

**Burr Ridge Park District  
Regular Meeting  
September 11, 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, Lawrence, Malloy, Paulius, Quigley  
Absent: None  
Also present: Jim Pacanowski, Director  
Jamie Janusz, Superintendent of Finance  
Lavonne Campbell, Superintendent of Recreation

**Approve September 11, 2023 Agenda**

Caplis asked to change Agenda Item XA, Pending Litigation, 5 IL CS 120/2 (c)(11) to Pending, Probable or Imminent Litigation, 5 IL CS 120/2 (c)(11).

**Approve August 14, 2023 Regular Meeting Minutes**

Malloy moved, seconded by Paulius and approved by roll call vote to Approve the August 14, 2023 Regular Meeting Minutes.

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

**OPEN FORUM – PUBLIC COMMENT**

No Open Forum

**CORRESPONDENCE**

Nothing further added to the written report.

**REPORTS**

**Director of Parks & Recreation**

In addition to the written report, Pacanowski reported that a few challenges occurred during the tennis court resurfacing project. One was the necessity for assistance from the Village of Burr Ridge with providing a piece of equipment to lift out posts. Additionally, wet soil was found when the asphalt was peeled on the west side of the courts. This soil should have been compacted by now, however, there was water which indicated a drainage issue. This necessitated excavation to install drainage which incurred an

unforeseen additional expense of approximately \$50,000-\$55,000. Work is continuing with the hope that the project will be completed and there will be tennis play prior to late fall/winter weather setting in.

### Superintendent of Finance

In addition to the written report, Janusz reported that the Park Foundation Pedal the Parks event went extremely well with 97 riders and perfect weather.

### Recreation Division

In addition to the written report, Campbell notified the Board that the new Hogwarts event held on Sunday had 135 people in attendance and went extremely well. This will be a repeat program. In addition, a new program called Storybook Walk will be held at Harvester Park for the first time and will be hosted by a Girl Scout attempting to receive the Gold Award. This event is a walk that has the storybook read during the walk and will be featuring a book written by a local author who will be in attendance for the event

Pacanowski added that Woods Pool preliminary budget figures have been provided for a summary preview prior to detail budget figures which will be presented in October. There are indications that there may be another water leak as witnessed by the high water bill and will need some investigation as to the cause.

Caplis added that water rates have increased.

Lawrence asked why the Pool Manager's salary is included in the expenses for the Woods Pool budget when this is not the practice for other programs.

Pacanowski responded that in keeping with what was directed by the Board from the day that the pool was acquired, all direct expenses for the pool should be identified. Woods Pool is a separate fund; however, the Pool Manager salary could be removed from the Woods Pool budget summary if directed by consensus of the Board.

Lawrence stated that it is a disconnect from the rest of the programs of the park district since other programs or projects, such as Route 66, are not taking full time staff salaries into account. A consistent sum cost for programming would be preferable. It is understandable why it was set up that way for Woods Pool initially, however, it is an \$18,000 loss for the pool to take the full time salary into account.

Pacanowski responded that there is 30% taken from the total salary for the pool expense and is in accordance with what was directed by the Board.

Quigley stated that prior to Dave Nowak being named Pool Manager as part of full time salary duties, a separate part time employee was previously employee and that expense was charged to the pool and deducted from the profit as well.

Caplis added that the senior program also had the expense for staff charged back.

Janusz stated that the senior program expense was from part time staff allocation, not full time staff.

Pacanowski added that it became increasingly more difficult to find a Pool Manager which was a consideration when adding a full time position that included Pool Manager responsibilities in order to allow uninterrupted and consistent Pool Operations. If the Pool

Manager position was not filled by responsibilities of a full time employee, the Pool Manager position would have to be filled by a part time employee, which would still be reported as an expense for Woods Pool.

Lawrence stated that this is not done for the other programs.

Quigley stated that for accounting purposes, if accounting principles are changed now, all references are lost. In addition, before a decision is made whether or not to accommodate a loss for a program, the dollar amount that is put into every program is taken into account. The pool is a program and at the time prior to adding a full time position with Pool Manager responsibilities, a part time employee was paid to manage the pool.

Pacanowski added that Capital Expenditures are also not listed in the initial figures presented to the Board. In addition, salary expense is not given in order to make a decision as to whether or not to open the pool another season. The decision to maintain pool operations rests fully with the Board.

## **PARK DISTRICT DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY ACT MEETING**

### Call to Order

The park district decennial committee on local government efficiency act meeting was called to order at the Burr Ridge Community Center at 6:54 pm by President Quigley.

### Roll Call

Present: Kevin Caplis, Jim Lawrence, Patti Malloy,  
Erica Paulius, Rob Quigley  
Jim Pacanowski, Jamie Janusz,  
Barbara Dohrman, Sherry Stednitz

### Approval of Minutes

No normal approval schedule was previously given. Minutes will be given for approval at the next meeting.

### Discussion of Committee Work

Pacanowski provided a list of potential subjects for discussion for the committee.

Quigley asked if the State is using the committee input for comparison with other park districts or organizations.

Janusz responded that after consulting with a representative, it is believed that the purpose of the Committees are to hold government agencies, park districts, villages, libraries, etc., more accountable and efficient.

Quigley asked for verification that the State of Illinois is not attempting to roll these agencies into one payroll.

Caplis stated that there are over 7,000 legislative bodies in Illinois as compared to 2,000 in California. There would be a savings realized to consolidate these legislative bodies. There is a cost savings when government agencies work together. The Burr Ridge Park District already cooperates with the Village of Burr Ridge, Willowbrook and other local agencies. It may be beneficial to have a meeting with the Village of Burr Ridge regarding the Decennial Committee.

Campbell added that local school districts are utilized for programs and cooperate with the Burr Ridge Park District as well.

Barbara Dohrman asked to add the topic of Transparency to the list of discussions for the committee.

#### Public Comment

There was no public in attendance for public comment.

#### Survey of Residents in Attendance – Input on Matters Discussed

There was no public in attendance for public input.

#### Adjourn Committee Meeting

Caplis moved to adjourn the Committee meeting at 7:07 pm, seconded by Malloy and unanimously agreed.

### **RECONVENE REGULAR PARK BOARD MEETING**

The regular park board meeting was reconvened at 7:07 pm

### **UNFINISHED BUSINESS**

No Unfinished Business

### **NEW BUSINESS**

#### Preliminary Discussion of Select Capital Development Projects to Be Considered for 2024/25

Pacanowski distributed a written report of projects to be considered for capital development for 2024/25.

Malloy asked if \$40,000 for technology is used for computers each year.

Janusz responded that computers are on an alternating schedule. This budget represents computers, the copier, toner, maintenance, software upgrades, Norton, Go Daddy email service, etc.

Caplis asked if it also includes IT work from Mike Kuchta.

Janusz responded that it includes the installation of the computers.

### Discuss Potential Open Meetings Act Re-training for Board Members & Administrative Staff

Discussion was held regarding re-training for open meetings act for administrative staff and board members.

It was unanimously decided to complete re-training no later than the January regular board meeting.

### Reschedule Regular Park Board Meeting of October 9, 2023

The next regular board meeting will be rescheduled for October 10, 2023 at 6:30 pm.

## **APPROVAL OF BILLS**

Quigley asked for verification of the tennis schematic bill.

Pacanowski responded that this is for the drainage change order for the tennis court resurfacing project.

Paulius asked if the door repair was for the main doors at the Community Center.

Janusz responded that the door repair was for the doors near the preschool room

Caplis asked for verification of charges labeled bank fees for \$245.

Janusz responded that these are for Sam's Club membership fees.

Malloy moved, seconded by Lawrence and approved by roll call vote to Approve the September bills.

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

## **ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING:**

Pending, Probable or Imminent Litigation, 5 IL CS 120/2 (c )(11)

Employment of Specific Personnel, 5 IL CS 120/2 (c )(1)

Caplis moved, seconded by Lawrence and approved by roll call vote to Adjourn to Executive Session For The Purpose of Discussing Pending, Probable or Imminent Litigation, 5 IL CS 120/2 (c )(11) and Employment of Specific Personnel, 5 IL CS 120/2 (c )(1) at 7:22 pm.

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

## **ADJOURNMENT**

Malloy moved, seconded by Lawrence and unanimously approved to adjourn the Regular Meeting at 7:56 pm.

Respectfully submitted,  
Sherry Stednitz  
Recording Secretary

h/jamie/board/minutes/brpd minutes September 11 2023