

**Burr Ridge Park District  
Regular Meeting  
October, 2022**

**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 Vice President Caplis.

|               |   |
|---------------|---|
| Present:      | Caplis, Malloy, Paulius,  |
| Absent:       | Lawrence, Quigley   |
| Also present: | Jim Pacanowski, Director<br>Jamie Janusz, Superintendent of Finance<br>Lavonne Campbell, Superintendent of Recreation |

**Approve October 10, 2022 Agenda**

No changes were made to the October 10, 2022 Agenda

**Approve September 12, 2022 Regular Meeting Minutes**

Malloy moved, seconded by Paulius and approved by roll call vote to Approve the September 12, 2022 Regular Meeting Minutes.

Ayes: Caplis, Malloy, Paulius      Nays: None      Abstain: None

**OPEN FORUM**

No Open Forum

**CORRESPONDENCE**

Nothing further added to Correspondence.

**REPORTS**

**Director of Parks & Recreation**

In addition to the written report Pacanowski informed the Board that registration is full for the 5 pm slot for the Halloween event and 50 open slots remain for the 7:15 pm time slot. Attendance of the event will be monitored to ensure the quality of the event is not compromised. In past Halloween events, approximately 15% of attendees were

residents. At this time approximately 50% of registrants are residents of the Burr Ridge Park District and the event will serve as a model for future special events.

Paulius asked for verification that only 2 adults per family is allowed. Pacanowski confirmed 2 adults per family is allowed and will be monitored on admittance to the event.

Paulius asked if a wristband will be given. Campbell responded that a passport, Halloween bag and light will be given out.

Pacanowski also notified the Board that the Route 66 ceremony went well.

### Superintendent of Finance

Nothing further was added to the written report.

Caplis asked what banks were used by the Burr Ridge Park District. Janusz responded that PNC, Hinsbrook, Wintrust, and BMO Harris are used. Caplis asked which PNC branch is used. Janusz responded that PNC Bolingbrook branch is used, however, any money deposited does not remain at any specific branch.

### Recreation Division

In addition to the written report, Campbell notified the Board that there are currently 127 registrants in the BASC program with an average of 60 attending on a regular basis. There are also 40 registrants in the Gower Enrichment Chess program, 17 in the Gower Enrichment Spanish program and 20 in the Gower Enrichment Young Rembrandts program.

Malloy stated that the cost per child of \$6.50 per hour in the BASC program is low and asked if the price could be raised.

Pacanowski stated that the use of the facility is not being charged to the park district by Gower and normally a facility would need to be rented.

Caplis asked if the \$6.50 per hour fee is all profit.

Campbell responded that approximately 20% is profit. In addition, snacks were cut out this year in order to raise the profit margin.

Caplis asked for a profit and loss statement as a 20% return is not much and should serve as a minimum.

Campbell responded that all programs are at an approximate 20% return. In addition, there is more profit if there are less students as less staff is then needed. Additionally,

these BASC students typically then roll over into the day camp program which made a profit of \$70,000 this summer.

Malloy asked what the student to staff ratio is for BASC.

Campbell replied that the ratio is 1:12 but by the end of the day it may go up to 1:15 as less students in total are in attendance by the end of the day.

Pacanowski added that a P/L Statement would be available in May/June in the budget report after the full school year has concluded.

## **UNFINISHED BUSINESS**

### **Discuss 2023 Aquatic Weed Program for McCullough Park**

Pacanowski summarized the response from the HOA regarding cost sharing of an aquatic weed program at McCullough Park. In addition, a good comparable for McCullough pond would be Kraml pond as that pond is the last pond in the system before dumping out which receives water from many other property ponds up stream.

Additionally, a request for tree removal has not been brought up by the HOA prior to this time. It would be extremely costly for the park district to accelerate the tree maintenance program at McCullough Park.

Caplis asked if all ponds in Kraml are within the Kraml subdivision.

Pacanowski responded that there are ponds in Cambridge and Tuthill and others as well.

Caplis suggested tabling the matter and was unanimously agreed upon to table the item until the November Regular Meeting.

## **NEW BUSINESS**

### **Review Financial Summary for Woods Pool Operations 2022**

Pacanowski provided a summary of the Woods Pool Operations for 2022 and stated that it was similar to the previous year's operations at a net operation subsidy of approximately \$8,500 for 2021 and \$8,800 for 2022.

Campbell added that minimum wage had to be raised in 2022 which contributed to additional expenses for the season.

Pacanowski added that a hot summer added to an increase in daily fees collected.

Caplis asked how much of Dave Nowak's salary is part of the budget.

Janusz responded that salary is \$10,680.

Caplis asked if any Board Member was at this time opposed to opening Woods Pool for a 2023 season. None were opposed.

## **APPROVAL OF BILLS**

Malloy asked for verification of the alarm monitoring bill for \$533.00

Janusz responded that this is a quarterly bill.

Malloy asked for verification of the Green Glenn bill.

Pacanowski responded that this is for new trees, some of them for the Park Foundation,

Malloy asked for verification of the new Office Equipment Chair bill.

Janusz responded that this was for a new chair for the front desk.

Caplis asked for verification of the error for the Costco bill.

Campbell responded that this is due to an error in the checkout at Costco where it automatically charged the personal items checked out to the Park District credit card. It was paid back to the park district on the same day.

Caplis asked for verification of the Chevy Van repair bill.

Pacanowski responded that this was for mechanical repairs.

Caplis stated that Andy's Landscape bill is high.

Pacanowski responded that the trade services landscape bill is generally high at this time of year due to all of the landscaping needs in the fall which will conclude November 4<sup>th</sup>.

Paulius moved, seconded by Malloy and approved by roll call vote to Approve the October bills.

Ayes: Caplis, Malloy, Paulius    Nays: None    Abstain: None

## **ADJOURNMENT**

Malloy moved, seconded by Paulius, and unanimously approved to adjourn the Regular Meeting at 6:53 pm.

Respectfully submitted,

Sherry Stednitz  
Recording Secretary