

**Burr Ridge Park District
Regular Meeting
April 13, 2023**

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, Malloy, Paulius, Quigley
Absent: Lawrence
Also present: Jim Pacanowski, Director
Jamie Janusz, Superintendent of Finance

Approve April 13, 2023 Agenda

No changes were made to the April 13, 2023 Agenda

Approve March 13, 2023 Regular Meeting Minutes

Caplis moved seconded by Paulius and approved by roll call vote to Approve the March 13, 2023 Regular Meeting Minutes.

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

Approve March 13, 2023 Executive Session Meeting Minutes

Caplis moved seconded by Paulius and approved by roll call vote to Approve the March 13, 2023 Executive Session Meeting Minutes.

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

OPEN FORUM

No Open Forum

CORRESPONDENCE

In addition to the written report, Pacanowski notified the Board that he met with Scott Slocum, a DJ that is launching interviews and podcasts for a Rt. 66 Convention Bureau segment. The segment will feature the first 100 miles from Chicago to Pontiac and will feature Harvester Park. Pacanowski will travel to Joliet next week for a formal interview for a featured spotlight on Harvester Park

REPORTS

Director of Parks & Recreation

Nothing further was added to the written report.

Superintendent of Finance

In addition to the written report, Janusz notified the Board that in order to comply with the Local Government Efficiency Act, at least three meetings with at least two residents need to occur starting no later than June. In order to comply with requirements for this new law, it is recommended to invite 2 residents to attend the regular board meetings beginning in May. Discussions Janusz held with Jason Blumenthal at DuPage have confirmed that minutes from the regular meeting will suffice for the Efficiency Act meeting requirements as long as it is placed on the Agenda.

Caplis asked that intergovernmental agreements and ordinances are covered in one meeting and rules are covered in a second meeting. A third meeting can cover usage agreements with outside facilities and schools and any suggestions from residents.

Pacanowski will provide a summary of usage agreements with facilities.

Recreation Division

Nothing further added to the written report.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Review and Approve Full Time Employee Sick Day Policy

Pacanowski presented an updated policy for the Personnel Manual. Pacanowski worked with the Park District Attorney in order to ensure the policy update was compliant with all laws.

Quigley asked if the policy was an addition to the current policy or a total replacement.

Pacanowski responded that it is a replacement of the current policy. In addition, the current FMLA policy allowed for a 15 day FMLA accrued sick time which was replaced with a 50% FMLA for accrued sick time in order to be aligned with Illinois State law. If approved, this policy will go into effect May 1, 2023.

Caplis moved to Approve Full Time Employee Sick Day Policy Effective May 1, 2023, seconded by Malloy and approved by roll call vote.

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

Review FY22-23 Year End Budget Projections

Pacanowski presented a summary of the FY22-23 Year End Budget Projections for review.

Quigley asked why Senior Program Fees were expected to be \$38,000 but were actually \$131,000.

Pacanowski responded that Willowbrook Parks and Recreation was slow in getting their system up to date and therefore many senior programs were retained at the Burr Ridge Park District which incurred a fee.

Review FY23-24 Preliminary Budget

Pacanowski presented a summary of the FY23-24 Preliminary Budget for review which does not include full time employee salary increases. Pacanowski anticipates to be in the black at the end of the year. This Budget will need to be approved in tentative form at the next regular meeting. The Capital Budget will be given at that time as well; however, no changes have been made since the Capital Budget was presented for review at the last meeting.

Caplis asked why wages for Gower BASC were significantly increased from 2021 to the preliminary budget.

Pacanowski responded that this was due to COVID.

Caplis asked if the Enrichment program increase of \$2,900 to \$24,000 is for the same reason.

Pacanowski responded that it is also due to COVID.

Caplis asked why senior one day trips in 2021 were \$1,160 but then went to \$83,000, and extended trips from \$3,800 to \$28,000.

Pacanowski responded that all of these increases were related to COVID. Gross Revenue went from \$750,000 down to \$250,000 due to COVID.

Malloy asked for verification of the \$1,500 budgeted for the Woods Pool telephone.

Janusz responded that this is the fee for the phone and internet bundle for Woods Pool.

Registration and payment are taken at Woods Pool. In addition, there must be a phone on hand at the pool. Research was done on more than one occasion in order to get the cheapest rate possible for the phone/internet bundle.

APPROVAL OF BILLS

Caplis asked where the Billiards class is held.

Janusz responded that it is held on Archer Avenue in Willow Springs.

Malloy asked if there are a lot of attendees in chess class.

Pacanowski responded that there are several chess classes; tournaments, Chess Enrichment class at Gower, Chess Camps, and Spring Break Chess with many attendees in total.

Caplis asked for verification of Timberlake Association bill for \$110.00
Pacanowski responded that this was for the Park District Homeowners Association newsletter.

Caplis stated that with \$8,800 for the brochure will it be possible to just have it online at some time in the future.

Pacanowski responded that the brochure was reduced to printing two times a year, however, the demand for a printed brochure is still extremely strong.

Caplis asked for verification of the Yellowstone Game for \$399.00.

Pacanowski responded that this is a prepaid bill and it is for the Yellowstone adult event to be held in August.

Caplis asked for verification of the \$25.00 Woods Pool phone bill.

Janusz responded that this is for the monthly cell phone bill.

Caplis asked for verification of the \$350.00 saddle bill.

Pacanowski responded that this is for the tack stand.

Malloy asked for verification of a cleaning bill for Beatty.

Pacanowski responded that this is for the cleaning person that came in when Elvia and Jorge were on leave to clean the Community Center.

Quigley asked for verification of the Fixed Asset Program bill for \$1,200.00.

Janusz responded that this is a required program by PDRMA and is an annual bill.

Caplis moved, seconded by Malloy and approved by roll call vote to Approve the April bills.

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

ADJOURNMENT TO EXECUTIVE SESSION

Discuss Full Time Employee Salary Reviews

Malloy moved, seconded by Paulius, and unanimously approved to adjourn to the Executive Session for the Discussion of Full Time Employee Salary Reviews at 7:01 pm.

ADJOURNMENT

Malloy moved, seconded by Paulius and unanimously approved to adjourn the Regular Meeting at 8:07 pm.

Respectfully submitted,

Sherry Stednitz

Recording Secretary

h/jamie/board/minutes/brpd minutes April 13 2023