.

### Tree Preservation / Invasive Species Management

Sometimes trees can become damaged by construction activities, costing the park district money, and eliminating the benefit the tree had to the community. A basic tree survey and assessment should be conducted prior to any construction activities on park district owned land. A tree protection zone must be established and maintained during construction. The park district should also confer with the Village when removing trees to ensure compliance with local ordinances. The removal of invasive species such as European Buckthorn and Bush Honeysuckle is also strongly encouraged. This not only increases the amount of usable land in the parks by eliminating thickets of such invasives, but also increases public safety. A direct goal of this Urban Forestry Management plan is to preserve trees during construction and reduce the amount of invasive species within Park District of La Grange.



### Increase Awareness of the Urban Forest in Park District of La Grange, and Engage Stakeholders

The reason for the establishment and enhancement of an Urban Forestry program in Park District of La Grange is to improve the lives of the residents, business owners, and other stakeholders to create a healthier, happier community. In order to make this happen, the park district is looking for partners in the community to provide support for this program. Park District of La Grange staff is reaching out to local garden clubs, La Grange Business Association, Village of La Grange, League of Women Voters, La Grange Library, LT Highschool, residents, and business owners to make the forestry program innovative and community based. In this manner, residents and business owners in La Grange can have a sense of ownership of this important and beneficial resource, and allow it to work for them, their families, businesses, and the good of the whole village.

### Increase Tree Count from 816 to 1,050 Trees

Currently, the stocking density of La Grange's parks is quite high. What is meant by this is that it would be difficult to plant more trees in the parks than are already there without interfering with sports fields and other amenities. However, this plan seeks to increase the overall number of trees by creating a multilayered canopy, consisting of large canopy trees with medium sized trees and smaller ornamentals growing beneath them. By using this approach, and also finding areas where new trees would be welcome in the landscape, the number of trees in La Grange's parks can be increased by nearly 30%, which will correspond with an increase in overall benefits of these trees to the community, and aid in growing the overall canopy in the Village of La Grange.

### **Define Trees as Critical Stormwater Infrastructure**

Green infrastructure is rapidly becoming recognized as being just as important as grey infrastructure in many ways. Chief among these green infrastructure components are trees, and specifically the stormwater mitigation effects they provide. A mature tree can intercept or otherwise mitigate over 5,000 gallons of avoided runoff every year. On a population scale, PDLG's tree population of just 816 trees is responsible for intercepting or avoiding over 180,655 gallons of stormwater runoff each year! The loss of this resource due to storm damage, insect or pathogen invasion, or other such damage would have a critical impact on the local stormwater infrastructure. For this reason, a direct goal of this Management Plan will be to define trees as critical stormwater infrastructure, and that these assets should be compensated for when lost to unforeseeable events.

### **Additional Goals**

There are no strategic timelines set forth here for these programs. As the direct goals of the Urban Forestry program in PDLG are met or exceeded, they will be discussed by the Park District of La Grange staff. Other duties and services can be determined by PDLG as time and budgets become available. We believe that many of these programs represent progressive Urban Forestry policies, and that they should all be considered for implementation.

### **Volunteer Labor (TreeKeepers/Local Organizations)**

The ability to use well-trained volunteers for pruning young trees and planting of smaller sized nursery stock may benefit the park district's bottom line and be a phenomenal source of public outreach and education. To accomplish this, several training sessions would be required for these volunteers to be confident enough that they can perform these activities with minimal supervision. The Forestry Consultant, working in tandem with park district staff and local organizations, could educate residents on the proper way to prune young trees, as well as how to plant container-grown trees, water and mulch trees, identify trees, and other basic tree knowledge.

The Openlands Tree Keepers program which is a great example of just such an organization. Openlands is a non-profit which assists in educating people about trees, and how to prune, plant, and manage them, and their benefits to society. There are other local organizations with which Park District of La Grange could partner with as well, please the Strategic Partnerships section on pages 13-15 below. Upon acceptance of this plan, a volunteer program will be examined by District staff.

It is also recommended that PDLG hold several annual tree education sessions. These sessions could be taught by park district staff, Forestry Consultant, or other such qualified organizations, and cover tree watering, fertilization, pruning, and the basics of how to spot insects and diseases. In addition, basic tree care pamphlets shall be made available at Park District offices. An Arbor Day celebration is an example of one such outreach event where trees could be planted, and education sessions run.

### **Contract Growing Program**

One of the keys to a successful Tree Planting Program is the availability of high-quality nursery stock from local sources. Incorporated with the UFMP for the Park District of La Grange is a diversity vision for 2032 that includes a great variety and diversity of different trees. A new approved species list has also been developed, as well as a list of tree species that should be prohibited on public property. Having this information is an advantage for the district, in that the nature of the urban forest's species composition is already known. It is believed that a comprehensive tree planting plan will be an important part of this process as well.

This knowledge, however, does not guarantee the availability of those specific trees when the time arrives to fill a particular site. One way to assure the availability of nursery stock the district desires each year is to have trees contract grown by local nurseries and reserved specifically for PDLG. This way, the park district will not have to compete with other local organizations responsible for tree planting. The way contract growing works is that trees are ordered in annual increments. Each year, La Grange will purchase the trees previously ordered for that year, and place an order for the following year. This gives the supplying nursery time to procure, plant, and bring the agreed upon trees to the size and branching habit specified.

Nurseries should be located within a specified distance of La Grange, to ensure climatic zone compatibility and reduced transportation costs, and planting stock exposure to the elements. Nurseries should be of sufficient production capacity to furnish all trees ordered in advance, as well as possible increases. Nurseries should be chosen on their capacity to produce stock, and meet quality, form, and health standards as specified by the district. The nursery should allow tagging by park district staff or other representative such as the Forestry Consultant as well. For more on tree species selection for the future of the urban forest, turn to pages 34-40, and Appendices A-C.

### **Memorial Tree Planting Program Enhancement**

Seeing as park trees belong to PDLG, and not the residents, the district should ultimately make the decisions on what trees will be planted at specific sites.

However, if residents are interested in planting a specific species of tree in a park location to memorialize a loved one or group, a cost-share program exists called the Commemorative Tree and Bench program, whereby a resident can purchase a tree or bench. With a tree purchase, a metal leaf will be added to the Commemorative Tree sculpture in the lobby. A tree plaque installed at the tree is optional. This program has been very successful, but with the new goals of adding a substantial number of trees, and increasing the diversity of those trees, we believe opening discussion about how to expand this program will not only provide excellent community outreach, but also provide the financial backing to meet these goals.



### **Private Property Tree Planting Incentive Programs**

Tree planting on private property is a direct goal of this Urban Forestry Management Plan, as noted above. Though the park district has no formal jurisdiction to plant trees on private property, the benefits of tree planting on private property are substantial in terms of energy savings, storm water benefits, and other benefits. The district should consider incentivizing residents and business owners to plant trees on their property.

One of the ways this could be accomplished ties in with the volunteer programs outlined above. When holding educational sessions, Arbor Day events, or other such programs, the park district could purchase or otherwise obtain small seedlings from nurseries or other organizations, and either give them away, or purchase them at wholesale and sell them to residents at a slight markup. This would allow residents of La Grange access to young trees to plant at home, while also educating them on how to care for their new tree. Similar programs have been instituted at other park districts in the area, with trees being supplied by local nurseries, or by groups such as the Metropolitan Water Reclamation District MWRD which often supplies Oak saplings at no cost.

### **Strategic Partnerships**

Strategic partnerships are a very effective means of getting forestry projects funded when tax funding may present a shortfall, or when additional volunteer labor is needed. These typically involve either public-private partnerships or partnering with other public entities. Typically, the organizations seen participating in these programs include local garden clubs, scout groups, rotary clubs, businesses, state departments of natural resources, and other such groups. This will be an ongoing goal, and continuing partnerships with new organizations shall always be sought.

#### **Forest Preserve District of Cook County**

The Forest Preserve District of Cook County is an organization which manages 70,000 acres of natural areas, trails, and other projects in Cook County. Several preserves are located very close to La Grange. FPDCC would be a valuable partner in sourcing nursery stock, as well as assisting in training volunteers when possible. They have a great wealth of knowledge, and are worth reaching out to for partnership to accomplish the goals of this plan.



#### **La Grange Business Association**

The LGBA assists businesses in developing effective programs, creating new ideas and establishing relationships that enhance the economic vitality of La Grange. This group would be invaluable when it comes to promoting businesses to include trees and greenspaces in their business plans, and showcasing the positive impact that green infrastructure has on local businesses and their vitality.



### Village of La Grange

Village of La Grange is responsible for the health and vitality of 10,000 trees that make up the Village’s urban forest. The Village maintains an interactive on-line tree inventory that provides information on each public parkway tree, and La Grange has been a Tree City USA recipient for 38 years. The Village and Park District work together to diversify the urban forest for long term resilience; optimize tree planting and protection of existing trees for sustainability purposes; maximize the amount of public spaces and parks accessible to residents; educate residents on the care and importance of trees; and maintain landscapes and streetscapes to enhance gateways and public spaces.



### Lyons Township High School

Urban Forestry is by and large an unknown profession, but there are many aspects of STEM concepts that go into it: GIS Mapping, chemistry, physics, biology, and math are all essential facets of Arboriculture. A relationship with LTHS would be a reciprocal relationship, where students could engage in study projects based around trees, citizen science, and volunteerism, and PDLG staff or urban forestry consultants could provide guest lectures to the students in any of these areas and develop careers in the green industry.



### La Grange Public Library

The library is a place where people congregate and learn. As such, this would be a first-rate locations to advertise opportunities for volunteerism and learning about urban forestry, as well as stocking and showcasing books related to urban forestry and its related disciplines.



### Metropolitan Water Reclamation District

MWRD strives to protect businesses, homes and neighborhoods from flood damages, clean wastewater entering our plants and manage water as a vital resource for the area. As one of the primary goals of this UFMP is to define trees as critical stormwater infrastructure, MWRD is a very logical partner. They also give away Oak and other seedling trees every year as part of their efforts and using this resource as a source of trees would be welcome.



### OpenLands

OpenLands is a highly diverse NPO in the Chicagoland area which focuses on many aspects of ecology in the urban and suburban environment such as natural areas, urban forestry, wetland conservation, and other such topics. They have a vast network of connections around the area, and also offer trainings and volunteerism efforts, such as the TreeKeepers program, which educates residents on the care of young trees, tree biology, and the like.



### **La Grange Chapter of the League of Women Voters**

Along with various other interests, the League of Women Voters have a very strong focus on environmental issues in the communities they serve. The LVWUS and LWWIL both have stated that the league's mission is to protect our planet from the physical, economic and public health effects of climate change while also providing pathways to economic prosperity. All of this is in keeping with the goals of this UFMP, and we believe LWV will help be a strong local advocate of urban forestry activities.



### **Illinois Department of Natural Resources**

The IDNR's Urban and Community Forestry program is actually how PDLG was funded for this program to begin with! The IDNR's mission is to protect, perpetuate, restore, conserve, and manage the forest and related resources of Illinois, both public and private. To that end, they have an abundance of resources, staff, and a network of partners which can help PDLG accomplish the goals laid out in this plan, including additional funding for such things as tree planting or local education and outreach.

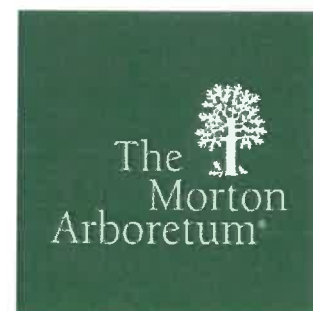


### **La Grange Garden Club**

The LGGC's mission is the advancement of gardening, development of the home grounds, civic beautification, garden therapy, and aiding in the protection of forest, wildflowers and birds. They currently have 45 active members, and would very likely be interested in furthering the goals of this plan, and acting as community leaders when it comes to promoting the importance of urban forestry in La Grange.

### **The Morton Arboretum**

The Morton Arboretum, aside from being a wonderful place to visit to learn about trees, also has significant educational and operational resources available. As the overall administrator on the grant which funded this project, they have a vested interest in seeing it succeed. They offer educational programs, volunteer education, and a whole host of other services which can make this plan a success.



### **Chicago Regional Trees Initiative**

CRTI is actually an amalgamation of many of the above groups acting together as a driving force for establishing the importance of urban forestry in the Chicagoland area and abroad. CRTI has several working groups which handle topics such as forest composition, risk management, communications, etc. They are always looking to partner with local communities to get tasks accomplished and publicized, so they will be a first rate resource for accomplishing the goals laid out in this plan.



## Personnel

In order to streamline Urban Forestry Operations, tasks will be assigned to various staff, contractors, and consultants. Below is a representation of tasks, and which of the above parties is responsible for these tasks.

### **Park and Maintenance Foreperson**

The Park and Maintenance Foreperson is responsible for overseeing and coordinating the activities of both in-house staff and outside contractors when it comes to maintaining the grounds. They create requests for proposals, manage field staff, and deal with daily operations related to trees, and are the decision makers when it comes to the planting, pruning, maintenance, and removal of trees in the parks. The Parks and Maintenance Foreperson works with the Advisory Tree Committee as well as with the Forestry Consultant as needed and directs field staff and contractors when it comes to maintenance of the Urban Forest.

### **Board of Commissioners**

The Board of Commissioners is responsible for the approval of funds to specific Urban Forestry initiatives. They take direction from their constituents, are informed by the Executive Director, Parks Foreperson, and Forestry Consultant, and are tasked with reviewing this information to make sound decisions about funding these programs. The Board of Commissioners will also be tasked with being part of the team that review this Plan on a periodic basis to make recommendations for edits to help adaptively manage the Urban Forestry program for the district.

### **Executive Director**

Provides oversight into the entire park districts operations, including both parks and recreation. The Executive Director provides guidance and budget allocations to all of the positions listed in this section, and has final say on initiatives, but is also required to listed to all staff members to obtain a balanced perspective on potential projects and initiatives.

### **Advisory Tree Committee**

This planned committee will consist of the Park Foreperson, selected Board Members, and highly trained volunteers. Planning staff will exercise authority related to planning of large-scale programs related to the Urban Forest, with the assistance and guidance of the Board of Commissioners and Urban Forestry Consultant.

### **Urban Forestry Consultant**

The Forestry Consultant is responsible for impartially assessing the tree population on a periodic basis, at the discretion of the Park and Maintenance Foreperson. The Forestry Consultant communicates the needs of the trees to the Park and Maintenance Foreperson so that needs in terms of tree planting, removal, and maintenance can be performed. PDLG staff will provide updates to the Board of Commissioners after consultations. The Forestry Consultant may also function as the Park District Arborist during periods of PDLG staff absence at the request of the park district.

**Tree Care Contractors**

Tree Care Contractors are responsible for performing work identified by the Advisory Tree Committee, Forestry Consultant, and PDLG staff in a timely, safe, and expeditious manner. The Tree Care Contractor must have at least one International Society of Arboriculture Certified Arborist on site when work is being performed. The contractors will also guide and participate in the performance of Tree Trimming, Pruning, Removal, and Plant Health Care operations. Other operations, such as Tree Planting, Tree Watering, and Tree Mulching do not have to be performed under the direct supervision of a Certified Arborist.

**State of the Urban Forest**

In February of 2022, Certified Arborists from Great Lakes Urban Forestry Management began data collection for a comprehensive inventory of the publicly managed park trees in the community of La Grange, Illinois. This inventory resulted in a total of 816 trees and 2 stumps. The charts and statistics in this portion of the Management Plan illustrate that the tree population in La Grange can be characterized as younger to middle aged, and the stocking density is relatively high. The species diversity in La Grange is fair but could certainly use improvement. Based on the following data in the Management Plan, the Park District of La Grange will be equipped to use this valuable information to address short term concerns, long term management considerations, and overall planning objectives.

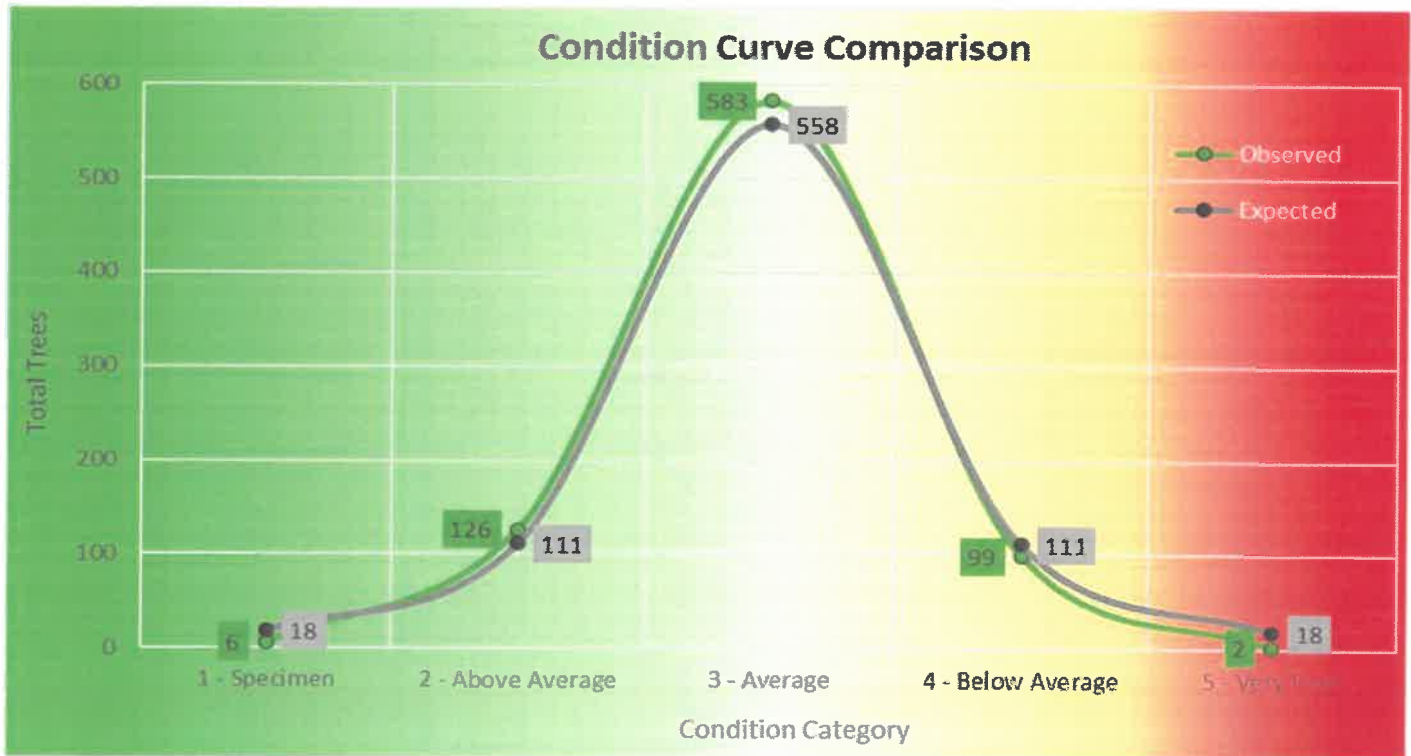
**Basic Statistics - Managed Trees**

<b>Total Number of Trees</b>	<b>816</b>
<b>Total Number of Stumps</b>	<b>2</b>
<b>Total Number of Species</b>	<b>72</b>
<b>Total Diameter Inches</b>	<b>10,455"</b>
<b>Average Tree Diameter</b>	<b>12.81"</b>
<b>Average Tree Condition</b>	2.96 (Slightly Above Average)
<b>Average Mature (8" and up) Tree Condition</b>	2.90 (Above Average)

**Condition Curve**

During the tree inventory, the Forestry Consultant rated the condition of each tree using a 1-5 rating system. The rating criteria is as follows:

<b>Condition 1</b>	<b>Specimen</b> - Tree has no observable defects, wounds, diseases, and has perfect form for the species. Since younger trees are generally trouble free, a condition 1 tree must by the Forestry Consultant's definition be greater than 16" DBH. These are legacy trees, and as such are rare.
<b>Condition 2</b>	<b>Above Average</b> - Tree may have a small amount of deadwood, or a very limited number of minor defects. The overall form of the tree must be good, and consistent for the species. These trees, by the Forestry Consultant's definition, must be larger than 8" DBH.
<b>Condition 3</b>	<b>Average</b> - Tree has moderate amounts of deadwood, wounds, or other defects, but is generally healthy. A wide variety of forms is acceptable for this group, which is meant to define the middle ground around which better or worse trees can be defined.
<b>Condition 4</b>	<b>Below Average</b> - Tree has defects, deadwood, wounds, disease, etc. which are likely to cause a need for removal. Very poor form or architecture can put an otherwise healthy tree in this category as well.
<b>Condition 5</b>	<b>Very Poor</b> - Tree must be removed. Defects are too far advanced for the tree to be reasonably saved. Like condition 1 trees, these are rare, as generally trees approaching this level are removed before they deteriorate to this level.



The chart above represents the distribution of trees in each of the 5 categories. We have included the tree condition ratings we observed in the field, as well as a curve representing an “average” distribution so that comparisons can be made. The green line represents what we observed in the field, and the grey line represents an average or “normal” tree population.

As can be seen from the above chart, the tree population is almost exactly what would be expected from a tree population on average, with most condition categories being very close to what is considered an average distribution.

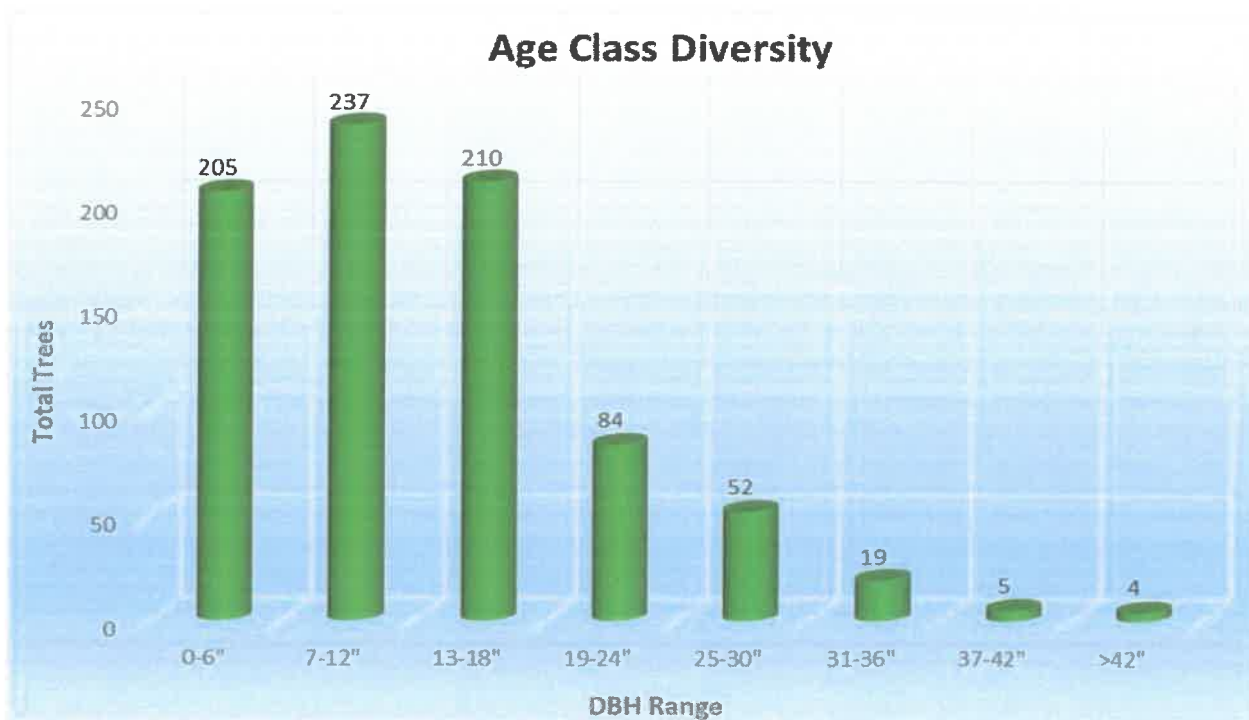
The number of specimen trees is almost always lower than statistics alone would predict, but in a smaller tree population of 816 trees, having 6 specimen trees is quite good! These are trees that should be highlighted to the public as being very important to the community.

The number of above average trees was slightly higher than expected, as was the number of trees in average condition. This shows a high level of care and maintenance of the trees in PDLG. The number of trees in the “average” condition category always skews slightly high, and this has to do with the 8” diameter size requirement to become better than average or specimen. As these trees grow, and the level of care continues to be high and improves ever more as a result of things outlined in this plan, we can expect to see more of these trees move into higher condition ratings.

Also, the number of trees in the lower than average or very poor classes is lower than would be expected. Once again, this points to a proactive program and a high level of care for the trees.

Overall, this curve shows a well-cared for tree population!

**Age Class Analysis**



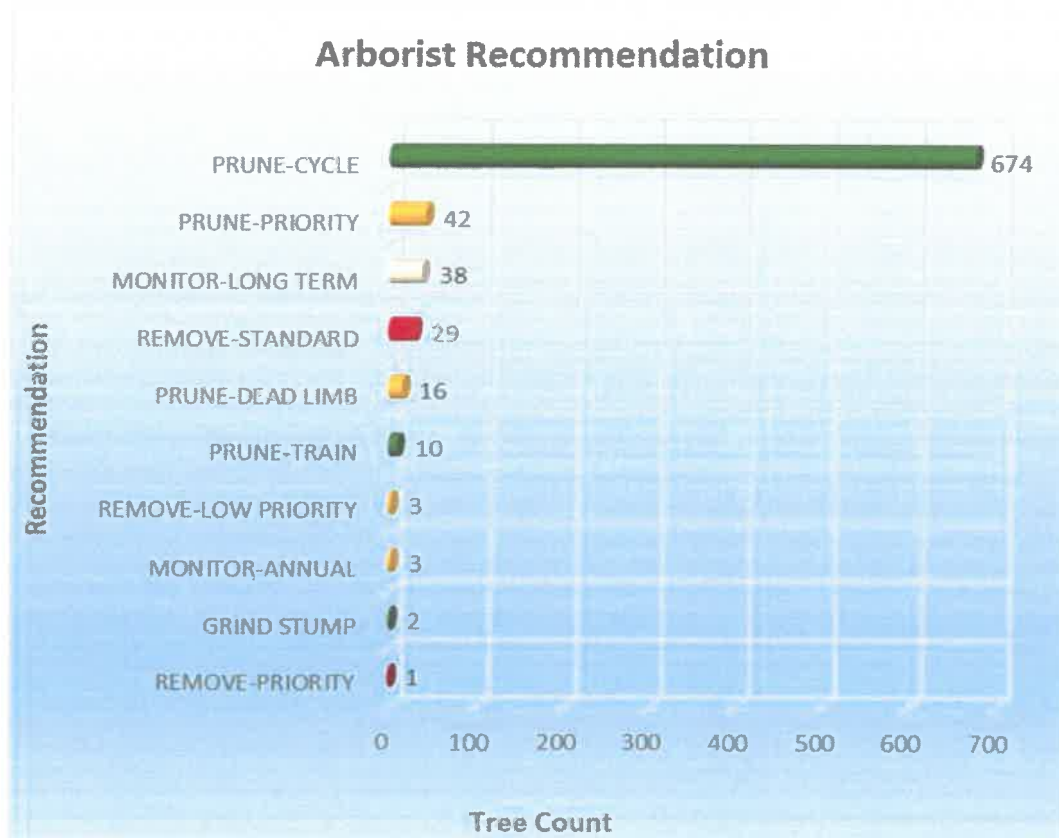
In terms of the ages of trees in La Grange, the tree population was split into 8 classes of 6" diameter each. This shows how many trees are in each "age class". Because trees are measured by trunk diameter, this breakdown can help show where trees are in their life cycles. Some trees like Cottonwood and Silver Maple grow in diameter very quickly, up to 1" per year or possibly more. Other slower growing trees such as Oak and Hickory may only add ¼" or less every year. As a broad generalization, it can be said that most trees on average grow at around ½" per year.

Year	Population Size
1920	6,525
1930	10,103
1940	10,479
1950	12,002
1960	15,285
1970	17,814
1980	15,693
1990	15,362
2000	15,608
2010	15,550
2020	15,332

What this chart shows is a younger to middle aged tree population overall, with most trees (~650) being approximately 40 years old or younger (18" DBH or less), with a smaller but significant number of trees (~135) which are 40-60 years old on average (19-30"). The table of La Grange's population growth since 1920 is shown at the lower right, and it is apparent that the growth in the number of trees in the PDLG system increases around the same time as the population of the village was increasing at that same time.

The chart also shows that there was a spike in tree planting around 15-25 years ago (7-12" DBH), but tree planting has slowed in recent years. A goal of this plan will be to increase tree plantings in coming years to not only replace removed trees but grow the population as well.

**Arborist Recommendation / Maintenance**



During the inventory, the Forestry Consultant’s staff recorded an Arborist Recommendation for each tree which outlines what maintenance work needs to be performed in the coming years.

By and large, most trees fell into the “Prune-Cycle” category, which simply means the trees just need to be pruned on the 6-year cycle that we have proposed, with no other work in the interim. Again, this shows a high level of care for the trees. Between “Priority Pruning”, “Dead Limb Pruning”, and “Training Pruning”, there were a total of 68 trees which require pruning on a more priority basis, and we have shown that in our budget tables in the pruning section below. It is anticipated these 68 trees can be pruned next year under the current budget.

In terms of removals, there were only 33 removals identified in the entire population, which once again is evidence of a high level of care and monitoring. It is anticipated that PDLG will be able to complete all 33 in the 2022/2022 calendar year based on past performance.

Outside of these standard Urban Forestry maintenance activities, there are a handful of stumps which require removal, as well as 41 total trees which the Forestry Consultant deemed as being in need of monitoring. It should be noted here that trees listed as annual monitor (only 3) are generally in more critical condition than those requiring long term monitoring. Long term monitoring means the tree is in a state of change, and it should be reviewed periodically to look for signs of either improvement or worsening condition.

**Risk Assessments**



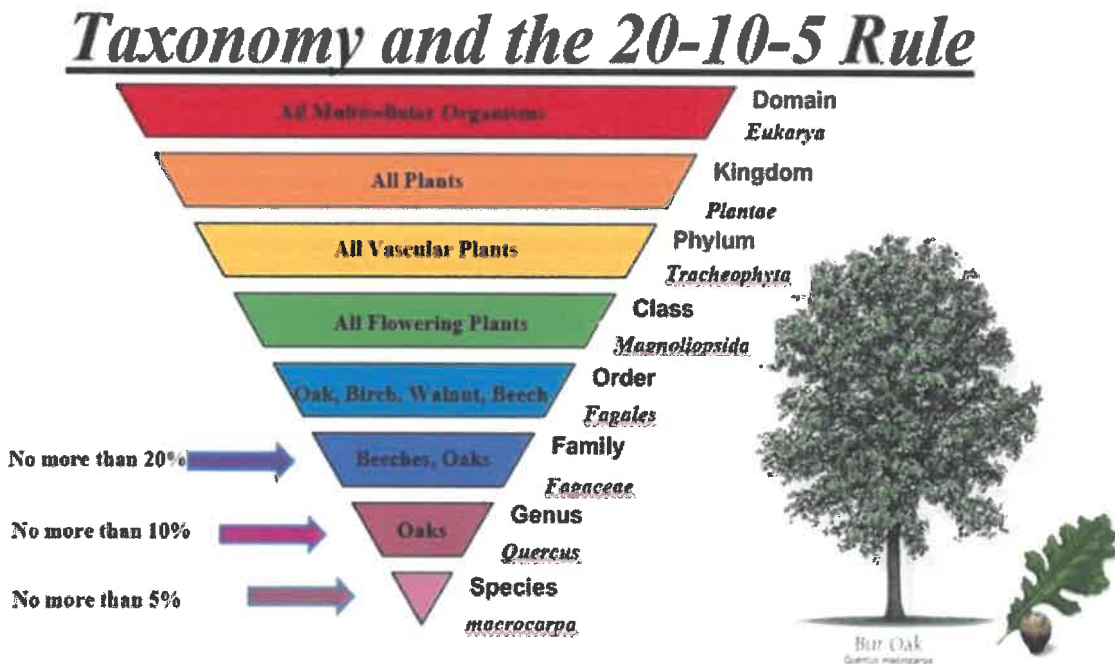
Each tree inventoried was subject to a rapid tree risk assessment. The International Society of Arboriculture has a professional qualification program called “TRAQ” (Tree Risk Assessment Qualification) which uses specific information for assessing how much risk a tree poses. The Forestry Consultant’s staff used a rapid tree risk assessment based on this protocol. Such rapid assessments are used in applications such as disaster relief assessments after extreme weather events where tree risk must be documented, but time frames are very short. For this reason, we must state unequivocally that these assessments are NOT meant to be legally binding, and do not represent a full TRAQ evaluation of the level of risk individual trees may pose.

The vast majority of trees (793) showed no observable signs of risk, which is very positive. 21 trees showed signs of elevated risk, though this is far from saying they pose any measurable risk to the public, more that they have some defects that could evolve over time to become higher risk trees.

The categories of risk most concerning are the Substantial and Critical risk levels. There were only 2 trees in the Substantial category, and none in the critical category. The trees in the Substantial category area already marked for priority maintenance in the Arborist Recommendation field, and therefore this risk should be mitigated within a year of this writing per the maintenance analysis above. No trees were found to be in need of any sort of advanced risk assessment, which is very positive overall.

### Diversity Analysis

Taxonomy is the method by which scientists classify plants, animals, and other life forms into distinct categories. A species is unique. There is only one type in that category, such as Burr Oak (*Quercus macrocarpa*), which refers to only one specific type of tree. A genus, however, is a group that may contain multiple species. All Oak trees, for instance, are in the genus *Quercus*. The further down the taxonomic ladder you go, the more similar things become.



The more similar tree species are to each other, the higher the likelihood that an insect or pathogen can exploit every species of that genus. Emerald Ash Borer is a classic example of this, as it affected every tree species in the ash genus. The most effective prevention of tree loss we have is to limit the number of trees planted that a new pest or pathogen can affect. While diversity at the species level is important, it is also important to achieve diversity on the genus and family levels, so that a large election of trees are planted.

The “20-10-5” rule for La Grange’s future tree plantings is recommended, which states that no more than 20% of any one family, 10% of any one genus, and 5% of any one species shall be planted during any single planting cycle. It will also be a long-term direct goal of the forestry program to have the tree population as a whole in compliance with the 20-10-5 Rule, although it may not be possible by the 2050 date used in this document. This level of taxonomic diversity is consistent with today’s arboricultural industry standards (see above graphic).

The old paradigm of urban forestry was to create landscapes in which every tree was the same type, shape, age, and height. This was thought to produce a uniform appearance. Urban foresters have since learned that once a pest or pathogen is introduced into a monoculture planting, an epicenter of infestation is created that may cause serious damage, both ecologically and financially. Diversity in the urban forest helps to prevent and reduce the impacts of pests and pathogens. There are three aspects of diversity in the urban forest. We will examine these in detail below.

### **Taxonomic (Species) Diversity**

Why is it important to plant a diverse set of trees at the species, Genus, and Family levels? Simply put, it is to ensure that communities will not fall victim to mass tree loss from pests and pathogens in the future. The reason Emerald Ash Borer (EAB) was such a devastating expense for many organizations was because their tree populations were composed of over 20% Ash trees. When these trees died and had to be removed, those organizations lost 20% of their trees.

This comes with the obvious expenses of having to remove these trees and replace them. But it also comes with hidden expenses as well, namely the loss of the ecological services that those trees provided: Homes cost more to heat and cool, storm water infrastructure falls under heavier pressure, and increases in pollutants and greenhouse gases may be observed. For all of these reasons, a more diverse group of trees needs to be planted, such that we are never at risk of losing more than 5-10% of our trees at any given time.

The diversity in La Grange’s parks overall is relatively low, and dominated by Maples, undesirable volunteer species such as Siberian Elm and Mulberry, screening evergreens, and Honeylocust. This is not uncommon in park district settings, where the need for privacy demands a high number of evergreens, and many undesirable volunteer species tend to come with the park when the land is acquired. And of course, Maple is universally overplanted in our Illinois landscapes, which again is very common. That said, it appears that recent plantings have been of a more diverse nature, and this Plan will assist in reinforcing and guiding that effort.

### **Spatial Diversity**

Spatial diversity is the concept of mixing tree species over the whole geographic area. The easiest way to slow the spread of any new pest or pathogen is to increase the distance between potential host trees. Every pest or disease, such as EAB or Dutch Elm Disease (DED), has a limited area to which it can spread in a given time frame. The more difficult it is to get to the next host tree, the less of a problem the pest or pathogen becomes, and the easier quarantine becomes.

In addition to the functional benefits provided by increasing spatial diversity, organizations which have implemented diverse planting over the past several decades have demonstrated that such diversity yields an arboretum-like landscape that is both functional and aesthetically pleasing. At present, the Spatial Diversity in La Grange is fair. During the tree planting planning phase, extra care should be taken to ensure that new plantings are done in a manner that yields a spatially diverse tree population, and creation of areas of low spatial diversity (monocultures) will be avoided.

### **Age-Class Diversity**

Age-class diversity is also an important consideration. A healthy natural forest has trees of many ages. Young, intermediate and mature trees allow for regeneration, replacement and vigor in the overall forest community. A mixture of tree species, locations, and ages will lead to great diversity, which insulates a natural forest against pest and pathogen outbreaks. The Urban Forest is no different. The outdated urban forestry paradigm promoted even-aged tree plantings, so that all trees were approximately the same size and age. However, once these trees begin to decline, most will require removal and replanting simultaneously. This can leave an entire street segment or neighborhood without shade and aesthetics for a long time.

The current approach of the urban forestry community is to strategically plant trees on streets or in neighborhoods over a longer timeframe. With this strategy, trees will grow to maturity in different stages, and decline at different times. When declining trees are eventually removed, there will always be a variety of age classes and tree sizes on a block or in a neighborhood. This reduces the pressure to plant trees in an area immediately after tree removal, helping to manage costs. A mixed age-class planting ensures that mature trees are always present in a neighborhood. It also will allow for strategic planting of smaller or medium sized trees.

An additional benefit of mixed-age plantings is the ability to plant shade-loving trees as well as sun-loving trees. When a street or neighborhood is newly planted with trees of the same age, all the trees are essentially in full sun. This reduces the ability to plant shade loving trees, as they tend to dry out in the summer sun. With mixed-age stands, shade-tolerant, trees may be planted underneath the canopy of larger, mature trees. This approach will be used for future tree removal and replacement and help to create an Urban Forest that has mature trees, middle aged trees, and young trees in similar quantities.

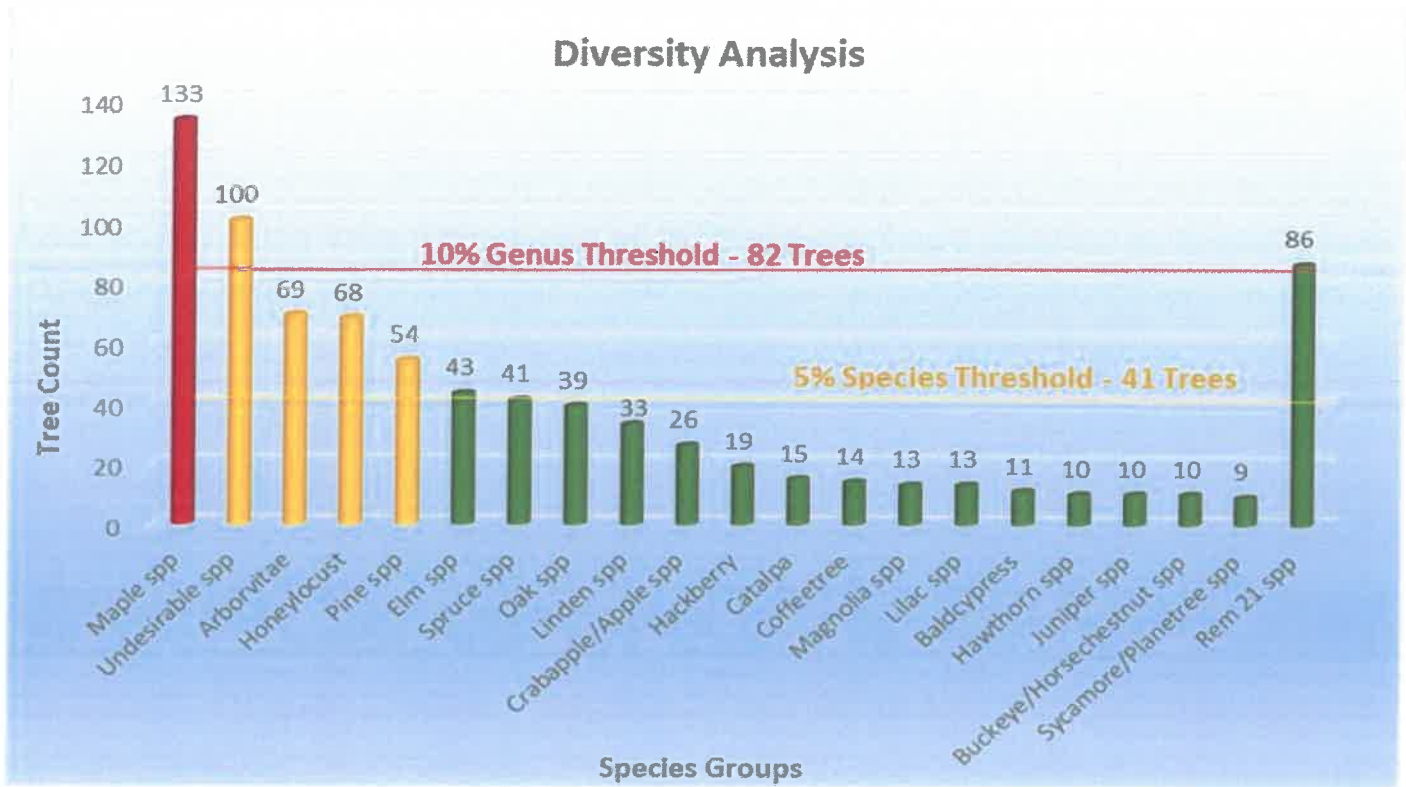
**Current Tree Population**

<u>SPECIES</u>	<u>COUNT</u>	<u>% OF TOTAL</u>	<u>AVG DBH</u>	<u>AVG COND</u>
ARBORVITAE	69	8.46%	8.58	3.01
HONEYLOCUST	68	8.33%	20.75	2.72
PINE-AUSTRIAN	53	6.50%	13.21	3.15
MAPLE-NORWAY	41	5.02%	15.95	3.07
SPRUCE-BLUE	37	4.53%	11.19	2.86
MAPLE-SUGAR	33	4.04%	11.06	2.91
BLACK LOCUST	30	3.68%	13.00	3.27
MULBERRY-SPP	27	3.31%	15.67	3.33
APPLE-CRAB SPP	25	3.06%	6.88	3.00
LINDEN-LITTLELEAF	24	2.94%	14.21	2.83
ELM-AMERICAN	23	2.82%	18.78	2.83
MAPLE-RED	22	2.70%	7.27	3.00
ELM-HYBRID	20	2.45%	10.85	2.65
MAPLE-AUTUMN BLAZE	20	2.45%	9.35	2.75
HACKBERRY	19	2.33%	18.68	2.42
OAK-RED	16	1.96%	13.50	2.44
CATALPA	15	1.84%	16.60	2.73
ELM-SIBERIAN	15	1.84%	26.87	3.53
KENTUCKY COFFEETREE	14	1.72%	6.71	2.86
MAGNOLIA-SPP	13	1.59%	4.38	3.00
MAPLE-SILVER	12	1.47%	22.50	3.42
BALDCYPRESS	11	1.35%	6.27	2.73
COTTONWOOD	11	1.35%	37.82	2.55
HAWTHORN-SPP	10	1.23%	10.00	3.10
JUNIPER-COMMON	10	1.23%	7.70	3.10
OAK-SWAMP WHITE	10	1.23%	10.50	2.90
LILAC-TREE	9	1.10%	8.33	2.89
LINDEN-AMERICAN	9	1.10%	17.44	3.11
VIBURNUM	8	0.98%	4.25	3.13
WITCH HAZEL	8	0.98%	5.25	3.00
AMERICAN REDBUD	7	0.86%	5.29	3.00
AMERICAN HORNBEAM	6	0.74%	4.67	3.33
BIRCH-RIVER	6	0.74%	12.33	3.00
BUCKTHORN	6	0.74%	12.17	4.00
BURNING BUSH	6	0.74%	6.83	3.33
SYCAMORE	6	0.74%	14.00	2.33
YELLOWWOOD	6	0.74%	3.33	2.83
ASH-WHITE	5	0.61%	13.60	3.00
CHERRY-BLACK	5	0.61%	11.60	3.20
GINKGO	5	0.61%	26.60	2.00
OAK-BURR	5	0.61%	9.20	2.80
SERVICEBERRY-SPP	5	0.61%	4.40	3.00

PARK DISTRICT OF LA GRANGE URBAN FORESTRY MANAGEMENT PLAN

<u>SPECIES</u>	<u>COUNT</u>	<u>% OF TOTAL</u>	<u>AVG DBH</u>	<u>AVG COND</u>
TULIPTREE	5	0.61%	5.80	3.00
WALNUT-BLACK	5	0.61%	17.40	2.60
BUCKEYE-OHIO	4	0.49%	4.50	3.00
LILAC-SHRUB	4	0.49%	7.00	3.00
MAPLE-TATARIAN	4	0.49%	1.25	3.00
PEAR-CALLERY	4	0.49%	14.50	3.00
BOXELDER	3	0.37%	16.00	3.33
BUCKEYE-RED	3	0.37%	3.00	3.00
HORSECHESTNUT	3	0.37%	10.33	3.00
LONDON PLANETREE	3	0.37%	5.33	3.00
OAK-ENGLISH	3	0.37%	7.00	3.00
SPRUCE-NORWAY	3	0.37%	15.33	2.67
ASH-GREEN	2	0.25%	20.50	4.00
EASTERN REDCEDAR	2	0.25%	13.00	3.00
OAK-CHINQUAPIN	2	0.25%	2.00	3.00
WILLOW-WEeping	2	0.25%	9.50	3.00
APPLE-EDIBLE	1	0.12%	17.00	3.00
BLACKGUM	1	0.12%	2.00	3.00
DOUGLAS FIR	1	0.12%	11.00	3.00
FIR-CONCOLOR	1	0.12%	16.00	3.00
FIR-SPP	1	0.12%	10.00	3.00
HAZELNUT-TREE	1	0.12%	4.00	3.00
HONEYSUCKLE	1	0.12%	8.00	3.00
MAPLE-PAPERBARK	1	0.12%	3.00	3.00
OAK-PIN	1	0.12%	1.00	3.00
OAK-SHINGLE	1	0.12%	8.00	3.00
OAK-WHITE	1	0.12%	3.00	3.00
PINE-WHITE	1	0.12%	21.00	3.00
SPRUCE-WHITE	1	0.12%	1.00	3.00
UNKNOWN	1	0.12%	3.00	5.00

The Park District of La Grange tree population consists of 72 distinct tree species, accounting for 816 total trees. The above table shows the percent of the total population each species makes up, as well as the average Condition and Trunk Diameter. To see which trees are performing well, we would look for trees with a Condition rating of less than 3, with a large DBH. This population is shown graphically below:

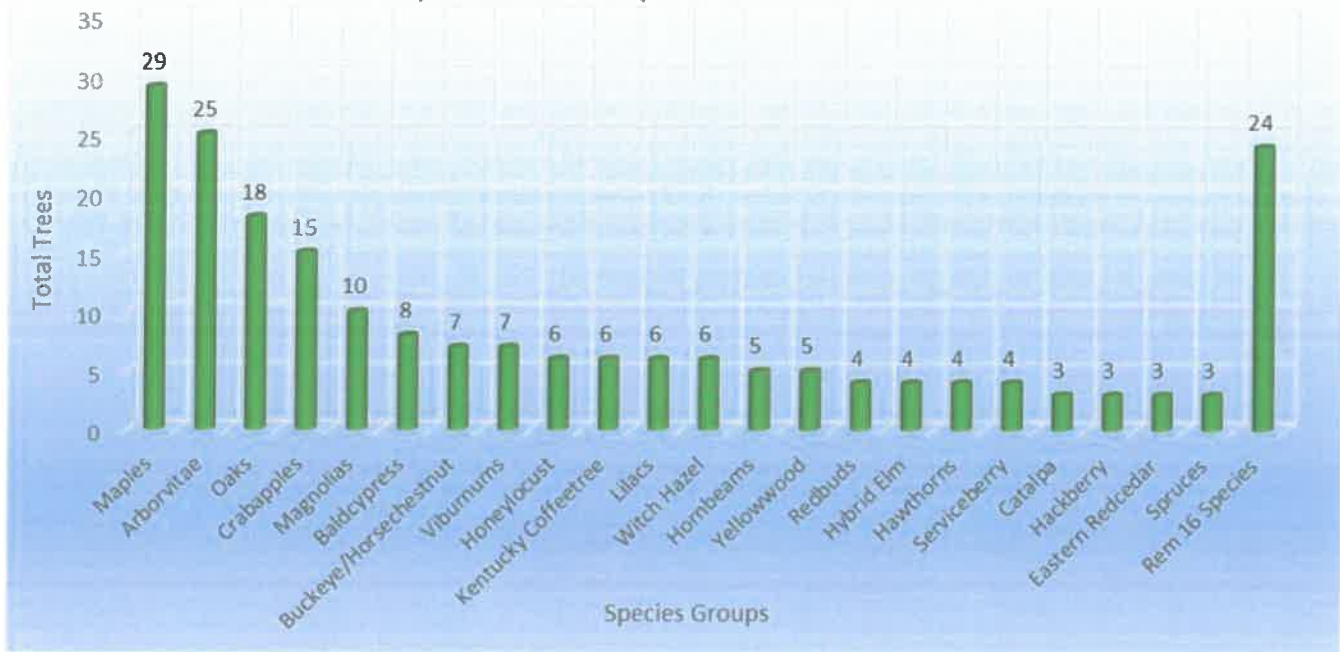


As can be seen above, and has been discussed several times, the tree population of PDLG is dominated by Maples, screening evergreens, Honeylocusts, and undesirable volunteer species. From there, the number of tree species representing more than 1% of the total tree population drops off considerably. However, what is in the parks now may not be an accurate reflection of the current tree planting practices. For this, we will examine what the diversity of trees planted in the past 10 years has been below.

#### Young Tree Diversity

This Management Plan has spent significant time discussing the existing diversity. It should be noted that the diversity of new plantings has been much improved, as can be seen from the chart showing all trees 6" in diameter and less below. This chart represents the trees planted in the last 10 years or thereabouts. As can be seen, Maples and Arborvitae are still among the most planted species. However, after these 2 groups, the planting has gotten more diverse in general. In this plan, and the Future of the Urban Forest section below, it will be examined how to not only continue this effort, but enhance it as well thorough strategic and targeted plantings.

Species Diversity - 6" DBH and Under



A long term tree planting plan would be an invaluable tool for PDLG to pursue in the future. Such a plan would not only further improve overall diversity, but also maximize the lifespan of trees in the parks by carefully matching tree species requirements and tolerances with each individual planting sites. Trees that are well adapted to their growing conditions will establish more quickly, require less maintenance, be healthier overall, and more resistant to disease and insect problems. By matching the right trees with the right planting spaces using a tree planting plan, the Park District of La Grange can help protect its investment in each new tree.

Going forward it is recommended that the Park District of La Grange sets a goal to limit widespread planting of Maple species and to opt for improved varieties of Maple species when necessary. It is also recommended to significantly slow the planting of any new Honeylocust, and to find a more diverse selection of evergreens to plant as screening trees. In addition, the planting of more, and more diverse, sets of smaller ornamentals other than crab apples is highly recommended in order to help build the multilayered canopy discussed above, and help the district increase its overall stocking density without needing too much more space to do so.

The district has many species to choose from which are commercially available and currently underrepresented in their population. As mentioned above, the Urban Forest Management Plan will lay out strategies to correct this imbalance.

**iTree Report / Urban Tree Canopy Assessment**

iTree is a state-of-the-art, peer-reviewed software suite from the USDA Forest Service that provides Urban Forestry analysis and benefits assessment tools. The iTree tools help communities of all sizes to strengthen their forest management and advocacy efforts by quantifying the structure of trees and forests, and the environmental services that trees provide.

**iTree Streets Analysis Results**

<b>La Grange</b>					
<b>Total Annual Benefits, Net Benefits, and Costs for Public Trees</b>					
2/26/2021					
Benefits	Total (\$)	Standard Error	\$/tree	Standard Error	\$/capita Standard Error
Energy	5,544	(N/A)	6.78	(N/A)	0.36 (N/A)
CO2	606	(N/A)	0.74	(N/A)	0.04 (N/A)
Air Quality	1,542	(N/A)	1.89	(N/A)	0.10 (N/A)
Stormwater	14,487	(N/A)	17.71	(N/A)	0.93 (N/A)
Aesthetic/Other	78,738	(N/A)	96.26	(N/A)	5.06 (N/A)
<b>Total Benefits</b>	<b>100,918</b>	<b>(N/A)</b>	<b>123.37</b>	<b>(N/A)</b>	<b>6.49 (N/A)</b>

The iTree suite calculates hard dollar values that trees provide to communities. Trees provide “ecological services” that saves the district money, such as in heating and cooling costs, where large trees help shade facilities in the summer, saving on air conditioning and electricity bills, and provide windbreaks during the winter, saving on heating and natural gas costs. They also provide CO2 uptake, reducing the effects of climate change, as well as air quality improvements by the absorption of urban pollutants. Trees also absorb stormwater, which reduces strain on stormwater infrastructure, and saves money in replacement costs. Finally, trees contribute up to 15% of the total value of a property, so they have monetary aesthetic benefits as well.

Using the data from the tree inventory, several iTree reports have been prepared the Park District of La Grange. Below you will find reports on the net annual benefits of the tree population, replacement values, and breakdown of benefits per species. We performed both the iTree Streets analysis which looks primarily at energy savings, and an iTree Eco analysis which focuses more on ecological benefits such as Carbon Storage and Sequestration. The results of these analyses are below.

***Total Standing Value of Park District of La Grange’s Tree Population***

**\$900,963**

***(Per CTLA’s 9<sup>th</sup> Guide to Plant Appraisal)***

**iTree Eco Analysis Results**

- Number of trees: 816
- Tree Cover: 8.178 acres
- Most common species of trees: Northern white cedar, Honeylocust, Austrian pine
- Percentage of trees less than 6" (15.2 cm) diameter: 24.4%
- Pollution Removal: 416.4 pounds/year (\$5.84 thousand/year)
- Carbon Storage: 380.5 tons (\$64.9 thousand)
- Carbon Sequestration: 5.89 tons (\$1 thousand/year)
- Oxygen Production: 15.71 tons/year
- Avoided Runoff: 24.15 thousand cubic feet/year (\$1.61 thousand/year)
- Building energy savings: N/A – data not collected
- Avoided carbon emissions: N/A – data not collected
- Structural values: \$1.23 million

*Total Standing Eco Value of La Grange Parks Trees*      **\$1,294,900**

*Total Annual Eco Value of La Grange Parks Trees*      **\$8,450/year**

To summarize these values together, we have created the following summary table

<b>Annual Values</b>	
Benefits to Residents	<b>\$100,918/year</b>
Benefits to Environment	<b>\$8,450/year</b>
<b>SUBTOTAL</b>	<b>\$109,368</b>
<b>Standing Values</b>	
As a Commodity	<b>\$900,963</b>
As an Ecological Resource	<b>\$1,294,900</b>
<b>SUBTOTAL</b>	<b>\$2,195,863</b>

As can be seen from the above tables, the tree population in the Park District of La Grange currently provides approximately \$109,368 in benefits every year, directly related to trees and their effect on facilities and the environment. In addition, the total standing value as a commodity and an ecological resource of the whole tree population is \$2,195,863. These benefits can be viewed as “income” to La Grange’s residents, and so long as the trees are well maintained, they will continue to provide these benefits, and more as the tree population grows in size.

As trees grow, they also increase their benefits! For example, a 3” diameter tree provides less than \$50/year in benefits, whereas a 20” tree can provide up to \$500 per year. The goal is to increase benefits even more, where the tree population pays for itself and even yields “profits”!

The replacement value of trees was also calculated. Currently, the standing value of all trees in the Park District of La Grange population is \$900,963. This value is calculated using the industry standard reference, the 9<sup>th</sup> Edition *Guide to Tree and Landscape Appraisal*, which is published by the Council of Tree and Landscape Appraisers.

The iTree Eco data looks at the value of the trees in the absence of the effect of homes or businesses, and looks at trees more from an ecological perspective, mostly what the tree’s value is in sequestering and storing carbon. These numbers are based on peer reviewed science in both arboriculture as well as climatology and other disciplines.

The goal of this Plan is to create a tree population which maximizes all of these ecological services to La Grange residents by increasing the number of trees in the parks, and how long they live, while minimizing costs in order to create a healthy, well maintained, and vibrant tree population.

### **Urban Tree Canopy Assessment**

Based on data available from the US Forest Service and Morton Arboretum, the total Urban Tree Canopy of La Grange can be determined. This is expressed as the percent of the Village covered by tree canopy from an aerial view. This assessment included 7 total land cover types, including trees, grass and shrub, bare soil, water, buildings, roads/railroads, and other paved surfaces. The result of this tree canopy assessment was that La Grange contains 39.21% total tree canopy. The map of the canopy assessment appears on the following page.

The tree inventory itself was only conducted on publicly owned land in the parks themselves. Detailed information on each tree is not included in this assessment, only total coverage. Aerial images were used to estimate how much tree and other land cover types were in the Village using a software which is similar to Google Earth.

The goal is to increase the total tree canopy in La Grange to 40% by 2032. This goal has been estimated by analyzing data from many different urban tree populations in the Chicago and Northwest Indiana regions and is based on preliminary data from the Chicago Region Trees Initiative’s (CRTI) Forest Composition Workgroup.

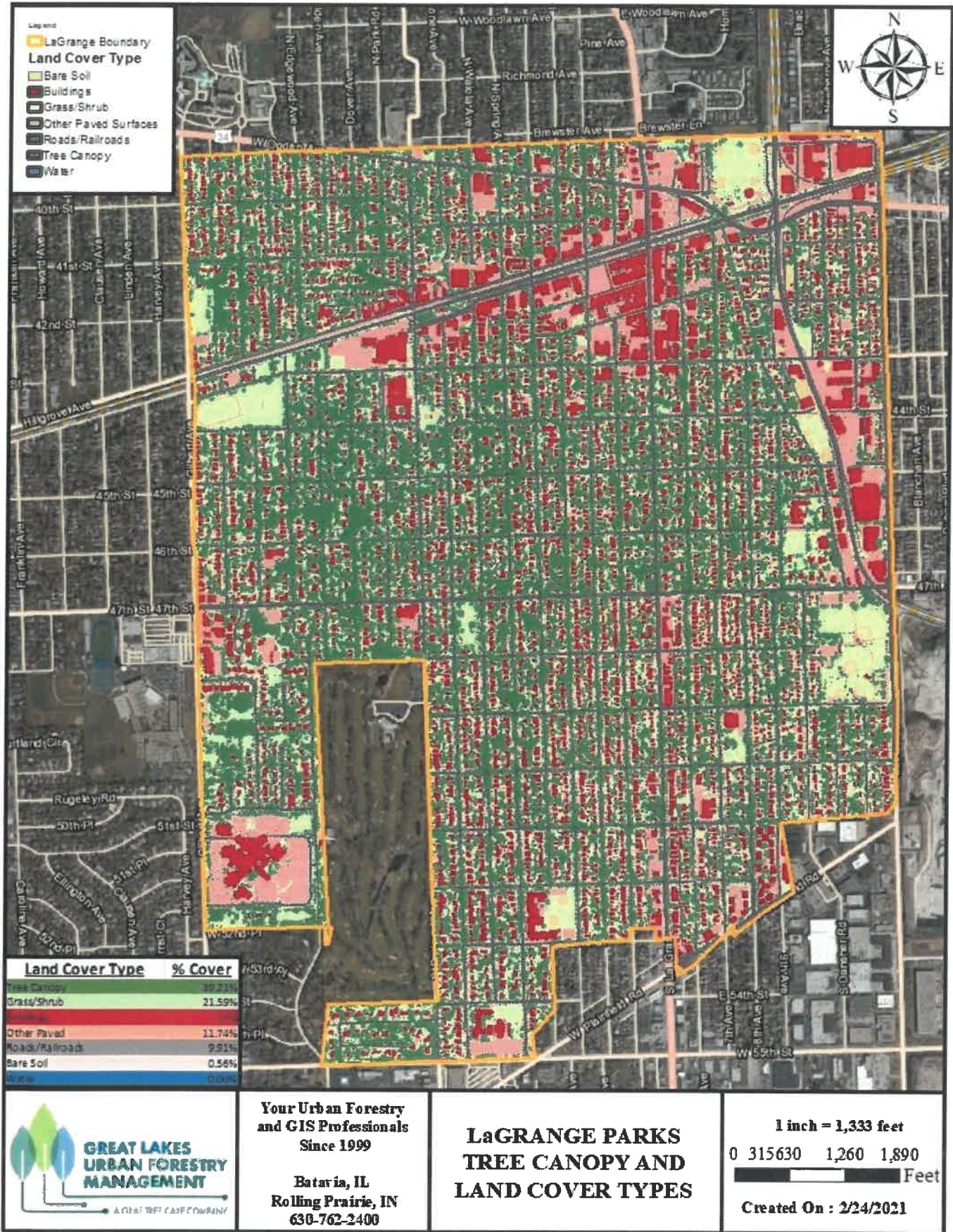
We believe this is an attainable goal over this time period. La Grange as a whole has a very significant amount of tree canopy, far above the average for the northeast Illinois region. This is why the goal set is a rather small increase, as even maintaining the current tree canopy coverage would be considered significant. So even a small increase would be beneficial.

This will be accomplished through increasing the number of trees in the parks, municipal campuses, schools, and on the parkways. It will also be accomplished by maintaining the existing tree population in a proactive fashion, by enhancing the Urban Forestry program in PDLG. This will ensure that existing trees will live longer as they are given appropriate care. Tree planting and maintenance will also be encouraged on private property, by incentivizing residents and business owners to plant trees through public private partnerships such as those outlines above.

Outreach and education will also be provided to residents through events such as Arbor Day and Earth Day celebrations. This goal will be monitored by using aerial imagery analysis like the analysis presented below. Every 10 years, the imagery will be assessed, and a new canopy cover percentage will be calculated for La Grange.

<b><u>Land Cover Type</u></b>	<b><u>% Cover</u></b>
<b>Tree Canopy</b>	<b>39.21%</b>
<b>Grass/Shrub</b>	<b>21.59%</b>
<b>Buildings</b>	<b>17%</b>
<b>Other Paved</b>	<b>11.74%</b>
<b>Roads/Railroads</b>	<b>9.91%</b>
<b>Bare Soil</b>	<b>0.56%</b>
<b>Water</b>	<b>0.00%</b>

PARK DISTRICT OF LA GRANGE URBAN FORESTRY MANAGEMENT PLAN



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**LaGRANGE PARKS TREE CANOPY AND LAND COVER TYPES**

## The Future of the Urban Forest

In this section, a vision of what the tree population of Park District of La Grange could become by 2032 was created and compared with the current population. Using the tree data, and the diversity vision, we will then define how PDLG can move to where it is envisioned it could be.

### Change in Species Composition 2022 - 2032

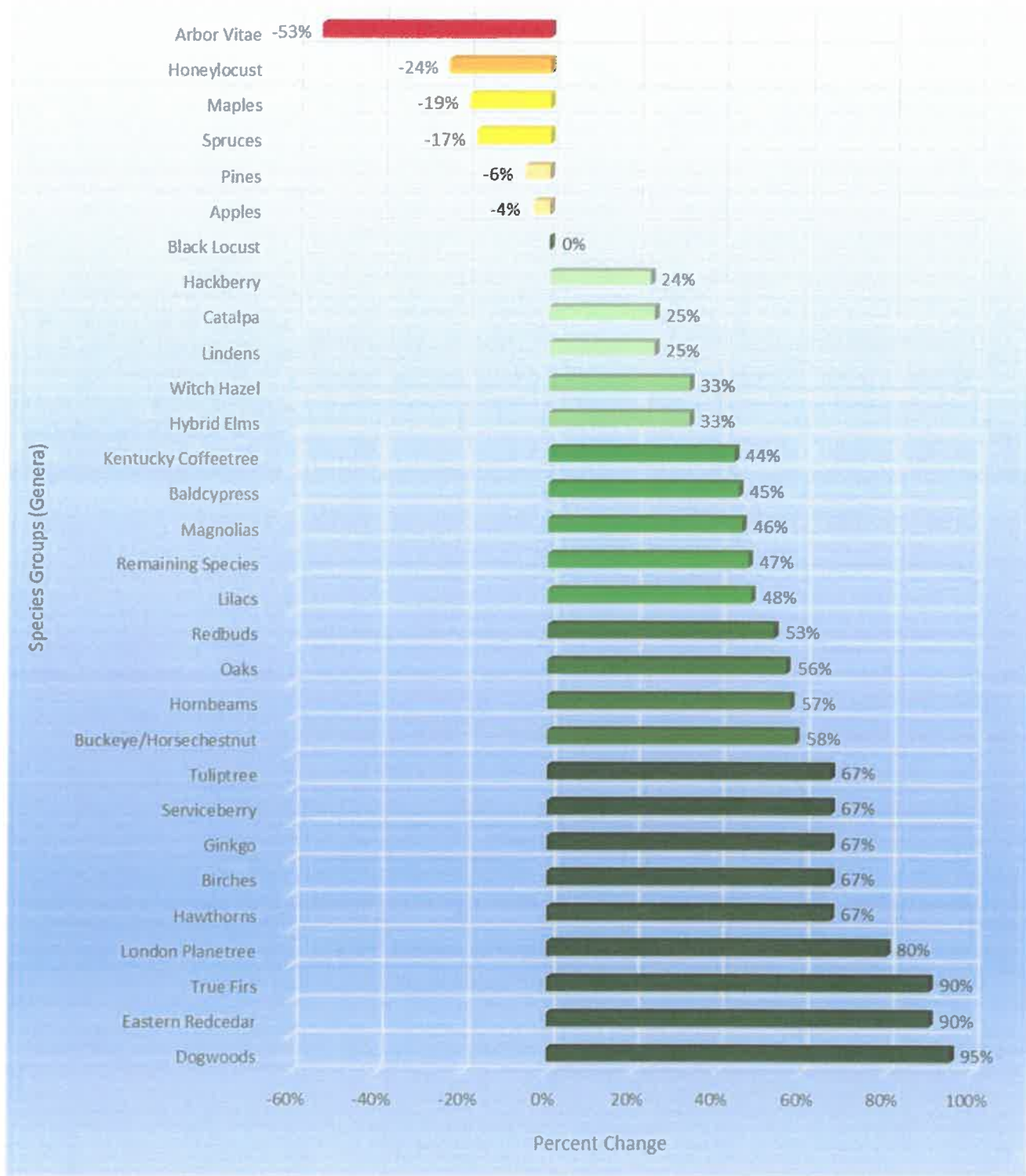
It should be noted here that the full calculations for this change in diversity were performed by hand, and not using automated software. Local knowledge of the trees, their conditions, what is growing well and what isn't were all used, and yielded this very customized planting list. These goals are meant as general guideposts, and not absolutes. Please be aware that this plan, and particularly the species composition goals, are meant to be adaptively managed over time, and as new information becomes available.

SPECIES	COUNT 2021	COUNT 2031	SPECIES	COUNT 2021	COUNT 2031	SPECIES	COUNT 2021	COUNT 2031
AMERICAN HORNBEAM	6	10	HACKBERRY	19	25	OAK-BURR	5	15
AMERICAN REDBUD	7	15	HAWTHORN-COCKSPUR	0	10	OAK-CHINQUAPIN	2	6
AMUR MAACKIA	0	6	HAWTHORN-SPP	10	20	OAK-ENGLISH	3	10
APPLE-CRAB SPP	25	25	HAZELNUT-TREE	1	4	OAK-PIN	1	4
ARBOR VITAE	69	45	HEMLOCK	0	10	OAK-RED	16	20
ASH-GREEN	2	0	HICKORY-SHAGBARK	0	2	OAK-SHINGLE	1	6
ASH-WHITE	5	1	HICKORY-SPP	0	4	OAK-SWAMP WHITE	10	20
BALDCYPRESS	11	20	HONEYLOCUST	68	55	OAK-WHITE	1	4
BEECH-SPP	0	6	HONEYSUCKLE	1	0	PAGODATREE	0	4
BIRCH-RIVER	6	15	HORSECHESTNUT	3	8	PEACH	0	4
BIRCH-WHITE	0	3	HYDRANGEA-PEEGEE	0	7	PEAR-CALLERY	4	0
BLACK LOCUST	30	30	IRONWOOD	0	10	PERSIAN IRONWOOD	0	4
BLACKGUM	1	10	KATSURATREE	0	4	PINE-AUSTRIAN	53	25
BOXELDER	3	0	KENTUCKY COFFEETREE	14	25	PINE-LIMBER	0	7
BUCKEYE-OHIO	4	8	LILAC-SHRUB	4	5	PINE-SCOTCH	0	7
BUCKEYE-RED	3	8	LILAC-TREE	9	20	PINE-WHITE	1	7
BUCKTHORN	6	0	LINDEN-AMERICAN	9	20	PLUM-SPP	0	4
BURNING BUSH	6	4	LINDEN-LITTLELEAF	24	20	SERVICEBERRY-SPP	5	15
CATALPA	15	20	LINDEN-SILVER	0	4	SMOKETREE	0	4
CHERRY-BLACK	5	0	LONDON PLANETREE	3	15	SPRUCE-BLUE	37	20
COTTONWOOD	11	2	MAGNOLIA-CUCUMBER	0	4	SPRUCE-NORWAY	3	10
DOGWOOD-CORENELIAN	0	10	MAGNOLIA-SPP	13	20	SPRUCE-WHITE	1	5
DOGWOOD-PAGODA	0	10	MAPLE-AUTUMN BLAZE	20	20	SWEETGUM	0	10
DOUGLAS FIR	1	10	MAPLE-MIYABEI	0	10	SYCAMORE	6	3
EASTERN REDCEDAR	12	20	MAPLE-NORWAY	41	20	TULIPTREE	5	15
ELM-AMERICAN	23	15	MAPLE-PAPERBARK	1	4	UNKNOWN	1	0
ELM-HYBRID	20	30	MAPLE-RED	22	20	VIBURNUM	8	8
ELM-SIBERIAN	15	0	MAPLE-SILVER	12	5	WALNUT-BLACK	5	2
EUROPEAN HORNBEAN	0	4	MAPLE-SUGAR	33	25	WILLOW-WEeping	2	0
FIR-CONCOLOR	1	10	MAPLE-TATARIAN	4	8	WITCH HAZEL	8	12
FIR-SPP	1	10	MULBERRY-SPP	27	10	YELLOWWOOD	6	10
GINKGO	5	15	OAK-BLACK	0	4	ZELKOVA	0	4

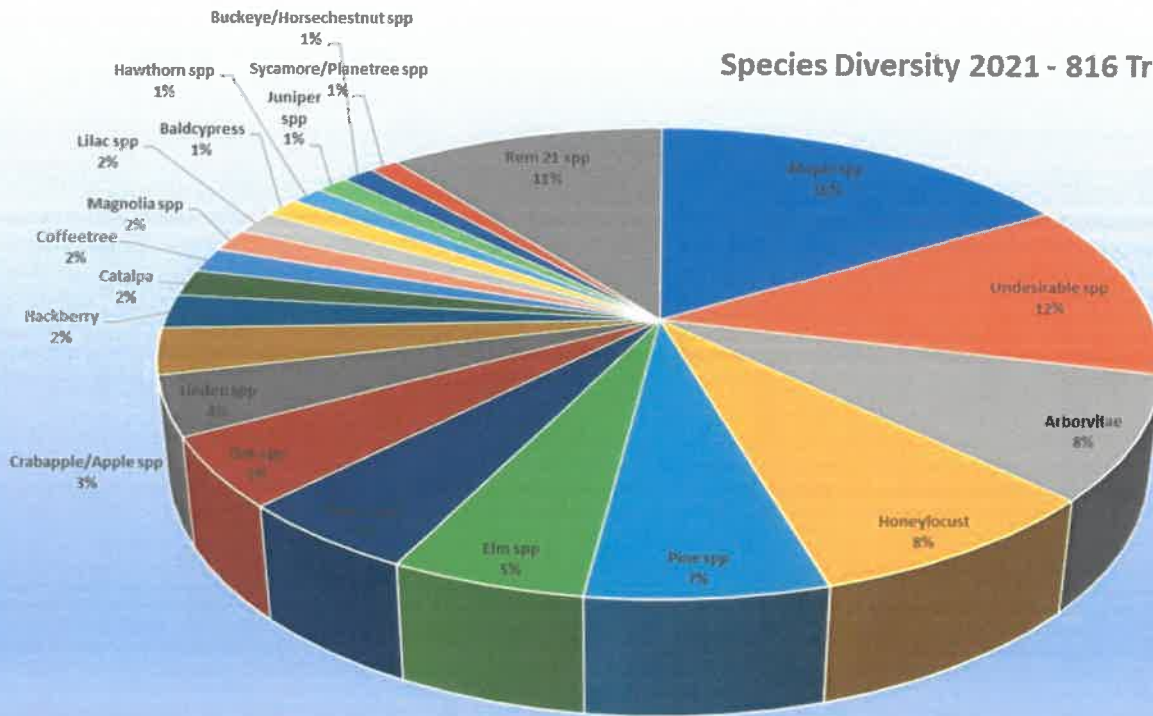
	Plant in Abundance
	Plant in Limited Quantities
	Maintain Existing Population
	Reduce Population Size

**Change in Species Composition 2020 - 2032**

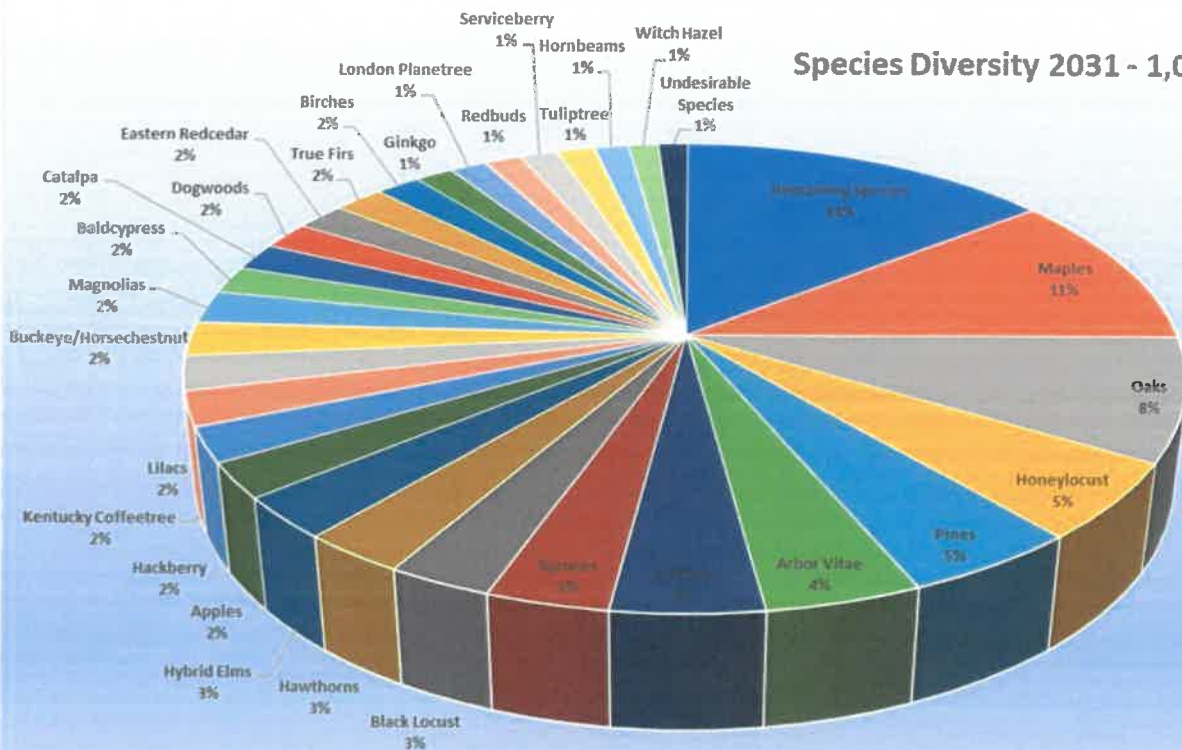
Change in Diversity 2021-2031



Species Diversity 2021 - 816 Trees



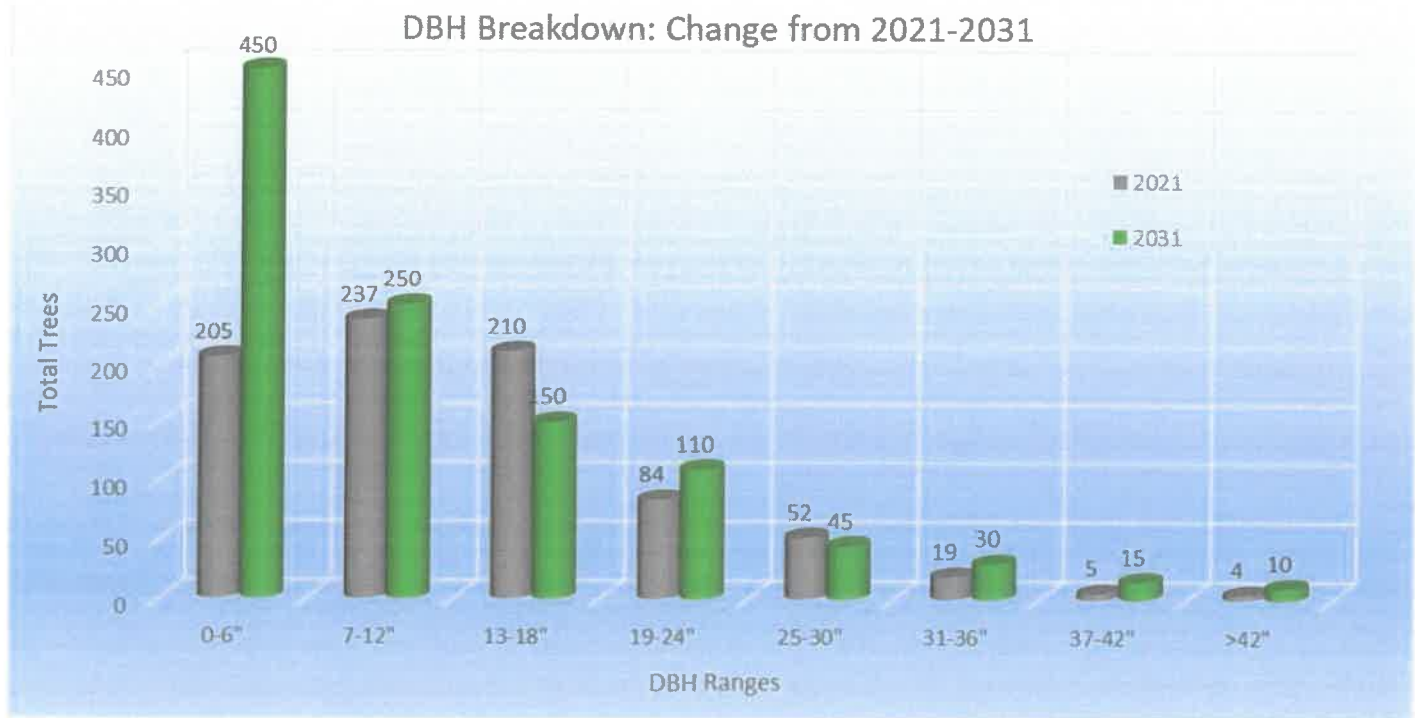
Species Diversity 2031 - 1,050 Trees



As can be seen from the above several pages of charts showing the change in species composition over the next 10 years, there will broadly be a move away from the overrepresented and overplanted species discussed above, and a proliferation of new species, and those which are underrepresented. This will lead to an increase from 816 to 1,050 trees total in the parks by creating a multilayered canopy, as well as an increase from the current total of 72 species up to a total of 100 species. This will make the Park District of La Grange eligible for Level 2 Arboretum status through the ArbNet accreditation program (another potential future goal), whereas now it is only eligible for Level 1 status. It will also create a more diverse Urban Forest which is resistant to pest and pathogen outbreaks by not relying on only a few species with which to fill its parks.

**The Benefits of Larger, Healthier Trees**

Larger trees provide greater benefits to the community: They create more shade to offset cooling costs, absorb more storm water, create greater buffers against cool winter winds for heating costs, and absorb and sequester more carbon than smaller trees do. For the 2032 vision of the tree population, a variety of methods were used to arrive a reasonable age-class distribution. We used the current population structure, and anticipated high rates of survival based on new planting practices which would involve a “right tree/right site” approach, as well as increased survivorship of existing trees due to better management and care practices. Predicted growth, survivorship, and eventual tree losses are based on current species composition and future plantings and removals. This allowed the creation of a vision of what the tree population will look like 30 years from now.



It can be seen from the above chart that the existing tree population (grey bars) shows what was described as a younger to middle aged tree population overall. The projected age class chart shows not only a dramatic uptick in the number of young trees in the population, but also more trees surviving into the older age classes, where they will provide the greatest benefits in terms of ecological services to the community.

	<u>2021</u>	<u>2026</u>	<u>2031</u>
<b>0-6"</b>	<b>205</b>	<b>375</b>	<b>450</b>
<b>7-12"</b>	<b>237</b>	<b>225</b>	<b>250</b>
<b>13-18"</b>	<b>210</b>	<b>150</b>	<b>150</b>
<b>19-24"</b>	<b>84</b>	<b>100</b>	<b>110</b>
<b>25-30"</b>	<b>52</b>	<b>40</b>	<b>45</b>
<b>31-36"</b>	<b>19</b>	<b>25</b>	<b>30</b>
<b>37-42"</b>	<b>5</b>	<b>10</b>	<b>15</b>
<b>&gt;42"</b>	<b>4</b>	<b>5</b>	<b>10</b>

This is based on the fact that increased levels of care for existing trees will enable them to survive longer. The table in the upper right of this page shows a general expectation of how the changes in tree diameters might change over the next 10 years based on the methods to be applied in this Urban Forestry Management Plan. These numbers were projected by hand, based on our prior experience, and the methods detailed below.

For projections of future age classes of trees, a ½" per year average growth rate was roughly estimated by assuming that it would take an average tree 10 years to go from one age class to the next (6" = appx 10 years growth). Also used were the number of trees to be planted and removed annually, as calculated below in the Tree Planting and Tree Removal sections. These numbers were arrived at based on all the above, as well as the best professional opinion of the Forestry Consultant. As time goes by, these projections will likely change.

The overall increase in size of the tree population and diameters of the individual trees will yield a much greater dollar figure when it comes to the ecological services provided and provide park patrons with a greater sense of being in a more arboretum like setting when they are enjoying the parks.

Below are several examples of Ecological Services provided by trees:

**Energy Savings:** During the summer when temperatures are warm, trees create shade, and temperatures are cooler in the shade. The "heat island" effect of pavement is moderated by the presence of trees. Cooler temperatures cause air conditioners to have to work less, which reduces the amount of energy a household uses. During the winter when temperatures are cold, winter winds cool your home quickly. Trees act as windbreaks, causing heating systems to use less natural gas, saving energy and money.

**Carbon Dioxide (CO<sub>2</sub>) Sequestration:** The amount of CO<sub>2</sub> which is put into the atmosphere each year has a direct correlation with global climate change. That change causes more severe storms, greater drought conditions, and many other costly outcomes. Reducing CO<sub>2</sub> from our atmosphere lessens these effects. Trees uptake CO<sub>2</sub> and act as a carbon sink, putting carbon into long term storage

in its woody tissues, removing it from our atmosphere, creating a net benefit to society, and saving money.

**Air Quality:** Industrial processes and vehicle emissions put pollutants into our air. These pollutants can cause or worsen health conditions such as heart disease, asthma, and lung disease. In addition, these pollutants can mix with water in the atmosphere and create nitric and sulfuric acid, causing acid rain, which can destroy fisheries and contaminate water supplies. Trees absorb these compounds with their leaves and other tissues and prevent them from remaining in the atmosphere. Reductions in these pollutants results in overall better health, reducing the cost of healthcare to society, and saving communities money.

**Storm Water Mitigation:** The cost of delivering fresh water to homes, as well as removing and treating wastewater and storm water is considerable. One of the greatest costs comes when these systems are overwhelmed, such as during flooding, which can cause millions of dollars of damage to homes and vehicles, or when these systems need to be replaced. Fortunately, trees take up water from the soil and put it back into the atmosphere through the process of transpiration. Therefore, the more trees an organization has, the less flooding is an issue, and the less strain is put on storm water infrastructure, resulting in fewer repairs and replacements. In addition, tree canopy slows rainfall's effects on flooding by "intercepting" it with leaves and branches, delaying how quickly rainfall can become floodwater. All of this adds up to savings for an organization.

**Economic & Aesthetic Value:** Up to 15% of the value of a property can be attributed to its trees and other landscaping. Tree lined streets are much more appealing to homebuyers than streets devoid of trees, resulting in increased home sales, and therefore increased tax revenue, or increased tax revenue with which to fund initiatives relating to trees, attract new businesses, etc.

**Return on Investment**

Return On Investment (ROI) for an individual tree is strongly favorable over the life of a tree in terms of investment in planting, care, and removal versus the ecological benefits the tree provides. As we strive to justify the expenditures on trees and tree care, it is important that organizations and their staff are aware of this.

On the following page, we have provided an ROI calculation sheet. This sheet breaks the tree's lifetime down into three phases, based on the anticipated costs of pruning in the budget sections below. These phases are the young (3-12" DBH), mature (13-24" DBH), and full grown (25-36") ranges shown below.

Data were taken from the iTree algorithm, and applied towards the average benefits provided by a tree at each of these life stages, and multiplies it out over the 20 year period each phase accounts for. We also looked at costs for planting, watering, routine maintenance, emergency maintenance, and eventual removal of that tree over 60 years.

The results are pictured below, with the calculations on the following page.

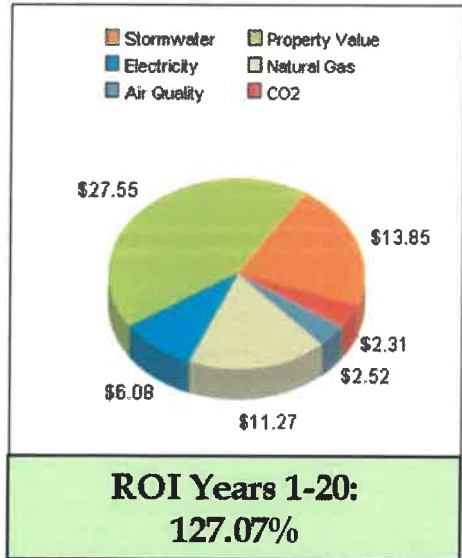
<b>Total Investment</b>	<b>\$3,610.00</b>
<b>Total Return</b>	<b>\$10,819.60</b>
<b>Total ROI Over 60 Years</b>	<b>199.71%</b>

**Return on Investment: Years 1-20 (3-12" Diameter)**

**Costs**

Initial Purchase and Installation	\$300.00
Watering for 2 Years	\$100.00
Pruning - 4x @ \$40/prune	\$160.00
<b>TOTAL INVESTMENT</b>	<b>\$560.00</b>

Benefits	Avg/Year	Over 20 Years
Electricity	\$6.08	\$121.60
Natural Gas	\$11.27	\$225.40
Property Value	\$27.55	\$551.00
Stormwater	\$13.85	\$277.00
Air Quality	\$2.52	\$50.40
CO2 Reduction	\$2.31	\$46.20
<b>TOTAL RETURN</b>		<b>\$1,271.60</b>

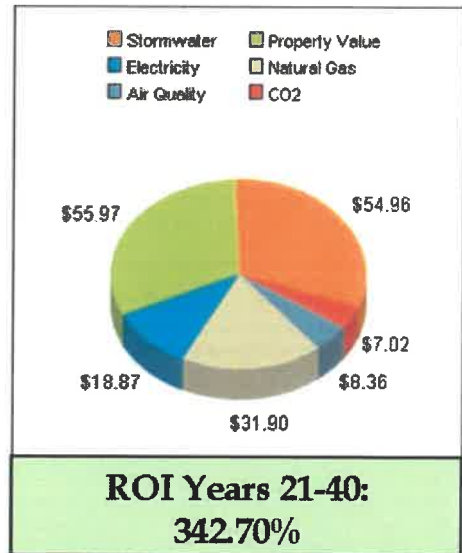


**Return on Investment: Years 21-40 (13-24" Diameter)**

**Costs**

Pruning - 4x @ \$75/prune	\$300.00
Emergency Maintenance (2x)	\$500.00
<b>TOTAL INVESTMENT</b>	<b>\$800.00</b>

Benefits	Avg/Year	Over 20 Years
Electricity	\$18.87	\$377.40
Natural Gas	\$31.90	\$638.00
Property Value	\$55.97	\$1,119.40
Stormwater	\$54.96	\$1,099.20
Air Quality	\$8.36	\$167.20
CO2 Reduction	\$7.02	\$140.40
<b>TOTAL RETURN</b>		<b>\$3,541.60</b>

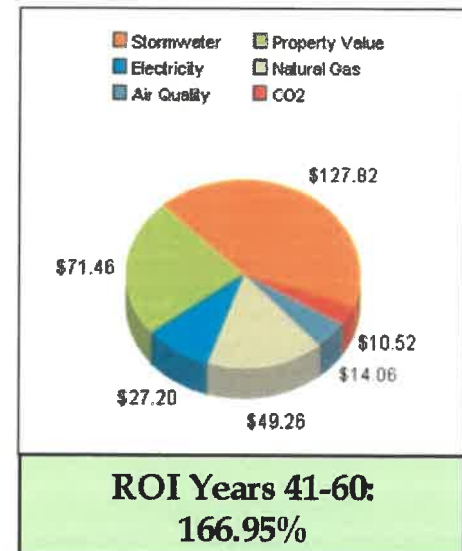


**Return on Investment: Years 41-60 (25-36" Diameter)**

**Costs**

Pruning - 4x @ \$150/prune	\$600.00
Emergency Maintenance (2x)	\$650.00
Eventual Cost of Removal	\$1,000.00
<b>TOTAL INVESTMENT</b>	<b>\$2,250.00</b>

Benefits	Avg/Year	Over 20 Years
Electricity	\$27.20	\$544.00
Natural Gas	\$49.26	\$985.20
Property Value	\$71.46	\$1,429.20
Stormwater	\$127.82	\$2,556.40
Air Quality	\$14.06	\$281.20
CO2 Reduction	\$10.52	\$210.40
<b>TOTAL RETURN</b>		<b>\$6,006.40</b>



## Tree Removals

The first step towards attaining Park District of La Grange’s forestry goals will be to remove trees which are diseased, dying, or present a hazard. At present, there are 33 trees which have been called for removal during the inventory. Of these, 1 is listed as a Priority Removal, 29 are listed as Standard Removals, and 3 are listed as Low Priority Removals based on the tree inventory data. All of these trees can be removed within the next calendar year based on PDLG’s existing budget. A direct goal of this Urban Forestry Management Plan is to have all identified trees marked as Removals to be removed within 1 calendar year of this plan’s adoption.

By percentage, this is a standard number of removals in terms of comparably sized park districts, with removals representing 4% of the total population. Typically, park district inventories reveal between 2-5% of the tree population requiring some form of removal. Once again, this shows a high level of care and responsiveness to declining trees in the park tree population.

After this initial 1-year period to address the removals identified in the inventory, it is anticipated that the background rate of tree removal will be approximately 30 trees per year. From 2022 forward, reevaluation of the tree population on an annual or semiannual basis by PDLG staff or the Forestry Consultant will specify which trees require removal. These numbers, detailed below, are meant to be placeholders for budget calculations and diversity standards. This does not require that 30 trees be removed each year, this is simply a projection based on the existing inventory data.

For purposes of projection, costs have been estimated using a rate of \$25/diameter inch for tree removal and stump grinding, which is a conservative estimate based on current market pricing. Rates could certainly be found lower than this in a competitive bid process. As is the case with all cost projections for this Plan, no cost increase is assumed for the first 5 years, and a 3% annual cost increase is assumed thereafter. This is also a conservative estimate based on the Consumer Price Index, and actual costs are likely to be lower than projected.

The number of removals, based on the data, will remain relatively steady based on projections at 30 trees per year. Based on discussions with the park district, this should be well within their existing annual budget. This same process was also used for the remainder of the trees which were marked for removal. Using this data, cost estimates were prepared for the long-term removals, based on the tree inventory data. As this is a program to be adaptively managed, these budget tables can be updated periodically to reflect actual costs being paid.

Milestones	2022	2023	2024	2025	2026	2027-2032
Trees Removed	9	17	20	25	25	25/year avg
Diameter Inches	154"	207"	225"	250"	250"	250"
Notes	1 Priority Removal + Standard Removals Over 14"	Standard Removals 14" and less + all Low Priority Removals	Undesirable Species	Update Inventory for New Removals	Update Inventory for New Removals	Update Inventory for New Removals
Removal Cost (2021)	\$3,850	\$5,175	\$5,625	\$6,250	\$6,250	\$6,250
Removal Cost (CPI)	\$3,850	\$5,175	\$5,625	\$6,250	\$6,250	\$7,188

## **Tree Removal Activities**

### **Safe Removal of a Tree to an Appropriate Flush Cut**

Tree removal can be dangerous, but when performed by professionals is very safe. Therefore, all tree removal activities on PDLG's property should be performed under the guidance of a Certified Arborist or Arborist Trainee. This may be the supervision of PDLG staff or the Forestry Consultant alongside a contractor. The safe removal of a tree involves the safe removal and lowering of all portions of the tree according to all relevant ANSI standards and Best Management Practices. The stump must be flush cut such that the highest portion of the cut is no greater than two inches from the highest part of the ground surface to prevent a tripping hazard on public property.

### **Stump Grinding**

Within a reasonable amount of time following the removal, stumps and surface roots should be removed using an approved stump grinding machine, such that the stump is ground to a minimum depth of 6 inches, and no surface roots are visible. If the site is to be planted with a new tree, that depth should be increased to 12 inches below the soil surface. This will ensure that a new tree may be successfully planted, and that no re-sprouting will occur from the old stump. The depths to which the stump must be ground may be altered by the Park District of La Grange depending on needs for specific circumstances or contracts. Until the planting space is fully restored, the stump hole should be filled and compacted to ground level using the debris resulting from the stump removal.

### **Planting Site Restoration**

Once the tree has been safely removed and the stump has been ground out, the open planting space must be fully restored if a tree is not scheduled to be planted in or adjacent to the old hole. Site restoration consists of removing the stump chips from the hole, filling it with a quality mineral topsoil, tamping down to match the surrounding grade, spreading grass seed over the top of the topsoil, and securing green turf blanket over the topsoil when practical.

### **Reasons for Tree Removal**

Removal of trees on public spaces is an unavoidable reality of managing large tree populations. When the trunk, branches or roots fail, a standing tree can cause personal injury or property damage, and even small dead trees can be an eyesore. Old trees can hold great sentimental value, and many people become attached to them. However, there are times when their presence creates a public hazard, and it is at those times that action must be taken to ensure public safety. It is also important to remember that the removal of a tree today is the promise of a new tree for tomorrow!

Removal of trees on PDLG property shall always be at the discretion of park district staff and/or the Forestry Consultant. Trees will never be removed without a sound reason from the park district or Forestry Consultant. Neighboring residents and concerned park patrons may request a tree to be removed for reasons NOT detailed below.

These requests will be reviewed by park district staff, the Board of Commissioners, or the Forestry Consultant. Generally speaking, trees with a greater need for removal based on public safety will always hold a higher priority. Under no circumstances will PDLG be responsible for trees which are not on park property, with the exception of pruning high risk limbs overhanging park property.

### **Dead or Dying**

If a tree is biologically dead or nearly dead, it will require removal. Trees which are standing dead, have approximately 50% dead crown or greater, or have less than approximately 40% structurally sound wood in the cross-section of the trunk shall be removed as expediently as practical. These determinations shall be at the discretion of park district staff or the Forestry Consultant.

### **Diseased or Infested**

Diseases are caused by viral, fungal, or bacterial pathogens. Infestations are caused by insects or other small animals. Dutch Elm Disease and Oak Wilt, for example, are fungal diseases that kill Elm and Oak trees when they are infected. Emerald Ash Borer is an insect which kills Ash trees by infesting them. The prompt removal of diseased or infested trees limits the exposure of other nearby trees. The removal of 1 tree may save dozens of others. Trees deemed to be diseased or infested by park district staff or the Forestry Consultant shall be removed as expediently as possible in order to slow the spread of such insects and diseases.

### **High or Extreme Risk**

“Tree Risk” is the potential of a tree or tree part to impact a nearby person or piece of property and cause property damage or personal injury. This topic is of great interest in Arboriculture today, and the insurance industry is becoming increasingly involved in the process of assessing and managing the risk posed by trees. Litigation involving trees is a perennial concern for public entities. All trees in PDLG were assessed for a basic level of risk during the initial inventory, and several trees were found to be at elevated risk levels. If such risk can only be safely mitigated by tree removal, as opposed to pruning or other measures, then timely removal is critical because of potential exposure of the public or property to potential harm.

Park district staff, the Forestry Consultant or another TRAQ Qualified Risk Assessor must assess the tree and prepare a Tree Risk Assessment Report to document the details of the situation prior to removal. Often, risk can be mitigated by removing a portion of the tree, or other corrective measures. If the entire tree is deemed to be at high or extreme risk of failure, however, the entire tree shall be removed as a means of reducing its residual risk to zero.



### **Emergency / Storm Damage Removals**

A tree shall be removed if it has been severely damaged and/or compromised by lightning, wind, or other such weather event. "Storm-damaged" shall be generally defined as a tree which has lost 33% or more of its crown, has a large crack or other wound in the trunk, has a lean of greater than ten degrees from vertical resulting directly from strong winds, has sustained a lightning strike, or other such issues directly related to storm events. Park district staff or the Forestry Consultant shall determine the need for removal of a tree in these cases. Though in emergency situations such as a tree impacting a person, vehicle, power lines, or other such emergency, PDLG may perform any actions necessary to abate public hazards so long as they are in compliance with all relevant Arboricultural standards and practices.

### **Damage from Construction or Vehicle Strike**

Park district staff and/or Forestry Consultant shall assess trees that have been impacted by a vehicle strike or piece of construction equipment. If the tree has suffered physical damage or extreme root compaction and is likely to decline and become high risk, it will be scheduled for removal in order to maintain public safety. That decision will be based on the best professional judgement of the Forestry Consultant or park district staff.

### **Reasonable Resident Request**

If a tree has non-terminal pest or pathogen issues, moderately poor structure or is in somewhat poor condition, a concerned resident or park patron may request the removal of the tree. These requests will be reviewed by park district staff and/or the Forestry Consultant and evaluated on a case-by-case basis. If the tree shows significant potential to decline or pose a threat, the park district may agree to the removal within a reasonable time frame of 1 to 3 years. Young and healthy trees will generally not be considered eligible. Priority will always be given to trees in danger of threatening public safety.

### **Interference with Utility or Signage**

A tree shall be removed if it is interfering with the function or visibility of official traffic control devices or has impacted above or belowground utilities in a manner that cannot be mitigated by pruning or other measures. In these cases, it is likely that no new tree will be planted in these sites.

### **Overplanted and Underperforming**

No healthy tree shall be removed for the sole reason of having been overplanted. As a result of this Plan, PDLG will be enhancing diversity in the urban forest, with the goal of building a diverse urban forest. Overplanted species listed as being in poor condition will be reviewed to assess further decline or recovery. Those trees in noticeable decline shall be removed at the discretion of park district staff and/or the Forestry Consultant. This will be used as a preventative measure so that these trees do not continue to decline to a point where they become hazardous, and not used as a reason to remove an otherwise healthy tree.

### **Basic Park District Tree Removal Requirements and Standards**

All of the following requirements and standards shall be met during tree removal activities as matter of local policy. For a detailed view of the specific ANSI and ISA standards, please see Appendix I.

### **Park District of La Grange Internal Policies**

1. All personnel directly involved with process of chainsaw operation, climbing, bucket truck operation, and rigging limbs shall be provided with sufficient training and experience to perform such duties while employed by the Park District of La Grange, as either grounds maintenance, or performing work as a contractor employed by the park district.
2. Only qualified utility arborists may perform tree removal operations within ten feet of an electric utility line. Park District of La Grange employees or contractors may complete the process of trunk removal and stump grinding only if the remaining portion of the tree is greater than ten feet away from a transmission line.
3. The park district will not remove healthy trees in order to meet diversity goals, unless the tree poses a risk to persons or property.
4. The park district shall not perform or assist, programmatically or financially, with the removal of trees on private property. Public/Private tree ownership is defined as having 51% or greater of its trunk diameter on park property. Limbs overhanging park property may be pruned back to the property line with adjacent properties

### **Tree Planting**

Whereas tree removal is necessary to promote public safety, planting of new trees must occur to increase diversity and canopy cover. As a means of attaining the goals of increasing canopy cover to 40%, and increasing overall diversity significantly, this plan calls for the planting of over 500 trees over the coming 10 years. These trees will be planted by park district staff, contractors, and possibly volunteers who have been properly trained. This plan has a direct goal of planting trees where they have the best chances to establish and thrive based on their specific sites and species requirements.

For the goals and milestones shown below, the program began with being able to at least replace 33 trees called out for removal above over the first 2 years. After completing this, a gradual 5 trees planted per year increase is called for. After the first year, plantings begin to outpace removals in this Plan. For the costs of planting, \$300 per tree (installed) has been used. This is a conservative estimate based on retail costs, and likely the park district will be able to perform planting at a more favorable rate. Costs have been estimated using mostly containerized smaller stock, with the occasional 2.5" balled and burlapped tree installed. If volunteer labor is employed, these costs could reduce significantly as mentioned above in the Strategic Partnerships section.

Milestones	2022	2023	2024	2025	2026	2027-2032
Trees Planted	20	25	30	35	40	45/year avg
Planting Cost (2021)	\$6,000	\$7,500	\$9,000	\$10,500	\$12,000	\$13,500
Planting Cost (CPI)	\$6,000	\$7,500	\$9,000	\$10,500	\$12,000	\$15,525

**The Importance of Planning Your Tree Planting**

**The Right Tree in the Right Site**

Urban Forestry has an unfortunate history of not planning carefully for tree planting. Whatever was readily available, inexpensive, urban tolerant, and grew fast was seen as desirable, and often planning of tree plantings was left to developers, or nurseries and plantsmen. With our history of invasive insects and diseases in the Midwest region and knowing these will only get worse in the future, it is more crucial than ever that we plan our tree plantings.

This process involves assessing each site to be planted in much the same way we would assess a tree, except that in this case, we are looking for factors such as available above and below ground growing space the tree will have, how much light the site receives, the amount of soil moisture present, and possibly other factors such as soil pH and texture. Once this information is collected, planting sites can be matched with trees which are well suited to those sites. Matching the right tree to the right site like this will result in trees which establish faster, grow more vigorously, live longer, and provide far greater benefits.

Playing an active role in tree planting planning also allows for meeting diversity standards such as the taxonomic, spatial, and age class diversity principles outlined above, and attempts to get the tree population into compliance with the “20-10-5 Rule”. Park districts have a distinct advantage here over street tree populations, as trees can be planted nearly anywhere vs needing to replace a tree very close to the removal site of an old tree on the parkway. Being targeted about species selection also allows the use of species which are slightly more difficult to find appropriate sites for. These species that are considered “less urban tolerant” can still be planted when the appropriate site is found!

The success of a tree depends on where and how it is planted. Park District staff or the Urban Forestry Consultant should assess planting sites before trees are purchased and installed each year, to ensure the correct tree is being planted for the correct site. Each tree planted represents a 25-75+ year commitment, and this planning helps to increase the benefits to the community from this commitment. A list of acceptable species to be planted for all land use types appears in Appendix A.

**Nursery Stock Procurement**

Nursery stock quality is yet another aspect of planning which can help a tree establish, survive, and thrive to provide great benefits to the community. Park district staff will purchase nursery stock from a reputable nursery. Specifications should be for material no smaller than 1.75” caliper, with good form for the species, planted as either balled and burlapped or minimum 5-gallon containerized stock.

Currently, the nursery industry is recovering from a nursery stock shortage due to high demand to replace Ash trees lost to Emerald Ash Borer, which impacted the availability of some species. We strongly recommend to not to accept substitutions in the requested species lists, as many nurseries may still attempt to substitute overplanted trees for some of the higher diversity species which may still be difficult to obtain. It is recommended to have an approved substitution prepared for each requested tree species. A list of species and acceptable substitutes has been included in Appendix C.

### **Tree Transport and Planting**

Proper transport and planting procedures determine a tree's success after planting. Even healthy trees from the field, if improperly transported, may dry out during transport, or suffer structural damage to root balls.



When it comes time to plant, trees planted too deeply will suffer from root compaction and trunk decay. Trees planted without properly dug holes may suffer from stunting. Trees planted without proper removal of packaging materials may develop girdling roots. Trees planted too high may have surface root desiccation. Trees improperly staked or with improper trunk protection may suffer from trunk wounds or girdling of the entire trunk. The standards and Best Management Practices for tree transport and planting are detailed later in this section, as well as Appendix J. Trees may be planted by a local volunteer work force so long as the workers have been adequately trained by a local qualified organization prior to planting, and trees are of a smaller size such as containerized stock.

### **Tree Spacing and Visibility Requirements**

Minimum tree spacing between large, medium, or small sized deciduous shade trees should be appropriate for the species and conform to urban forestry best management practices. It is generally recommended this be no less than 40 feet between plantings, with some exceptions for smaller trees. This will allow trees to grow to their full potential without heavy competition for water and nutrients with neighboring trees, and without limited space for crown growth. As mentioned previously, a direct goal is to create a multilayered canopy, and this may involve some degree of latitude when it comes to spacing requirements.

### **Watering**

Watering of newly planted trees is essential to their establishment, growth, and survival, particularly during the first 2 years of their lives. Since these costs can vary greatly, they have not been included in the budget table above, since staff will water trees for now.

## **Challenges of Urban Plantings**

Urban planting sites are a difficult environment for a tree to thrive in, and based on long term data, it is expected that 5-10% of new plantings fail each planting cycle. The park district's contracts for tree planting should include a one to two-year replacement warranty for any new trees that fail to thrive in their new environment. Urban tree plantings can pose an uphill battle in many ways, due to limited soil volume, salt runoff, airborne pollutants, and other factors. New planting mortality is to be expected, despite best efforts to prevent such an outcome, but the planning measures outlined above will help to mitigate annual new planting mortality

## **Tree Planting Requirements and Standards**

### **Park District of La Grange Internal Policies**

1. Planting sites shall be determined and monitored using the park district's tree inventory, in conjunction with park district staff and Forestry Consultant input.
2. New planting sites should be 10 feet away from signage, driveways, intersections, and utility structures. If this distance cannot be maintained, the site should not be planted, even if a tree was removed from the same site.
3. Choice of species for planting should be done so according to the park district's taxonomic, spatial, and age-class diversity goals. A diverse and resilient urban forest minimizes exposure to financial, environmental, and health risks while maximizing aesthetics, environmental benefits, and ecosystem services to its residents and patrons.
4. All planting stock shall be grown within 150 miles of the Village of La Grange.
5. Acceptable nursery stock shall conform to the following standards:
  - A. Minimum of 1.75 inch caliper, measured at six inches from the trunk flare
  - B. Root ball conforms to ANSI Z60.1 Standards for Nursery Stock
  - C. Less than 10% deadwood in the crown
  - D. Architecture consistent for the species, cultivar, or variety in question
  - E. No included bark or other such narrow branch attachments, unless consistent with species or variety
  - F. Free of pests or pathogens
  - G. Approved species list for the Park District of La Grange
6. Planting and digging of certain species shall only occur at certain times of year, in accordance with nursery industry best management practices and professional judgement. These times are subject to the professional opinions of both the Park District of La Grange and its contractors.

7. JULIE, or another similar utility locating service, shall be contacted, and all utilities located a minimum of three days before planting is scheduled to begin.
8. A minimum of a one-year replacement guarantee shall be extended from approved nurseries and plantsmen for all new plantings rated to hardiness zone five or lower.

## Tree Pruning

When maintaining a tree population for its greatest benefits and lowest risk, tree pruning is one of the most cost-effective maintenance activities which can be performed. Pruning provides several important services for a tree: It reduces the risk of failure, provides clearance for utilities or other structures, reduces wind resistance and wind damage, maintains overall tree health, and improves overall aesthetics.

For the goals and milestones, the most critical needs of the Park District of La Grange were prioritized. This priority list begins with trees identified as Hazard Prunes, Priority Prunes, or young trees in need of establishment or training pruning. During the inventory, 68 such trees were identified, and can be pruned under the park district’s existing annual forestry budget. For the next 6 years, it is recommended that PDLG slowly increase the number of trees pruned each year through 2026 until they are at full capacity to handle the 5-year pruning cycle which has been proposed for PDLG. Once in the full 5 year pruning cycle for the estimated tree population of 1,050 total trees by 2032, it is anticipated that approximately 200 trees per year will require pruning to maintain this cycle. For cost estimates associated with these activities, several assumptions were made:

First, because young trees (12” and less in diameter) are easy to prune, it is assumed that trained park district staff can prune all trees less than 12”, and \$40 per tree was used as an estimate for this group, based on average cost in the industry at this time. For medium (12”-24”) and large (24”+)trees, average figures of \$75 and \$150 per tree (respectively) were used, once again based on average cost in the industry (see tables below). Consistent with other budget tables, a 3% annual CPI increase was added for every year thereafter.

Currently, PDLG prunes approximately 100 trees per year using a combination of in-house labor and contracted services. Using well-trained volunteer labor to prune young, newly planted trees and smaller trees which can safely be pruned from the ground without power equipment, it is believed that these budget figures could become even more favorable. This makes the budget estimates below fairly conservative, as is the case with all budget projections in this Plan.

Milestones	2022	2023	2024	2025	2026	2027-2032
<b>Trees Pruned</b>	100	120	135	150	160	175/year avg
<b>Notes</b>	68 Priority Prunes + 32 Additional Cycle Prunes	120 Cycle Prunes	135 Cycle Prunes	150 Cycle Prunes	160 Cycle Prunes	Up to 175 Cycle Prunes per Year by 2032
<b>Cost (2021)</b>	\$5,525	\$6,650	\$7,500	\$8,325	\$8,900	\$9,725
<b>Cost (CPI)</b>	\$5,525	\$6,650	\$7,500	\$8,325	\$8,900	\$11,184

Provided below is a series of estimates based on the change in composition of the Urban Forest over time. As larger underperforming trees are removed and smaller trees planted in their place, the size breakdown of the Urban Forest will change. Given this expected change in the average size of trees, we have included several breakdowns below estimating costs as the composition of the Urban Forest changes. Overall, the tree population of PDLG will become younger, which mostly offsets the increase in the number of trees being pruned by providing an overall lower cost of pruning per tree. Please note these are estimates and should be reviewed periodically to ensure accuracy.

**2022 Cost Breakdown - Pruning 135 Trees/Year by 2022**

	<u>Total Trees</u>	<u>Avg %</u>	<u>Cost/Tree</u>	<u>Pruned/year</u>	<u>Cost/year</u>
<b>Evergreen</b>	190	23.28%	\$20	31	\$ 628.68
<b>Large (&gt;24")</b>	80	9.80%	\$150	13	\$ 1,985.29
<b>Medium (13-24")</b>	215	26.35%	\$75	36	\$ 2,667.74
<b>Small (1-12")</b>	331	40.56%	\$40	55	\$ 2,190.44
					<b>\$ 7,472.15</b>

**2027 Cost Breakdown - Pruning 155 Trees/Year by 2027**

	<u>Total Trees</u>	<u>Avg %</u>	<u>Cost/Tree</u>	<u>Pruned/year</u>	<u>Cost/year</u>
<b>Evergreen</b>	200	21.51%	\$20	33	\$ 666.67
<b>Large (&gt;24")</b>	80	8.60%	\$150	13	\$ 2,000.00
<b>Medium (13-24")</b>	225	24.19%	\$75	38	\$ 2,812.50
<b>Small (1-12")</b>	425	45.70%	\$40	71	\$ 2,833.33
					<b>\$ 8,312.50</b>

**2032 Cost Breakdown - Pruning 175 Trees/Year by 2032**

	<u>Total Trees</u>	<u>Avg %</u>	<u>Cost/Tree</u>	<u>Pruned/year</u>	<u>Cost/year</u>
<b>Evergreen</b>	250	23.58%	\$20	41	\$ 825.47
<b>Large (&gt;24")</b>	100	9.43%	\$150	17	\$ 2,476.42
<b>Medium (13-24")</b>	200	18.87%	\$75	33	\$ 2,476.42
<b>Small (1-12")</b>	510	48.11%	\$40	84	\$ 3,367.92
					<b>\$ 9,146.23</b>

**Pruning Activities**

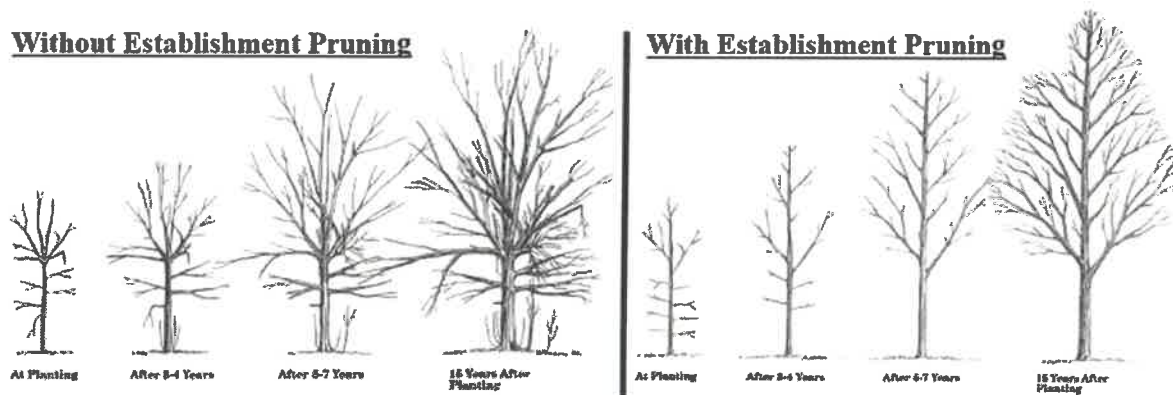
**Creation of a Pruning Cycle**

Initially, trees have been prioritized which have been identified in the inventory as requiring either Priority, Dead Limb, or Training pruning, regardless of where they are located. This is to prioritize public safety before routine maintenance. After these trees are pruned, La Grange should aim to create a 6 year pruning cycle based on the size of its tree population both now and in 2032. With approximately 1,050 trees total by 2032, this would mean that over a 6-year period, approximately 175 trees would require pruning each year. The number of trees as well as their overall sizes will be changing, hence the above tables showing adaptive management of the tree pruning program.

Though tree pruning may seem expensive, the cost of maintaining trees is significantly less than the costs associated with trees damaging property or injuring residents or patrons. The benefits trees provide when healthy and well maintained can be prolonged and significantly increased, as shown in the projections above. A cycle pruning program is the hallmark of an effective forestry program, and it is highly recommended that PDLG plan to increase budgets for this essential expense.

### Pruning of Young Trees

For the purposes for this Plan, a young tree will be considered to be under 12" DBH. Young trees are still trying to acclimate to their sites. The pruning of young trees has different goals and outcomes than the pruning of larger, mature trees. Standard nursery stock has been meticulously pruned for four to ten years to have a single trunk, and the specific branching patterns which are considered common to the various tree species. Without proper establishment pruning, these trees might have multiple trunks, poor branch structure, and overall poor form and architecture.



Pruning of young trees to establish proper form is one of the most cost-effective maintenance activities which can be performed. It is an inexpensive task that does not require a great time commitment and saves thousands of dollars in pruning and maintenance costs later in the tree's life. As mentioned above, due to not having to climb trees or use dangerous equipment, young trees may be pruned by park district staff or well-trained volunteer labor, with proper training from a qualified organization.

### Pruning of Mature Trees

A mature tree, for the purposes of this Plan, is considered to be greater than 12" in trunk diameter. Mature trees are established in and acclimated to their sites. The pressure these trees face from their environment generally comes from above-ground factors such as pests, pathogens, man-made structures, other trees, storms or lightning strikes, as well as some below ground factors like girdling roots, limited soil volume, or poor soil quality. Pruning is performed to mitigate the above-ground issues. Natural aging and limb dieback are additional reasons these trees are pruned.

Pruning of mature trees may mitigate a short-term risk, such as after a storm, or pruning may be done to maintain a tree's long-term health and structure. In the wild, trees shed limbs frequently. This is called self-pruning. Allowing trees to self-prune over time is not advisable in an urban setting. Safety factors may arise, and the process of self-pruning may bring up aesthetic issues in an urban environment. Mature public trees should only be pruned by professional Certified Arborists, and done in accordance with industry Best Management Practices and accepted ISA and ANSI standards.

### **Private Property Trees**

The Park District of La Grange shall not be responsible for the pruning of trees located on private property. The park district reserves the right to prune portions of trees overhanging their property, but is under no legal obligation to do so, and will perform such pruning at the discretion of park district staff and/or the Forestry Consultant

### **Reasons for Pruning**

#### **Establishment Pruning**

Establishment pruning of newly planted trees is the single most cost-saving measure in tree care, as it establishes good form and branch structure for the life of the tree. Establishment pruning should be performed a minimum of one time prior to the tree reaching six inches in diameter. Once established, the tree will only require periodic cycle pruning to maintain an appropriate form for the urban forest and to maintain health and keep the tree free of dead limbs. As mentioned above, because establishment pruning can be done without the use of dangerous equipment, the use of well-trained volunteers can be an effective means of pruning these young trees.

#### **Cycle Pruning**

A Best Management Practice in Urban Forestry is that trees should be pruned on a cyclical basis as preventative maintenance. No tree should go more than seven years without proper pruning. Cycle pruning ensures that dead branches, storm damaged limbs, or unsightly growth are removed before becoming hazardous or bad for the health of the tree. Cyclical pruning also ensures the proper leaf to stem ratio, which provides structural support for the tree. It also ensures that pruning stays relatively inexpensive, as severe issues do not have time to develop. Cycle pruning is a maintenance activity which if performed regularly, actually needs to be performed less often!

#### **Emergency / Storm Damage Pruning**

Emergency pruning is nearly always necessary to mitigate severe risk after storm events, such as limbs which have fallen and are blocking traffic, have impacted a structure or playground, are interfering with a utility, or are hanging and in imminent danger of doing any of the above. Emergency and Storm Damage Pruning should be conducted at the discretion of the park district, with the best interests of the public in mind. This is one of the few occasions on which the recommendations of this Plan may be temporarily suspended. When life or property are in imminent danger due to conditions associated with a downed tree or tree part, the park district may take whatever remedial action is practical and reasonable to mitigate such imminent risk.

### **Sanitation Pruning**

When a tree has been diagnosed as having been diseased or infested with a pest or disease, sanitation pruning may be employed to maintain the tree while removing the diseased or infested portions. This technique is only effective when the host tree is infected/infested with certain pests and pathogens, and only in a localized area of the tree. With more widespread cases of disease or insect infestation, removal will be the most cost-effective and safest option to avoid endangering other nearby trees, as these pests and diseases tend to spread, particularly when there is more of the same species nearby.

### **Removal of High-Risk Limbs**

At times, a tree as a whole may not pose a high risk, but a single limb may have defects that make it hazardous. At these times, the removal of such limbs or parts may render the tree to be low risk again, without causing permanent damage to the tree.

### **Park District of La Grange Internal Policies**

1. All activities directly related to the operation of a chainsaw, bucket truck, limb rigging, or tree climbing shall be performed by a qualified park district employee, or under the supervision of a certified arborist or arborist trainee.
2. No pruning or maintenance activity that takes place within ten feet of a power transmission line shall be performed by a Park District of La Grange employee unless certified as a qualified Utility Arborist.
3. No cabling, bracing, or other such support systems shall be installed in PDLG-owned trees, either by the Park District of La Grange, its residents, or any contractors. Exception may be made by obtaining prior written approval of the park district or its Board of Commissioners.
4. No heading, pollarding or espalier pruning shall be conducted on park district-owned trees, and no wound dressings shall be used under any circumstances, without prior approval of the Park District of La Grange.
5. The need for pruning and maintenance of individual trees shall be at the discretion of the Park District of La Grange and/or the Forestry Consultant.
6. No more than 25% of a tree's crown shall be removed during pruning operations in order to preserve the health of the tree. Any more than 25% of the crown being removed put the tree in danger of severe dieback, and removal should be considered at that point.

## Other General Maintenance

### Maintenance Activities

#### Retaining a Consultant

The task of enhancing an Urban Forestry program can be difficult! There may be new challenges and learning curves, contracts to renegotiate, bid documents to create, resident or patron concerns to manage, and other experiences which may require the assistance of a professional. Currently, PDLG does not have a Certified Arborist on staff, though they do have knowledgeable grounds staff. That said, at least during the initial years of navigating the goals outlined in this plan, retaining an Urban Forestry Consultant would be a wise decision.



The Forestry Consultant may be involved in sourcing and interviewing contractors and vendors for tree pruning, removal, and planting operations, assisting in maintaining the tree inventory, training park district staff on tree health and risk assessments, assisting in explaining policies to residents and patrons, and preparing contract and bid specifications. The importance of this early relationship cannot be overstated, no matter how large or small the organization.

#### Chemical Applications

Trees, like people, sometimes contract pests and pathogens. Often these pests and pathogens can be controlled with a simple chemical application just as illnesses in humans can be controlled with medication. This practice is called Plant Health Care. When financially practical, chemical control for common pests or pathogens may be utilized as a preventative or curative method and increase the aesthetics and benefits of the tree population.



At present, PDLG does not treat any trees for any common issues such as Emerald Ash Borer, Apple Scab, or the like. However, with the changing climate of pests and pathogens today, PDLG may at some point decide to engage in such treatments if they are programmatically and economically feasible and will help to maintain the benefits of mature trees while balancing costs.

Residents of La Grange may not perform chemical applications on any park district owned trees under any circumstances. Treatments performed by the park district on its own trees must be performed by a Certified Arborist who holds a valid Pesticide Applicators license.

## Water Management

The importance of water in the establishment, growth, and survivorship of trees cannot be overstated. Most trees adapted to our climate zone (USDA Zone 5b) are also adapted to the amount of moisture we have in an average year. However, younger trees with less expansive root systems are susceptible to prolonged drought. Young trees need supplemental watering, which is an essential maintenance activity and can prevent newly planted tree mortality.

As we anticipate nearly 600 additional trees being planted over the course of the next 10 years, this concept becomes very important. A watering program historically has been and will continue to be run by in-house staff, trained in proper watering technique. Whichever way the park district chooses to perform this task now or in the future, it is vital.

## Mulch

Proper application of mulch is a necessary and cost-effective maintenance activity. Mulch has many benefits, including reducing weed growth in the root zone, protecting the tree trunk and root flare from lawn maintenance equipment, allowing water to move into the soil, reducing evaporation and drought stress, and creating a naturally fertile soil environment. Turf grass typical of parkways competes for water and nutrients, and mulch reduces this competition. But not all mulching is beneficial. The practice known as “Volcano Mulching” is the practice of piling mulch against the trunk in excess of 3” deep. This causes moisture build up against the trunk, and can cause decay of the trunk tissue, and possibly death. Material such as crushed limestone, red volcanic rock, or rubber pellets can alter the soil chemistry in an undesirable way, and cause dieback or tree death.

### Improper Mulching

Mulch is piled at the base of a tree trunk in a destructive mulch volcano.



### Proper Mulching

When a tree is planted, mulch should be kept away from the trunk and lightly cover a ring of soil that feeds water to the root ball.



As the tree grows, the mulched area can be enlarged, but the trunk must remain uncovered.

Fortunately, mulch is a commodity most communities can get for free so long as they are pruning and removing trees each year. A marshalling yard for wood chips is established in Village limits. These chips are made available for free to residents as well as planting contractors. This arrangement works well for everyone: Removal contractors do not have to pay to dispose of chips, residents get free woodchips, and planting contractors don't have to charge the park district for mulch when new trees are planted. All newly planted trees should have mulch applied appropriately. A goal for the Park District of La Grange should be to mulch all trees 12” DBH and smaller, but for now, mulch for all newly planted trees, and preventing volcano mulching should be a primary concern.

## Tree Preservation and Management During Construction

Though park districts do not have the same ordinances as municipalities when it comes to tree protection on private property, they should still abide by Best Management Practices when performing development work on their own property. Therefore, tree and shrub protection and preservation during construction represents an investment in the community! Ensuring the protection and preservation of these trees while minimizing burdens to businesses, developers, and residents is essential to a healthy urban forest.



Tree protection and preservation during periods of construction involves protecting trees from damage caused by construction activities. This damage includes physical and chemical damage to the trunk, branches, and roots. Damage may be caused by equipment such as backhoes, skid steers, or other appendage-type equipment. Effects of damage to the visible above ground portions of the tree can be obvious, as when branches are broken. But hidden effects such as root compaction or improper grading may not become evident for years until the tree begins to die back. The standards set forth below and in Appendix L are industry standards with a proven record of success.

### Park District of La Grange Internal Policies

1. A tree survey shall be performed by a qualified individual (certified arborist preferred) prior to the beginning of any development activities on park district property. The survey shall detail the size, species, and condition of each tree six inches DBH and greater OR managed landscape tree (intentionally planted, non-volunteer tree) of any size.
2. The Tree Survey and a Tree Protection Plan shall be submitted to the Village of La Grange and all relevant architects, engineers, and workers, detailing the following:
  - A. Trees to be removed
  - B. Trees to be preserved
  - C. Location and size of the Tree Protection Zone (TPZ) for each tree
3. The Tree Protection Zones for each tree shall be visibly delineated by the site engineer, using orange snow fencing or other high visibility exclusion material. When such a delineation is not possible, all workers on site shall be made aware of the TPZ verbally.

## Tree Risk Assessment Policy

Trees provide ecosystem and aesthetic benefits, but all trees also pose some degree of risk. Determining the acceptable level of risk, along with effectively managing that risk, is a key priority for urban forestry operations. As a tree manager, the Park District of La Grange must always assume some degree of risk. It is up to the park district to track that risk and ultimately decide how to mitigate risk from trees in a manner which is responsible both economically as well as in the interest of public safety.

### Levels of Risk Assessment – An Overview

These Risk Assessment Levels are based on the International Society of Arboriculture's (ISA) Tree Risk Assessment Qualification (TRAQ) protocols, as well as the ANSI A300 Part 9 (Tree Risk Assessment) Standards. The TRAQ forms can be found in Appendix H at the end of this report. All trees in PDLG parks were assessed for a basic level of risk during the inventory. These assessments were rapid assessments, and do not represent any formal level of TRAQ risk assessment and are not legally binding. They are solely intended to provide the district with data showing a need for a more detailed assessment of trees such as those listed below.



### **Level 1 Assessment**

Also called a “limited visual assessment”, whereby a tree has a basic analysis of obvious physical defects and condition. The assessor walks or drives by the tree, assesses it quickly for defects, evaluates the risk posed by the subject tree, and reports the results of the assessment to the tree owner. Often, prior to a recommendation, a more detailed (Level 2 or Level 3) assessment will be required to gather additional data.

### **Level 2 Assessment**

A Level 2 Assessment, also called a “basic assessment”, is a report detailing the information collected during a detailed visual inspection of the tree and the surrounding site. Such an inspection requires a 360 degree walk around, and may include the use of simple tools, such as binoculars, magnifying lenses, mallets, probes, and trowels or shovels. The goal is to get a more complete picture of the tree in its environment, as well as previous histories of failures, and a root to branch evaluation of not only the tree but also potential “targets” which falling tree limbs may impact. Targets are things such as structures, people, vehicles, or other things which may be damaged or injured by trees.



### **Level 3 Assessment**

A Level 3 Assessment, also called an “advanced assessment”, provides detailed information about specific tree parts, targets, and risk associated with each potential interaction. By definition, it requires specialized equipment known as “advanced tools”, such as bucket trucks, resistance drills, sonic tomographs, and other such equipment.

This is the most detailed and time-intensive type of assessment and is typically only performed when a decision to retain or remove a tree is very difficult, as would be the case for a high-quality tree near a potential target that has significant defects, the extent of which are not known, but must become known before making a decision.

### **Considerations in Assessing Risk**

The following are meant to gain additional insight into the TRAQ process. TRAQ inspections were not performed on park district trees, but this information will help to understand the terminology better and help inform staff and residents as to how and why these inspections are performed.

### **Likelihood of Tree Part Failure**

Like it sounds, this is a process of determining how likely a tree part is to fail, and then how likely that failure is to impact a target. Likelihood of failure is an assessment of the tree’s defects, and the load on those defects, like weight, gravity, ice, or wind. The parts impacted are generally the roots, root plate, trunk, branches, or potentially whole tree failure at multiple points.

### **Likelihood of Impacting a Target**

Determining the likelihood of impacting a target is figuring out the occupancy rate, or the amount of time that targets (people or high value property) are within the fall zone of a tree. A large tree in the middle of a field could fail with little impact, but that same tree in a playground might have serious consequences. In many roadways, motor traffic is present day and night. All of the park district’s inventoried 816 trees are on publicly owned land, where failure of a tree not only could impact motorists, but also park patrons and structures.



### **Consequences of a Tree Failure Impacting a Target**

The potential consequences of the tree failure impacting a target is a cumulative function of both the “value” of the target (person vs car) and the consequences to that target if the tree fails. Whereas the previous step was concerned with occupancy rates, this step looks at the consequences of the impact, and assumes that the target is always present. To follow with the above example, it is assumed that if a park tree were to fail, that a car, utility line, and person are all underneath it at the time of failure, and the consequences to those targets is evaluated.

Consequences are generally considered to be “minor” for targets that can be easily replaced or repaired and step up through 4 levels with the highest level being “severe”, which would constitute severe injury to a person, or even a fatality.

### **Weather**

Every tree, no matter how healthy, can fail from wind, lightning strikes, ice loading or soil saturation. “Normal” weather can cause tree or tree part failures for trees which have existing defects, like deadwood, cavities, or poor architecture. Extreme weather events, by contrast, can cause the failure of perfectly healthy trees. For all Tree Risk Assessments, Risk should be assessed assuming “normal” weather conditions. Though it should be noted that “normal” weather conditions for northeastern Illinois do include gusty winds, thunderstorms, snow, and even an occasional ice storm. It is the extremes of these events that should be considered abnormal.

### **Park District of La Grange SAMPLE Tree Risk Assessment Policy**

The Park District of La Grange has created this SAMPLE policy as an example of a TBD policy to maintain an acceptable level of risk as it pertains to its park tree population. In order to maintain an acceptable level of public safety, while mitigating undue burden, the Park District of La Grange shall consider adopting the following risk assessment protocols, or something similar to them:

1. The Park District of La Grange maintains a tree inventory detailing the species, size, and condition of all trees on park district owned land, as well as a basic level of risk posed by each tree. This Urban Forestry Management Plan recommends that the trees listed as being in elevated risk categories during the initial inventory be audited on an ad hoc basis. During these audits, qualified park district staff and/or the Forestry Consultant should inspect these trees and identify trees potentially posing an unacceptable level of risk. Such trees identified shall either be scheduled for a more detailed risk assessment (Level 2 or 3), or shall be mitigated, either by pruning, bracing, or removal, as soon as practical following the assessment.
2. Park district staff or the Forestry Consultant shall perform limited visual assessments on an ad hoc basis by monitoring the trees during the normal course of daily operations. Trees which may appear to present an elevated risk level shall be scheduled for a more detailed risk assessment (Level 2 or 3), or shall be mitigated, either by pruning, bracing, or removal, as soon as practical following the assessment.
3. Upon notification from a resident or patron of a concern about a potentially high-risk tree, qualified park district staff and/or the Urban Forestry Consultant shall perform a Level 1 limited visual inspection within (14) business days of the notification by the resident. If a Level 2 or Level 3 Risk Assessment is required based on that inspection, it shall be performed within an additional (14) business days. A decision shall be made by park district staff, the Board of Commissioners, and/or the Forestry Consultant as to what the appropriate mitigation measures are, if any.

4. All trees determined to be in need of mitigating actions (removal, pruning, etc.) should be documented in writing by park district staff and/or the Urban Forestry Consultant. This documentation shall include the date the assessment was performed, the species, size, and condition of the tree, and a brief narrative detailing which parts of the tree are likely to fail, the likelihood of failure, the likelihood of impacting a target, the consequences of tree or tree part failure, and the overall tree risk rating, per the ISA's TRAQ system of risk assessment.
5. A minimum branch diameter of three (3) inches, by ocular estimate, shall be the standard to which this risk assessment policy applies. Assessing all branches smaller than three inches represents an undue burden to the park district.

TRAQ Forms can be found in Appendix H at the end of this plan.

**TRAQ Tree Risk Assessment Matrices**

**Likelihood of Tree Failure Impacting Target**

<b><u>Likelihood of Tree Failure</u></b>	<b><u>Likelihood of Impacting Target</u></b>			
	<b>Very Low</b>	<b>Low</b>	<b>Medium</b>	<b>High</b>
<b>Imminent</b>	Unlikely	Somewhat Likely	Likely	Very Likely
<b>Probable</b>	Unlikely	Unlikely	Somewhat Likely	Likely
<b>Possible</b>	Unlikely	Unlikely	Unlikely	Somewhat Likely
<b>Improbable</b>	Unlikely	Unlikely	Unlikely	Unlikely

**Risk Rating Matrix**

<b><u>Likelihood of Failure and Impact</u></b>	<b><u>Consequences</u></b>			
	<b>Negligible</b>	<b>Minor</b>	<b>Significant</b>	<b>Severe</b>
<b>Very Likely</b>	Low	Moderate	High	Extreme
<b>Likely</b>	Low	Moderate	High	High
<b>Somewhat Likely</b>	Low	Low	Moderate	Moderate
<b>Unlikely</b>	Low	Low	Low	Low

## Projected Budget

The budget numbers below, as mentioned several times through this Urban Forestry Management Plan, are conservative figures based on current industry rates for the services listed. Based on input from park district staff, the budget begins this year with a dollar amount that is within their current annual budget for tree related expenses. From there, generally the budget increases slightly each year, and projects through 2032, at which time, including CPI, the budget will have increased from the current level of approximately \$17,000 in 2022 to approximately \$37,000 by 2032.

REMOVALS	Milestones	2022	2023	2024	2025	2026	2027-2032
	Trees Removed	9	17	20	25	25	25/year avg
	Diameter Inches	154"	207"	225"	250"	250"	250"
	Notes	1 Priority Removal + Standard Removals Over 14"	Standard Removals 14" and less + all Low Priority Removals	Undesirable Species	Update Inventory for New Removals	Update Inventory for New Removals	Update Inventory for New Removals
	Removal Cost (2021)	\$3,850	\$5,175	\$5,625	\$6,250	\$6,250	\$6,250
Removal Cost (CPI)	\$3,850	\$5,175	\$5,625	\$6,250	\$6,250	\$7,188	

PLANTINGS	Milestones	2022	2023	2024	2025	2026	2027-2032
	Trees Planted	20	25	30	35	40	45/year avg
	Planting Cost (2021)	\$6,000	\$7,500	\$9,000	\$10,500	\$12,000	\$13,500
	Planting Cost (CPI)	\$6,000	\$7,500	\$9,000	\$10,500	\$12,000	\$15,525

PRUNING	Milestones	2022	2023	2024	2025	2026	2027-2032
	Trees Pruned	100	120	135	150	160	175/year avg
	Notes	68 Priority Prunes + 32 Additional Cycle Prunes	120 Cycle Prunes	135 Cycle Prunes	150 Cycle Prunes	160 Cycle Prunes	Up to 175 Cycle Prunes per Year by 2032
	Cost (2021)	\$5,525	\$6,650	\$7,500	\$8,325	\$8,900	\$9,725
Cost (CPI)	\$5,525	\$6,650	\$7,500	\$8,325	\$8,900	\$11,184	

FORESTRY CONSULTANT	Milestones	2021	2022	2023	2024	2025	2026-2031
	Notes	Basic Assistance with contract prep, etc	Appraisals and Risk Management	Inventory Updates / Risk Management	Inventory Updates / Risk Management	Inventory Updates / Risk Management	Inventory Updates / Risk Management
	Cost (2019)	\$1,500	\$1,500	\$2,500	\$2,500	\$2,500	\$3,000
	Cost (CPI)	\$1,500	\$1,500	\$2,500	\$2,500	\$2,500	\$3,000

TOTALS	TOTALS - 2021 \$	\$16,875	\$20,825	\$24,625	\$27,575	\$29,650	\$32,475
	TOTALS - CPI 3%	\$16,875	\$20,825	\$24,625	\$27,575	\$29,650	\$36,896

## Summary / Conclusion

The tree population in the Park District of La Grange is a small but mighty one, and one that is the hands of capable stewards who are managing these trees for their greatest value to the community, while minimizing risk to park patrons and residents as well. Overall, the state of the Urban Forest in the Park District of La Grange is sound, and only continuing to improve!

In fact, even since the inventory was completed in 2021 and this management plan had already been in progress, much of the work we had recommended for the first year in terms of removals, plantings, and pruning has been in progress. To that end, discussions are already afoot as of this writing about updating this Urban Forestry Management Plan (UFMP) in the next year or so in order to evaluate the progress which has already been made, and to continue to adaptively manage the tree population and set new goals.

As this first incarnation of the management plan comes to a close, we would like to remind the residents, staff, and other readers that this management plan is meant to be a starting point, and not an ending point. As goals are achieved, new information comes to light, new species become available, and budgets change over time, this plan is meant to be amended and adapted to accommodate and plan for these future circumstances. It is also meant to be community-focused, and we strongly encourage members of the community, upon reading this plan and generating ideas, to bring those ideas to the staff at PDOL and implement new and innovative strategies for managing the tree population in La Grange.

As we hope has been proven, growing the number of trees in La Grange will create greater benefits, both monetary and ecological, for all of the residents both in LaGrange and in the Midwest in general. And though there is limited space to work with in the parks, creating a multilayered canopy that mimics a natural forest with trees of many sizes and many species, will make the most of that space, and create a beautiful arboretum like setting for patrons and residents to enjoy. As the number, age, and quality of trees increases, these monetary and ecological benefits will increase as well, making the forest resource a net provider of benefits to the community.

We also encourage the community to get engaged! As has been said throughout, volunteering to water, prune, plant, and monitor trees not only helps achieve the goals of this plan, but also a great way to be outside, get some exercise, and learn some new skills. Who knows, some people may even find a new career path as a result!

Great Lakes Urban Forestry Management would like to thank the staff and residents of the Park District of La Grange for their effort and support during this process, dating back to seeing the importance of applying for this Urban and Community Forestry (UCF) grant, through being communicative during our field work for the inventory, and of course the many careful rounds of editing this Management Plan went through to get where it is today. And we look forward to seeing what it will become in the future as the staff and residents take the care of this urban forest under their wings, and make it the best it can possibly be.

## Glossary of Terms

**Aerial Device:** Any piece of equipment expressly intended to elevate a human worker above the level at which they typically stand with their feet on the ground surface. Can include but is not limited to bucket trucks, scissor lifts, etc.

**Aggressive:** A floral or faunal organism which is native (endemic) to the United States or northern Indiana, but which is known to outcompete other more desirable organisms.

**Arborist:** An individual engaged in the profession of arboriculture who is educated, trained and licensed to provide for or supervise the management of trees and other woody plants.

**Arborist Trainee:** Any person working under the direct supervision of an Arborist or Certified Arborist.

**Balled and Burlapped:** A tree, shrub, or other plant prepared for transplanting by allowing the roots to remain covered by a ball of soil around which canvas or burlap is tied and secured with a basket.

**Bare Root:** Harvested plants from which the soil or growing medium has been removed.

**Best Management Practices (BMP):** Methods or techniques found to be the most effective and practical means in achieving an objective while making the optimum use of resources.

**Caliper:** Standard nurseryman's measure of tree diameter (size). Caliper measurement of the trunk shall be taken six inches above the ground up to and including four-inch caliper size. If the caliper at six inches above the ground exceeds four inches, the caliper should be measured at 12 inches above the ground.

**Certified Arborist:** An individual who has sufficient experience in the field of Arboriculture, and has been certified by the International Society of Arboriculture as being a Certified Arborist.

**Border Trees:** Trees whose trunks, when measured at DBH, are situated on both Public and private property.

**Branch Collar:** The branch collar is the point where a branch joins the trunk or another branch. This is the area the arborist chooses to make a proper cut.

**Climbing Line:** Any rope or other such material explicitly intended for bearing the weight of a human being.

**Collected Plants:** Trees or shrubs which have been sourced from private property for the intent of transplanting elsewhere.

**Compacted Soil:** A high-density soil lacking structure and porosity, characterized by restricted water infiltration and percolation (drainage), and limited root penetration.

**Consumer Price Index:** an index of the variation in prices paid by typical consumers for retail goods and other items.

**Containerized:** A tree, shrub, or other plant prepared for transplanting, or grown in, a solid-walled container such as a plastic pots or wooden boxes.

**Contracted Staff:** People working for the park district as part of an independently owned and operated private company which performs work for the park district, but who are not directly employed by the park district.

**Controlling Authority:** An agency, organization, or corporate entity with the legal authority and/or obligation to manage individual trees or tree populations.

**Crew Leader:** Any personal who has by direction or implication been chosen to lead a team of In-House or Contracted Staff.

**Crown:** Upper part of a tree, measured from the lowest branch, including all branches and foliage.

**Critical Root Zone (CRZ):** The minimum volume of roots necessary for a tree to have health and stability.

**Cycle Pruning:** The process of routine maintenance pruning of trees, not related to storm damage or other hazard or emergency related pruning, that occurs on a set and predictable time scale set forth by the park district.

**Deadwood:** Wood on a tree or shrub which is no longer biologically living and becomes brittle or prone to failure.

**Decline/Declining:** Trees or shrubs which are experiencing symptoms of a general decline on health due to age, pest, or pathogen related issues.

**Desirable:** A Tree or other plant whose characteristics are sought after due to ecology, aesthetics, or public safety.

**Diameter or DBH:** Diameter at Breast Height. A standard forestry measure of tree diameter (size), measured at 4.5' above ground level on the uphill side of a tree using a Diameter Tape or Biltmore Stick.

**Digging Machine(s):** Any piece of mechanical equipment whose express purpose is to remove soil and plants from their current locations.

**Diseased:** The status of a tree which has been negatively impacted by a pathogen, bacterial, fungal, viral, or similar lower life forms.

**Drip Line:** The soil surface delineated by the branch spread of a single plant or group of plants

**Drought:** A period of two weeks or greater, during which there is less than one inch of rainfall, when the average daytime temperature during that same period exceeds 75 degrees Fahrenheit.

**Dutch Elm Disease:** A fungal pathogen which causes the decline and death of specific species of Elm trees.

**Dying:** A tree which is in the process of biological death due to senescence, disease, infestation, or other such malady from which there is very little to no hope of long-term survival.

**EAB:** Emerald Ash Borer. An invasive beetle pest which affects all Ash trees.

**Establishment Pruning:** The pruning of a young tree in order to establish proper form and branching habit.

**Established Trees:** Those trees which have been permanently planted for a period of no less than 6 months, and which have permanent roots established in the soil.

**Failure (tree failure):** Breakage of stem or branches, or loss of mechanical support in the root system.

**Feeder Root:** Any portion of the below ground portions of the tree whose purpose is to absorb water and nutrients.

**Floodplain:** Land which has been determined to be periodically inundated with water from a nearby moving or static water body, such as a lake or river. Determined by the Federal Emergency Management Agency.

**Flush Cut:** Either a pruning cut or final cut to remove a stump, for which the maximum acceptable distance from the ground or the branch bark ridge shall be no greater than 2 inches.

**Full-Time:** An employee who has regular employment through the park district and whose work hours exceed 36 hours in a week, and who is employed year-round.

**Fungal:** Any of a group of spore-producing organisms feeding on organic matter, including molds, yeast, mushrooms, and toadstools.

**Grade:** Level or pitch of a certain piece of land, as defined by the trees or shrubs which inhabit it.

**Hardscape:** The nonliving or man-made fixtures of a planned outdoor area, such as sidewalks, retaining walls, streetlamps, etc.

**Hazard:** A known and documented state of imperiling public safety.

**Healthy Tree:** Any tree which is successfully adapting to its environment, and shows no signs of disease, pests, pathogens, or other such maladies, as determined by park district staff or the Forestry Consultant.

**Host:** An organism which is susceptible to a known pest or pathogen.

**Indiana811:** The Indiana underground utility locating service.

**Infested:** The status of a tree which has been negatively impacted by pests.

**In-House Staff:** Staff directly employed by the Park District of La Grange, on either a full-time or Part-Time Basis.

**Invasive:** A floral or faunal organism which is not native (endemic) to the United States or Illinois.

**Job Site:** Any geographic location where a person or persons will be performing activities related to the care and maintenance of Park District of La Grange property

**Liner Nursery:** A privately owned plant propagation facility which specializes in the growth of small trees which are intended to be planted for growth into a full form.

**Managed:** A tree or shrub which is in an area of the park district which is routinely mowed and managed. Not a wild forest grown tree or shrub, or area containing such trees and shrubs.

**Manufacturer's Recommendations:** Any expressly written instruction manual for a given piece of equipment that details how said equipment is supposed to be managed or maintained.

**Mineral Soil:** Any substrate which is composed of a variety of rocks and minerals in various states of decomposition, leading to the development of a substance on which living plants may live.

**Mitigation:** The process of diminishing risk.

**Monoculture:** A population of trees in close proximity to one another which is comprised of 3 species or less of trees and shrubs which is prone to pest or pathogen outbreak.

**Natural Resources:** Flora, fauna, and other such living and non-living parts of the environment which the Park District of La Grange maintains.

**Nursery Stock:** Woody Perennials which are of a "Tree Form" growth habit and are supplied by a nursery contractor for planting. Not established trees.

**Park District Property:** Land which, by deed or title, belongs to the Park District of La Grange.

**Parkway Tree:** Any woody plant within a Publicly Owned right-of-way, or any other property owned or managed by the Park District of La Grange.

**Part-Time:** An employee who has regular employment through the park district and whose work hours are less than 36 hours in a week, and who is employed year-round.

**Pathogen:** Fungus, virus, or other such microscopic organism which causes decline or death of trees.

**Pest:** An insect or other macrofaunal organism which causes decline or death of trees.

**Private Property:** Land which, by deed or title, does not belong to the Park District of La Grange.

**Public Safety:** The welfare and protection of the general public.

**Reforestation:** The process by which trees are planted to replace trees which have been removed.

**Rigging Line:** Any rope or other such material explicitly intended for bearing the weight of a tree limb. Not to be used for supporting a human being.

**Right-of-Way (ROW):** The publicly owned land on which a road, drainage ditch, trail, or other public access is built.

**Risk:** A situation involving potential exposure to danger or endangering public safety.

**Root Protection Zone (RPZ):** The area on the ground surrounding a tree in which excavation, compaction, and other construction-related activities should be avoided or mitigated.

**Saddle:** A piece of equipment expressly intended to hold a human being above ground level with the assistance of a rope or other such device.

**Sanitation Pruning:** The removal of tree limbs that have become diseased or infested, in order to prevent the spread of disease or infestation from spreading throughout the rest of the tree e.g., Dutch Elm Disease, Black Knot Fungus, etc.

**Seasonal Employees:** Those employees retained by the park district for less than 6 months out of the calendar or budget year.

**Shrub:** Any woody perennial which has a multi-stemmed growth habit not consistent with being considered a tree. Can be subject to interpretation by La Grange Staff.

**Sound Wood:** Structurally sound, non-decayed, non-compromised wood in the trunk or Scaffold Branches.

**Staff:** Those employees retained by the park district on a full-time basis with benefits provided.

**Structural Root:** Any portion of the below ground portions of the tree whose purpose is to stabilize the plant against the forces of wind and gravity.

**TRAQ:** Tree Risk Assessment Qualification. The International Society of Arboriculture's formal status of an individual who is qualified to assess the risk that trees may bring to the general public.

**Tree Protection Zone (TPZ):** The area surrounding a tree in which excavation and other construction-related activities should be avoided.

**Tree Risk:** The likelihood and consequences of failure of a tree or tree parts.

**Tree Risk Assessment:** A systematic process used to identify, analyze, and evaluate tree risk.

**Underperforming:** Trees which have systematic health and vigor issues resulting in poor health, architecture, or other such maladies as determined by park district staff.

**Undesirable:** A tree which is not desired in the landscape due to ecological, aesthetic, or public safety reasons, as determined by La Grange Staff.

**Unmanaged:** A tree or shrub which is in an area of the Park District of La Grange which is not routinely mowed and managed. A wild forest grown tree or shrub, or area containing such trees and shrubs.

**Urban Wood:** Any tree or other woody perennial material which has been harvested for the sole purpose of long-term storage in the form of furniture, recreational material, etc. Differentiated from “Reclaimed Wood”.

**Utility Arborist:** A person explicitly trained in the management of trees and other plants in relation to energized power lines. Someone who is licensed to work with conflicts between trees and such energized power lines.

## Appendix A: Acceptable and Unacceptable Species

Species not appearing on this list can be approved or disallowed by consensus of the Tree Commission and the PD Parks Foreman, and/or the Forestry Consultant. This list may be updated or circumvented, if, for example a new disease or pest tolerant cultivar of an unapproved species is developed, new information about invasive qualities is published, etc.

NOT APPROVED	APPROVED SPECIES			
	Any Size	Large Trees	Medium Trees	Small Trees
ALBASTRUM	BALDCYPRESS	ALDER	AMERICAN REDBUD	ARBOR VITAE
AMERICAN BIRCH	BEECH-AMERICAN	AMUR MAACKIA	APPLE-CRAB	DOUGLAS FIR
ASPLEY	BEECH-EUROPEAN	BIRCH-RIVER	APPLE-EDIBLE	EASTERN REDCEDAR
ASH-GREEN	BUCKEYE-OHIO	BIRCH-WHITE	BUCKEYE-RED	FIR-CONCOLOR
ASH-WHITE	BUCKEYE-YELLOW	BLACKGUM	CHERRY-ORNAMENTAL	HEMLOCK-SPP
BANISTER	CATALPA	ELM-CHINESE	DOGWOOD-SPP	JUNIPER-COMMON
BELLS	CHESTNUT-CHINESE	HARDY RUBBER TREE	HAWTHORN-COCKSPUR	PINE-AUSTRIAN
BURNING BUSH	DAWN REDWOOD	HAZELNUT-TURKISH	HAWTHORN-SPP	PINE-MUGO
CHERRY-BLACK	ELM-HYBRID	HORNBEAM-AMERICAN	HYDRANGEA-PEEGEE	PINE-WHITE
CHERRY-SWISS	GINKGO*	HORNBEAM-EUROPEAN	LILAC-SHRUB	SPRUCE-BLUE
CHERRY-WEISS	HACKBERRY	IRONWOOD	LILAC-TREE	SPRUCE-NORWAY
CHINA BIRCH	HICKORY-SPP	KATSURA	MAGNOLIA-SAUCE	SPRUCE-SPP
CHINA DOGWOOD	HONEYLOCUST	MAPLE-HEDGE	MAPLE-AMUR	YEW
CHINA LARCH	HORSECHESTNUT	MAPLE-MIYABEI	MAPLE-JAPANESE	
CHINA PINE	KENTUCKY COFFEETREE*	MAPLE-PAPERBARK	PEACH/NECTARINE	
CHINA SPRUCE	LARCH	MAPLE-SHANTUNG	PLUM-SPP	
CHINA WILLOW	LINDEN-AMERICAN	MAPLE-TRIFLORUM	ROSE OF SHARON	
CHINA YEW	LINDEN-LITTLELEAF	OAK-CHINKQUAPIN	SERVICEBERRY-SPP	
CHINA ZELKOVA	LONDON PLANETREE	OAK-ENGLISH	SMOKETREE	
	MAGNOLIA-CUCUMBER	OAK-SHINGLE	WITCH HAZEL	
	MAPLE-SUGAR	PERSIAN IRONWOOD		
	OAK-BLACK	YELLOWWOOD		
	OAK-BURR	GOLDEN RAIN TREE		
	OAK-PIN	MOUNTAIN ASH		
	OAK-RED	PEAR-EDIBLE		
	OAK-SWAMP WHITE	SASSAFRASS		
	OAK-WHITE	SEVENTH SON FLOWER		
	PAGODATREE			
	PERSIMMON			
	SWEETGUM			
	SYCAMORE			
	TULIPTREE			
	ZELKOVA			



\* - Male Only

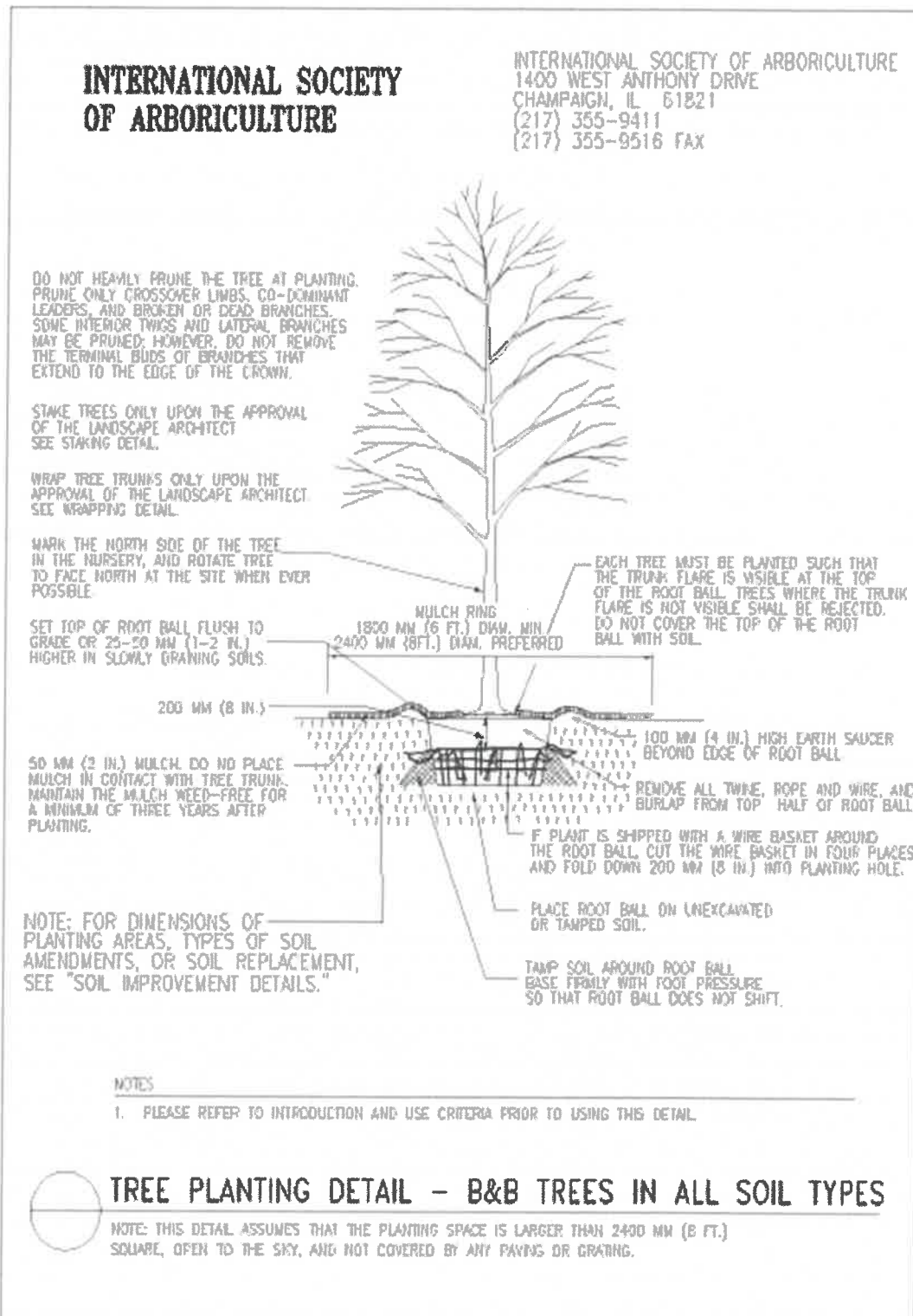
## Appendix B: Additional Comments on Species

SPECIES	COMMENTS	SPECIES	COMMENTS
AILANTHUS	NOT APPROVED	LILAC-SHRUB	Parks Only
ALDER-SPP		LILAC-TREE	Improved varieties, tree form only
AMERICAN HORNBEAM		LINDEN-AMERICAN	
AMERICAN REDBUD		LINDEN-LITTLELEAF	
AMUR MAACKIA		LINDEN-SILVER	
APPLE-CRAB SPP	Apple Scab resistant varieties only	LINDEN-SPP	
APPLE-EDIBLE	Parks Only	LONDON PLANETREE	Prefer 'Exclamation!', 'Bloodgood' not allowed
APRICOT	NOT APPROVED	MAGNOLIA-CUCUMBER	
ARBOR VITAE	Parks only	MAGNOLIA-SAUCER	Scale resistant varieties only
ASH-BLUE	NOT APPROVED	MAGNOLIA-SHRUB	Star Magnolia or similar Magnolia pruned to tree form
ASH-GREEN	NOT APPROVED	MAPLE-AMUR	Parks only unless pruned to tree form
ASH-WHITE	NOT APPROVED	MAPLE-AUTUMN BLAZE	Or other similar Acer x freemannii
ASPEN	Improved varieties only	MAPLE-BLACK	
BALDCCYPRESS	Prefer 'Shawnee Brave'	MAPLE-HEDGE	
BEECH-AMERICAN		MAPLE-JAPANESE	Small growing space only
BEECH-SPP	Prefer 'Tricolor' or 'Riversii'	MAPLE-MIYABEI	Prefer 'State Street'
BIRCH-RIVER	Prefer Single stem only	MAPLE-NORWAY	NOT APPROVED
BIRCH-SPP	Sweet Birch, Yellow Birch, or other newintroductions	MAPLE-PAPERBARK	
BIRCH-WHITE	Bronze Birch Borer resistant only, prefer 'Whitespire'	MAPLE-RED	Improved varieties only
BLACK LOCUST	Improved varieties only, prefer 'Purple Robe'	MAPLE-SILVER	NOT APPROVED
BLACKGUM		MAPLE-SUGAR	Prefer 'Green Mountain'
BOXELDER	NOT APPROVED	MOUNTAIN ASH	Improved varieties only
BUCKEYE-OHIO		MOUNTAIN ASH-EUROPEAN	Improved varieties only
BUCKEYE-RED	Prefer 'Ft. McNair' or Bottlebush	MULBERRY-SPP	NOT APPROVED
BUCKEYE-YELLOW		OAK-BURR	
BUCKTHORN	NOT APPROVED	OAK-CHESTNUT	
BURNING BUSH	NOT APPROVED	OAK-CHINKQUAPIN	
CAROLINA SILVERBELL	Protected sites only	OAK-ENGLISH	
CATALPA		OAK-PIN	
CHERRY-BLACK	NOT APPROVED	OAK-RED	
CHERRY-PURPLE LEAF		OAK-SWAMP WHITE	
CHERRY-SPP	Ornamental, Black Knot resistant varieties only	OAK-WHITE	
COTTONWOOD	NOT APPROVED	OTHER	Open for new introductions
DAWN REDWOOD		PAGODATREE	
DOGWOOD-SPP	Hardy varieties only	PEACH	Parks only
DOUGLAS FIR	Parks only	PEAR-CALLERY	NOT APPROVED
EASTERN REDCEDAR	Parks only	PEAR-EDIBLE	Parks Only
ELM-AMERICAN	NOT APPROVED	PERSIAN IRONWOOD	Medium growing space only
ELM-HYBRID	Hardy varieties only	PERSIMMON	American variety preferred (Diospyros virginiana)
ELM-RED	NOT APPROVED	PINE-AUSTRIAN	Parks Only
ELM-SIBERIAN	NOT APPROVED	PINE-SCOTCH	Parks only
ELM-SPP	New cultivar introductions	PINE-WHITE	Parks only
EUONYMUS	Eastern Wahoo ONLY no non-native varieties	PLUM-SPP	Parks Only
FIR-SPP	Parks only	PUSSYWILLOW	Parks only
FRINGETREE		ROSE OF SHARON	
GINKGO	Male only	SASSAFRAS	
GOLDEN RAINTREE		SERVICEBERRY-SPP	Prefer 'Autumn Brilliance'
HACKBERRY		SEVENTH SON FLOWER	
HARDY RUBBER TREE		SHRUB-SPP	Parks only, open for new introductions
HAWTHORN-SPP	Thornless varieties only	SMOKETREE	American variety preferred, small growing space only
HICKORY-BITTERNUT		SPRUCE-BLUE	Parks only
HICKORY-SHAGBARK		SPRUCE-NORWAY	Parks only
HONEYLOCUST	Prefer 'shademaster' or 'inermis'	SPRUCE-SPP	Parks only
HONEYSUCKLE	NOT APPROVED	SUMAC	Parks only
HORNBEAM-EUROPEAN		SWEETGUM	Prefer 'Happidaze'
HORSECHESTNUT		SYCAMORE	In natural areas only, London Planetree preferred
HYDRANGEA-PEEGEE		TULIPTREE	
IRONWOOD		VIBURNUM	Tree form only
JUNIPER-COMMON	Parks Only	WALNUT-BLACK	NOT APPROVED
KATSURA		WILLOW-SPP	NOT APPROVED
KENTUCKY COFFEETREE	Fruitless varieties only	YELLOWWOOD	
LARCH		YEW	Parks Only
		ZELKOVA	Prefer 'Green Vase'

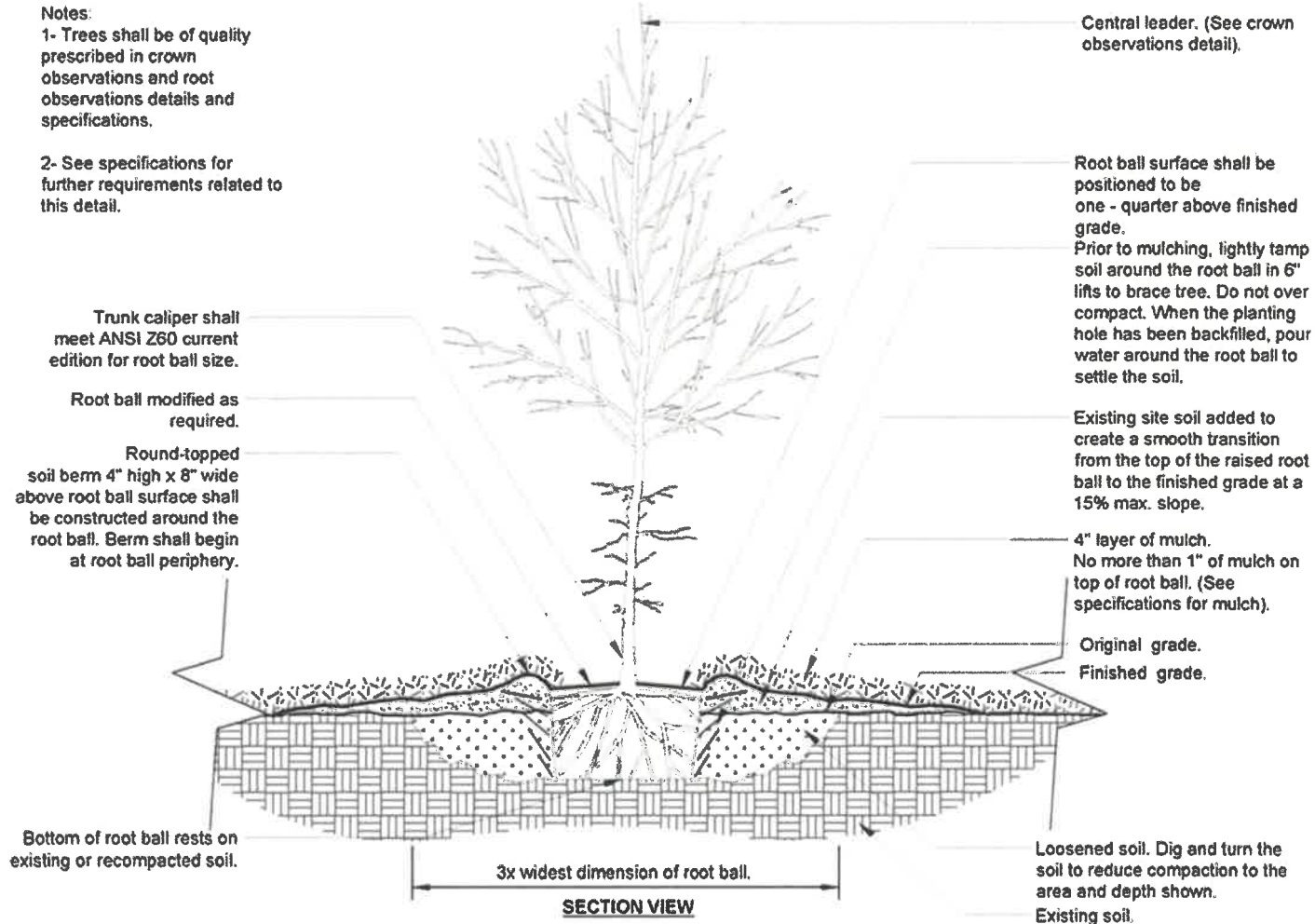
## Appendix C: Species Substitutions

Species	Planting Time	Acceptable Substitutes
Alder, Black/Spedled	Spring	River Birch, Planetree
Amur Maackia	Spring	Yellowwood, Shingle Oak
Baldcypress	Spring	Larch, Dawn Redwood
Beech, European	Spring	Red Oak, Buckeye
Birdh, River (Multi Stem)	Spring	Alder, Swamp White Oak
Birdh, White	Spring	River Birdh, Alder
Black Locust (Purple Robe)	Any	Honeylocust, Kentucky Coffeetree
Blackgum	Spring	Sweetgum, Dogwood
Buckeye, Ohio (Autumn Splendor)	Any	Horsechestnut, Catalpa
Buckeye, Red	Spring	Dogwood, Hawthorn
Buckeye, Yellow	Spring	Planetree, Sweetgum
Catalpa	Any	Kentucky Coffeetree, Tuliptree
Cherry, Sargent	Spring	Red Buckeye, Tree Lilac
Chestnut, Chinese	Spring	Turkish Hazelnut, Persimmon
Crabapple (Larger)	Any	Tree Lilac, Hawthorn
Dawn Redwood	Spring	Baldcypress, Larch
Dogwood, Cornelian	Spring	Tree Lilac, Hawthorn
Dogwood, Pagoda	Spring	Sargent Cherry, Smoke tree
Douglas Fir	Spring	Concolor Fir, Spruce
Elm, Hybrid (Larger)	Any	Hackberry, Hardy Rubbertree
Fir, Concolor	Spring	Douglas Fir, Spruce
Ginkgo (Standard)	Any	Tuliptree, Catalpa
Golden Raintree	Spring	Katsura, Magnolia
Hackberry, Common	Any	Hybrid Elm, Hardy Rubbertree
Hardy Rubber Tree	Any	Tuliptree, Zelkova
Hawthorn, 'Inermis'	Any	Crab Apple, Dogwood
Hawthorn, Winterking	Any	Tree Lilac, Smoketree
Hazelnut, Turkish	Spring	Persimmon, Catalpa
Hickory, Bitternut	Spring	Oak spp, Beech spp
Hickory, Shagbark	Spring	Oak spp, Beech spp
Hornbeam, American	Spring	Ironwood, Hawthorn
Hornbeam, European (Columnar)	Spring	English Oak (columnar)
Horsechestnut (Baumanni)	Any	Buckeye, Catalpa
Ironwood	Spring	American Hornbeam, Hawthorn
Katsura	Spring	Magnolia, Seventh Son Flower
Kentucky Coffeetree	Any	Honeylocust, Black Locust
Larch	Spring	Baldcypress, Dawn Redwood
Lilac, Japanese Ivory Silk	Any	Hawthorn, Sargent Cherry
Linden, Greenspire	Any	Kentucky Coffeetree, Hybrid Elm
Linden, Redmond	Any	Catalpa, Hackberry
Locust, Skyline	Any	Kentucky Coffeetree, Black locust
London Planetree	Spring	Sweetgum, Blackgum
Magnolia, Cucumber	Spring	Yellow Buckeye, Catalpa
Magnolia, Saucer	Spring	Persian Ironwood, Katsura
Magnolia, Star	Spring	Sargent Cherry, Smoketree
Maple, Autumn Blaze	Any	Black Maple, Shantung Maple
Maple, Black	Any	Shantung Maple, Autumn Blaze
Maple, Paperbark	Spring	Triflorum Maple, Tree Lilac
Maple, Shantung	Any	Sugar Maple, Miyabei Maple
Maple, Sugar	Any	Autumn Blaze, Shantung Maple
Maple, Triflorum	Spring	Paperbark Maple, Tree Lilac
Mountain Ash	Spring	Black Locust, Hawthorn
Oak, Burr	Spring	Shingle Oak, Swamp White Oak
Oak, English (Columnar)	Any	European Hornbeam
Oak, English (Standard)	Any	White Oak, Burr Oak
Oak, Red	Spring	Black Oak, Chinquapin Oak
Oak, Shingle	Spring	Chinquapin Oak, English Oak
Oak, Swamp White	Spring	London Planetree, Burr Oak
Oak, White	Spring	Burr Oak, English Oak
Oak, Chinquapin	Spring	Shingle Oak, Red Oak
Persian Ironwood	Spring	Seventh Son Flower, Katsura
Persimmon	Spring	Turkish Hazelnut, Zelkova
Pine, Limber	Spring	Spruce, Concolor Fir
Pine, Red	Spring	Douglas Fir, Eastern Redcedar
Poplar, Hybrid	Any	London Planetree, Baldcypress
Redbud	Any	Serviceberry, Hawthorn
Redcedar, Eastern	Spring	Spruce, Douglas Fir
Serviceberry	Any	Redbud, Tree Lilac
Seventh Son Flower	Spring	Persian Ironwood, Katsura
Smoketree	Spring	Magnolia, Seventh Son Flower
Sourwood	Spring	Blackgum, Sweetgum
Spruce, Black Hills	Spring	Eastern Redcedar, Concolor Fir
Spruce, Blue	Spring	Eastern Redcedar, Douglas Fir
Spruce, Norway	Spring	Eastern Redcedar, Concolor Fir
Spruce, Serbian	Spring	Eastern Redcedar, Douglas Fir
Sweetgum	Spring	Yellow Buckeye, Larch
Tuliptree	Any	Zelkova, Ginkgo
Yellowwood	Spring	Amur Maackia, Shingle Oak
Zelkova	Spring	Tuliptree, Ginkgo

## Appendix D: Balled and Burlapped Planting Detail



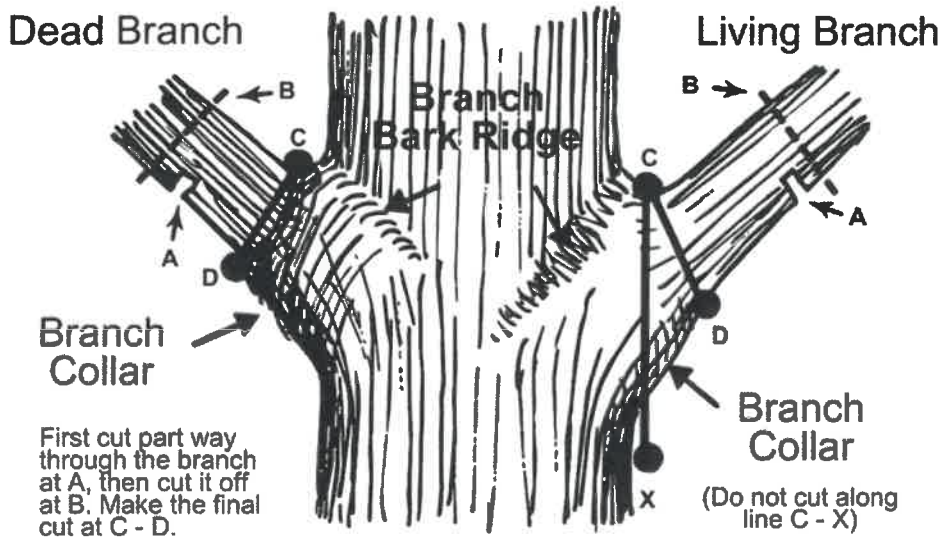
Appendix E: Containerized Planting Detail



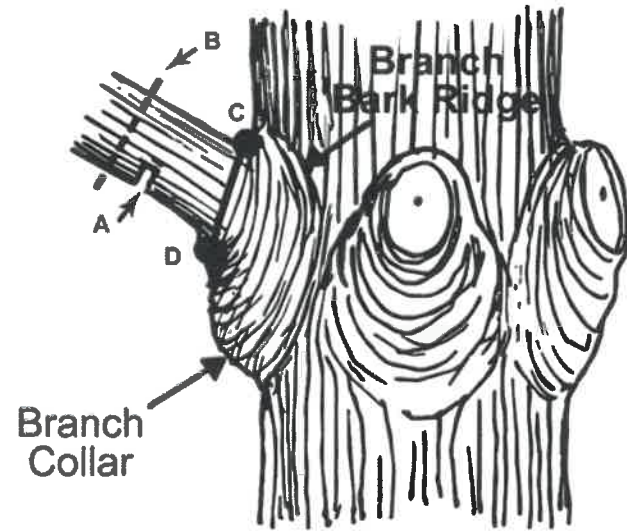
**P-X TREE IN POORLY DRAINED SOIL**

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# Proper Pruning Principles

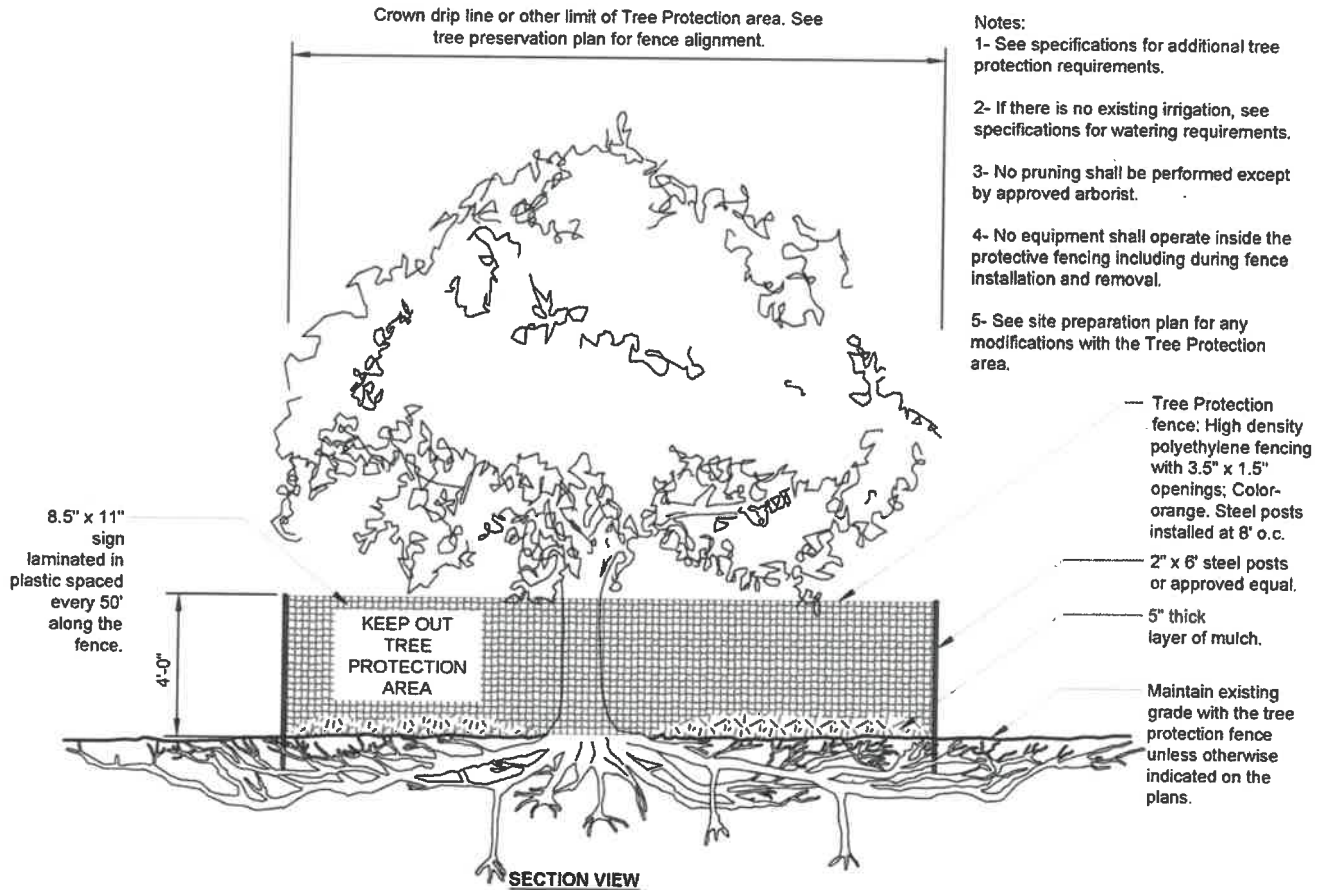


## Hardwoods



## Conifers

Appendix G: Tree Protection Detail



**S-X** TREE PROTECTION

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# Appendix H: ISA Tree Risk Assessment Form (TRAQ Level 2-Basic)

## ISA Basic Tree Risk Assessment Form

Client \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_  
 Address/Tree location \_\_\_\_\_ Tree no. \_\_\_\_\_ Sheet \_\_\_\_\_ of \_\_\_\_\_  
 Tree species \_\_\_\_\_ dbh \_\_\_\_\_ Height \_\_\_\_\_ Crown spread dia. \_\_\_\_\_  
 Assessor(s) \_\_\_\_\_ Time frame \_\_\_\_\_ Tools used \_\_\_\_\_

### Target Assessment

Target number	Target description	Target zone			Occupancy rate 1-rare 2-occasional 3-frequent 4-constant	Practical to move target?	Restriction practical?
		Target within drip line	Target within 1 x ht.	Target within 1.5 x ht.			
1							
2							
3							
4							

### Site Factors

History of failures \_\_\_\_\_ Topography Flat  Slope  \_\_\_\_\_ % Aspect \_\_\_\_\_  
 Site changes None  Grade change  Site clearing  Changed soil hydrology  Root cuts  Describe \_\_\_\_\_  
 Soil conditions Limited volume  Saturated  Shallow  Compacted  Pavement over roots  \_\_\_\_\_ % Describe \_\_\_\_\_  
 Prevailing wind direction \_\_\_\_\_ Common weather Strong winds  Ice  Snow  Heavy rain  Describe \_\_\_\_\_

### Tree Health and Species Profile

Vigor Low  Normal  High  Foliage None (seasonal)  None (dead)  Normal \_\_\_\_\_ % Chlorotic \_\_\_\_\_ % Necrotic \_\_\_\_\_ %  
 Pests \_\_\_\_\_ Abiotic \_\_\_\_\_  
 Species failure profile Branches  Trunk  Roots  Describe \_\_\_\_\_

### Load Factors

Wind exposure Protected  Partial  Full  Wind funneling  \_\_\_\_\_ Relative crown size Small  Medium  Large   
 Crown density Sparse  Normal  Dense  Interior branches Few  Normal  Dense  Vines/Mistletoe/Moss  \_\_\_\_\_  
 Recent or planned change in load factors \_\_\_\_\_

### Tree Defects and Conditions Affecting the Likelihood of Failure

#### — Crown and Branches —

Unbalanced crown  LCR \_\_\_\_\_ % Cracks  \_\_\_\_\_ Lightning damage   
 Dead twigs/branches  \_\_\_\_\_ % overall Max. dia. \_\_\_\_\_ Codominant  \_\_\_\_\_ Included bark   
 Broken/Hangers Number \_\_\_\_\_ Max. dia. \_\_\_\_\_ Weak attachments  \_\_\_\_\_ Cavity/Nest hole \_\_\_\_\_ % circ.  
 Over-extended branches  Previous branch failures  \_\_\_\_\_ Similar branches present   
**Pruning history**  
 Crown cleaned  Thinned  Raised  Dead/Missing bark  Cankers/Galls/Burls  Sapwood damage/decay   
 Reduced  Topped  Lion-tailed  Conks  Heartwood decay  \_\_\_\_\_  
 Flush cuts  Other \_\_\_\_\_ Response growth \_\_\_\_\_  
 Main concern(s) \_\_\_\_\_  
 Load on defect N/A  Minor  Moderate  Significant  \_\_\_\_\_  
 Likelihood of failure Improbable  Possible  Probable  Imminent  \_\_\_\_\_

#### — Trunk —

Dead/Missing bark  Abnormal bark texture/color   
 Codominant stems  Included bark  Cracks   
 Sapwood damage/decay  Cankers/Galls/Burls  Sap ooze   
 Lightning damage  Heartwood decay  Conks/Mushrooms   
 Cavity/Nest hole \_\_\_\_\_ % circ. Depth \_\_\_\_\_ Poor taper   
 Lean \_\_\_\_\_ ° Corrected? \_\_\_\_\_  
 Response growth \_\_\_\_\_  
 Main concern(s) \_\_\_\_\_  
 Load on defect N/A  Minor  Moderate  Significant   
 Likelihood of failure Improbable  Possible  Probable  Imminent

#### — Roots and Root Collar —

Collar buried/Not visible  Depth \_\_\_\_\_ Stem girdling   
 Dead  Decay  Conks/Mushrooms   
 Ooze  Cavity  \_\_\_\_\_ % circ.  
 Cracks  Cut/Damaged roots  Distance from trunk \_\_\_\_\_  
 Root plate lifting  Soil weakness   
 Response growth \_\_\_\_\_  
 Main concern(s) \_\_\_\_\_  
 Load on defect N/A  Minor  Moderate  Significant   
 Likelihood of failure Improbable  Possible  Probable  Imminent



## Appendix I: ANSI Z133.1 Standards – Applies to All Sections

All the ANSI Z133.1 safety standards shall apply to all tree care operations outlined in the Urban Forestry Management Plan. Listed below is a basic overview of the standard, and it is not verbatim. A full text of this manual will be made available to all Park District of La Grange employees and contractors involved with tree care operations.

1. All tools and equipment utilized during tree care operations, including those not specifically mentioned below, shall be inspected and maintained by qualified personnel in accordance with the manufacturer's care instructions.
2. All staff shall be trained in the proper use, inspection, and maintenance of said equipment.
3. Certified arborists or arborist trainees shall conduct job briefings daily prior to tree care operations of any kind and the information shall be communicated to all workers.
4. All activities performed on any job site for any activity outlined in this Urban Forestry Management Plan shall comply with all applicable OSHA guidelines and standards.
5. Traffic and pedestrian control shall be established around the job site prior to the beginning of tree care operations.
6. Emergency contact information and a safety kit conforming to the ANSI Z308.1 standards shall be made available to all workers. All employees shall have basic instruction on the use of CPR and First Aid.
7. Personal Protective Equipment (PPE) shall be required when there is a reasonable probability of injury or illness on the job site. Such a determination will be made by the Certified Arborist or Arborist Trainee prior to the beginning of tree care operations each day, and PPE shall be made available. PPE shall be well-maintained in accordance with the manufacturer's requirements.
8. Head protection shall conform to ANSI Z89.1, face and eye protection shall conform to ANSI Z87.1, respiratory protection shall comply with ANSI Z88.2, and leg protection shall always be worn when using a chainsaw.
9. Flammable liquids shall be kept a minimum of ten feet from open sources of flame or high heat and shall be stored in approved containers.
10. All park district staff and contractors working near electrical hazards shall be qualified to do so and shall be educated in the full ANSI standards for Electrical Hazards and Line Clearance.
11. Vehicles and mobile equipment shall be inspected and maintained by qualified personnel in accordance with the manufacturer's requirements and shall be equipped with all standard safety devices, decals, and instructions, and shall be operated within all federal, state, and local motor vehicle codes and ordinances.

12. Aerial devices shall be inspected and maintained by qualified personnel in accordance with the manufacturer's requirements, and shall be equipped with all standard safety devices, decals, and instructions.
13. Aerial devices shall be stabilized by wheel chocks, outriggers, or stabilizers as necessary for the device, and shall never be used to lift, hoist, or lower logs or equipment unless specifically designed to do so.
14. Aerial devices shall be equipped with fall protection devices and permanent load ratings, both in accordance with ANSI/SIA 92.2 or 92.5, as applicable to the specific aerial device.
15. No aerial device shall be allowed to make contact with electrical conductors, and minimum safe approach distances shall be maintained in accordance with the ANSIZ133.1 Standard.
16. All brush chippers shall be inspected and maintained by qualified personnel in accordance with the manufacturer's requirements, and shall be equipped with all standard safety devices, decals, and instructions.
17. Sprayers and related plant health care equipment shall be inspected and maintained by qualified personnel in accordance with the manufacturer's requirements, and shall be equipped with all standard safety devices, decals, and instructions.
18. Sprayer tanks or other similar enclosed spaces shall not be entered unless performed through a confined-space entry plan in accordance with OSHA 1910.46 Requirements, including air-quality testing, training, and PPE.
19. Chain saws and other similar portable power tools shall not be operated unless the manufacturer's safety devices are in proper working order. Such safety devices shall not be removed or modified.
20. Forestry staff shall have a minimum of two points of attachment to the tree or aerial device while operating a chainsaw at all times, unless the hazard posed by the second point of attachment poses a greater hazard than utilizing one point of attachment.
21. A visual hazard assessment, including a root collar inspection, shall be performed by a certified arborist or arborist trainee prior to climbing, entering, or performing work in or on any tree, and a second crew member shall be within visual or voice communication at all times during arboricultural operations that are in excess of 12 feet from the ground surface.
22. All ropes, saddles, carabiners, and other similar climbing equipment shall be: a) approved for use in the tree care industry by the manufacturer, b) have a minimum breaking strength or load capacity of 5,000 lbs., c) be inspected before each use, d) Equipment shall be removed from service when it shows signs of excessive wear or deterioration.

23. All pruning, removal, and rigging operations shall have a designated drop zone where limbs, trunks, and tools can be dropped from aloft without impacting pedestrians or passersby. A visual or verbal communication system between the employee aloft and the employee(s) on the ground shall be established to determine when the employee aloft will safely drop tree parts or tools.
24. Any tree parts which cannot be safely dropped or controlled from aloft shall have a separate rigging line tied to them to help control their fall. The tree shall be inspected for structural stability prior to the establishment of a rigging system in the tree. When trees appear to have defects that could jeopardize the ability to safely use a rigging system to drop or control a limb, an alternate plan shall be implemented.
25. All equipment utilized in rigging shall meet the load ratings for the limb being rigged, and a qualified employee, trained in proper rigging procedure shall determine the rigging procedure and equipment to be utilized. Any equipment which has been damaged or overloaded shall be removed from service.
26. When felling (removing) a tree, a crew leader shall make the determination of what equipment is necessary, and how many crew members are to be directly involved in drop zone operations. A well-established escape route shall be planned for involved workers prior to the beginning of felling operations. Any non-involved workers shall be beyond twice the height of the trunk or tree being removed during felling operations.
27. Notches shall be used on all trees and trunks greater than five inches in diameter during felling operations, and should conform to the standards set forth in the ANSIZ133.1 Standard.
28. Loose clothing, ropes, lanyards, and saddles shall not be worn during any tree care activity where the risk of entanglement with tools or machinery is possible, particularly with brush chippers.

## Appendix J: Tree Planting Standards (ANSI/ISA BMP)

### ANSI Z60.1

1. All root ball and container sizes for all balled and burlapped stock shall conform to the Z60.1 standards for width and depth, such that they encompass enough of the fibrous root system as necessary for the full recovery of the plant upon installation.
2. All bare root stock shall conform to ANSI Z60.1 standards for minimum root spread.
3. All containerized stock shall conform to ANSI Z60.1 standards for plant and container size, as specified by the park district, and shall be healthy, vigorous, well-rooted and established in the container in which it is growing. The root system shall reach the sides of the container, but shall not have excessive growth encircling the inside of the container.
4. All collected plants (those grown on unmanaged land) shall be so designated, and shall be considered to be nursery-grown stock when they have been successfully reestablished in a nursery row and grown under regular nursery cultural practices for a minimum of two growing seasons.
5. The trunk or stem of the plant shall be in the center of the ball or container, with a 10% overall variance in location.
6. The use of digging machines in both the packaging and installation of trees is considered an acceptable nursery practice.

### ANSI A300 - Part 6

1. Planting sites and work sites shall be inspected for hazards by the park district prior to the beginning of work each day. If portions of the work site are outside of the original scope of work, the controlling authority shall be notified immediately.
2. Location of utilities, obstructions, and other such hazards above and below ground shall be taken into account prior to planting and transplanting operations. These include, but are not limited to, gas, electric, sewer, communication, drainage, and signage.
3. The following shall be taken into consideration prior to transport and planting: Requirements of individual trees, compass orientation of field-grown trees, site feasibility assessments, soil assessment, and drainage assessment.
4. Tools for planting and transplanting shall be properly labelled or purchased for their intended use, and be maintained in accordance with the manufacturer's recommendations
5. The system used to move and store the plant shall minimize desiccation and other damage to the crown, trunk or rootball, and the health and vigor of the plant shall be maintained during these periods.

6. The hole to be dug for all new plantings shall be a minimum of 150% larger than the rootball or container diameter, as deep as the root flare of the tree to be planted, and shall have sides from which soil has been loosened in order to aid in root penetration.
7. For balled and burlapped trees, all rootball supporting materials shall be removed from the upper third of the rootball and removed from the planting hole prior to final backfilling.
8. Prior to planting, container root balls shall be managed by approved methods such as, shaving the root ball, slicing the root ball, and redirecting or removing encircling roots.
9. Backfill shall comprise of either the same soil created when the hole was excavated, or a similarly amended mixture to meet a specific objective and shall be applied in a layered fashion to reduce future settling and prevent air pockets.
10. Mulch shall be applied at a depth of two to four inches, near - but not touching - the trunk of the tree, and extending to the perimeter of the planting.
11. Support systems such as guy-wires or stakes shall not be installed except where needed.

#### **ISA BMP Manual - Tree Planting**

1. Timing of planting shall be determined based on the species, and the best professional opinion of the employees or contractors working for the Park District of La Grange.
2. All employees and contractors employed by or working for the Park District of La Grange shall be familiar with the following types of planting types, and when it is appropriate to use each:
  - A. **Bare-Root:** Field-grown, and dug without soil during the dormant season
  - B. **Ball and Burlap:** Field grown and packaged with a soil ball, using burlap, twine, and a retaining basket of some kind
  - C. **Tree Spade:** Transplanted using a mechanical tree spade to hold the soil ball during transport
  - D. **In-Ground Fabric Bag:** Field grown with the root mass contained in a semi-permeable fabric bag
  - E. **Container Grown:** Grown above ground in containers of various shapes, sizes, and materials
3. Trees packaged with root balls must have their first structural root within two inches of the soil surface. Trees with deeper structural roots will not perform well when transplanted, and should be avoided when selecting nursery stock.

4. Trees with root balls shall be handled by the ball, not the stem, to ensure no damage occurs to the root-soil interface or to the stem itself.
5. Trees with leaves shall be transported with a fabric tarp to minimize desiccation and have had their root balls wetted prior to transport.
6. Sites shall be tested for drainage, nutrient levels, and pH prior to planting (or prior to species selection, if possible).
7. Container stock shall be removed from its container, and any encircling roots pruned off prior to planting, and the root ball shaved as necessary.
8. For balled and burlapped trees, encircling roots shall be mitigated prior to planting, wrappings shall be left on until the tree is in the hole; wrapping shall then be removed from the third to fourth of the wire basket and burlap from the top of the ball.
9. As soil is added, wet and tamp each layer down to ensure good moisture and reduction of air bubbles.
10. Do not prune trees at time of planting, unless to remove dead, dying, diseased, or cracked branches, as it may take away from root development to have the tree attempt to heal these above-ground wounds.
11. The use of trunk wrap may be considered in areas with harsh winters, specifically on trees with thin bark, such as London Planetree and certain Maple species.

## Appendix K: Tree Pruning Standards (ANSI/ISA BMP)

### ANSI A300 - Part 1

1. A designated Arborist or Arborist Trainee shall visually inspect each tree before beginning work. If any condition is observed above and beyond the original scope of work, said condition shall be reported to the controlling authority before any work begins.
2. Pruning cuts which remove a branch at its point of origin shall be made close to the trunk or parent branch without cutting into the branch-bark collar or leaving a stub.
3. Pruning cuts made to reduce the length of a limb or parent stem shall be made at a slight angle relative to the remaining stem, and not damage the remaining stem. If pruning to a lateral branch, the lateral should be large enough to assume the terminal role.
4. Final cuts shall be made such that the result is a flat surface, with the adjacent bark firmly attached.
5. Not more than 25% of the foliage shall be removed during an annual growing season, depending on the tree species, size, age, and condition. If more frequent pruning due to utilities, vistas, or health considerations is necessary, removal of the tree should be considered as an alternative to pruning.

### ISA BMP Manual

1. All employees or contractors directly involved with the pruning of trees shall be familiar with the following pruning types and how they are to be used in conjunction with one another:
  1. **Pruning to Clean:** Selective removal of dead, diseased, detached, cracked, and broken branches
  2. **Pruning to Thin:** Selective removal of small live branches to reduce crown density
  3. **Pruning to Raise:** Selective removal of branches to provide vertical clearance
  4. **Pruning to Reduce:** Selective removal of branches and stems to decrease the height or spread of a tree or shrub
  5. **Structural Pruning:** Selective removal of live branches and stems to influence the orientation, spacing, growth rate, strength of attachment, and ultimate size of branches and stems
  6. **Pruning to Restore:** Selective removal of branches, sprouts, and stubs from trees and shrubs which have been topped, severely headed, vandalized, lion-tailed, storm damaged, or otherwise damaged
2. Every effort shall be made to time pruning of individual tree species to be done in accordance with best management practices for the tree species in question. All pruning work shall be done so at the discretion of the Park District of La Grange and its approved contractors.

## Appendix L: Tree Protection (ANSI/ISA BMP)

### ANSI A300 – Part 5

1. Tree management plans and specifications for tree management shall be written and administered by a certified arborist qualified in the management of trees and shrubs during site planning, development, and construction. Such activities may include, but are not limited to: demolition, grading, building construction, walkway or roadway construction, excavation, trenching and boring, or other such activity which has the potential to negatively impact trees.
2. The management of trees and shrubs shall be incorporated into the following phases of the site development process:
  - A. Planning
  - B. Design
  - C. Pre-Construction
  - D. Construction
  - E. Landscape
  - F. Post-Construction
3. During the Planning phase, an assessment of tree and shrub resources on the site shall be performed by a certified arborist. The assessment shall identify the species, condition, and size of each tree and shall be incorporated into the site design. Trees to be retained or protected shall appear on site design maps. Trees on neighboring property which could also be impacted should also be considered.
4. During the design phase, a tree management report shall be developed for trees to be conserved on the site, and shall be included in the construction plans and specifications, which may include, but are not limited to:
  - A. Trees to be retained
  - B. Tree and Root Protection Zones (TPZ/RPZ)
  - C. Tree Protection Zone barriers
  - D. Tree Protection plans
  - E. Soil erosion control
  - F. Soil compaction controls
  - G. Staging and storage areas
  - H. Other relevant on-site activities

5. Grading and demolition plans shall include all trees to be retained and removed, as well as the tree protection plans for working around trees to be retained. Plans shall also include equipment routes for avoiding the TPZ. Consequences for non-compliance shall be specified.
6. During the pre-construction phase, all tree protection plans shall be effectively communicated to all parties involved with the site development, and tree protection zone barriers shall be in place prior to the beginning of any construction activities.
7. The TPZ shall be delineated around all trees to be protected during construction, and shall be based on the size, species, and condition of the tree and its root system. Six to 18 times the diameter of the tree is generally considered to be acceptable. Deviations from this diameter may be made at the discretion of a certified arborist. Activities which could damage tree roots or compact soil should be avoided in the TPZ
8. Fencing or other visible barriers to the TPZ shall be installed prior to site clearing, grading, and demolition, and maintained throughout the construction and landscaping phase. When this is not feasible, alternate methods may be considered.
9. During the construction phase, compliance with tree protection plans shall be monitored by a certified arborist, and any damage to tree barriers or trees, or non-compliance shall be reported to the project manager or owner, or other controlling authority.
10. When removing vegetation or pavement during demolition, equipment used adjacent to the TPZ shall be specified to avoid damage to the tree and the surrounding soil, and soil protection measures shall be in place prior to vehicle or heavy traffic in or near the TPZ.
11. Storage or disposal of construction materials or hazardous materials shall not occur in the TPZ.
12. Fill within the TPZ shall not be permitted without mitigation to allow for proper air and water availability to existing roots. If fill cannot be avoided in the TPZ, compaction of fill shall be avoided, and consideration shall be given to a permanent well installation to protect the tree and its roots.
13. During the landscape, irrigation, and lighting phase, levels of compliance shall be documented and reported by a certified arborist. Non-compliance shall be reported to the project manager.
14. During the post-construction phase, a remedial and long-term maintenance plan shall be specified for existing and new landscaping, to ensure success of preservation efforts and newly planted landscaping.
15. Pruning shall be considered to reduce wind sail when necessary. It should not be considered to compensate for root loss.
16. Mulch shall be applied to as much of the tree protection zone as possible, in order to create a favorable soil environment for root recovery after construction activities.

**ISA BMP Manual**

1. A cost-benefit analysis shall be conducted during the planning phase. In some cases, money may be better invested in tree planting post-construction.
2. The species and age of tree shall be evaluated by a certified arborist, so that trees in good condition with desirable characteristics are preserved, but those in poor condition or with undesirable characteristics are not.
3. A tree inventory and tree management report shall be conducted during the planning phase, and a certified arborist shall work closely with developers to ensure best management practices are being met for both parties.
4. Effort shall be made to retain groups of trees, such that there is a wind and solar buffer around the highest quality trees if possible.
5. The Critical Root Zone (CRZ) is the area around the tree trunk where roots essential for tree health and stability are located. A Tree Protection Zone (TPZ) is an arborist-defined area around the tree which should include the CRZ, as well as additional area to ensure future stability and growth. The TPZ is subject to the professional opinion of the certified arborist.
6. An attempt shall also be made to preserve native soil for landscape planting as native soil with horizons and development is preferred over fill or black dirt.
7. If a sufficient TPZ cannot be established, a 6-12" layer of hardwood mulch, 3/4-inch plywood mat over a four-inch layer of hardwood mulch, or other such measures shall be temporarily installed over the CRZ in order to prevent root and soil compaction.
8. Trunk protection shall be installed on trees very close to construction activities, and should consist of 2x4 or 2x6 planks, strapped snugly to the tree trunk with wire or other strapping, preferably with a closed-cell foam between the trunk and the planks.
9. When roots over one inch cannot be avoided, they shall be pruned, not left torn or crushed. Acceptable methods of pruning are:
  - A. Excavation using supersonic air tools, pressurized water, or hand tools, followed by selective root cutting
  - B. Cutting through the soil along a predetermined line with a tool that is designed to cut roots
  - C. Mechanically excavating the soil and selectively pruning remaining roots
10. Wells, tree islands, retaining walls, and other such structures or strategies shall be considered as alternatives to any cut/fill work in the CRZ or TPZ.
11. Monitoring shall take place during construction and post-construction phases, and any non-compliance should be reported to the proper controlling authority right away, so that timely remediation or mitigation efforts may be undertaken.

## DEFINITIONS

**Arborist:** An individual engaged in the profession of arboriculture who is educated, trained and licensed to provide for or supervise the management of trees and other woody plants.

**Best Management Practices (BMP):** Methods or techniques found to be the most effective and practical means in achieving an objective while making the optimum use of resources.

**Border Trees:** Trees whose root flairs are situated on both public and private property.

**Branch Collar:** The branch collar is the point where a branch joins the trunk or another branch. This is the area the arborist chooses to make a proper cut.

**Buckthorn:** An undesirable exotic invasive ornamental shrub introduced to North America. This species inhabits woodlands and savannas where it dominates the landscape prohibiting the development of native trees and plants. There are six species of buckthorn listed in the Illinois Exotic Weed Act, which prohibits the sale, distribution or planting of this species, *Rhamnus cathartica*, *daurica*, *frangula*, *arguta*, *utilis*, and *japonica*.

**Burlapped:** A tree, shrub, or other plant prepared for transplanting by allowing the roots to remain covered by a ball of soil around which canvas or burlap is tied and secured with a basket.

**Caliper:** Standard nurseryman's measure of tree diameter (size). Caliper measurement of the trunk shall be taken six inches above the ground up to and including four-inch caliper size. If the caliper at six inches above the ground exceeds four inches, the caliper should be measured at 12 inches above the ground.

**Canopy:** The upper portion of a tree sometimes called the crown. This section of the tree usually contains branches and leaves.

**Compacted Soil:** A high-density soil lacking structure and porosity, characterized by restricted water infiltration and percolation (drainage), and limited root penetration.

**Containerized:** A tree, shrub, or other plant prepared for transplanting, or grown in, a solid-walled container such as a plastic pots or wooden boxes. **Crown:** The upper part of a tree, measured from the lowest branch, including all branches and foliage. **Critical Root Zone (CRZ):** The minimum volume of roots necessary for a tree to have health and stability.

**Cycle Pruning:** The process of routine maintenance pruning of trees, not related to storm damage or other hazard or emergency related-pruning, that occurs on a set and predictable time scale.

**Diameter or DBH:** Diameter at Breast Height. A standard forestry measure of tree diameter (size), measured at 4.5' above ground level on the uphill side of a tree using a Diameter Tape or Biltmore Stick.

**Diseased:** The status of a tree which has been negatively impacted by a pathogen, bacterial, fungal, viral, or similar lower life forms.

**Drip Line:** The soil surface delineated by the branch spread of a single plant or group of plants.

**Drought:** A period of two weeks or greater, during which there is less than one inch of rainfall, when the average daytime temperature during that same period exceeds 75 degrees Fahrenheit.

**Dutch Elm Disease:** A fungal pathogen which causes the decline and death of specific species of Elm trees.

**Dying:** A tree which is in the process of biological death due to senescence, disease, infestation, or other such malady from which there is very little to no hope of long-term survival.

**EAB:** Emerald Ash Borer. An invasive beetle pest which affects all Ash trees.

**Establishment Pruning:** The pruning of a young tree to establish proper form and branching habit.

**Failure (tree failure):** Breakage of stem or branches, or loss of mechanical support in the root system.

**Flush Cut:** Either a pruning cut or final cut to remove a stump, for which the maximum acceptable distance from the ground or the branch bark ridge shall be no greater than 2 inches.

**Hardscape:** The nonliving or man-made fixtures of a planned outdoor area, such as sidewalks, retaining walls, streetlamps, etc.

**Infested:** The status of a tree which has been negatively impacted by pests. Mitigation: The process of diminishing risk.

**Invasive Species:** An introduced or exotic species that significantly modifies or disrupts the ecosystem in which it colonizes (e.g., buckthorn).

**ISA Certified Arborist:** An individual who has sufficient experience in the field of Arboriculture and has been certified by the International Society of Arboriculture as being a Certified Arborist.

**ISA Certified Municipal Specialist:** An individual who is a current ISA Certified Arborist and have chosen municipal arboriculture or urban forestry as a career path. For this credential, the individual is tested on the areas of public relations, administration, risk management, policy, and planning as they pertain to municipal arboriculture.

**Park District Property:** Land which, by deed or title, belongs to the Park District of La Grange.

**Parkway Tree:** Any woody plant within a Publicly-Owned right-of-way, or any other property owned or managed by the Village of La Grange.

**Preferred Tree List:** A listing of tree species, identified in the Governmental Entity Urban Forest Management Plan.

**Right-of-Way (ROW):** The publicly-owned land on which a road or other public access is built.

**Root Protection Zone (RPZ):** The area on the ground surrounding a tree in which excavation, compaction, and other construction-related activities should be avoided or mitigated.

**Sanitation Pruning:** The removal of tree limbs that have become diseased or infested, to prevent the spread of disease or infestation from spreading throughout the rest of the tree.

**Sound Wood:** Structurally sound, non-decayed, non-compromised wood in the trunk or Scaffold Branches.

**Tree:** Any self-supporting woody plant, together with its root system, trunk and canopy; growing upon the earth usually with one trunk, or a multi-stemmed trunk system, supporting a definitely formed crown.

**Tree Protection Plan:** A plan which outlines specific measures to protect trees during construction or other site disturbance. The TPP also addresses requirements for offsetting or mitigating impacts to protected trees, such as transplanting or planting replacement trees.

**Tree Protection Zone (TPZ) or Root Protection zone:** The area surrounding a tree in which excavation and other construction-related activities should be avoided to protect the tree and preserve the soil around the tree.

**Tree Risk:** The likelihood and consequences of failure of a tree or tree parts.

**Tree Risk Assessment:** A systematic process used to identify, analyze, and evaluate tree risk

**Urban Forest Management Plan:** A detailed plan developed and approved by the Governmental Entity under the direction of a certified arborist or forester which protects this valuable infrastructure and outlines thoughtful strategies for tree planting, selection, care and preservation for the Governmental Entity and complies with recognized national standards.

## Statement of Purpose

This Policy establishes standards and procedures to preserve existing trees, expand cover and diversity of the tree canopy, maximize the environmental, economic, and aesthetic benefits of trees, and minimize risk to the public on property owned and maintained by the Park District of La Grange. The Executive Director is responsible to implement this policy and allows alterations for future adaptive management.

The Park District of La Grange recognizes the benefits and importance of the urban tree canopy as a critical collective infrastructure for the community and beyond its borderlines. Besides their beauty, trees are an important natural resource that protect the environment and enhance social and economic value.

- Trees provide oxygen, absorb CO<sub>2</sub>, and reduce heat
- Trees absorb and filter storm water, reduce erosion and flooding
- Attract wildlife and provide food and shelter
- Supply shade and wind protection, serve as a natural buffer between neighboring land uses.
- Are a positive impact to public mental and physical health.
- Trees have a positive economic effect by increasing property values and making the village a more attractive place in which to live, visit, and do business.

## Advisory Tree Committee

The committee will consist of three members; the Parks Foreperson, one appointed Board Member, and one appointed member from the Parks and Open Land Committee. The Executive Director will assign the two-year term appointments with the approval of the Board of Commissioners. The Committee will meet annually to review and provide recommendations for the preservation, management and protection of trees within the Park District, supported by the Urban Forest Management Plan. The Committee will discuss and make recommendations for future projects, plans and programs concerning the urban forest.

## Maintenance Management

### Skills Requirement & Certifications

All maintenance activities on Park District property shall be performed under the guidance of a ISA Certified Arborist, Park District staff and/or Forestry Consultant.

- Park District Staff participating in maintenance activities shall require basic training in Arboriculture techniques, i.e., pruning, removal, stump grinding, planting, and mulching. Staff will also be trained in the use of equipment, i.e., chain saw, stump grinder and hand tools.

- Forestry Consultant is required to hold current credentials as an ISA Certified Arborist and/or ISA Certified Municipal Specialist.
- All maintenance activities will follow requirements and comply with ANSI Standards and Best Management Practices found in the Urban Forest Management Plan.

ANSI Standards and ISA Best Management Practices will be available and fundamental to any Request for Proposal or bid documents when searching for competent contractors.

## Tree Removal

All tree removal activities on park district property shall be performed under the guidance of a ISA Certified Arborist, park district staff and/or Forestry Consultant according to relevant Best Management Practices and ANSI Standards that comply with the Urban Forest Management Plan.

To prevent a tripping hazard on public property, the stump must be flush cut; the highest portion of the cut is no greater than two inches from the highest part of the ground surface.

## Stump Grinding and Site Restoration

Within 3 -5 days following removal, stumps and surface roots shall be removed using an approved stump grinding machine, to a minimum depth of 6 inches, with no surface roots visible. Depth shall be increased to 18 inches if the site is to be planted with a new tree. Until the planting space is fully restored, the stump hole shall be filled and compacted to ground level using debris resulting from the stump removal.

The site must be fully restored if a new tree is not scheduled to be planted. Site restoration consists of removing stump chips from the hole, filling with topsoil, tamping down to match the surrounding grade, spreading grass seed over top and securing green turf blanket over the topsoil when practical.

## Reasons for Removal

Removal of trees on Park District property shall always be at the discretion of Park District Staff and/or the Forestry Consultant. The Park District does not permit any person or contractor to remove, prune, modify or perform any maintenance procedures on Park District trees without written approval. Tree management practices will comply with requirements found in the Urban Forest Management Plan. A Tree Protection Plan will be required, approved and implemented before site construction, development and/or the use of heavy equipment that may impact or damage Park District trees. Tree protection measures must be included and administered consistent with the Tree Protection Plan and comply with the Urban Forest Management Plan.

Trees will never be removed without a sound reason from the Park District Staff or Forestry Consultant. Priority will always be given to trees in danger of threatening public safety.

Neighboring residents and concerned park patrons may request a tree to be removed for reasons NOT detailed below. These requests shall be reviewed by park district staff, the Board of Commissioners, or the forestry Consultant.

#### **Dead or Dying Trees**

Biologically dead or nearly dead trees require removal. Trees which are standing dead, have approximately 50% dead crown or greater, or have less than approximately 40% structurally sound wood in the cross-section of the trunk shall be removed as expediently as practical. These determinations shall be at the discretion of park district staff or the Forestry Consultant.

#### **Diseased or Infested**

The prompt removal of diseased or infested trees limits the exposure of other nearby trees. Trees deemed to be diseased or infested by park district staff or the Forestry Consultant shall be removed as expediently as possible in order to slow the spread of such insects and diseases.

#### **High or Extreme Risk**

Determining and managing high or extreme risk trees is a priority for the Park District. If such risk can only be safely mitigated by tree removal, as opposed to pruning or other measures, timely removal is critical because of exposure to the public and property of potential harm. Tree risk mitigation measures shall be in compliance with the Urban Forest Management Plan.

#### **Emergency / Storm Damage Removals**

A tree shall be removed if it has been severely damaged and/or compromised by lightning, wind, or other such weather event. "Storm-damaged" shall be generally defined as a tree which has lost 33% or more of its crown, has a large crack or other wound in the trunk, has a lean of greater than ten degrees from vertical resulting directly from strong winds, has sustained a lightning strike, or other such issues directly related to storm events. Park district staff or the Forestry Consultant shall determine the need for removal of a tree in these cases. Though in emergency situations such as a tree impacting a person, vehicle, power lines, or other such emergency, PDLG may perform any actions necessary to abate public hazards so long as they are in compliance with all relevant Arboricultural standards and practices.

#### **Damage from Construction or Vehicle Strike**

Park district staff and/or Forestry Consultant shall assess trees that have been impacted by a vehicle strike or piece of construction equipment. If the tree has suffered physical damage or extreme root compaction and is likely to decline and become high risk, it will be scheduled for removal in order to maintain public safety. That decision will be based on the best professional judgement of the Forestry Consultant or park district staff.

### **Reasonable Resident Request**

Resident requests will be reviewed by park district staff and/or the Forestry Consultant and evaluated on a case-by case basis. Priority will always be given to trees in danger of threatening public safety.

### **Interference with Utility or Signage**

A tree shall be removed if it is interfering with the function or visibility of official traffic control devices or has impacted above or belowground utilities in a manner that cannot be mitigated by pruning or other measures.

### **Overplanted and Underperforming**

No healthy tree from the Park District's approved species list shall be removed for the sole reason of having been overplanted. Those trees in noticeable decline shall be removed at the discretion of Park District staff and/or the Forestry Consultant. This will be used as a preventative measure so that these trees do not continue to decline to a point where they become hazardous, and not used as a reason to remove an otherwise healthy tree.

## **Tree Removal Requirements and Standards**

All of the following requirements and standards shall be met during tree removal activities as matter of local policy. Refer to the Urban Forest Management Plan for ANSI Standards and ISA Best Management Practices.

### **Park District of La Grange Internal Policies**

1. All personnel directly involved with process of chainsaw operation, climbing, bucket truck operation, and rigging limbs shall be provided with sufficient training and experience to perform such duties while employed by the Park District of La Grange, as either grounds maintenance, or performing work as a contractor employed by the park district.
2. Only qualified utility arborists may perform tree removal operations within ten feet of an electric utility line. Park District of La Grange employees or contractors may complete the process of trunk removal and stump grinding only if the remaining portion of the tree is greater than ten feet away from a transmission line.
3. The park district will not remove healthy trees in order to meet diversity goals, unless the tree poses a risk to persons or property. The Park District shall not perform or assist, programmatically or financially, with the removal of trees on private property.
4. Boundary tree ownership is defined as having 51% or greater of its trunk diameter on park property. The Park District shall consult with joint tenants of boundary trees prior

to any maintenance or removal activities of boundary trees and shall attempt to gain consent of the joint tenant prior to advancing with such work.

Limbs overhanging the property line on either side of a boundary tree may be pruned to the property line with adjacent properties, under Illinois law.

## Tree Selection and Planting

### Nursery Stock Procurement

Park district staff will purchase nursery stock from a reputable nursery. Specifications should be for material no smaller than 1.75" caliper, with good form for the species, planted as either balled and burlapped or minimum 5-gallon containerized stock.

## Tree Planting Requirements and Standards

Refer to the Urban Forest Management Plan for ANSI Standards and ISA Best Management Practices.

### Park District of La Grange Internal Policies

1. Planting sites shall be determined and monitored using the park district's tree inventory, in conjunction with park district staff and Forestry Consultant input.
2. New planting sites shall be 10 feet away from signage, driveways, intersections, and utility structures. If this distance cannot be maintained, the site should not be planted, even if a tree was removed from the same site.
3. Trees growing over 20 feet at maturity shall be planted at least 30 feet away from power lines. Trees and shrubs that grow no taller than 20 feet at maturity can be planted under power lines. The selection of acceptable species shall comply with the approved species list as stated in the Urban Forest Management Plan.
4. Choice of species for planting shall be done so according to the park district's taxonomic, spatial, and age-class diversity goals. A diverse and resilient urban forest minimizes exposure to financial, environmental, and health risks while maximizing aesthetics, environmental benefits, and ecosystem services to its residents and patrons.
5. All planting stock shall be grown within 150 miles of the Village of La Grange.
6. Acceptable nursery stock shall conform to the following standards:

- A. Minimum of 1.75-inch caliper, measured at six inches from the trunk flare.
  - B. Root ball conforms to ANSI Z60.1 Standards for Nursery Stock.
  - C. Less than 10% deadwood in the crown.
  - D. Architecture consistent for the species, cultivar, or variety in question.
  - E. No included bark or other such narrow branch attachments, unless consistent with species or variety.
  - F. Free of pests or pathogens.
  - G. Approved species list for the Park District of La Grange.
7. Planting and digging of certain species shall only occur at certain times of year, in accordance with nursery industry best management practices and professional judgement. These times are subject to the professional opinions of both the Park District of La Grange and its contractors.
8. JULIE, or another similar utility locating service, shall be contacted, and all utilities located a minimum of three days before planting is scheduled to begin.
9. A minimum of a one-year replacement guarantee shall be extended from approved nurseries and plantsmen for all new plantings rated to hardiness zone five or lower.

## Tree Pruning

Contractors and staff members working for the Park District of La Grange shall follow ISA Best Management Practices and ANSI Standards when carrying out pruning activities. Refer to the Urban Forest Management Plan.

## Park District of La Grange Internal Policies

1. All activities directly related to the operation of a chainsaw, bucket truck, limb rigging, or tree shall be performed by a qualified park district employee, or under the supervision of a certified arborist or arborist trainee.
2. No pruning or maintenance activity that takes place within ten feet of a power transmission line shall be performed by a Park District of La Grange employee unless certified as a qualified Utility Arborist.
3. No cabling, bracing, or other such support systems shall be installed in PDLG-owned trees, either by the Park District of La Grange, its residents, or any contractors. Exception may be made by obtaining prior written approval of the park district or its Board of Commissioners.

4. No heading, pollarding or espalier pruning shall be conducted on Park District-owned trees, and no wound dressings shall be used under any circumstances, without prior approval of the Park District of La Grange.
5. Tree Topping is not allowed.
6. Trees falling into the “prune cycle” category will be pruned in 6-year cycles. The need for pruning and maintenance of individual trees shall be at the discretion of the Park District of La Grange and/or the Forestry Consultant.
7. No more than 25% of a tree’s crown shall be removed during pruning operations in order to preserve the health of the tree. Any more than 25% of the crown being removed put the tree in danger of severe dieback, and removal should be considered at that point.

### **Tree Preservation and Management During Construction**

The Park District does not permit any person or contractor to remove, prune, modify or preform any maintenance procedures on Park District trees without written approval. Tree management practices will comply with requirements found in the Urban Forest Management Plan. A Tree Protection Plan will be required, approved and implemented before site construction, development and/or the use of heavy equipment that may impact or damage Park District trees.

Tree protection measures must be included and administered consistent with the Tree Protection Plan and comply with the Urban Forest Management Plan. Trees shall be protected from physical and chemical damage to branches, trunks and roots. Protection measures shall also preserve the roots and soil from compaction and disturbance (root protection zone).

All tree preservation and management procedures during construction or development activities on Park District property shall be performed under the guidance of an ISA Certified Arborist, Park District staff and/or Forestry Consultant. Best Management Practices and industry standards shall be followed to comply with the Tree Protection Plan and Urban Forest Management Plan.

### **REPLACEMENT AND FEE REQUIREMENTS FOR TREES DAMAGED, REMOVED OR DESTROYED**

Any person or contractor who damages, removes or destroys a tree on Park District property without written approval is responsible for its replacement value (see requirements below) and will be fined a tree replacement fee of \$250 per inch of tree DBH.

Any healthy protected tree on Park District property that is removed with written approval, and requires replacement shall follow the requirements below. If the Park District Staff determines that it would not be consistent with best arboricultural practice to plant replacement trees on the parcel from which trees were removed, the amount of money equal to the value of the replacement trees shall be deposited into a tree replacement fund. This fund may only be used for the planting of trees on Park District property.

**Tree replacement value requirements:**

Minimum 2" DBH and maximum of 3" DBH single stem. Species shall be selected from the approved species list located in the Urban Forest Management Plan.

- DBH of 1—10 inches: one replacement trees required.
- DBH of greater than 10 inches to 20 inches: two replacement trees required.
- DBH of greater than 20 inches to 30 inches: three replacement trees required.
- DBH of greater than 30 inches to 40 inches: four replacement trees required.
- DBH of 40 inches or larger: Five replacement trees.

**Park District of La Grange Internal Policies**

1. A tree survey shall be performed by a qualified ISA Certified Arborist prior to the beginning of any development activities on park district property. The survey shall detail the size, species, and condition of each tree six inches DBH and greater OR managed landscape tree (intentionally planted, non-volunteer tree) of any size.
2. The Tree Survey and a Tree Protection Plan shall be submitted to the Park District of La Grange and all relevant architects, engineers, and workers, detailing the following:
  - A. Trees to be removed.
  - B. Trees to be preserved
  - C. Location and size of the Tree Protection Zone (TPZ) for each tree.
3. The Tree Protection Zones for each tree shall be visibly delineated by the site engineer, using orange snow fencing or other high visibility exclusion material.

**Invasive Species Identification and Management**

The Park District of La Grange will not plant any species considered invasive, aggressive, weak-wooded or which have the potential to escape cultivation and colonize natural areas. Refer to the preferred tree list of approved and not approved species. This list will be periodically amended. The list may also be referenced in the Urban Forest Management Plan.

**NOT APPROVED**

- AILANTHUS
- AMUR CORKTREE
- ASH-EUROPEAN
- ASH-GREEN
- ASH-WHITE
- BOXELDER
- BUCKTHORN
- BURNING BUSH
- CHERRY-BLACK/PIN
- COTTONWOOD
- ELM-AMERICAN
- ELM-SIBERIAN
- HONEYSUCKLE
- MAPLE-NORWAY
- MAPLE-SILVER
- MULBERRY-SPP
- POPLAR-SPP
- POPLAR-WHITE
- PRINCESS TREE
- RUSSIAN OLIVE
- WALNUT-ANY
- WILLOW-SPP

**APPROVED SPECIES (ANYWHERE)**

Large Trees	Medium Trees	Small Trees
BALDCYPRESS	ALDER	AMERICAN REDBUD
BEECH-AMERICAN	AMUR MAACKIA	APPLE-CRAB SPP
BEECH-EUROPEAN	BIRCH-RIVER	BUCKEYE-RED
BLACK LOCUST	BIRCH-WHITE	DOGWOOD-SPP
BUCKEYE-OHIO	BLACKGUM	HAWTHORN-COCKSPUR
BUCKEYE-YELLOW	ELM-CHINESE	HAWTHORN-SPP
CATALPA	HARDY RUBBER TREE	LILAC-TREE
DAWN REDWOOD	HAZELNUT-TURKISH	ROSE OF SHARON
ELM-HYBRID	HORNBEAM-AMERICAN	SERVICEBERRY-SPP
GINKGO	HORNBEAM-EUROPEAN	SMOKETREE
HACKBERRY	IRONWOOD	
HICKORY-SPP	KATSURA	
HONEYLOCUST	MAPLE-HEDGE	
HORSECHESTNUT	MAPLE-MIYABEI	
KENTUCKY COFFEETREE	MAPLE-PAPERBARK	
LARCH	MAPLE-RED	
LINDEN-AMERICAN	MAPLE-SHANTUNG	
LINDEN-LITTLELEAF	MAPLE-TRIFLORUM	
LONDON PLANETREE	OAK-CHINKQUAPIN	
MAPLE-ARMSTRONG	OAK-ENGLISH	
MAPLE-AUTUMN BLAZE	OAK-SHINGLE	
MAPLE-SUGAR	PEAR-CALLERY	
OAK-BURR	PERSIAN IRONWOOD	
OAK-PIN	YELLOWWOOD	
OAK-RED		
OAK-SWAMP WHITE		
OAK-WHITE		
PAGODATREE		
PERSIMMON		
SWEETGUM		
SYCAMORE		
TULIPTREE		
ZELKOVA		

**PARKS ONLY**

- Large Trees**
- CHESTNUT-CHINESE
- MAGNOLIA-CUCUMBER
- Medium Trees**
- GOLDEN RAINTREE
- MOUNTAIN ASH
- PEAR-EDIBLE
- SASSAFRASS
- SEVENTH SON FLOWER
- Small Trees**
- APPLE-EDIBLE
- CHERRY-ORNAMENTAL
- LILAC-SHRUB
- MAGNOLIA-SAUCE
- MAPLE-AMUR
- MAPLE-JAPANESE
- PEACH/NECTARINE
- PLUM-SPP
- WITCH HAZEL
- Evergreens**
- ARBOR VITAE
- DOUGLAS FIR
- EASTERN REDCEDAR
- FIR-CONCOLOR
- HEMLOCK-SPP
- JUNIPER-COMMON
- PINE-AUSTRIAN
- PINE-MUGO
- PINE-WHITE
- SPRUCE-BLUE
- SPRUCE-NORWAY
- SPRUCE-SPP
- YEW

Do Not Plant

Plant limited quantities

Plant in abundance

## ADDITIONAL COMMENTS ON SPECIES

SPECIES	COMMENTS	SPECIES	COMMENTS
		Elm – Siberian	Not approved
Ailanthus	Not approved	Elm – spp	New cultivar introductions
Alder - spp		Euonymus	Eastern Wahoo only
American Hornbeam		Fir - spp	Parks only
American Redbud		Fringtree	
Amur Maackia		Ginko	Male only
Apple - crab ssp	Apple Scab resistant varieties only	Golden Raintree	
Apple – edible	Parks only	Hackberry	
Apricot	Not approved	Hardy Rubber Tree	
Ash - Blue	Not approved	Hawthorn – spp	Thornless varieties only
Ash - Green	Not approved	Hickory - Bitternut	
Ash - White	Not approved	Hickory - shagbark	
Aspen	Improve varieties only	Honeylocust	‘Shademaster’ or ‘Inermis’
Baldcypress	‘Shawnee Brave’ preferred	Honeysuckle	Not approved
Beech - spp	‘Tricolor or ‘Riversii’	Hornbeam - European	
Birch - river	Single stem only	Horsechestnut	
Birch – spp	Sweet Birch, Yellow Birch, or other newer introductions	Hydrangea - Peegee	
Birch – White	Bronze Birch Borer resistant only. ‘Whitespire’ preferred	Ironwood	
Black Locust	Improved varieties only. ‘Purple Robe’ preferred	Juniper - common	Parks only
Blackgum		Katsura	
Boxelder	Not approved	Kentucky Coffeetree	
Buckeye -Ohio		Larch	
Buckeye -Red	‘FT McNair’ or Bottlebrush	Lilac – shrub	Parks only
Buckeye - Yellow		Lilac - tree	Improved varieties
Buckthorn	Not approved	Linden - American	
Burning Bush	Not approved	Linden - Littleleaf	
Carolina Silverbell	Protected sites only	Linden - Silver	
Catalpa		Linden - spp	
Cherry – Black	Not approved	London Planetree	‘Exclamation’ preferred, ‘Bloodgood not allowed
Cherry – Purple Leaf		Magnolia - cucumber	
Cherry - spp	Ornamental, Black Knot resistant only	Magnolia – saucer	Scale resistant varieties only
Cottonwood	Not approved	Magnolia – shrub	Star magnolia or similar pruned to tree form
Dawn Redwood		Maple - Amur	Parks only, pruned to tree form
Dogwood - spp	Hardy varieties only	Maple – Autumn Blaze	Or other similar Acer x freemannii
Douglas Fir	Parks only	Maple - Black	
Eastern Redcedar	Park only	Maple - Hedge	
Elm – American	Not approved	Maple - Japanese	Small growing space only
Elm – Hybrid	Hardy varieties only	Maple - Miyabei	‘State Street’ preferred
Elm – Red	Not approved	Maple - Norway	Not approved

SPECIES	COMMENTS
Maple - paperbark	
Maple - Red	Improved varieties only
Maple - Silver	Not approved
Maple - Sugar	'Green Mountain' preferred
Mountain Ash	Improved varieties only
Mulberry – spp	Not approved
Oak - Burr	
Oak - Chestnut	
Oak - Chinquapin	
Oak - English	
Oak - Pin	
Oak - Red	
Oak – Swamp White	
Oak - White	
Pagodatree	
Peach	Parks only
Pear - Callery	Not approved
Pear - Edible	Parks only
Persian Ironwood	Medium growing space only
Persimmon	Diospyros virginiana preferred
Pine - Austrian	Parks only
Pine - Scotch	Parks only
Pine - white	Parks only
Plumb	Parks only
Pussy Willow	Parks only
Rose Of Sharon	
Sassafras	
Serviceberry - spp	'Autumn Brilliance'
Seventh Son Flower	
Smoketree	American varieties preferred, small growing space only
Spruce - Blue	Parks only
Spruce - Norway	Parks only
Spruce - spp	Parks only
Sumac	Parks only
Sweetgum	'Happidaze' preferred
Sycamore	In natural areas only. London Planetree preferred
Tuliptree	
Viburnum	Tree form only
Walnut – Black	Not approved
Willow - spp	Not approved
Yellowwood	
Yew	Parks only
Zelkova	'Green Vase' preferred

## **TREE CARE CONTRACTOR INSURANCE REQUIREMENTS**

### **A. Commercial General and Umbrella Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella insurance with a limit of not less than \$5,000,000 each occurrence. If such CGL insurance contains a general aggregate limit, it shall apply separately to this project/location.

CGL insurance shall be written on Insurance Services Office (ISO) occurrence form CG 00 01 10 93, or a substitute form providing equivalent coverage, and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract (including the tort liability of another assumed in a business contract).

Owner shall be included as an insured under the CGL, using ISO additional insured endorsement CG 20 10 or a substitute providing equivalent coverage, and under the commercial umbrella, if any. This insurance shall apply as primary insurance with respect to any other insurance or self-insurance afforded to Owner. Any insurance or self-insurance maintained by the Owner shall be excess of the Contractor's insurance and shall not contribute with it.

There shall be no endorsement or modification of the CGL limiting the scope of coverage for liability arising from pollution, explosion, collapse, or underground property damage.

### **B. Continuing Completed Operations Liability Insurance**

Contractor shall maintain commercial general liability (CGL) and, if necessary, commercial umbrella liability insurance with a limit of not less than \$5,000,000 each occurrence for at least three years following substantial completion of the work.

Continuing CGL insurance shall be written on ISO occurrence form CG 00 01 10 93, or substitute form providing equivalent coverage, and shall, at minimum, cover liability arising from products-completed operations and liability assumed under an insured contract.

Continuing CGL insurance shall have a products-completed operations aggregate of at least two times its each occurrence limit.

Continuing commercial umbrella coverage, if any, shall include liability coverage for damage to the insured's completed work equivalent to that provided under ISO form CG 00 01.

**C. Business Auto and Umbrella Liability Insurance**

Contractor shall maintain business auto liability and, if necessary, commercial umbrella liability insurance with a limit of not less than \$2,000,000 each accident. Such insurance shall cover liability arising out of any auto including owned, hired and non-owned autos.

Business auto insurance shall be written on Insurance Services Office (ISO) form CA 00 01, CA 00 05, CA 00 12, CA 00 20, or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage equivalent to that provided in the 1990 and later editions of CA 00 01.

**D. Workers' Compensation Insurance**

Contractor shall maintain workers' compensation as required by statute and employers liability insurance. The commercial umbrella and/or employer's liability limits shall not be less than \$1,000,000 each accident for bodily injury by accident or \$1,000,000 each employee for bodily injury by disease.

If Owner has not been included as an insured under the CGL using ISO additional insured endorsement CG 20 10 under the Commercial General and Umbrella Liability Insurance required in this Contract, the Contractor waives all rights against Owner and its officers, officials, employees, volunteers and agents for recovery of damages arising out of or incident to the Contractor's work.

**E. General Insurance Provisions**

**1. Evidence of Insurance**

Prior to beginning work, Contractor shall furnish Owner with a certificate(s) of insurance and applicable policy endorsement(s), executed by a duly authorized representative of each insurer, showing compliance with the insurance requirements set forth above.

All certificates shall provide for 30 days' written notice to Owner prior to the cancellation or material change of any insurance referred to therein. Written notice to Owner shall be by certified mail, return receipt requested.

Failure of Owner to demand such certificate, endorsement or other evidence of full compliance with these insurance requirements or failure of Owner to identify a deficiency from evidence that is provided shall not be construed as a waiver of Contractor's obligation to maintain such insurance.

Owner shall have the right, but not the obligation, of prohibiting Contractor or any subcontractor from entering the project site until such certificates or other evidence that insurance has been placed in complete compliance with these requirements is received and approved by Owner.

Failure to maintain the required insurance may result in termination of this Contract at Owner's option.

With respect to insurance maintained after final payment in compliance with a requirement above, an additional certificate(s) evidencing such coverage shall be promptly provided to Owner whenever requested.

Contractor shall provide certified copies of all insurance policies required above within 10 days of Owner's written request for said copies.

## **2. Acceptability of Insurers**

For insurance companies which obtain a rating from A.M. Best, that rating should be no less than A VII using the most recent edition of the A.M. Best's Key Rating Guide. If the Best's rating is less than A VII or a Best's rating is not obtained, the Owner has the right to reject insurance written by an insurer it deems unacceptable.

## **3. Cross-Liability Coverage**

If Contractor's liability policies do not contain the standard ISO separation of insured's provision, or a substantially similar clause, they shall be endorsed to provide cross-liability coverage.

#### **4. Deductibles and Self-Insured Retentions**

Any deductibles or self-insured retentions must be declared to the Owner. At the option of the Owner, the Contractor may be asked to eliminate such deductibles or self-insured retentions as respects the Owner, its officers, officials, employees, volunteers and agents or required to procure a bond guaranteeing payment of losses and other related costs including but not limited to investigations, claim administration and defense expenses.

#### **5. Subcontractors**

Contractor shall cause each subcontractor employed by Contractor to purchase and maintain insurance of the type specified above. When requested by the Owner, Contractor shall furnish copies of certificates of insurance evidencing coverage for each subcontractor.

#### **F. Indemnification**

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner and the Architect and their officers, officials, employees, volunteers and agents from and against all claims, damages, losses and expenses, including but not limited to legal fees (attorneys' and paralegals' fees and court costs), arising out of or resulting from the performance of the Contractor's work, provided that any such claim, damage, loss or expense (i) is attributable to bodily injury, sickness, disease or death, or injury to or destruction of tangible property, other than the work itself, including the loss of use resulting there from and (ii) is caused in whole or in part by any wrongful or negligent act or omission of the Contractor, any Subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this Paragraph.

Contractor shall similarly protect, indemnify and hold and save harmless the Owner, its officers, officials, employees, volunteers and agents against and from any and all claims, costs, causes, actions and expenses including but not limited to legal fees, incurred by reason of Contractor's breach of any of its obligations under, or Contractor's default of, any provision of the Contract.

MEMORANDUM M22-020



**TO:** PDLG Board of Commissioners  
**FROM:** Jenny Bechtold, Executive Director  
Leynette Kuniej, Superintendent of Finance  
**RE:** Declaring Property Surplus  
**DATE:** May 9, 2022

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**Background:**

Through an inventory of the Park District's property, staff has determined that certain items are no longer of value or use to the District and that because of the age and condition of the property, cannot be utilized for any of the Park District's current needs or operations and is thereby considered surplus property and the property's sale, trade-in, or disposal would best serve the District.

**Implications:**

By law and policy, it is required that a Resolution be approved by at least three-fifths of the Board. Staff is seeking to dispose of or sell the items listed in Exhibit A.

**Staff Recommendation:**

Staff recommends the Board of Commissioners approve Resolution R22-02, Declaring Surplus Property.

**THE PARK DISTRICT OF LA GRANGE**

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**RESOLUTION NO. 22-02**

**A RESOLUTION DECLARING SURPLUS PROPERTY**

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PASSED AND APPROVED  
BY THE  
BOARD OF COMMISSIONERS  
OF THE  
PARK DISTRICT OF LA GRANGE

This 9<sup>th</sup> day of May 2022

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Published in pamphlet form by the authority of the Board of Commissioners of the  
Park District of La Grange, Cook County, Illinois this 9<sup>th</sup> day of May 2022

## RESOLUTION R22-02

### DECLARING SURPLUS PROPERTY

WHEREAS, the Park District of LaGrange (“District”) is an Illinois unit of local government organized and operating pursuant to the laws and constitution of the State of Illinois; and

WHEREAS, the District is the owner of the personal property set forth on Exhibit A (“Property”); and

WHEREAS, the District finds that the Property is no longer useful for corporate purposes and therefore desires to dispose of the property using those means selected by the Executive Director to be in the best interests of the District.

NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE PARK DISTRICT OF LAGRANGE as follows:

**Section 1** - *Recitals*: That the recitals in the preamble to this Resolution are hereby incorporated by reference and adopted as the findings for the District as if set forth herein.

**Section 2** - *Declaration of Surplus Property*: The Board of Commissioners hereby determine that the Property is and shall no longer be necessary, appropriate, required for the use of, profitable to, or in the best interests of the District, except for purposes of sale and use in accordance with the terms of this Resolution.

**Section 3** - *Sale*: The Executive Director is directed to sell the Property using those means in the best interests of the District.

**Section 4** - *Severability*: In the event a conflict exists between the terms of this Resolution and any other resolution of the District, the terms of this Resolution shall govern.

**Section 5** - *Effective Date*: This Resolution shall be in full force and effect from and after its approval and publication as required by law.

APPROVED by the BOARD OF COMMISSIONERS on May 9, 2022.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAIN: \_\_\_\_\_

\_\_\_\_\_  
PRESIDENT, ROBERT VEAR

ATTEST:

\_\_\_\_\_  
Secretary, Jenny Bechtold

**Resolution No. 22-02 Declaring Surplus Exhibit A****SURPLUS EQUIPMENT**

1 - BEFCO TILLER (tractor attachment)

2 -TRACTOR FORKS

1- TRACTOR AUGER

1 - MORBARK chipper

1 - MIGHTY MAC ROTO TILLER

1 - RANSOM WALK-BEHIND MOWER

1 - HENDERSON SALT SPREADER

1 - DIESEL SMITHCO

1 - REG FUEL SMITHCO

1 - GIANT VAC WALK-BEHIND BLOWER

1 - CROWN ELECTRIC LIFT

1 - RENZO HEATER

1 - RYAN SLIT SEEDER

1 - CRAFTSMAN AIR COMPRESSOR

1 - ADVANCE CONVERTAMATIC 200B

1 - TAPPAN KITCHEN RANGE

1 - 6' METAL STAIRWAY

1 - 6' PROPANE GRILL

1 - 6' SKIDSTEER PLOW

1 - SANDALL SANDBLASTER

20 - ROLLS DRAIN TILE

1 -80' X 200' ICE RINK

1 - 6"X1000' ICE RINK BORDER

1 - ICE RINK RE-SURFACER

4 -HOCKEY GOALS

4 - 4' METAL BALLARDS

1 - DUNK TANK

4 - WOODEN PARK BENCHES

2 - ALUMINUM STORAGE COMPARTMENTS

2 - ALUMINUM STORAGE COMPARTMENTS

8 - METAL PATIO TABLES

20 - METAL BLEACHER FRAMES

1- ABC CLASSROOM LOFT

MISCELLANEOUS PAVER STONE

MISCELLANEOUS OFFICE FURNITURE

MEMORANDUM M22-021



**TO:** PDLG Board of Commissioners  
**FROM:** Jenny Bechtold, Executive Director  
Leynette Kuniej, Superintendent of Finance  
**RE:** Contract with Access One for telephone service  
**DATE:** May 9, 2022

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**Background:**

The District currently has a contract with Access One to provide telephone service to the Recreation Center. That contract is for a dedicated line called a PRI line and it expires in August. That line is actually owned by AT&T and they plan to discontinue service by the end of June. Access One needs to move their clients off the dedicated line by the end of June. The plan is to switch our service to a Voice Over Internet Provider system.

Since internet service to the building is sometimes unreliable, Access One added a 4G backup service to the proposal.

We also have nine dedicated POTS lines for services such as fax machines, fire alarms, security alarm, and the elevator. Five of these lines are no longer necessary.

**Implications:**

The cost of this change-over for the main number would be an increase of about \$65 per month. The disconnection of the POTS lines would be a savings of \$291.50 per month.

**Staff Recommendation:**

Staff recommends that the Board approve the 36-month contract with Access One for telephone service to the Recreation Center.

Date: 5/2/2022

Company Name: Park District of LaGrange  
Customer Contact:  
Customer Email:  
Customer Phone:

Quote ID: 20220315-00022417  
Sales Rep: Daniel Leon  
Sales Email: dleon@accessoneinc.com  
Sales Phone: (312) 441-9964

Service Address	Term	Speed	Product	QTY	Unit Rate	MRC	NRC			
536 EAST AVE LA GRANGE, IL, 60525 LGRCILLG	36 MTH	0	BYOB Plus Voice: PRI	1	\$185.00	\$185.00	\$500.00			
			4G LTE Wireless Backup	1	\$85.00	\$85.00	\$0.00			
			CPE - Router	1	\$45.00	\$45.00	\$0.00			
			National Access Fee (NAF)	1	\$19.95	\$19.95	\$0.00			
			Network Maintenance Fee	1	\$19.95	\$19.95	\$0.00			
			Standard DID - Block of 10	11	\$0.20	\$2.20	\$0.00			
			PROMO: Caller ID with Name and Number	1	\$0.00	\$0.00	\$0.00			
			PROMO: LD Packs: 1,000 Long Distance	1	\$0.00	\$0.00	\$0.00			
			E911	1	\$0.00	\$0.00	\$0.00			
			Waived Install Charges	1	\$0.00	\$0.00	-\$500.00			
			Local Minutes Included: 50,000							
			Promo: Caller ID with Name and Number Included							
			Promo: 1,000 Outbound Long Distance Minutes Included							
Local Usage					\$0.015 /Minute					
Long Distance Usage Outbound Only					\$0.029 /Minute					
					<b>Total</b>	<b>\$357.10</b>	<b>\$0.00</b>			

International Call Blocking? Yes

### Notes

- Listed rates apply to Metered or Overage above the specified minutes that are included.
- The estimated charge for Demarc extensions within 300 feet is \$300. Certain job site variables may result in additional charges. Further details on Demarc extension charges can be found at the Access One Service Guide at <http://www.accessoneinc.com/content/service-guide>
- Equipment pricing listed (sales or rental) does not include any applicable taxes or shipping charges
- UCaaS equipment (sales or rental) subject to shipping charges. Standard shipping charges per location: 1 item-\$15.99 per item; 2-4 items-\$8.99 per item; 5+items-\$4.99 per item
- Pricing is subject to applicable federal, state and local taxes, surcharges and fees.
- All pricing and availability is subject to final confirmation at time of order.

Acceptance by Customer

Acceptance by Access One

Signature \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name \_\_\_\_\_

Acceptance by Customer

Acceptance by Access One

Title \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

Date \_\_\_\_\_



access one

# Service Agreement

820 West Jackson Boulevard, 6<sup>th</sup> Floor Chicago, IL 60607  
Phone: (312) 441-1000 Fax: (312) 441-1010  
Customer Service (800) 804-8333

Customer Account #  
Customer Name:

- 1) **Service Agreement Components.** Customer's service agreement with Access One, Inc. ("Access One" or "Carrier") includes terms and conditions set forth in this Customer Service Agreement ("CSA"), Requests for Service and other service supplements and attachments (collectively, "Order Forms"), Access One Acceptable Use Policy ("AUP"-see : <http://www.accessoneinc.com/terms-of-use>), Access One tariffs, Access One Service Guide ("Service Guide" -see <http://www.accessoneinc.com/content/service-guide>), Access One website ("Website" -see <http://www.accessoneinc.com>) and the Account and Credit Application. CUSTOMER HEREBY ACKNOWLEDGES THAT THE TERMS AND CONDITIONS SET FORTH IN THIS CSA AND THE SERVICE AGREEMENT COMPONENTS GOVERN THE RELATIONSHIP BETWEEN THE CUSTOMER AND ACCESS ONE. BY EXECUTING THIS CSA, ENROLLING IN, USING, OR PAYING FOR ACCESS ONE'S SERVICES, CUSTOMER AGREES TO THE TERMS AND CONDITIONS CONTAINED WITHIN THIS CSA AND THE SERVICE AGREEMENT COMPONENTS. ACCESS ONE MAY CHANGE THE TERMS AND CONDITIONS CONTAINED WITHIN THIS CSA AND THE SERVICE AGREEMENT COMPONENTS UPON PROPER NOTICE TO CUSTOMER AS PROVIDED HEREINAFTER. CUSTOMER AGREES TO CHECK THE ACCESS ONE WEBSITE FREQUENTLY FOR THE MOST UP TO DATE INFORMATION. CUSTOMER'S CONTINUED USE OF THE SERVICES CONSTITUTES ACCEPTANCE OF ACCESS ONE'S TERMS AND CONDITIONS IN EFFECT AT THE TIME OF CUSTOMER'S USE OF SERVICES.
- 2) **Term, Rates and Notice.**
  - a) The service term length for each service shall be stated on the Order Forms ("Initial Term"). The term for each service commences when Carrier notifies Customer that the necessary services (including loop installation, if applicable) to Customer's building have been delivered and are available for use ("Service Commencement Date"). The monthly recurring charges (MRCs) will begin billing on the Service Commencement Date.
  - b) The term shall automatically renew for one renewal term for a length of time equal to the Initial Term unless either party gives written notice of non-renewal. Either Carrier or Customer may exercise their non-renewal election by giving written notice of non-renewal at least ninety (90) days prior to the Term Expiration Date. Additional provisions and information concerning contract renewal are contained in the Service Guide.
  - c) All rates for services shall be provided at Carrier's rate plan as specified in the Order Forms or Carrier's tariffs, or if not specified, then as stated at [www.accessoneinc.com/localpricingplan](http://www.accessoneinc.com/localpricingplan). Carrier reserves the right to increase the price of a service upon proper notice to Customer as set forth in the Service Guide.
  - d) When Notice by Carrier is required, Carrier will provide Notice by one of the following methods, and Carrier shall solely determine at the time of the Notice which of the methods described herein is appropriate: (1) By bill insert or bill page message; or (2) By letter or postcard via U.S. Postal Service to Customer billing address; or (3) Via a call to the telephone number provided by Customer on the Account and Credit Application form; or (4) Via an email to the email address provided by Customer on the Account and Credit Application form.
- 3) **Payment and Billing.** Invoices will be payable by the Due Date which is the last day of the month in which the invoice was issued. For example, the August 1st invoice would have a Due Date of August 31st. Carrier may impose a late fee on delinquent balances in an amount equal to one and one-half percent (1½%) per month. Additional provisions and information concerning payment and billing are contained in the Service Guide.
- 4) **Cancellation/Default.** Customer must send written notice to Carrier requesting cancellation of services. Carrier will process the disconnection order in a timely manner; however, disconnection of services is not immediate, and the services will continue to bill until the disconnection of those services is completed. There are certain Customer actions, omissions or occurrences that would constitute a default of this CSA, including but not limited to Customer's failure to pay Carrier for services by the Due Date, Customer's termination of the contracted services prior to the Term Expiration Date, or other actions more completely described in the Service Guide. Customer's failure to cure a default after notice from Carrier will cause Carrier to seek remedies that could include (but are not limited to): discontinuance of services and imposition of Early Termination Fees. The Service Guide contains additional provisions and information concerning Carrier's remedies upon default including discontinuance of services and Early Termination Fees.
- 5) **Liability.** Except for Carrier's negligence or willful misconduct, Carrier will have no liability for any damages suffered by Customer or any other third party. Neither Carrier nor Customer shall be liable for indirect, incidental, special, or consequential damages (including lost revenues or lost profits) as a result of the services provided by Carrier or the use of those services by Customer. Further discussion and explanation of the Parties' responsibilities and liabilities are contained in the Service Guide. **Fraudulent use.** Customer remains liable to Carrier for all charges incurred as a consequence of the unauthorized or fraudulent use resulting from the operation of Customer-provided equipment, systems, facilities or services which are interconnected to Carrier's services. It is the responsibility of Customer to secure all Customer-provided equipment. Further explanation of unauthorized and fraudulent use can be found in the Service Guide and at <https://www.accessoneinc.com/sites/default/files/FraudPrevention-Disclosure.pdf>.
- 6) **General Provisions.**
  - a) This CSA is not valid or effective until executed by an authorized representative from Carrier and from Customer.
  - b) This signed CSA, the Order Forms, service supplements and attachments, and any other executed documents transmitted to Carrier by fax machine or scanned/e-mail shall be treated in all respects as original documents with the same binding legal effect as an original document.
  - c) Customer Proprietary Network Information (CPNI) shall be governed by FCC's business account exception. See <https://www.accessoneinc.com/sites/default/files/CPNI-Disclosure.pdf>.
  - d) This CSA shall be governed by, and constructed under the laws of the State of Illinois, and venue shall be in Cook County, Illinois.
  - e) Customer agrees to pay all charges associated with the services, including taxes and those certain fees and surcharges described in the Service Guide.
  - f) Carrier's obligation to provide the services is contingent upon credit approval of the Customer and Carrier's ability to provision the services.
  - g) In the event of a conflict between the terms and conditions of this CSA and the Service Agreement Components, the following order of priority (descending) will be applied to determine which terms and conditions control: this CSA, Order Forms, Service Guide, tariff, Website; and then the AUP.

BY SIGNING BELOW, CUSTOMER AGREES TO THE TERMS AND CONDITIONS SET FORTH IN THIS CSA AND THE SERVICE AGREEMENT COMPONENTS. THE PARTIES EXECUTED THIS DOCUMENT ON THE LAST DAY OF EXECUTION BELOW.



**DISCLOSURE TO CUSTOMER  
IMPORTANT INFORMATION REGARDING  
SERVICES UTILIZING VOICE OVER INTERNET PROTOCOL  
EMERGENCY SERVICES - 911 DIALING**

**Non-Availability of Traditional 911 or E911 Dialing Service**

Access One provides many technology and telecommunications solutions for its business customers. Among these solutions, Access One provides Voice Over Internet Protocol services ("VoIP Services"). These VoIP Services include those certain VoIP based or SIP based services. Customer agrees not to use the VoIP Services for auto-dialing or otherwise cause excessive usage inconsistent with standard commercial calling patterns. Further information on VoIP Services can be found at the Access One Service Guide at <http://www.accessoneinc.com/content/service-guide>.

As compared to the E911 access capability available with traditional telephone service, there are differences in the E911 access capability available with VoIP Services. The FCC has mandated that VoIP Service providers (like Access One) must: (a) inform its customers of these differences and how that may affect users' ability to access E911 services; and (b) retain a record on file verifying that the customer received and understood this Disclosure. Access One respectfully requests your assistance in meeting this FCC compliance requirement by executing this Disclosure. If you have any questions or concerns about the information contained in this Disclosure, please contact the Access One Customer Service representatives at (800) 804-8333.

- 1) VOIP SERVICES MAY NOT OPERATE DURING CERTAIN SITUATIONS.
  - a. **Commercial power outages** could result in the loss of voice and data service, including access to E911 services. Once power service is restored, you may be required to reset or reconfigure your equipment before you will be able to use VoIP Services to contact E911 services. You are encouraged to implement a battery backup system for VoIP Services. Access One does not provide backup battery power with its VoIP Services.
  - b. **Disruption in your broadband connection** could result in the loss of voice and data service, including access to E911 services. Once your broadband connection is restored, you may be required to reset or reconfigure your equipment before you will be able to use VoIP Services to contact E911 services.
  - c. **Suspension of your services** could result in the loss of voice and data service, including access to E911 services. Once your services are restored, you may be required to reset or reconfigure your equipment before you will be able to use VoIP Services to contact E911 services.
  - d. **Network congestion or other network problems** could result in your calls being dropped or delayed, including calls to E911 services. Your E911 calls may take longer to connect than E911 calls made using traditional telephone service.
- 2) VOIP SERVICES E911 CALLS MAY BE ROUTED TO EMERGENCY PERSONNEL WHO WILL NOT BE ABLE TO ASSIST YOU.
  - a. **Nomadic usage.** If you wish to move your device to an alternate physical address (even if the move is temporary or short term), please contact the Access One Customer Service representatives at (800) 804-8333 and provide the alternate physical address information. Your failure to provide this information could result in your E911 calls being routed to emergency personnel who will not be able to assist you.
  - b. **Change of address.** If you wish to move your premise device to a new service address or if you notice that the service address information identified in your contract or bill is inaccurate, please contact the Access One Customer Service representatives at (800) 804-8333 and provide the updated or corrected information. Your failure to provide this information could result in your E911 calls being routed to emergency personnel who will not be able to assist you.
  - c. **Disabled device.** If your device is damaged or disabled, you should contact your equipment vendor. A damaged device could impair your ability to use VoIP Services to contact E911 services, and this could result in your E911 calls being routed to emergency personnel who will not be able to assist you.
  - d. **Non-Recognition of phone number.** If an end-user uses a non-native telephone number (i.e., a telephone number from a local exchange area different from where the caller is located), E911 access may be limited.
- 3) ALTERNATE MEANS OF CONTACTING E911 SERVICES. Access One recommends that you maintain an alternate means of contacting E911 services and you must inform your VoIP Services users of these alternate means. Customers that acquire VoIP Services from Access One will receive a set of stickers explaining when E911 service may not be available. Please place the stickers on or near the equipment you use to access your VoIP Services to alert users to use alternate means of contacting E911 in the event of an emergency. If you need additional stickers, please contact our Customer Service representatives at (800) 804-8333.

**ACKNOWLEDGMENT AND SIGNATURE.** The undersigned affirmatively acknowledges the following with regards to this Disclosure: (1) Access One delivered this Disclosure to me; (2) I have read this Disclosure, and I understand its terms and provisions, including the provisions informing me that under certain situations, I may not be able to contact emergency services by dialing 9-1-1 using VoIP Services; and (3) I am obligated to inform my own employees, agents, and any other end users of devices that (a) there are differences in the E911 access capability available with VoIP Services as described in this Disclosure, and (b) they may not be able to contact emergency services by dialing 9-1-1 using VoIP Services.

ACCESS ONE, INC.:

\_\_\_\_\_  
Print Name and Title of  
Authorized Representative

\_\_\_\_\_  
Print Name and Title of  
Authorized Representative

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\*Customer signature constitutes an acceptance of the Customer Service Agreement and an acknowledgement of the VoIP E-911 Disclosure.



<input checked="" type="checkbox"/> Section Not Applicable	<b>Managed IT Services</b>
Services to be discontinued	<input type="radio"/> Cancel all Managed IT Services on account <input checked="" type="radio"/> Cancel only the following services:
Alternate MSP Provider to Coordinate Service Transfer (contact info)	<i>Note: Licenses that are not canceled (or cancelable) or not transferred to a new service provider will continue billing through the end of the license term.</i>
Equipment to be returned by Client <sup>(4)</sup>	

<b>Cancelation / Early Termination Fees</b>	
Contract Expiration Date	10/16/22 <input checked="" type="radio"/> Initial Term <input type="radio"/> Renewal Term
Early Termination Charges	\$0- per TDM Conversion

We, the Client, acknowledge that Access One has notified us of the following:

- 1) Final disconnection of the Cancelled Services is not immediate and may take up to 45 days to complete
- 2) Access One has informed us of any cancelation fees that may apply and we agree to pay the cancellation fees
- 3) We, the Client, remain responsible for any monthly recurring charges (MRCs), license charges and usage for the Cancelled Services until disconnection is complete and final billing has occurred.
- 4) We, the Client, agree that to avoid unreturned equipment charges, any leased or rented equipment should be returned to: Access One, ATTN: Equipment Returns 6F, 820 W Jackson blvd, Chicago, IL 60607
- 5) If services are being replaced by another Client chosen carrier, Access One has recommended not to execute this disconnect order prior to the installation and testing of replacement services to avoid possible service interruption.

\_\_\_\_\_  
Authorized Client Signature

\_\_\_\_\_  
Access One, Inc.

\_\_\_\_\_  
Printed Name and Title of Person Signing

\_\_\_\_\_  
Printed Name and Title of Person Signing

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated



<input checked="" type="checkbox"/> Section Not Applicable	<b>Managed IT Services</b>
Services to be discontinued	<input type="radio"/> Cancel all Managed IT Services on account <input type="radio"/> Cancel only the following services:
Alternate MSP Provider to Coordinate Service Transfer (contact info)	<i>Note: Licenses that are not canceled (or cancelable) or not transferred to a new service provider will continue billing through the end of the license term.</i>
Equipment to be returned by Client <sup>(4)</sup>	

<b>Cancellation / Early Termination Fees</b>	
Contract Expiration Date	Month-to-Month <input checked="" type="radio"/> Initial Term <input type="radio"/> Renewal Term
Early Termination Charges	\$0

We, the Client, acknowledge that Access One has notified us of the following:

- 1) Final disconnection of the Cancelled Services is not immediate and may take up to 45 days to complete
- 2) Access One has informed us of any cancellation fees that may apply and we agree to pay the cancellation fees
- 3) We, the Client, remain responsible for any monthly recurring charges (MRCs), license charges and usage for the Cancelled Services until disconnection is complete and final billing has occurred.
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- 5) If services are being replaced by another Client chosen carrier, Access One has recommended not to execute this disconnect order prior to the installation and testing of replacement services to avoid possible service interruption.

\_\_\_\_\_  
Authorized Client Signature

\_\_\_\_\_  
Access One, Inc.

\_\_\_\_\_  
Printed Name and Title of Person Signing

\_\_\_\_\_  
Printed Name and Title of Person Signing

\_\_\_\_\_  
Dated

\_\_\_\_\_  
Dated

MEMORANDUM M22-019



**TO:** PDLG Board of Commissioners  
**FROM:** Jenny Bechtold, Executive Director  
Leynette Kuniej, Superintendent of Finance  
**RE:** New Job Position, Director of Parks, Planning and  
Maintenance  
**DATE:** May 9, 2022

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**Background:**

The Park District of La Grange has operated without a dedicated Superintendent/Director of Parks for over 15 years. As we wrap up our Comprehensive Master Plan, our community survey, along with community feedback, has expressed a need for improved parks and facilities. The Plan reveals millions of dollars in repairs and upgrades needed in both areas. To conduct the large list of repairs and improvements, along with maintaining our current infrastructure, a Director of Parks, Planning and Maintenance is essential.

**Implications:**

A Director of Parks, Planning and Maintenance is a skilled position, which will bring experience, education and leadership to the District. You will find the job description following this memo. Staff reviewed the job description, along with Ancel Glink. This position will be a working Director, in the field every day, aiding our current team with planning, projects and training. The new position will oversee the Parks and Facilities departments bringing cohesiveness to improve our parks and facilities.

The hiring salary range for the position is \$85k-\$95k. Although adding this position will affect the budget and push the staffing line item approximately \$35k over the budget, we also anticipate significant savings by adding this position. We currently contract out a large amount of work that we will be able to complete inhouse, cutting contractor wages, which include prevailing wages. We have also found several areas we can cut back in the budget to decrease expenses. We will evaluate the budget in October to determine if a budget amendment will be required.

**Staff Recommendation:**

Staff recommends the Board of Commissioners approve the new position, Director of Parks, Planning and Maintenance, with the current budget impact of approximately \$35k with a 7% contingency based on the current job market.

**PARK DISTRICT OF LA GRANGE**  
**JOB DESCRIPTION**  
**DIRECTOR OF PARKS, PLANNING AND MAINTENANCE**

**JOB TITLE:** Director of Parks, Planning and Maintenance

**DEPARTMENT:** Parks Service Department

**SUPERVISION:** Position is under the direct supervision of the Executive Director.

**SUMMARY**

The Director of Parks, Planning & Maintenance is responsible for the administration, development, renovation and maintenance of all grounds, buildings, park facilities, vehicle fleet, small-engine machinery, and equipment/tools. The Director of Parks, Planning & Maintenance shall plan and coordinate both internal and external/contractual routine maintenance tasks, capital improvements projects and responsible for the administration, and development of all capital development and handicap accessibility projects.

The Director directly supervises the Park Operations Supervisor and Superintendent of Facilities. Supervises all contractual labor required for completion of capital development and handicap accessibility projects. The Director has indirect supervisory responsibility for all other Park Services Division personnel. Such supervision will be exercised in keeping with the oral and/or written instructions of the Executive Director.

**EDUCATION AND EXPERIENCE**

Bachelor's degree is required with a preferred area of specialization in one of the following areas: park and recreation administration, park management, landscape architecture, forestry, building management, turf management or horticulture. Master's Degree preferred.

Minimum of seven years' work experience in one of the above fields with a minimum of five years management/supervision experience.

**HOURS OF WORK**

The normal workweek shall be assigned by the Executive Director as necessary to properly perform the duties of the job. A normal 40-hour workweek is considered standard; however, the employee shall be considered to be on duty whenever a need exists.

## **Essential Functions/Responsibilities**

### **A. *General Administration***

1. Administer the Parks, Planning/Development and Facilities Services Division in accordance with policies established by the Park Board, and procedures and direction set forth by the Executive Director.
2. Recommend policies and establish procedures to insure efficiency and effectiveness within the Park Services Division.
3. Supervise the Park Services Division and supervisory organization to ensure efficient program service through inter and intra-divisional cooperation.
4. Serve a liaison for the Parks Services Division to all other District Divisions.
5. Encourage and present new ideas in ways of improving overall administration, parks, programming or facilities of the district.
6. Prepare written and verbal reports concerning divisional activities as directed; communicate matters of importance to Executive Director on a timely basis.
7. Ensure use of all possible community resources in the development of parks including the investigation of funding sources other than park district funds.
8. Establish, coordinate and direct the implementation of an effective maintenance program for all parks and facilities.
9. Work closely with the Executive Director in the planning and evaluation of park projects and programs.
10. Conduct field inspections to ensure efficient and timely completion of tasks and projects.
11. Maintain records and files concerning all facets of the division's operations.
12. Serve as a District liaison to PDRMA, along with the Safety Coordinator.
13. Review and update the safety manuals for both the parks services division, and the entire District, as necessary.
14. Develop solutions to assigned District challenges.
15. Administrate the Adopt-A-Park.
16. Administrate the Memorial Tree / Memorial Bench program.
17. Administrate the Adopt-A- Park Sign program.
18. Review all park permits.
19. Approve and assign all Parks Services Division work.
20. Oversee maintenance of District vehicle fleet as well as Parks Service Division tools and equipment.
21. Attend District administrative meetings and monthly board

- meetings.
22. Perform all other duties as assigned by the Executive Director.

***B. Planning***

1. Ensure efficient planning and development service through division cooperation while recommending goals and objectives for the planning and development. Operate and develop strategy for achieving these goals and objectives.
2. Recommend goals and objectives for the Park Services Division operation and develop strategy for achieving these goals and objectives.
3. Propose long-range "master" plans for divisional organization and operation.
4. Develop work plans to ensure a consistent and coordinated effort in order to achieve division goals and objectives.
5. Coordinate maintenance and physical set-up for all District special events and festivals.
6. Maintain cooperative planning and working relationship with school districts, public and private agencies and organizations.
7. Coordinate the planning, development and design of new and renovated parks and facilities.
8. Coordinate the preparation of plans, specifications and cost estimates for capital improvement and construction projects.
9. Determine and project annual equipment needs.
10. Conduct research to determine community needs.
11. Develop timetables for special projects.

***C. Personnel***

1. Recruit, hire, train, supervise and evaluate maintenance personnel, contractual services and field students.
2. Supervise and evaluate contractual services and field students.
3. Conduct staff meetings with all division supervisors as required.
4. Conduct staff meetings with division employees.
5. Develop and administer a division employee orientation Inservice training program.
6. Motivate personnel in order to improve the quality and quantity of their work performance.

***D. Budget/Finance***

1. Coordinate the preparation of the annual operating and capital budgets.
2. Maintain fiscal control within Park Services Division, monitoring

- expenses and revenues, including deposits, expenditures and payroll.
3. Analyze current fiscal conditions and project financial needs and resources.
  4. Develop inventory systems and replacement and repair schedules for all maintenance equipment and supplies.
  5. Prepare bid specifications for acquisition of maintenance equipment and supplies.
  6. Coordinate the purchase of divisional supplies, materials and equipment.
  7. Recommend cost containment procedures aimed at maximizing divisional resources.
  8. Develop cost accounting procedures and reports for major projects and maintenance operations.

***E. Capital Projects***

1. Supervise assigned park and facility renovation and development projects in consultation with appropriate professional consultants.
2. Prepare bid specifications for renovation and development projects.
3. Prepare recommendations for the district's capital improvements program.
4. Assist in planning and coordinating efforts to receive federal, state and local funds to offset capital development and overall district operational expenses.

***F. Public Relations***

1. Maintain contact with public, citizen groups, and local businesses to seek, interpret and implement input.
2. Diplomatically respond to citizen concerns/comments as they pertain to parks services operations.
3. Attend educational seminars, to keep up to date with current trends.
4. Respond to citizen complaints and/or inquiries within 24 hours of receipt.
5. Develop community interest in and support of park development and renovation programs through interpretative talks, participation in inter-agency task forces and committees.
6. Represent the District at meetings and other local and state functions

***G. Parks/Facilities***

1. Plan, schedule and direct the repair, renovation, reconditioning, and construction of park equipment, facilities,

- athletic fields/courts, buildings and grounds.
2. Develop and implement standards of maintenance for all District areas and facilities.
3. Implement and review procedures which encourage energy conservation of all forms within the district.
4. Maintain up-to-date inventories of all parks, park facilities, equipment and related items.
5. Control vandalism by correcting damages within 24 hours of identifying the problem.

**H. *Safety, Health and Loss Control***

1. Support, promote or implement all safety, health and loss control policies as accepted by the District Board of Commissioners and for the Executive Director.
2. Ensure that all supervisory, full-time, part-time, and seasonal personnel are provided necessary documentation regarding safety, health and loss control policies of the district.
3. Periodically require reports and summarization of incidents, statistics, and/or advancements in the areas of safety, health and loss control so to enhance the district policies in the respective areas of responsibilities.

**I. *Risk Management / Safety***

1. Participate in District Safety Committee / alternatively assign appropriate staff from parks services division to do so.
2. Collaborate with the Safety Coordinator to ensure safety protocols are adhered to.
2. Conduct safety inspections of sites and facilities to identify unsafe conditions and practices and ensure that corrective action is taken.
3. Review and develop safety-related statistical data within the parks services division.
4. Plan, implement and, when necessary, conduct a program of safety-related staff training for the parks services division.
5. Assist with investigation of accidents and inquiries and coordinate the preparation of material and evidence for hearings, lawsuits and insurance investigations.
6. Lead the parks services division in the PDRMA review process.
7. Perform other safety-related duties as assigned by the Executive Director.

**J. *GIS Database***

1. Serve as a leader in the district's migration to / use of GIS software.
2. Ensure new assets are correctly labeled for entry into GIS

- system.
- 3. Ensure old assets are removed from GIS system.

### Marginal Functions/Responsibilities

- 1. Participate in review and summarization of incidents and reports relating to safety, health and loss control as required by the Executive Director.
- 2. Periodically observe working actions and ethics of supervisors and employees to ensure safety, health and loss control policies of the district are being observed and practiced.

### Psychological Considerations

- 1. May feel stress from being held responsible for park services division operations.
- 2. Must resolve differences and problems that arise with patrons and employees.

### Physiological Considerations

- 1. May be exposed to chemicals, fertilizers, paints, pesticides, cleaning agents and petroleum products.
- 2. May need to lift, push or pull heavy weight on occasion.
- 3. Lift up to 50lbs without assistance.

### Environmental Considerations

- 1. May be exposed to elements when assisting workers with outdoor functions.
- 2. Protective clothing may be required as follows:
  - Earplugs, ear covers
  - Helmets
  - Safety goggles/glasses
  - Leather type work boot

### Cognitive Considerations

- 1. Must exhibit good problem-solving ability and good judgment in keeping with the mission of the park district.
- 2. Must demonstrate self-control during stressful situations.

## Required Traits

It is important that the Director of Park Services possess a variety of traits which must constantly be demonstrated

1. Perception and analytical ability (identify and relate factors essential to the understanding of a situation or the solution of a problem).
2. Sensitivity to others (considers the needs and feelings of others).
3. Firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand).
4. Detail mindedness (assesses all details attendant to a project or situation).
5. Thoroughness (accomplishes all aspects of a project).
6. Decisiveness (makes decisions when required or takes action when appropriate).
7. Foresight/anticipation of problems (looks beyond the initial circumstances to analyze future situation).
8. Leadership (takes charge and directs or coordinates activities of others and maintains control of situation).
9. Motivation (sets challenging but attainable goals and is committed to a high level of achievement).
10. Judgment (grasps and collates available data and makes sound decisions as a result).

## **Requirements**

1. Thorough knowledge of the theory and philosophy of recreation and park management and the ability to interpret this philosophy to others.
2. Knowledge of personnel management principles and practices.
3. Knowledge of theories of management as well as a variety of effective management techniques.
4. Knowledge of the principles and techniques relating to the maintenance, layout, design and construction of parks and recreational facilities, as well as knowledge of plans, specifications and architectural drawings.
5. Knowledge of sound financial management and ability to implement budgeting techniques.

5. Ability to establish priorities, plan and delegate, as well as motivate others to accomplish tasks.
6. Ability to communicate in writing with proper grammatical form and be proficient in communicating verbally in group or individual situations.
7. Ability to make decisions and take appropriate action, solve problems, and to adopt behavior to changing situations.
8. Demonstrate organizational skills and ability to influence direction and thought of others and to train and evaluate subordinates.
9. Ability to organize a wide range of tasks efficiently.
10. Ability to work without direct supervision.
11. Ability to work with appropriate professional consultants.
12. Knowledge of local, state, federal and Park District codes, financial operations, pertinent ordinances and reports.
13. Ability to problem solve
14. Valid Illinois Driver's license is required. CDL preferred.
15. Certified Playground Safety Inspector and Certified Pool Operator certification is required or ability to obtain within 6 months of employment.
16. Professional certification with NRPA, or similar organization within 1 year of employment.
17. First Aid/CPR/AED certification.

# Section 9



## COMMITTEE REPORTS & MBO/SPECIAL REPORTS

**Park District of La Grange**  
**Approved MBO Objectives 2022-2023**  
**May 9, 2022**

Black = prior carry-over

Red = 2021-2022 carry-over

Blue = 2022-2023

**Class A - Capital Projects Over \$2,000**

**Class B - Operational Costs Under \$2,000**

Waiting to Start	Not Funded
In Progress	Completed

<b>Completed Objectives</b>		<b>Legal</b>	<b>Safety</b>	<b>Class</b>	<b>Points</b>	<b>Est. Cost/Hrs.</b>	<b>Progress</b>	<b>%</b>	<b>Staff</b>
1	Replace exterior doors at Waiola building		Yes	A	30	\$1,500-\$2,000	Complete	100%	Chris
2	Replace exterior doors at Gilbert building		Yes	A	30	\$11,000	Complete	100%	Chris
3	Community Center repairs (window repair/cement block removal)		Yes	A	20	\$10,000	Complete	100%	Jenny
4	Hydraulic lift gate		Yes	A	20	\$3,500	Complete	100%	Claudia
5	Replace furnace at Community Center			A	17	\$8,000	Complete	100%	Chris
6	Gordon Park ID signs (MBO added back to current FY)			A	14	\$10,000	Complete	100%	Chris
7	Replace IT server & software updates			A	8	\$12,000	Complete	100%	Jenny
8	Community Center planters			B	5	\$500-\$1,500	Complete	100%	Claudia
9	Adopt-A-Park Community Initiative			C			Complete	100%	Commissioner Lacey

<b>Objectives In Progress</b>		<b>Legal</b>	<b>Safety</b>	<b>Class</b>	<b>Points</b>	<b>Est. Cost/Hrs.</b>	<b>Progress</b>	<b>%</b>	<b>Staff</b>
1	Building repairs as outlined in the CMP	Yes	Yes	A	41		\$59,877		Chris/Claudia
2	Gilbert Park activity building renovation		Yes	A	32	\$30,000			Chris/Claudia
3	Repair roof at Recreation Center		Yes	A	31	\$30,000	Budgeted for repairs as needed		Chris
4	Underground gas tank removal		Yes	A	26	\$40,000		25%	Jenny/Chris
5	Replacement of fencing		Yes	A	23	\$15,000			Chris/Claudia
6	Above ground gas tank installation		Yes	A	15	\$36,675		40%	Jenny/Chris
7	Park athletic field maintenance			A	32	\$30,000			Chris/Claudia
8	Master Plan update (carry-over revised)			A	30	\$35,000-\$135,000 200 hrs		85%	Jenny
9	Drinking fountain replacement plan			A	25	\$2200-\$3500 each \$400-\$850 install.			Chris/Claudia
10	DeSitter Banquet Room upgrades			A	23	\$10,000			Jenny/Chris
11	Replace RTU units on roof at rec center			A	18	\$60,000			Chris
12	Denning Park building-carpet replacement			A	17	\$3,700			Chris

**Park District of La Grange**  
**Approved MBO Objectives 2022-2023**  
**May 9, 2022**

Black = prior carry-over

Red = 2021-2022 carry-over

Blue = 2022-2023

**Class A - Capital Projects Over \$2,000**

**Class B - Operational Costs Under \$2,000**

Waiting to Start	Not Funded
In Progress	Completed

	<b>Objectives - Not Funded</b>	<b>Legal</b>	<b>Safety</b>	<b>Class</b>	<b>Points</b>	<b>Est. Cost/Hrs.</b>	<b>Progress</b>	<b>%</b>	<b>Staff</b>
1	Shelter at Sedgwick Park (carry-over revised)		Yes	A	39	\$75,000-\$100,000	On Hold Not Funded		Chris
2	Gordon Park new entrance (Shawmut Ave.)	Yes		A	31		On Hold Not Funded		
3	Gordon Park Veterans Memorial		Yes	A	27	\$10,000	On Hold Not Funded	20%	
4	Shade structure near splash pad		Yes	A	17	\$11,000	On Hold Not Funded		Chris
5	Inflatable movie screen & sound system			A	27	\$17,500	On Hold Not Funded		Teresa
6	Electronic device for gym equipment			A	23	\$23,000	On Hold Not Funded		Chris
7	Butterfly garden renovation			A	22	\$4,000-\$5,000	On Hold Not Funded		Claudia
8	Resurface tennis courts at Spring Park			A	19	\$20,000-\$25,000	On Hold Not Funded		Chris
9	Waiola Park landscape upgrades			A	18	\$15,000-\$30,000	On Hold Not Funded		Claudia & Chris
10	New playground at Waiola Park			A	18	\$80,000	On Hold Not Funded		Chris
11	Replace (3) hanging heaters/maint. area			A	17	\$10,000	On Hold Not Funded		Chris
12	Fence for Community Garden			A	16	\$10,000	On Hold Not Funded		Claudia
13	Speakers for Rooms 108/109/110/111			A	15	\$5,000 15-20 hrs	On Hold Not Funded		Jenny & Chris
14	Scissor lift			A	12	\$8,500-\$10,500	On Hold Not Funded		Claudia & Chris
15	New signs throughout the Rec Center			A	12	\$12,000	On Hold Not Funded		Chris

# Section 10



## VILLAGE OF LA GRANGE & SEASPAR INFORMATION

MINUTES

VILLAGE OF LA GRANGE  
SPECIAL MEETING OF THE  
VILLAGE BOARD OF TRUSTEES

53 South La Grange Road  
Village Hall Auditorium  
La Grange, IL 60525

Saturday, March 12, 2022 – 8:00 a.m.

I. CALL TO ORDER AND ROLL CALL

A Special Meeting of the Board of Trustees of the Village of La Grange was held on Saturday, March 12, 2022, and called to order at 8:09 a.m. in the Village Hall Auditorium. On roll call, as read by Village Clerk Paul Saladino, the following were present:

PRESENT: Trustees Augustine, Gale, Kotynek, McGee, O'Brien, and Peterson with President Kuchler presiding.

ABSENT: None.

OTHERS: Village Clerk Paul Saladino  
Village Manager Andrianna Peterson  
Public Works Director Richard Colby  
Community Development Director Charity Jones  
Finance Director Lou Cipparrone  
Police Chief Robert Wardlaw  
Fire Chief Terrence Vavra  
Joe Munizza, Assistant Finance Director

II. BUDGET WORKSHOP OVERVIEW

President Kuchler opened the meeting by thanking the Board of Trustees and staff for budget development. The budget is an excellent tool and road map focusing on expectations and forward planning. He noted that the budget is a fluid document and subject to change as required. He invited the Village Board to ask questions throughout the presentations.

President Kuchler asked Village Manager Peterson to introduce the proposed FY 2022-23 Budget.

Manager Peterson thanked the Village Board for the opportunity to present the proposed budget. She remarked that budget development is essentially a nine-month process. While the entire budget is carefully evaluated annually, additional effort is focused on the largest components of the budget beginning in the fall with a review of last year's comprehensive annual financial reports, a preliminary review of the property tax levy and pension levies, a workshop dedicated to capital projects, and the Budget workshop, focusing on revenues and operations.

The proposed budget demonstrates the Village's continued emphasis on the maintenance and investment in our public assets and a focus on providing outstanding services to residents, as well as strategic priorities.

The management team has developed and proposed a generally status quo budget with few exceptions which, within our conservative revenue projections and proposed expenditures, allows the Village to: 1) deliver high quality services; 2) meet pension obligations; 3) proceed with capital and public investment projects; 4) economic development; and 5) continue to invest in our human capital.

This year the budget document includes a new strategic planning section with corresponding information regarding the Village Board's strategic objectives and how they relate to Departmental goals.

Fiscal year 2021-22 continued to be a very unique, challenging and busy year requiring the Village Board and staff to pivot in order to manage the complexities of a global pandemic. The Village is also in the midst of an especially challenging time for hiring and retaining employees, which is a national problem, and particularly acute for public safety.

As a result, the proposed budget includes additional objectives to structure, support and develop staff resources including funds for interior remodeling in all Village Departments, and expansion of wellness and training programs.

As a result of positive revenues, a restoration of previously reduced capital funding from \$700,000 to \$1.0 million annually is proposed. The proposed increase will allow the Village to perform additional capital improvements and investments in our critical infrastructure.

The proposed fiscal year 2022-23 budget anticipates a surplus of approximately \$298,663 at the end of the year and a reserve level of 70.57%. Surpluses are anticipated for the remaining fiscal years, with a fund balance above our 50% targeted reserve range at the end of the five-year period.

### III. REVIEW OF GENERAL FUND REVENUES

Finance Director Cipparrone reported in detail on each General Fund revenue line item. Department Heads were then invited to present their respective departmental budgets to the Village Board for review and comment. Each Department Head was asked to describe budget variations, if any, and to provide a report on progress being made to achieve strategic goals and priorities within their respective areas of responsibility.

The Village Board asked questions regarding ARPA funding and reserve funding.

### IV. REVIEW OF GENERAL FUND AND OTHER FUND BUDGETS

#### 1. Administration, Legal, President & Board and General Ledger

Village Manager Peterson explained the administration budget is anticipated to be under budget for the current fiscal year due to temporary vacancies. The vacancies have been partially offset with contractual employees and a new employee was recently hired to fill a full-time vacancy.

The Village's health insurance renewal was anticipated to be a 3.1% increase. However, we anticipate that it will be 2% which results in a total budget savings of approximately \$30,000. The final budget will be adjusted to reflect the final renewal. The codification project has begun and a slight increase to ongoing maintenance of \$300 per year is anticipated. New cable equipment scheduled for FY 2022-23 was replaced in FY 2021-22 and therefore, an adjustment to the preliminary budget is anticipated. A suggestion was made to increase the training budget for the Village Board in the amount of \$2,000 annually.

The Village Board asked questions regarding FOIA software, digitizing of historic documents, parking study, and elected official training.

It was the consensus of the Village Board to concur with staff's budget recommendations.

2. Finance

Finance Director Cipparrone provided an overview of items of interest.

It was the consensus of the Village Board to concur with staff's budget recommendations.

3. Community Development

Community Development Director Jones provided an overview of items of interest. She noted that the department is currently in the process of identifying permit and licensing software, working to amend the current site development packet, and planning for the update to the comprehensive plan. New gateway and wayfinding signage is expected to be bid out shortly. The department will be implementing the parklet program and also will be conducting business retention interviews.

The Village Board asked questions regarding economic development, LGBA staffing, sales tax, special events and temporary signage on vacant buildings.

4. Police Department, Asset Forfeiture Fund, Auxiliary Police Fund, Parking Fund

Police Chief Wardlaw provided an overview of items of interest. He noted that staffing has been a challenge and filling vacancies has been a priority for the department. Staff development is also a priority. The Police Department has been engaged in developing policies and training related to the SAFE-T Act and also as the department prepares for state accreditation. The Department will be required to implement body cameras by 2025 and is evaluating policies and costs. Traffic enforcement details for vehicles and trucks have been effective in raising awareness. Chief Wardlaw recommended the delay of replacing a parking enforcement vehicle by one year to FY 2022-23.

The Village Board asked questions regarding ride along programs for recruiting, adjudication, and part-time and auxiliary program. President Kuchler stressed the importance of accreditation.

It was the consensus of the Village Board to concur with staff's budget recommendations.

5. Fire Department and Foreign Fire Insurance Tax Fund

Fire Chief Terry Vavra provided an overview of items of interest. He noted that the budget includes funding for a potential part time inspector. The budget also continues to include funds for live fire training. Vehicle maintenance has been a challenge and a detailed report of equipment needs and analysis of the ERF fund is in the process of being completed. Fire Prevention and emergency management are priorities. Funds for station improvements have been included in the budget. Ambulance fees are also planned to be evaluated.

The Village Board asked questions and asked for timetables related to the part time inspector, vehicle maintenance, station improvements, training, and emergency management.

It was the consensus of the Village Board to concur with staff's budget recommendations.

6. Building and Grounds and Public Works

Public Works Director Rick Colby provided an overview of items of interest. The budget includes funds for building maintenance including preventative maintenance contracts and elevator repairs in the Village Hall. He indicated that he has a vacancy in the position of Foreman and expects to promote to that position by May. He noted that the Lead Service Line Replacement and Notification Act requires financial and policy considerations by the Village Board and that it is recommended that the Village Board submit an application to the IEPA for the state revolving loan program as one option. A proposed increase in the water fund for a task order agreement with our engineers is proposed in the amount of \$30,000. A presentation regarding the Lead Service Line Act and also the water and sewer study is anticipated in June. The downtown streetscape project has started and the department is getting ready for a full season of capital projects.

The Village Board asked questions regarding the brine mixture for road salt, summer help, and information for the public regarding lead service lines.

It was the consensus of the Village Board to concur with staff's budget recommendations.

V. ADJOURNMENT

President Kuchler acknowledged and thanked the Board of Trustees and Village Staff for their efforts during the course of the past year.

President Kuchler concluded by stating that the proposed budget will be considered by the Village Board in April, 2022.

A motion to adjourn was made by Trustee Kotynek and seconded by Trustee Gale. The special meeting of the Village Board of Trustees was adjourned at 12:57 p.m.

  
Mark Kuchler, Village President

ATTEST:

  
Paul Saladino, Village Clerk

Approved Date: April 11, 2022

## MINUTES

### VILLAGE OF LA GRANGE BOARD OF TRUSTEES REGULAR MEETING

Monday, March 14, 2022 - 7:30 p.m.

#### 1. CALL TO ORDER, ROLL CALL, PLEDGE OF ALLEGIANCE

The Board of Trustees of the Village of La Grange meeting was called to order at 7:35 p.m. by Village Clerk Paul Saladino. On roll call, as read by Clerk Saladino, the following were:

**PRESENT:** Trustees Augustine, Gale, Kotynek, and Peterson, with President Kuchler presiding.

**ABSENT:** Trustees McGee and O'Brien

**OTHERS:** Village Manager Andrianna Peterson  
Village Attorney Ben Schuster  
Public Works Director Richard Colby  
Community Development Director Charity Jones  
Finance Director Lou Cipparrone  
Police Chief Robert Wardlaw  
Fire Chief Terrence Vavra

President Kuchler welcomed the Village Board and thanked Trustees for attending the meeting. He noted that the Illinois Department of Public Health (IDPH) has lifted COVID-19 restrictions and therefore, masks are optional. The video of the meeting is available on YouTube, and will also be available on Facebook and posted to the Village website.

President Kuchler asked Cook County Commissioner Frank J. Aguilar to lead the audience in reciting the Pledge of Allegiance.

#### 2. PRESIDENT'S REPORT

President Kuchler stated that the Budget Workshop occurred on Saturday, March 12, 2022. President Kuchler thanked the Village Board, staff and community for their input in the process. President Kuchler stated that the completed draft of the budget for the fiscal year beginning May 1, 2022 is available at Village Hall, Library and Village website. President Kuchler stated that a Public Hearing regarding the preliminary FY 2022-2023 budget is scheduled for Monday, April 11, 2022. Consideration of the final budget is scheduled to be on the Village Board's agenda on Monday, April 25, 2022.

President Kuchler thanked the LGBA for a successful Restaurant Week. He also thanked

the restaurants, residents and visitors for their support.

President Kuchler announced that the LGBA plans a Spring Shopping Stroll on Saturday, April 9, 2022 from 10 a.m. to 4 p.m. Participants can download and print or view a map for stores with one-day only offers and specials. Also featured are random grand prize drawings for \$50 gift cards to La Grange businesses and restaurants. For more information regarding the day's events, please visit the LGBA website or [www.lagrangeevents.com](http://www.lagrangeevents.com).

President Kuchler thanked Dry Up La Grange for attending the meeting. President Kuchler stated that the problem has not been solved and that a regional solution is needed with the help from federal, state, county and MWRD. President Kuchler acknowledged the attendance of Cook County Commissioner Frank Aguilar, who has been assisting the Village with identifying funding and projects to provide flood relief to residents.

Cook County Commissioner Frank Aguilar provided a summary report of various County initiatives. He is continuing to ask the County for flood assistance, as the primary concern in his district.

President Kuchler thanked Commissioner Aguilar for advocating on behalf of the residents of La Grange.

President Kuchler stated that it was an honor to thank Steve and Phil Palmer for being an important part of La Grange's identity. He invited the audience to provide comments.

Nancy Cummings, Executive Director of the LGBA thanked both Steve and Phil Palmer for their role in the development and growth of the LGBA over the past three decades. She stated that their involvement and dedication has facilitated key events, and that they have been leaders, mentors and role models. She further noted their commitment and generosity to the community.

Erin Molek, Community Engagement Manager of BEDS Plus stated that the Palmer family has been advocates of BEDS for many years. During COVID- 19, Palmer Place donated or contributed 10,000 meals to people in need. These types of efforts make La Grange a great place to live by making sure everyone is taken care of.

Trustee Kotynek congratulated the Palmers on their success. He noted that he has enjoyed Palmers for many years and appreciates the investment that the Palmer family has made in the community.

Trustee Augustine stated that Palmer Place transformed La Grange at a time when it was needed the most. She further noted their charitable work in the community.

Trustee Gale thanked the Palmers for all they have done and noted that the recognition was well deserved.

President Kuchler noted the Palmer Family's commitment to the community. He particularly highlighted their mentoring of new restaurants and collaborative efforts with the Village. He stated that the work they have done through the LGBA and community groups set them apart as a family-owned business.

A. Resolution of Appreciation – Recognizing the Palmer Family and Palmer Place Restaurant

President Kuchler read the Resolution of Appreciation of the Palmer Family and Palmer Place Restaurant into the record.

Phil Palmer acknowledged his parents, and the Breen and Cahill families who were their role models. He noted that La Grange is their community and expressed their love for it.

Steve Palmer thanked the Village Board for the recognition. He noted that they will continue to serve and be involved in the community.

Trustee Gale made a motion to approve the Resolution of Appreciation recognizing the Palmer Family and Palmer Place Restaurant seconded by Trustee Kotynek. Motion carried on a voice vote.

President Kuchler announced the next Village Board meeting on Monday, March 28, 2022 has been cancelled. The next meeting will be on Monday, April 11, 2022.

3. MANAGER'S REPORT

Village Manager Peterson announced that the downtown streetscape project began today. The project involves the removal and replacement of brick pavers and concrete sidewalk in the downtown area. The project will be conducted in two phases – spring and fall. Intermittent sidewalk and parking stall closures may be required, however, access to businesses will be provided. Pedestrians and motorists are asked to be cautious when walking or driving near work zones and to adhere to construction signage. General hours of work are from 7 a.m. to 4 p.m. Monday through Friday. Work began this week on Calendar Ave between Ashland Ave and La Grange Road. Areas on the south side of Burlington Ave between Ashland Ave and La Grange Road are also scheduled. The Village is working closely with contractor and businesses to reduce the impacts of the project as much as possible. She stated that the Village appreciates the public's patience and understanding. For more information, or if you have any questions, please visit the Village website or contact Public Works at (708) 579-2328.

Village Manager Peterson announced that brush collection begins the first Monday of each month, April through November, during the first full week of the month. April 4, 2022 will be the first brush pick up for the season. She noted that that brush may not be placed on the parkway until the Sunday evening before the scheduled pick-up week, but no later than 7:00 a.m. on the first Monday of each month. Items considered to be brush consist of fallen or cut branches and limbs from trees and bushes which cannot fit into a

biodegradable paper bag or a 35- gallon reusable container for regular yard waste pick up. There are specific requirements for preparing brush for pickup including size and other restrictions. Please visit the Village website for more information or contact the Department of Public Works at (708) 579-2328.

Village Manager Peterson announced this year's Spring Clean Up will be held the week of April 11 on resident's regular collection day. Two Spring Clean Up Stickers are required for unlimited participation (2 at \$3.05 each for \$6.10 total). For more information, including allowable items, please visit the website at [www.lagrangeil.gov](http://www.lagrangeil.gov).

Village Manager Peterson announced that the Indiana Harbor Belt Railroad has announced emergency railroad crossing repair work on Thursday, March 17, 2022 from 8:00 a.m. to 8:00 p.m. The work will require a temporary closure of the crossing on East Ave. south of 47<sup>th</sup> St. on that day. 47<sup>th</sup> and East Ave. north of the railroad tracks will remain open during the work. Traffic detour signage will direct northbound East Ave. motorists to 55<sup>th</sup> St. and southbound motorists to 47<sup>th</sup> St.

4. PUBLIC COMMENT REGARDING AGENDA ITEMS

None.

5. CONSENT AGENDA AND VOTE

- A. Engineering Services Agreement – FY 2022-23 Brainard Avenue Water Main Replacement Project
- B. Minutes of the Village of La Grange Board of Trustees Regular Meeting, Monday, February 28, 2022
- C. Consolidated Voucher 220314

Trustee Augustine stated that in consideration of her relationship with the Village Prosecutor, she recused herself from each item on the voucher related to the Village Prosecutor.

A motion was made by Trustee Kotynek to approve the Consent Agenda, seconded by Trustee Augustine.

Approved by a roll call vote:

Ayes: Trustees Augustine, Gale, Kotynek, and Peterson  
Nays: None  
Absent: Trustees McGee and O'Brien

6. CURRENT BUSINESS

None.

7. PUBLIC COMMENT

Jen Enriquez, 741 S Spring Ave. stated there is rain forecasted for next week and she is concerned about a chance of flooding. She asked for updated information regarding initiatives since June, 2021.

Betsy Shea, 126 Waiola Ave. requested an update on preventative measures being taken to potentially prevent flooding when we get rains.

Peter Stukey, 645 Waiola Ave. asked for an update regarding the potential sewer backup rebate program.

Rick Colby, Public Works Director stated that storm preparation includes cleaning and maintaining basins, and barricade deployment, particularly in depressional areas. Recent sewer televising of depressional areas verified that the sewers in those areas are functioning as designed. La Grange is working with other Public Works Departments in LTACC to develop emergency procedures and communications protocols in flooding events.

President Kuchler stated that the Environmental Quality Commission has been evaluating the feasibility of a sewer backup cost sharing program for homeowner improvements. The EQC has generally completed their discussion and the preliminary program would include a cost share for the installation of check valves and over head sewers. The initial budget is \$50,000 per year with a cap of \$5,000 per household. The EQC recommends that funding for the program would be provided through an increase of the sewer rate by \$0.10 per cubic yard, which would be about \$10 per year for an average home owner. The program is targeted towards residents in the combined sewer area and not households in the South Lyons Sanitary District. Residents that have made the investment previously are not recommended for reimbursement, only residents submitting for the rebate after the program is enacted. The Village Board is anticipating a comprehensive recommendation from the EQC shortly.

President Kuchler stated that the Village Board has and continues to meet with MWRD Commissioners regarding the need for flood relief. The Village recently met with the top four engineers from the MWRD and top engineers from Chris Burke Engineering to discuss short and long term possibilities. There are no easy fixes. The Village is interested in working with the Country Club on flood mitigation options. Some localized project areas may also be an option, but the 50<sup>th</sup> St. stormwater project is needed to provide necessary relief. The trial date with the quarry is set for July 18, 2022. President Kuchler stated that he understands concerns that the issues cannot be addressed immediately, that the Village Board does not take the concerns lightly, and that the Village will continue to work diligently towards solutions.

8. TRUSTEE COMMENTS


Trustee Augustine acknowledged the hard work of the Village regarding flooding and asked if updates can continue to be provided at future meetings to help everyone remain connected with the process.

9. CLOSED SESSION

None.


10. ADJOURNMENT

At 8:22 p.m. Trustee Kotynek made a motion to adjourn, seconded by Trustee Gale.  
Approved by a voice vote.



Mark A. Kuchler, Village President

ATTEST:



Paul Saladino, Village Clerk

Approved Date: April 11, 2022

For the  
**Record**  
MAY 2022 NEWSLETTER



**MISSION**

SEASPAR provides dynamic recreation programs and quality services for its residents with disabilities



**VISION**

Discover Abilities  
Achieve Potential  
Realize Dreams



**CORE VALUES**

Fun • Excellence  
Service • Respect  
Accountability



## SEASPAR SPOTLIGHT: RYAN BURKE

Meet Ryan Burke, a SEASPAR participant from Western Springs. Ryan is a participant who knows no boundaries. His perseverance and ability to achieve goals is why we've selected him to be the focus of May's SEASPAR Spotlight.

The first thing you'll learn about Ryan is that he doesn't recognize limitations. His nonchalant attitude breeds little discouragement, making anything Ryan sets out to do possible.

Recently, Ryan earned passage to the Special Olympics Illinois Summer Games by means of hard work and training. In order to compete in Summer Games, one must first earn a gold medal at a regional competition – Ryan earned two. His medals were earned in Powerlifting, a sport that Ryan has been mastering for some time now. As these types of stories go, Ryan's training most certainly earned him passage, but we have to believe his attitude also played a part.





Ryan is a glutton for fitness and sports. He participates in almost all fitness programs SEASPAR offers, but this jock also knows how to rock. Ryan loves musicals. From *Grease* to *Hamilton*, Ryan's passion for song and dance can be seen and heard. If there is a musical in the room, Ryan is most certainly in the midst.

Ryan's attitude also contributes to his breaking of barriers. Ryan is a special part of the Notre Dame experience. As a Notre Dame alum, Ryan pioneered the Burke Scholarship program, and in turn has made Notre Dame a stronger school by promoting diversity and inclusion. Ryan is now employed at the school and has many responsibilities at which he excels.



We're happy to have Ryan as a part of the SEASPAR family. By breaking physical, mental, and personal barriers, Ryan has shown us all that expectations are but limitations we set for ourselves. We thank him for living life without expectation, which in turn has opened doors for people to come.



# Inclusion

## SEASPAR AT YOUR SIDE

### INCLUSION IS ABOUT ACHIEVING SUCCESS THROUGH THE COOPERATION OF MANY

For many individuals with disabilities, participating alongside their peers without disabilities can be a beneficial and rewarding experience! SEASPAR's inclusion services are a partnership between SEASPAR and the twelve member entities it serves. SEASPAR's inclusion services begin when an individual with special needs requiring support chooses to participate in an activity offered by one of SEASPAR's member entities.

In most cases, SEASPAR provides the member entity support by offering modifications, techniques, and tools or beneficial aids known to help in specific situations. It is not uncommon for many participants to experience success in the program soon after suggested modifications are implemented. By working together, SEASPAR and the member entity staff provide these participants with an opportunity to achieve new goals in programming, most notably by improving peer interactions, changing behavior, and encouraging clear communication.

In some instances, a participant's needs may prove to be more complex. In these situations, SEASPAR can offer an Inclusion Aide. In most cases, Inclusion Aides act as a shadow, accompanying the participant while in the member entity program. There, they offer assistance and guidance as needed. Because each case is different, the level of support SEASPAR's Inclusion Aides offer may vary from behavioral dampening to more complex intervention. All the same, the goal for an Inclusion Aide is to help the individual achieve success in the program.





While the role of Inclusion Aides is vital to the success of many, it is threatened by a force outside of SEASPAR's control – a lack of qualified individuals. Performing the responsibilities of an Inclusion Aide requires compassion and patience, but most of all, a desire to help others. With the summer season fast approaching, the need for people to fill these roles is at its most critical due to the high demand.

Becoming an Inclusion Aide is simpler than one may think. SEASPAR Inclusion Aides receive all the training needed prior to being assigned. Additionally, Inclusion Aides have the added benefit of working close to home as the typical work sites are local park districts or community recreation departments. Additionally, Inclusion Aides earn perks including memberships to gym or pool facilities from SEASPAR's member entities. The benefits of helping others are unending!



SEASPAR's inclusion services end once success is met. Success is measured by many factors, but most notably it is determined by an individual's ability to reach personal goals. Learn more about SEASPAR's inclusion services by contacting our Inclusion Manager, Christina Fernandez, at [cfernandez@seaspar.org](mailto:cfernandez@seaspar.org).

Help us help people with disabilities achieve goals. Apply to become a SEASPAR Inclusion Aide today at [SEASPAR.org](http://SEASPAR.org).

[APPLY TODAY](#)

LIVE  
& IN  
PERSON

SEASPAR

# Believe & Achieve

RECOGNITION BANQUET

MAY 11, 2022

## BELIEVE AND ACHIEVE 2022

SEASPAR's Believe and Achieve Recognition Banquet returns live and in person on Wednesday, May 11 at the Sheraton Lisle. For the first time in two years, Believe and Achieve guests will once again enjoy an evening celebrating greatness, in person. The event will feature a catered dinner, dessert, and available cash bar. SEASPAR participants in attendance will be honored and receive a door prize, in addition to a night's worth of admiration.

SEASPAR's Believe and Achieve is a celebration of participants, staff, and community partners' greatness. The night will recognize individuals and organizations who have excelled in one field or another during the previous year. The night will feature heartwarming speeches delivered by SEASPAR and will honor deserving participants, staff, and community members.

RSVPs were due Friday, but the deadline has been extended to noon TODAY. Complete yours online and don't miss out on one of the best days of the year!



REGISTER





## SUMMER KICKOFF

SEASPAR will welcome the 2022 summer season in grand fashion with its Summer Kickoff event, which is scheduled for Sunday, June 12, at Ty Warner Park in Westmont. The Summer Kickoff is an outdoor gathering of participants and their loved ones in a celebration of the season, friendship, and new possibilities. The event offers entertainment for people of all ages and abilities, and plenty of opportunities to mingle and meet fellow SEASPAR families.

This year's Summer Kickoff is set to be the best one yet by featuring family-friendly entertainment, music, food, treats, goodies, face painting, a photo booth, and plenty of opportunities to make lasting memories. In addition to being the summer event you won't want to miss, this event is absolutely FREE for participants, family, and friends!

The Summer Kickoff is offered to SEASPAR participants from all the communities SEASPAR serves at no cost. Registration is required and may be completed online at [SEASPAR.org](https://SEASPAR.org).

[REGISTER](#)



## GIVING DUPAGE DAYS

Have you dreamed of making history? Of course, we all have. And now we have a chance to be a part of DuPage County's 5 days of giving - an opportunity to unite our community around causes in which we truly believe and help nonprofit organizations connect to the larger community.

We need your help! Please join our campaign and help us reach our goal of \$2,000 and 100 donors! We need you to tell your friends and family members about the important work we do and ask them to join us in helping to make a difference.

Get ready to give! From May 2-6, visit [SEASPAR.org](https://SEASPAR.org) and make a donation in support of our goal. All giving will end at 11:59 pm on May 6, so make sure to get your gift in on time!

If you have any questions or would like more information, let us know. Thank you in advance for your generosity to our organization!



## GIVING DUPAGE DAYS BEGINS MAY 2.

[BECOME A CHAMPION](#)



## OUT AND ABOUT

SEASPAR, a member of your community! The primary purpose of SEASPAR's outreach program is to promote general awareness, share current happenings, and develop a relationships within the communities SEASPAR serves.

Recent outreach events:

### **Hippity Hoppity Bunny Trail**

The SEASPAR outreach team attended the Lemont Park District's Hippity Hoppity Bunny Trail event on April 8, where SEASPAR staff donned bunny ears and handed out candy-stuffed plastic eggs and highly desired SEASPAR stickers to nearly 400 children.

### **Everything on Wheels**

On April 30, SEASPAR's outreach team attended the Lemont Park District's Everything on Wheels event. The event called for, as the name suggests, everything on wheels. SEASPAR answered the call with "Louise," a wheelchair accessible passenger bus. Our staff were on deck to answer questions from curious children and give quick demonstrations of the vehicle's uniqueness.

Look out for SEASPAR's outreach team at the following community events this month:

**May 7:** Lemont Park District's Quarryman 5K/10-Mile Run - [Learn more](#)

**May 14:** Downers Grove Park District's Big Bash: A 75th Anniversary Celebration - [Learn More](#)

Are you hosting a special event within your community? Consider increasing guest engagement with SEASPAR's outreach team. SEASPAR's outreach team's goal is to spread awareness of its services to the public. Setup can include a booth, information, activities, and giveaways. Contact William Cazares at [wcazares@seaspar.org](mailto:wcazares@seaspar.org) to learn more.

**COMING SOON**

**MAY 6**

**SUMMER DAY CAMP AND PROGRAM REGISTRATION ENDS**

Register online at SEASPAR.org

**MAY 11**

**BELIEVE AND ACHIEVE**

Special Event - Sheraton Lisle - [Register](#)



**MAY 18**

**ACTORS GUILD FINAL PERFORMANCE**

Recital - Lincoln Center, Downers Grove

**JUNE 6**

**SUMMER PROGRAMS BEGIN**

**JUNE 12**

**SUMMER KICKOFF**

Special Event - Ty Warner Park, Westmont - [Register](#)



**DON'T MISS ANOTHER MOMENT!**

Follow **SEASPAR** on your favorite social media app for more news, photos, videos, and the latest stories about your favorite activities.



**SEASPAR**

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