

**Burr Ridge Park District
Regular Meeting
April 14, 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 April 14, 2025 Agenda

No changes were made to the Agenda.

Approve March 10, 2025 Regular Meeting Minutes

Caplis moved, seconded by Malloy and approved by roll call vote to approve the March, 10, 2025 Regular 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 presented the Board with additional email correspondence received from a Chestnut Hills resident regarding the new pickleball court project. There is some confusion in the Chestnut Hills subdivision that the new pickleball courts are being built on the tennis courts at Harvester Park. Pacanowski responded to the email to clarify that the location of the pickleball courts will be located on the west end of Harvester Park.

REPORTS

Director of Parks & Recreation

In addition to the written report, Pacanowski notified the Board that the zip line chassis has been rebuilt by Oostman Fabricating and Welding in Westmont for a cost of \$3,400. This rebuild should allow for the unit to last quite a long time. The current model zip line (and parts) is no longer made, so it is important to maintain the current model as long as possible.

Pacanowski informed the Board that the damage from the incident from the rental has been remediated except for the repair of the sprinkler head and baseboard replacement.

Caplis asked what the total cost of damages are.

Pacanowski does not have that total yet, however, paperwork has been submitted to PDRMA.

Caplis asked what room the damage occurred in.

Pacanowski responded Room C, the room the meeting is currently being held in.

In addition, Pacanowski stated that maximum number of attendees for rentals allowed during April through October has been reduced to 50 in order to alleviate parking issues during that park high attendance season.

Caplis asked what type of event was being held when the damage occurred.

Pacanowski responded that it was a cultural party event with food and dessert. There were two caterers for this event, one for the food, one for the dessert. The dessert caterer brought in a prohibited device that heated to a degree high enough to set off the sprinkler immediately above the device. There will be additional methods to ensure tightening of procedures to ensure this does not happen again.

Janusz added that the event was a baby shower.

Pacanowski informed the Board that the Bridge in the Harvester Park playground has been refortified and repairs are complete.

Caplis asked if the bridge at McCullough Park is inspected.

Pacanowski responded that it is.

Superintendent of Finance

In addition to the written report Janusz reported that a donation of \$2,000 was received from the Village of Burr Ridge for Pedal the Parks event.

Recreation Division

In addition to the written report, Campbell notified the Board that the Easter event was well attended by 266 children, with 7,000 eggs distributed. There were 81 Burr Ridge Park District residents, and 64 Willowbrook residents representing 54% of the total attendance. The eggs were filled mostly by volunteers from Shirley Ryan, the Eden Vista Assisted Living, a law school student serving community service hours, and office staff.

In addition, Campbell reported that the Pancake Breakfast held by Kiwanis raised funds for a Hinsdale Central student needing a kidney transplant which was also featured on Channel 7 news.

Paulius stated that the event was very nice.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Com-Ed Light Replacement Program Implementation

Pacanowski reported that representatives and a contractor from ComEd were at the park district today to assess the needs for light replacements. Dave Nowak received input regarding this light replacement program from the Conference. Products will be ordered tomorrow. Indoor lighting may be completed within 2-3 weeks and outdoor lights will be completed in August with Woods Pool lighting completed after that. Pacanowski reported that this new LED lighting should save some electricity costs.

Malloy asked if this lighting will be used at the new pickleball courts

Pacanowski responded that lighting for pickleball is under a different contract.

Caplis asked if that will interfere with the contract that is held with our contract with Constellation.

Pacanowski replied that it will not have an effect on the contract with Constellation.

Approve Going to Public Bid for Harvester Park Recreation and Interpretive Improvements Contract

Pacanowski presented architectural drawings for the Harvester Park Recreation and Interpretive Improvement to the Board. The contract is scheduled to go to the newspaper on April 18, 2025, with bid opening Wednesday, April 30, 2025.

Caplis moved, seconded by Malloy and approved by roll call vote to Approve Going to Public Bid for Harvester Park Recreation and Interpretive Improvements Contract.

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

Discuss Electric Lighting Contract for Harvester Park Pickleball Courts

The lighting contract will be able to be handled through Source Well public bid program. There is no need for official action as there will not be a bidding process for this lighting contract.

Quigley asked for clarification that this lighting contract will be direction with Source Well.

Pacanowski replied that it will.

Culvert Collapse on Harvester Park West Boundary

Pacanowski presented an original site plan for Harvester Park and the Community Center which shows an easement access agreement with ComEd for the Burr Ridge Park District to maintain the easement and if vacating the easement, to remove any improvements upon request. This agreement expired in 2010. The culvert underneath the access road failed which resulted in flooding along Vine Street several weeks ago. The Fire Department stated that emergency vehicles would be unable to reach the homes in case of an emergency. ComEd was called and they performed an emergency relief by pulling out the failed culverts which immediately allowed the water to continue flowing and alleviated the flooding. Unfortunately this culvert is in critical wetlands and may require permitting from DuPage County. Com Ed is looking for the Burr Ridge Park District to be financially responsible for the replacement of the failed culverts. However, after some discussion, they agreed to take responsibility for the costs incurred for the emergency relief of removal of the culverts and would forward their contractor's quote to complete the replacement. An additional \$20,000 has been placed in the capital budget to account for potential expenses to replace.

Review FY 24-25 Budget Projections

Pacanowski presented the projections for the FY 24-25 budget and summarized the report. Quigley asked for clarification of the totals for the budget.

Review FY 25-26 Preliminary Budget

Pacanowski presented a preliminary budget for FY 25-26 and summarized the report. Caplis asked for verification that SRA Fund was \$98,000 in 2023 and \$93,000 in 2024. Pacanowski responded that ADA Assistance has become a big salary as requirements in the area have increased. Willowbrook offsets that cost with a \$5,000 reimbursement for ADA Assistance to Willowbrook residents in BRPD programs.

Campbell added that the needs for ADA Assistance are for children in the park district resident boundaries.

Caplis asked how many people are being given service.

Pacanowski responded that 6 are currently being given service.

Caplis asked for verification that \$37,000 is paid for membership to Gateway.

Pacanowski responded that this is correct.

Quigley asked if the liability fund is actually going down \$56,000.

Janusz responded that this is the result of levies that were reduced after the COVID pandemic.

Caplis asked if the Capital Development Fund and the Capital Improvement Fund are one and the same.

Janusz responded that they are. Janusz added that Cook County tax is an estimate as they typically do not notify the amount until sometime in June.

Pacanowski asked the Board for availability to set the next Board meetings in order to meet the requirements for public viewing of the budget.

The May Board meeting will be held May 19, 2025 at 6:30 pm, the June Board meeting will be held June 23, 2025 at 6:30 pm in order to allow for mandated schedules.

APPROVAL OF BILLS

Caplis asked for verification of the Halloween security bill.

Pacanowski responded that this was for police security at the event.

Malloy asked for verification of the annual dues for IAPD.

Janusz responded that this is for annual dues for the IAPD.

Lawrence asked for verification of the Springfield transportation bill.

Janusz responded that the transportation is for the conference in Chicago. It is cheaper to share a limo for 4 people than to pay for parking for several days at the conference.

Quigley asked for verification of the Semmer bill.

Pacanowski responded that this bill is for the last mow.

Caplis asked for verification of Andy's bill.

Pacanowski responded that this is for the continued use of the groomer.

Caplis asked for verification of the tractor repair.

Pacanowski responded that this tractor is used for the fields.

Caplis asked for verification of the Case Lots bill.

Janusz responded that this is for all paper goods such as toilet paper, paper towels, etc.

Paulius asked if there is any way the brochure can be only digital in order to eliminate the large brochure print bill.

Campbel responded that residents and non-residents still want a printed brochure. Brochure costs have been reduced by going down to 2 brochures a year as opposed to 3. In addition, brochure costs are kept down by designing the brochure in-house as opposed to hiring an outside firm to design the brochure.

Pacanowski added that in the upcoming year marketing efforts will be intensified in order to broaden marketing efforts.

Malloy moved to Approve April 2025 bills, seconded by Paulius, and approved by roll call vote.

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

ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING

Personnel Matters Pursuant to 5ILCS 120/2 (c) 1

Caplis moved to Adjourn to Executive Session for the Purpose of Discussing Personnel Matters Pursuant to 5ILCS 120/2(c)1 at 7:34 pm, seconded by Malloy and unanimously approved.

RECONVENE REGULAR MEETING NEW BUSINESS

Caplis moved to reconvene the Regular Meeting, seconded by Malloy and unanimously approved at 8:15 pm.

ADJOURNMENT

Caplis moved, seconded by Paulius and unanimously approved to adjourn the Regular Meeting at 8:16 pm.

Respectfully submitted,
Sherry Stednitz
Recording Secretary