

**Burr Ridge Park District  
Regular Meeting  
May 18, 2020**

**REGULAR MEETING**

The regular meeting of the Burr Ridge Park District was called to order at the Burr Ridge Community Center at 6:30 pm by President Quigley.

Present: Caplis, Fara, Malloy, Lawrence, Quigley  
Absent: None  
Also present: Jim Pacanowski, Director  
Jamie Janusz, Superintendent of Finance  
Lavonne Campbell, Superintendent of Recreation

**Approve May 18, 2020 Agenda**

Move Item VIIIE, Adopt Personnel Policy Amendment - COVID 19 Pandemic Response to after Executive Session

**Approve February 10, 2020 Regular Meeting Minutes**

Malloy moved, seconded by Lawrence and approved by roll call vote to Approve February 10, 2020 Regular Meeting Minutes.

Ayes: Fara, Lawrence, Malloy, Quigley    Nays: None    Abstain: Caplis

**Approve March 9, 2020 Regular Meeting Minutes**

Caplis moved, seconded by Lawrence and approved by roll call vote to Approve March 9, 2020 Regular Meeting Minutes.

Ayes: Caplis, Lawrence, Quigley    Nays: None    Abstain: Fara, Malloy

**Approve April 13, 2020 Regular Meeting Minutes**

Malloy moved, seconded by Fara and approved by roll call vote to Approve April 13, 2020 Regular Meeting Minutes.

Ayes: Caplis, Fara, Malloy, Quigley    Nays: None    Abstain: Lawrence

**Approve April 13, 2020 Executive Session Meeting Minutes**

Malloy moved, seconded by Caplis and approved by roll call vote to Approve April 13, 2020 Executive Session Meeting Minutes.

Ayes: Caplis, Fara, Malloy, Quigley    Nays: None    Abstain: Lawrence

## **OPEN FORUM**

No Open Forum

## **CORRESPONDENCE**

Nothing further added to the written report.

## **REPORTS**

### **Director of Parks & Recreation**

Pacanowski gave an update of the status of the facilities. Access to the Burr Ridge Park District facilities during COVID 19 has been conservative. Details for usage for open baseball field usage, fenced field usage, basketball courts, and tennis courts has been left to the local organization's jurisdiction. Pacanowski notified the Board that several local and state agency levels have been consulted for guidance prior to making a determination today as to whether or not to open that particular sport facility; specifically individual tennis or basketball courts, and baseball fields. As far as surrounding park districts, some have allowed courts to be open, some have not. At this time, basketball courts had to be closed, due to mandatory social distancing requirements.

In preparation for the decision as to whether or not to close the tennis courts or baseball fields, Pacanowski gave the following details:

Harvester Park tennis courts currently do not have nets, and the courts would be able to be locked up with little additional effort as there is a low fence on one side. Stevens Park and Woods Pool currently have padlocks on the gates. Since policy rests with the Board, a decision will need to be made regarding opening or closing the tennis courts.

Fara stated that the current mandate is no more than a group of 10 allowed to gather. Tennis would be less than that, however, signage should be placed stating that usage is for tennis only with no more than 4 per court.

Pacanowski stated that signage could be placed, however, there would be no control over someone using the courts for something other than tennis, bringing a kickball out and having the gathering go over 10. Currently normal usage of the tennis courts is moderate.

Lawrence stated that if you open the tennis courts, since there is not much else opened or available for exercise, the usage will become heavy usage as opposed to moderate usage. Lawrence stated that if tennis courts can safely be opened there is an obligation to do so for the residents.

Malloy agreed with Fara and Lawrence that the tennis courts should be opened with signage.

Caplis and Quigley agreed that the tennis courts should be opened up in order to allow for exercise for the residents with signage of rules.

Pacanowski will get signage up stressing 4 people, singles tennis only and have the courts opened within a week.

Pacanowski asked for a decision on the baseball fields. The baseball field is approximately 1 acre which should allow for 6 people to gather while maintaining social distancing on the field. There has been a situation on the west field where the police were called due to a team practicing with more than 10 people. In addition, some groups of teens were having batting practice on the fields and not social distancing. As the weather warms up this may occur more often. In addition there have been several occasions where the groups have been under 10, however, they are gathering too close together and have been warned several times to social distance. The problem comes in with the optics where in the other areas of the park, social distancing is being adhered to, but on the field the number gathered is fine, however, social distancing guidelines are not being adhered to.

Malloy stated that the players should be able to social distance when they are playing. Pacanowski responded that when you are batting, a couple are together at shortstop, the rest are just gathering around together at the ball bucket. It's not blatant like a basketball situation, however, there are a lot of blurred lines when you get to the number for a full team of about 9. You could just give a maximum number allowed on the field and rely on the coach or adult to adhere to social distancing guidelines if you prefer to open the fields.

Malloy asked if other park districts are allowing the baseball fields to remain open. Pacanowski stated that Fox Valley is closed. Most of the others do not have fencing or signage, there has not been activity that Pacanowski has personally witnessed. No fields have allowed a practice. Pacanowski stated that the virus situation is no different now than it was 2 weeks ago, however, individuals feel the threat has lessened for the virus. In addition, according to the mandate from the Governor, orders are still in place mandating essential travel only of which baseball is not essential. However, on the other hand, everyone needs to recreate and exercise.

Lawrence stated that people are more educated today than they were 2 weeks ago which does make things a little different today. For the most part the general public is becoming more aware and up to speed and following guidelines as a necessity not just for themselves but for other people. With that in mind, Lawrence feels comfortable opening the field for 9 people.

Fara asked if Pacanowski is looking at a full team of 9 people or 15-16 people. Pacanowski responded that if you want to open the baseball field now, you should not be opening it up to more than 10. There is not flexibility with the park district right now to say that 13 is okay since there is a mandate of no groups over 10.

Fara stated that E-learning will be ending and the kids will be needing some exercise and things to do safely. There may not be leagues this year, however, a place for the kids to play should be given. In addition, opening the field for 10 including any adults would be fine. Fara believes if social distancing rules are violated, there should be no warning, you are asked to leave.

Pacanowski stated that signage could be placed posting state rules of no groups larger than 10 while practicing social distancing. Level 3 of the state rules do mention some

level of outdoor sports beginning and also some summer camps and outdoor camps subject to Illinois Department of Health guidelines.

Malloy asked if signage would be placed at all parks.

Pacanowski stated that the smaller parks would not need it, just Harvester and Palisades Parks.

Caplis stated that any place there is a baseball field, signage should go up, including Garywood. That will eliminate any confusion that no more than 10 are allowed. You could have a person say that they went to Garywood because at Harvester there is a sign, however, there is no sign at Garywood.

Board Members unanimously agreed to put up signage at all baseball fields and allow a group of 10 on the baseball field.

### Superintendent of Finance

Nothing further added to the written report.

### Recreation Division

In addition to the written report, Campbell stated that revisions were made to the brochure stating that all programs prior to July 6th have been cancelled. Right now there are approximately 50 registrations representing approximately 10 families for the July 6th through September timeframe.

Pacanowski added that the earliest staff feels comfortable opening as of right now is the July 6th timeframe. If it turns out that programming could have started earlier, such as June 16th, that time will be used for stocking PPE and preparing for social distancing requirements for programming.

Campbell added that the Active Adult programs have been cancelled until the end of summer. There will be several virtual programs for active adults such as bingo, mystery trips, etc.

Pacanowski stated that the active adult population will be the last to incorporate back into the mainstream programming.

Lawrence asked what percentage of our programming is over 60 years old.

Campbell stated that it may be around 30%.

Pacanowski stated that it may be 25% or under.

Pacanowski asked how many of the active adult program how many are 60-70, how many are 70-80, how many 80 and over?.

Campbell stated that a high percentage are in their 80's. The predominant age is 75-89 that do all the programs. The early 70's are the people that go on extended travel.

Pacanowski stated that the older part of the population is the group that is in our building.

Caplis asked what will be done with playground opening.

Pacanowski responded that right now in the executive order it is black and white, playgrounds cannot be opened.

Caplis asked what about the end of the month when this order expires.

Pacanowski stated that he believes an updated order will be put in place a week prior to the expiration of the current order. There has not been a single playground open in any surrounding area.

Caplis stated that if the Governor lifts the ban and as of June 1st playgrounds are allowed to be opened, what is the opinion of the Board.

Fara expressed concern for child after child touching the equipment.

Pacanowski stated that there are attempts to build up stock for sanitizer and wipes for the future, however it is currently difficult to find these items to purchase.

Lawrence asked if spraying the equipment to sanitize would still occur.

Pacanowski stated that spraying is not recommended because it is outdoor conditions and in sunlight. However, the barn is shaded and it may be a good idea to spray that area down and the train and busy board at the same time. In addition, Plexiglas for the counter for the front desk is being installed as that will be a necessity when the facility is opened. This will also address some drafting and noise control from the lobby area.

It was unanimously agreed that if the executive order states that playgrounds can be opened as of June 1st, the playgrounds will be opened.

Campbell asked if the water would be turned on at that time..

Pacanowski stated that the water can lag a week or two behind the opening of the playground. The bathrooms would possibly be opened at the same time.

It was agreed that the drinking fountains should not be turned on upon opening June 1st if the executive order is lifted at that time.

## **UNFINISHED BUSINESS**

No Unfinished Business

## **NEW BUSINESS**

### **Review FY 2019/20 Actual Budget Summary**

Pacanowski prepared a FY 2019/20 Actual Budget Summary for review. These figures represent the success of the recently concluded fiscal year.

Caplis stated that payments from the County will most likely be delayed for at least 2 months.

### **Review FY 2020/21 Spending Plan/Preliminary Budget for COVID 19 Emergency Actions**

Pacanowski prepared a preliminary budget for the budget based on actions taken due to COVID 19. If things change, there will be a number of changes to the budget plan as necessary.

Malloy asked if budgeted items revenue are substantially less than the previous budget due to COVID 19 closures.

Pacanowski responded that this is true.

In addition, Pacanowski stated that one item of note is that there was a transfer of \$80,000 from the Corporate Fund to the Capital Fund.

Pacanowski made several points regarding the budget:

1. The year concluded \$96,000 healthier in the Fund balance than predicted and would have been stronger with an additional 2 months of revenue if it ended normally without COVID emergency closures. Quite a bit of money was used for Capital from the Fund last year.
2. If a spending plan for not servicing an entire year would return slightly \$200,000 to the account. That would include everything.
3. If there was not a single tax dollar for a number of years, the Burr Ridge Park District would still be solvent for 3 to 3-1/2 years.
4. If the spending plan has to be implemented through April of 2021, there would be an excess of 50% in the spending plan or approximately \$718,000.

Caplis stated that it should be assumed to need the spending plan to last through the summer of 2021.

#### Woods Pool 2020 Operations Discussion

Pacanowski stated that surrounding park districts are cancelling their pool for the summer. If everything was great news on June 1st, there would need to be several weeks to prepare the pool for opening which would bring the opening to the July 4th weekend, leaving a 4 week pool season.

Malloy stated that between the issues of social distancing, shortened season, safety and the financial burden, the pool should remain closed for the season.

Fara agrees with Malloy and added that the pool is a social environment which is not conducive to social distancing requirements which would not be responsible to open. Quigley and Lawrence agreed that it would be difficult to see the way through a pool season.

Caplis stated that it would be almost impossible to maintain social distancing.

Lawrence added that it's a double edge sword if you lose 25% of the memberships you would hurt for budgeting, if you were to increase revenue by having more daily entrance fees, you will have too many people to social distance. Either way your pool budget will be significantly down.

Campbell stated that in addition, the aquatic industry stated that Lifeguards cannot be forced to resuscitate because there is no way of keeping them safe from getting exposed to COVID 19

Lawrence asked if anything needs to be done to prepare for next season.

Pacanowski responded that ensuring that any rain water keeps getting pumped out and possibly touch up the new paint job. Extra patrols will need to be made in the area. Notification will be sent out immediately regarding the closure of the pool and that the is to see them next season. Pacanowski will forward the letter being sent out to past pool members prior to delivery.

Set FY 20/21 Budget and Appropriations Public Hearing Date and June Board Meeting Date

Pacanowski proposed July 27th for the Board Meeting and Public Hearing to Adopt Final Budget.

Tentative Budget needs to be on public display for 30 days which would bring the June board meeting to June 22nd.

Malloy moved, seconded by Lawrence and approved by roll call vote to hold the June Regular Board Meeting on June 22, 2020 at 6:30 pm, and the July Regular Board Meeting and Public Hearing to Adopt the Final Budget on July 27, 2020 at 6:30 pm.

Ayes: Caplis, Fara, Malloy, Lawrence, Quigley    Nays: None    Abstain: None

**APPROVAL OF BILLS**

Malloy asked for verification of the karate for \$3,500, youth elite soccer for \$1,000 and \$2,700 for chess. Are these payments for services or refunds?

Campbell responded that these were payments for Chess which was for a partial profit for the remainder of the year, karate, and soccer. We are paying for what we utilized.

Malloy asked where the tree was removed from.

Pacanowski responded that the tree was removed at McCullough and would have damaged a porch from a home in the Fieldstone Subdivision if it fell.

Fara asked for verification of Garywood Park near Com Ed restoration reimbursement. Did we get reimbursed from Com Ed?

Pacanowski stated that final numbers will be submitted for reimbursement of labor and supplies to Com Ed.

Caplis asked for verification of \$1,942 for legal expenses.

Pacanowski responded that this is for working through unemployment and personnel issues relating to COVID 19.

Caplis asked for verification of \$8,700 for Indian Dance.

Pacanowski responded that revenue was collected for the year which went from the classroom to online classes through the end of the program date.

Caplis asked for verification of the March Senior Social and Taste of Home bill for \$1,100. Was this completed?

Campbell responded that this was not held, however. they already purchased everything for the 19th/20th and it will be available for use upon return from the provider which was Taste of Home.

Fara moved, seconded by Lawrence and approved by roll call vote to Approve May bills.

Ayes: Caplis, Fara, Lawrence, Malloy, Quigley    Nays: None    Abstain: None

## **ADJOURNMENT TO EXECUTIVE SESSION**

Adjourn to Executive Session Pursuant to 5 ILCS 120/2 (c) 1 for Discussion of Personnel Matters Involving Specific Employees of the Park District

Adjourn to Executive Session For the Purpose of Discussing Pending Litigation

Malloy moved, seconded by Lawrence and approved by roll call vote to Adjourn to Executive Session Pursuant to 5 ILCS 120/2 (c) 1 for Discussion of Personnel Matters Involving Specific Employees of the Park District and For the Purpose of Discussing Pending Litigation at 7:58 pm

Ayes: Caplis, Fara, Lawrence, Malloy, Quigley      Nays: None      Abstain: None

Caplis moved, seconded by Malloy to adjourn the executive session at 8:21PM. Motion approved all ayes.

Reconvene to Open Session at 8:22PM.

## **NEW BUSINESS**

Adopt Personnel Policy Amendment - COVID 10 Pandemic Response

Caplis moved to Adopt the Personnel Policy Amendment as presented. Seconded by Malloy. Motion approved all ayes.

## **ADJOURNMENT**

Fara moved, seconded by Malloy and unanimously approved to adjourn the Regular Meeting at 8:24PM.

Respectfully submitted,

Sherry Stednitz Recording  
Secretary