

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

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, Lawrence, Malloy, Paulius, Quigley
Absent:	None
Also present:	Jim Pacanowski, Director of Parks and Recreation Jamie Janusz, Superintendent of Finance, Lavonne Campbell, Superintendent of Recreation

APPROVE

Approve October 13, 2025 Agenda

No changes were made to the Agenda.

Approve September 8, 2025 Regular Meeting Minutes

Malloy moved to approve the September 8, 2025 regular meeting minutes, seconded by Paulius and approved by roll call vote.

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

No Open Forum

CORRESPONDENCE

Nothing further added to Correspondence.

REPORTS

Director of Parks & Recreation

In addition to the written report Pacanowski noted that progress had been made toward completion of replacing LED lighting by Com Ed. Pacanowski informed the Board that a schedule for the levy for next year will be available and representatives from the bond council will attend the November meeting in order to discuss options for a possible bond.

Board Member Lawrence asked if the tennis nets will be left up during the off season on the tennis and pickleball courts.

Pacanowski responded that due to the extra weight of snow and ice and the impact it would have due to the extra weight on the posts, it could result in bent net posts. Pacanowski therefore recommends that the nets come down during off season.

Lawrence asked that the weather pattern dictate when they come down instead of a set date on the calendar.

Pacanowski agreed that weather patterns are unpredictable and since it is a one man job to take the nets down, weather conditions can be considered when removing the nets for the season.

Pacanowski presented the Board with a letter asking for permission for a fundraising 5K event at Harvester Park. In the past, fundraising events have been turned down in order to not set precedent. This event, however will only be using the same trail that Gower currently uses for cross country meets at Harvester Park and will not require inside room rental.

Malloy asked for verification that the fundraising event would not be using the building at all and that the building would be locked.

Pacanowski responded that the building would not be open. The event would take place through the east lot trail and back out through that lot. The event would actually begin near the Buona Beef administration building on Veterans Blvd.

Quigley asked if the event is only running through the park, why is it necessary to get a permit.

Pacanowski responded that the event will be attended by over 15 people, it is an organized event, and they will need a Certificate of Insurance naming the Burr Ridge Park District additionally insured as well.

Caplis stated he does not have a problem with the event being held at Harvester Park as they will not be utilizing the interior of the building. In addition, the company is located in the Burr Ridge area and it would be a courtesy for a business neighbor.

Quigley asked if any Board Members had apprehension that this would be opening the door to set a precedent.

Lawrence stated that this may be a crack in the door; however, it would not be completely opening the door as the function would not be utilizing the building.

Pacanowski added that in the past the other fundraisers needed the use of the building for the fundraiser. Additionally, there is a solid relationship with Buona Beef in the community and in with Buona Beef participating in the Village of Burr Ridge events. The event would not have any negative impact on maintenance of the building or park grounds.

Malloy asked if parking for the event would be at the park district.

Pacanowski responded that since the event would begin at the Buona Beef administration building, the majority of parking should be at that location. The doors of the Community Center will remain locked during the event.

Quigley stated that the biggest distinction between this fundraising event and other requests is that the use of the building is not requested.

It was unanimously decided to allow the Buona 5K fundraising event to move forward. Pacanowski will discuss with representative from Buona Beef.

Pacanowski notified the Board that the vault for the waterless bathroom at the pickleball court was dug and is waiting for the Village for any new inspections.

Quigley asked if the first vault was removed and reinserted. Pacanowski stated that the vault was left in place and abandoned. Pacanowski also noted that the Village does not have an idea of when the village would be vacating the water line under the pickleball court. Pacanowski moved the waterless bathroom in order to comply with Village permit requirements. The additional cost to move the waterless bathroom in order to comply was mitigated by removing a length of fence protection in the parking lot that was no longer needed for prevention of possible bumper touching for a savings of \$5,000 and a \$3,500 concrete savings.

Pacanowski informed the Board that the pickle fence fabric has been flipped around and is accurately placed on the site.

Superintendent of Finance

In addition to the written report, Janusz asked if there are any questions on the audit report that they be sent in an email to her for a response.

Caplis asked for clarification on page 21 that the vote for Social Security was by Referendum. Janusz responded that the language "referendum" is wording used by Social Security meaning that the employees voted by referendum, which the employees did vote to participate in Social Security.

Lawrence asked for clarification on page 1 that states that the Basis of Accounting used by the Burr Ridge Park District are not generally accepted in the United States. Janusz responded that this is because the park district uses modified accrual. A full accrual would need Purchase Order Numbers which the Burr Ridge Park District does not use. In addition, the Burr Ridge Park District carries cash forward, which generally in Accounting, no cash is carried forward.

Lawrence stated that on oversight it is also noted in the audit report that the Burr Ridge Park District does not use generally accepted practices. It is assumed that is because this is a small park district. Is there something that can be done in order to remedy this note on oversight from the auditor?

Janusz responded that an additional full time employee for Finance would remedy that note from the Auditor. For now, that is why the Director serves as an additional oversight for the Burr Ridge Park District and gives approvals and serves a second check and balance.

Lawrence asked if the Auditor can be asked if there is anything else that can be done in order to remove these two notes.

Janusz responded that there is nobody else employed in the park district that is educated enough to serve as a check and balance to ensure that there is no stealing from the till.

Pacanowski asked if Janusz could speak to the auditors and ask if there are any other suggestions that can be initiated. Hiring an additional full time Finance person is not fiscally possible.

Janusz stated that this subject has already been brought up to the Auditors in the past and there were no other suggestions given.

Pacanowski asked if anything else would mitigate their concern.

Janusz responded that additional audits may help mitigate their concern.

Lawrence asked if a quarterly audit can be done.

Janusz responded that a quarterly audit is not currently in the budget.

Quigley stated that a lot of Boards get involved in the audit process, however, the Burr Ridge Park District is a bit unusual in that respect.

Janusz responded that in some larger districts, no bills are paid until they are hand delivered to the Treasurer of the Board. They are then processed.

Pacanowski stated that a quarterly audit will be inquired about. Staff shall also reach out further to the auditors and explore other options to remove this note in the future and report back to the Board.

Quigley asked to look into a semiannual audit as well.

Recreation Division

In addition to the written report, Campbell reported that the Zombie Adventure was well attended with a waitlist. In addition, the fishing clinic was well attended with a few very large fish caught from our pond.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Review Proposed Woods Pool 2026 Operating Budget

Pacanowski presented a summary for the 2026 Woods Pool budget which reflects in part, no increase to pool membership, several minor price point increases, an increase in budget for water consumption based on the August water bill, for a total preliminary operating budget for 2026 of \$127,650 compared to an actual 2025 budget of \$130,810.

Cook County Department of Transportation and Highways de minimis Concurrence Letter Request

Pacanowski presented the DOT letter which represents Phase I of the Fair Market Value for the property on McCullough corner near Plainfield and County Line Road. The County did place lighting for the sign in that proposal.

Quigley stated that if the Board approves of this, then work can proceed to Phase II.

Caplis asked that verification be made of the total number of square feet of park district property that will be used for the improvement for the County Roads prior to agreement of the Phase I proposal.

Pacanowski will verify and get back to the Board before agreeing to Phase I proposal.

Set November Regular Meeting Date

Due to unavailability of the Director it is recommend the November Board meeting be held on November 17, 2025 at 6:30 pm.

It was unanimously approved to hold the next meeting on November 17, 2025 at 6:30 pm.

APPROVAL OF BILLS

Malloy asked for verification that there is no Woods Pool water bill because the pool is shut down.

Pacanowski responded that it is shut down for the season.

Malloy asked for verification of the glass break sensors.

Pacanowski responded that there have been a lot of issues with motion sensors going off inside the Community Center many times for no reason. This resulted in Janusz going to the Community Center in the middle of the night and/or receiving middle of the night phone calls when there was nothing wrong. The alarm system is being changed to a glass breaking sensor in addition to door alarms in order to help mitigate unnecessary middle of the night visits and calls. In addition, a camera will be installed near the alarm panel in order to see the panel of the alarm system in order to get a real time picture of what is actually occurring. A rotational schedule for all full time personnel for necessary visits to the building for alarms, excluding Janusz as she has done the alarm schedule for the past 40 years, has been initiated.

Caplis asked for verification of the legal counsel bill for \$585.00.

Pacanowski stated that this was for the issue of the waterless bathroom for the pickleball court.

Caplis asked for verification of the legal counsel bill for real estate for \$185.00.

Pacanowski responded that this was for the DOT Highway land purchase request.

Caplis asked for verification of the ice cream bill for \$559.

Campbell stated that this was for the last purchase of ice cream for Woods Pool concessions.

Malloy asked for verification that the \$10,000 brochure bill is for printing 4 times a year.

Campbell responded that this is for a 2 time a year brochure printing.

Lawrence asked for verification of the location of the aerator that was brought up in a previous board meeting.

Pacanowski responded that this was for the RPZ repair in the concession stand at Harvester Park.

Malloy asked if the \$8,580 mowing bill is for 1 month.

Pacanowski responded that it is.

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

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

ADJOURNMENT

Caplis moved, seconded by Lawrence and unanimously approved to adjourn the Regular Meeting at 7:15 pm.

Respectfully submitted,
Sherry Stednitz
Recording Secretary

h/jamie/board/minutes/brpd minutes October 13 2025