

**Burr Ridge Park District  
Regular Meeting  
January 13, 2025**

The regular meeting of the Burr Ridge Park District was called to order at the Burr Ridge Community Center at 6:31 pm by President Quigley.

Present: Caplis, Lawrence, Malloy, Paulius, Quigley  
Also present: Jim Pacanowski, Director of Parks and Recreation  
Lavonne Campbell, Superintendent of Recreation  
Jamie Janusz, Superintendent of Finance

**APPROVE**

**Approve January 13, 2025 Agenda**

No changes were made to the Agenda.

**Approve December 2, 2024 Special Meeting Minutes**

Malloy moved, seconded by Lawrence and approved by roll call vote to approve the December 2, 2024 Regular Meeting Minutes.

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

**Approve December 9, 2024 Regular Meeting Minutes**

Lawrence moved, seconded by Malloy and approved by roll call vote to approve the December 9, 2024 Regular Meeting Minutes.

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

**Approve December 9, 2024 Executive Session Meeting Minutes**

Lawrence moved, seconded by Paulius and approved by roll call vote to approve the December 9, 2024 Executive Session Meeting Minutes.

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

**OPEN FORUM**

No Open Forum

**CORRESPONDENCE**

In addition to the written report, Pacanowski submitted a copy of a letter written on behalf of the Village regarding a bicycle facility and safety improvements project.

## **REPORTS**

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

In addition to the written report, Pacanowski informed the Board that the main ice rink is open and in great shape. The small ice rink at Harvester Park should have the snow removed and ready by Wednesday.

Lawrence asked if the thaw expected on Thursday will affect the opening. Pacanowski responded that the rink will probably close down for a few days during the thaw, but is expected to open back up as temperatures are expected to drop back down.

### **Superintendent of Finance**

Nothing further added to the written report.

### **Recreation Division**

Nothing further added to the written report.

## **UNFINISHED BUSINESS**

### **Discuss Playground Replacements at Woods and Whittaker Parks**

Pacanowski distributed a report summarizing data from a survey mailed to area residents of Woods and Whittaker Parks. Out of 204 Woods Park mailings, there were 16 responses, and out of 78 Whittaker Park mailings, there were 6 responses for an 8% response rate.

Paulius asked if the response deadline is February. Pacanowski responded that it is, however, the responses received so far were conclusive in what is desired at each park by area residents. Moving forward now will give an opportunity to get proposals for equipment choices and prices from various companies.

Caplis asked if there will be a shaded area being considered as per the request on the survey for Woods Park.

Pacanowski responded that there is not a shade structure being considered, however, ComEd will be supplying 10 shade trees for Woods Park and Garywood as part of the tollway expansion project. A number of trees can be placed for shade near the play area.

## **NEW BUSINESS**

### **Review Burr Ridge Park District Website Update**

In addition to the written report, Pacanowski informed the Board that a website design company will not be hired as Dave Nowak is capable of improving the website to improve our current website.

### **Discuss Harvester Park Recreation and Interpretive Improvements 2025 OSLAD Grant Award Project**

In addition to the written report, Pacanowski informed the Board that he spoke with the Burr Ridge Village Manager regarding the water main and after some back and forth conversations, it was agreed that the Village would not oppose the park district moving forward with building the pickleball courts over the water main, with the condition that the park district would hold the Village harmless and incur the expense for repair to the pickleball courts if there was an issue with the water main and access is needed. Pacanowski does not anticipate an issue with the water main, however, all attempts to minimize damage by design of the pickle ball courts will be made in case access to the water main is in fact needed.

After some discussion, Commissioner Lawrence requested, and it was unanimously agreed to have Pacanowski approach the Village of Burr Ridge to split the cost of the water main repair if that situation arose. Pacanowski is to proceed with the project regardless of the Village response.

### **Review Community Center Building Improvements**

In addition to the written report, Pacanowski informed the Board that the recommended building improvement list was created after the Architect and Pacanowski assessed the building needs in detail.

Caplis asked if a metal roof can be placed over the existing asphalt shingles.

Pacanowski responded that a metal roof was not discussed, however, the roof is in need of replacement within the next 5 years.

Paulius asked if it is a big job to clean all the vents in the building.

Pacanowski responded that he is not aware what the job will entail, however, the vents are in need of a cleaning.

### **Review Preliminary Capital Improvement Budget Summary**

A detailed budget summary was previously submitted to the Board for review. Pacanowski informed the Board that an adjustment of \$200,000 will be added to the requested budget due to an accelerated OSLAD project schedule.

Caplis asked when it is anticipated that the OSLAD grant project will be completed.

Pacanowski responded it is estimated to be completed by June, 2026.

Caplis asked if there was any chance it could be completed by the fall of 2025.

Pacanowski responded that it will be attempted to complete the project as soon as possible but June 1, 2026 is probably more realistic at this point..

Quigley asked if everything listed on the Budget Summary Report will in fact be completed over the next 16 months.

Pacanowski responded that everything except \$65,000 of the submitted budget will be completed within the next 16 months.

Quigley stated that the proposed budget will require \$1,109,300, plus \$425,000 for the OSLAD project, plus \$500,000 to remain in the fund balance for a total of just over \$2,000,000 needed over the next 16 months, with \$425,000 of that being reimbursed by the State when the OSLAD project is completed.

Quigley asked if there is a limit as to how many times funds can be transferred from one fund to another within a year. In other words, can a transfer be done in smaller quantities, several times.

Janusz responded that the transfer needs to be done through the budget process.

Quigley asked if once the funds are transferred, must you take that amount all at once.

Pacanowski responded that it can be consumed by the end of the fiscal year.

Caplis added that you can also fund the capital budget less for the following year if there are leftover funds.

Pacanowski stated that a transfer of \$1,000,000 should leave the ability to have a positive fund balance base for FY '26-'27 due to the reimbursement of \$425,000 for the OSLAD grant project once it is completed.

Lawrence asked if Woods Pool should be changed to Woods Park on the budget summary.

Pacanowski responded that there is a note clearly designating that this line item is for Woods Park at Woods Pool in the budget summary.

Pacanowski also requested permission from the Board to pursue purchase of a used 15 passenger van with 78,000 miles from Enterprise for \$35,000. The only other option would be a newer vehicle purchased through a state bid program which is approximately \$57,000. The Enterprise vehicle would be purchased with a money back guarantee and would be brought to a mechanic for a detailed diagnostic.

Paulius asked the reason the current van needs to be replaced.

Pacanowski responded that it is rusted and falling apart inside and out.

Paulius asked if the current 15 passenger van was also purchased used.

Pacanowski replied that it was purchased used through Enterprise approximately 18 years ago.

It was unanimously agreed to move forward with the purchase of the Enterprise used vehicle.

Discuss Transfer of Funds From the Recreation Fund to the Capital Development Fund

In addition to the written report, Pacanowski reported that if a transfer of \$800,000 is made, it would leave \$635,000 in the Recreation Fund or 69% of fund balance, a transfer of \$1,000,000 would leave a 60% of fund balance.

**ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING 5 ILCS 120/2(c) 11 DISCUSS PENDING LITIGATION**

Caplis moved, seconded by Lawrence, and approved by roll call vote to Adjourn to Executive Session for the Purpose of Discussing 5 ILCS 120/2(c) 11 to discuss pending litigation at 7:27 pm.

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

**RECONVENE REGULAR MEETING NEW BUSINESS**

Caplis moved to reconvene the Regular Meeting, seconded by Lawrence and unanimously approved at 7:34 pm.

Approve Recreation Fund Transfer to Capital Development Fund

Caplis moved to Approve Fund Transfer of \$1,000,000 from Recreation Fund to Capital Development Fund, seconded by Paulius, and approved by roll call vote.

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

**APPROVAL OF BILLS**

Caplis asked for verification of the Jamie Aponte bill.

Campbell responded that this bill is for the magician for Storytime Train.

Lawrence asked if ticket prices are enough to cover the cost of the event.

Campbell responded that the 3<sup>rd</sup> train is enough to cover the cost of the event with a profit.

Caplis asked for verification of the Kuchta bill for cleaning.

Pacanowski responded that Mike Kuchta is cleaning the community center while Elvia Gomez is on vacation. Kuchta has been extremely versatile and helps with many jobs throughout the day.

Lawrence moved to Approve January 2025 bills, seconded by Caplis, and approved by roll call vote.

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

## **ADJOURNMENT**

Malloy moved, seconded by Caplis and unanimously approved to adjourn the Regular Meeting at 7:40 pm.

Respectfully submitted,  
Sherry Stednitz  
Recording Secretary

h/jamie/board/minutes/brpd minutes special meeting January 13 2025