

**Burr Ridge Park District  
Regular Meeting  
May 16, 2022**

**REGULAR MEETING**

The regular meeting of the Burr Ridge Park District was called to order at the Burr Ridge Community Center at 6:35 pm by President Quigley.

Present: Caplis, Lawrence, Malloy, Paulius, Quigley  
Also present: Jim Pacanowski, Director

**Approve March 14, 2022 Agenda**

No changes were made to the Agenda.

**Approve March 14, 2022 Regular Meeting Minutes**

Caplis moved, seconded by Lawrence and approved by roll call vote to Approve the March 14, 2022 Regular Meeting Minutes.

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

**Approve March 14, 2022 Executive Session Meeting Minutes**

Caplis moved, seconded by Lawrence and approved by roll call vote to Approve the March 14, 2022 Executive Session Meeting Minutes.

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

**OPEN FORUM**

No Open Forum

**CORRESPONDENCE**

Nothing further added to the written report.

**REPORTS**

Director of Parks & Recreation

In addition to the written report, Pacanowski informed the Board that it is still hopeful to have an anticipated completion of the Rt. 66 playground element the end of June. There is a chance construction may extend into July.

Malloy asked if a flag could be inserted in the area where the potential pickle ball location is being considered.

Pacanowski responded that in advance of the meeting regarding pickle ball, a flag will be placed in the potential location and board members will be notified of the placement.

### Superintendent of Finance

In addition to the written report, Pacanowski notified the Board that Janusz has been extremely busy submitting documents and supporting paperwork to the government for reimbursement for the American Rescue Act for COVID related expenses.

### Recreation Division

In addition to the written report, Pacanowski notified the Board that baseball has been running and going well.

Also, summer program registration has been taking place and programming is looking more normal than it has over the previous 2 years.

Woods Pool is filled and looks fantastic and crystal clear. Dave Nowak is working on obtaining staff for the pool which has been a challenge. In the past, the normal age for hiring life guards has been college age but there has been a need to hire 15-16 year olds in order to properly fill staff requirements. Training for life guards is occurring next weekend and the pool opening is June 4.

Pacanowski notified the Board that pool membership is down from last season with 30 family memberships currently registered.

Paulius asked how swim lesson registration is looking.

Pacanowski replied that swim lessons are at about 25%.

## **UNFINISHED BUSINESS**

No Unfinished Business

## **NEW BUSINESS**

### Review and Adopt FY 2022-23 Budget in Tentative Form

Pacanowski submitted the budget in tentative form to board members in advance of the previous month's board meeting. There were a few changes to the senior program, however, the changes were in both expenses and revenue. The fuel surcharge has been built into the numbers for the tentative budget for consideration. There will be some discussion in Executive Session in relation to the Budget regarding full time employee salaries and the budget can then be adopted in tentative form after Executive Session.

Quigley asked if the rental fee figure of \$12,500 is what is anticipated to receive for the year.

Pacanowski responded that the rentals have already resumed with indoor rentals available to residents only. Outdoor rentals have begun as well which are available to both residents and non-residents. Rentals may produce more than the anticipated \$12,500.

Caplis asked what staff employee will be handling the rentals.

Pacanowski responded that Pasqualini is handling rentals, with office staff screening most of the inquiries prior to getting to Pasqualini.

### Set Public Hearing Date to Adopt Budget & Appropriations FY 22/23

In order to satisfy the required 30-day public notice for the tentative budget, it was unanimously agreed to hold the next Regular Board Meeting on June 20, 2022 at 6:30 pm.

### Consideration of Fuel Surcharge for Andy's Landscaping for FY 22/23

Pacanowski informed the Board that the fuel surcharge consideration for Andy's Landscaping was introduced by the Director as there has been unprecedented fuel increases due to the war in Ukraine and the pandemic. Andy's Landscaping has incurred \$6,000 more than normal in fuel charges the previous year due to unforeseen increased gas prices. The relationship between Andy's Landscaping and the Burr Ridge Park District is unique and beneficial to both parties. Pacanowski submitted a proposal for consideration for a fuel surcharge to offset the large increase in fuel which is not to exceed \$3,600 for the fiscal year to the Burr Ridge Park District for FY 22/23, and would be null and void if and when the price per gallon goes back to \$3.50 per gallon.

There was unanimous agreement to approve the fuel surcharge for Andy's Landscaping for FY 22/23 not to exceed \$3,600.

### APPROVAL OF BILLS

Malloy asked for verification of the Kenneth Company bill for damages.

Pacanowski responded that this is for the late delivery for the Tower, which also impacted scheduling for the Kenneth Company. The company building the Tower agreed to fines of \$250 per day with increases to \$500 per day for each day the promised completed delivery of the Tower of February 28<sup>th</sup> is not reached. It was decided that a portion of those late fees would be shared with Kenneth Company as they also incurred damages with scheduling issues as a result of the Tower being delivered late. These late fees are owed by the Tower company, however, there is an additional \$60,000 final payment to the company that has been withheld.

Quigley asked for verification of the \$5,000 bill for the diving board.

Pacanowski responded that the diving board needed replacement and there are not many options for companies that sell diving boards. The two diving boards at the pool have been a major selling point for pool memberships and attendance and was a necessary replacement.

Caplis asked for verification of the bill for the Easter Egg Hunt.

Pacanowski responded that this bill was for a helper at the Easter Egg Hunt.

Caplis asked for verification of several senior social bills, such as the St. Patrick's Social, Botanical Garden. Should those be paid by Willowbrook instead?

Pacanowski responded that those were the last few remaining senior events that were the responsibility of the Burr Ridge Park District.

Caplis asked for verification of a band aid bill for \$166.00.

Pacanowski responded that these are for first aid kits, and day camp and athlete camp supplies that need to be replenished every year.

Caplis asked for verification of the Tower modification bill for \$560.

Pacanowski responded that there were two posts in the Tower that needed to be re-welded as they were made incorrectly. This bill will be reimbursed by the Tower company.

Caplis asked for verification of the Tower Antenna material.

Pacanowski responded that the Antenna was not part of the original Tower build and were added along with lights.

Caplis asked for verification of the bill for \$2200 for the Tower wall.

Pacanowski responded that the top portion of the paver wall was originally designed with pavers, however, it was decided that in order to close off the area better it should be completed with sheet metal.

Lawrence asked for verification of Andy's labor bill.

Pacanowski responded that some items are for procuring supplies and are combined from several trips until it can be recorded for an hour.

Lawrence responded that the price for labor is \$43.00 and the price per hour would come out to \$100.00 per hour for the bill on April 22.

Pacanowski stated that this would be for items that are under prevailing wage conditions.

Caplis added that this particular entry on April 22<sup>nd</sup> is for power washing at Woods Pool which should not be prevailing wage of \$100.00, but should be laborers wage of \$43.00 per hour.

Pacanowski responded that this was for painting the deck at the pool.

Caplis stated painting would also be under labor work.

Pacanowski responded that there is ambiguity in prevailing wage. Therefore, if there is work at the pool, some will be under prevailing wage and some will not, depending on the type of work being done. Prevailing wage is used as tightly as possible.

Caplis asked that Pacanowski re-examine the Department of Labor posted rates for each job as these rates do change.

Pacanowski will verify prevailing wage job rates from the Department of Labor.

Lawrence moved, seconded by Paulius and approved by roll call vote to Approve the May bills.

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

### **ADJOURNMENT TO EXECUTIVE SESSION**

Pursuant to 5 ILCS 120/2 (c) 1 for Discussion of Personnel Matters Involving Specific Employees of the Park District.

Malloy moved to Adjourn to Executive Session For The Purpose of Discussion of Personnel Matters Involving Specific Employees of the Park District, seconded by Lawrence, and unanimously approved at 7:16 pm.

### **REGULAR MEETING**

President Quigley called the regular meeting to order at 7:25 pm.

Review and Adopt FY 2022-23 Budget in Tentative Form

Lawrence moved, seconded by Caplis, and approved by roll call vote to Adopt FY 2022-23 Budget in Tentative Form.

### **ADJOURNMENT**

Caplis moved, seconded by Paulius, and unanimously approved to adjourn the Regular Meeting at 7:26 pm.

Respectfully submitted,

Sherry Stednitz  
Recording Secretary