

**Burr Ridge Park District
Regular Meeting
April 8, 2019**

REGULAR MEETING

The regular meeting of the Burr Ridge Park District was called to order at the Burr Ridge Community Center at 6:42 pm by President Quigley.

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

Approve April 8, 2019 Agenda

No changes were made to the Agenda.

March 11, 2019 Regular Meeting Minutes

Caplis moved, seconded by Malloy and approved by roll call vote to approve the March 11, 2019 Regular Meeting Minutes.

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

OPEN FORUM

No Open Forum

CORRESPONDENCE

Nothing further added to Correspondence

REPORTS

Director of Parks and Recreation

In addition to the written report, Pacanowski informed the Board that the train for the Homestead Hill playground element will be completed in the next few weeks. The Homestead Hill playground area will be open on Wednesday.

Pacanowski informed the Board that a pressure test will be performed at Woods Pool in a couple days. If a small leak remains, that means it is in the basin of the pool and

would have to be repaired next season. The leak would be minimal and cost savings for water will be significant since the major leaks have been repaired.

Superintendent of Finance

Nothing further added to the written report.

Fara asked if there are only two concerts sponsored for the village concerts on the green.

Janusz replied that sponsorship is ongoing until all concerts are sponsored, however, advertisement for the concerts is not delayed until sponsorship is filled.

Recreation Division

In addition to the written report, Campbell informed the Board that Crown Plaza has agreed to allow training for lifeguards at their facility in their pool at a cost of \$80 per night.

Campbell presented the Board with a copy of the Willowbrook brochure which is identical to the Burr Ridge Park District brochure except for the first 3 pages and the cover.

Campbell reported to the Board that the Danube River Cruise has brought in a rebate check of \$13,400.

Lawrence asked for an update on the proposed multi-use complex in the Village of Burr Ridge.

Campbell responded that the complex is a proposal from a non-profit group that is a building and management company and is currently undergoing a feasibility process for this location. The facility would have a hard surface gym floor for college level and higher volleyball, basketball, and gymnastics type events. It would not have field turf. It could also be used during the day for a walking track. There was also mention of holding sports camps and day camps during the week when events are not being held. Campbell objected to that type of use since that is what the local park districts offer the community. The facility suggested the park district run the camps at the facility. In addition, the park district would be able to rent the space for any program.

Campbell informed the Board that there will also be movable bleachers which would accommodate concerts.

Janusz inquired if community theater was mentioned.

Campbell replied that no theater was mentioned at that meeting.

Pacanowski will meet with the Village of Burr Ridge to get further details and report back to the Board.

Caplis asked if there was also going to be a Pace facility there.

Campbell responded that they are also talking about using the parking garage that they will have for the events on the weekend for a Pace garage during the week. The hope is that restaurants and hotels will be built up around this facility and will bring in revenue for the village. The facility would be owned by the Village of Burr Ridge.

UNFINISHED BUSINESS

Recreational Baseball at Harvester Park 2019 Update

Pacanowski reported that of the 12 individuals registered for the cancelled Little League, 3 were in the Burr Ridge Park District boundaries. Efforts to offer something in the summer of 2020 through the Burr Ridge Park District will be explored. In the meantime, field usage and rentals is at a good volume, a report attached.

NEW BUSINESS

Review FY18/19 Year End Budget Projections

Review FY19/20 Proposed Budget Draft

Pacanowski presented the year end budget projections along with the proposed budget draft for discussion. A change in the proposed budget for the parking lot repair was made to reflect an increase to a total of \$105,000 for the project.

Malloy asked if the additional full time employee had an impact in the budget. Pacanowski responded that the additional full time salary is accounted for in the budget.

Lawrence asked if a total for the tax revenue, total program vs. total expenditures could be reported.

Janusz asked if a report splitting out revenue is being requested. Pacanowski asked if a report putting the revenues in what makes up the 2.5 million is being requested. Lawrence stated yes.

Caplis asked how much tax in a year is in the capital fund. Pacanowski responded that there is no tax for the capital fund. Caplis asked how funds are placed in the capital fund. Janusz responded that all funds in the capital fund must be transferred from another fund into the capital fund. Caplis asked why tax dollars aren't taken at the end of the year and placed in the capital fund. Pacanowski responded that capital funds can't be levied. Janusz responded that tax dollars are received, placed into separate funds, and then transferred out.

Quigley added that the Board unanimously agreed a year ago to leave funds in reserve.

Caplis asked why there is a discrepancy for senior one day contractor for \$27,000 in 2017 and \$11,000 in 2018, and trip supply of \$27,000 in 2017 and \$34,000 in 2018. Campbell responded that there are coding differences regarding what constitutes a contracted service since there are now 2 people coding these services. For example, 1 person may consider it a supply, another a service. In addition there were too many codes in which to place services which caused coding to become skewed. In 2019 and beyond, there will be 3 codes in which to place senior programs and services which will eliminate discrepancies.

Pacanowski added that for all the socials, trips, and Willowbrook Coop revenue, when you deduct the expenses, the senior program revenue was \$30,000.

Caplis questioned the Administrative Costs for the Special Recreation Fund of \$100,000 for 2017, \$0 for 2018, \$65,000 for 2019, \$170,000 for 2020.

Pacanowski responded that this cost represents a percentage of his salary and retirement insurance.

Janusz added that this cost also reflects Gateway dues, and \$5,000 for one on one inclusion aides.

Caplis asked why this fund is being targeted.

Janusz responded that this fund is not a capped fund and it is advantageous to take a percentage of the Director's salary from this fund. In addition, the Gateway dues and inclusion aides should come from this fund.

Fara asked for clarification that if the FY19/20 Budget is changed in any way, only that particular paper is changed.

Pacanowski responded that only the paper for that particular piece would be changed so the Board should retain the Proposed Budget Draft.

Discuss Potential Annexations

Pacanowski presented the Board with a map and details of potential annexation properties, along with a summary and review by the attorney of each parcel.

Caplis asked if Garfield Avenue can be changed to an arterial street.

Fara asked if it matters whether the area is in the Village of Burr Ridge or Willowbrook when annexed into the park district.

Pacanowski will check with the Village regarding Garfield as it relates to a portion of Parcel #6 and report back to the Board.

In addition, Pacanowski will perform more research into Parcel #3, and #5.

Caplis stated he will also look into the statue regarding annexation and arterial streets.

APPROVAL OF BILLS

Quigley asked for verification for the Canada Tour bill of \$40,000.

Campbell responded that this was registered at the park district and \$5,000 was taken in over that amount.

Malloy asked for verification of 2 checks for a drop in art class.
Campbell responded that this is for 2 separate months.

Caplis asked for verification of a pre-paid tree removal bill.
Pacanowski responded that this will be coded to next fiscal year.

Caplis asked for verification of a Chase \$15,000 refund for savings payment.
Janusz that is for the bond payment.

Caplis asked for verification of the Bond administration fee.
Janusz responded that it is not an administration fee, but the bond payment itself. The bill was sent by email this morning which has to be paid by May 1. This is due to the 2012 issue when we left Wells Fargo and it is the regular May 1st payment.

Caplis asked if it is for interest or principal?
Janusz responded that it is for interest only at this time.

Lawrence asked for verification of the duration of the telephone bills for \$543.00 - is it for one month?

Janusz responded it is for the month.

Lawrence asked if the internet is through Comcast, but the phone is through Call One, could Comcast give a better deal.

Janusz responded that they may give a better deal, but when the internet goes out, the phones go out as well. The internet goes out often at the park district.

Caplis asked for verification of Andy's bill for \$2,316 for Amenities.

Caplis stated that Andy's bills are the second largest bill next to salaries, therefore, a more detailed explanation of Amenities would be necessary.

Lawrence stated that it is a carte blanche category and asked for a list of what would be coded under Amenities. Pacanowski will prepare a detail sheet for amenities along with job notes for next month's bill.

Malloy moved, seconded by Fara to Approve the April bills.

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

ADJOURNMENT TO EXECUTIVE SESSION

Adjourn to Executive Session For The Purpose of Reviewing/Releasing Executive Session Minutes

Caplis moved, seconded by Malloy and unanimously approved to adjourn to Executive Session for the purpose of reviewing/releasing Executive Session Minutes at 7:40 pm.

Caplis moved, seconded by Fara and unanimously approved to adjourn the Executive Session at 7:44 pm.

REGULAR MEETING

Motion to Release Executive Session Minutes

Caplis made a motion to release Executive Session Minutes with the exception of all those concerning ongoing Jiotis litigation, seconded by Lawrence and approved by roll call vote.

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

ADJOURNMENT

Malloy moved, seconded by Fara and unanimously approved to adjourn the regular meeting at 7:45 pm.

Respectfully submitted,

Sherry Stednitz Recording
Secretary