

**Burr Ridge Park District  
Regular Meeting  
December 14, 2020**

**REGULAR MEETING  
VIA ZOOM**

The regular meeting of the Burr Ridge Park District was called to order via Zoom at 6:30 pm by President Quigley.

Present: Caplis, Lawrence, Malloy, Quigley  
Also present: Jim Pacanowski, Director  
Jamie Janusz, Superintendent of Finance  
Lavonne Campbell, Superintendent of Recreation

**Approve December 14, 2020 Agenda**

No changes were made to the Agenda.

**Approve November 9, 2020 Regular Meeting Minutes**

Malloy moved, seconded by Lawrence and approved by roll call vote to Approve the November 9, 2020 Regular Meeting Minutes.

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

**Approve November 9, 2020 Executive Session Meeting Minutes**

Lawrence moved, seconded by Malloy and approved by roll call vote to Approve the November 9, 2020 Executive Session Meeting Minutes.

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

**OPEN FORUM**

No Open Forum

**CORRESPONDENCE**

In addition to the written report, Board Members congratulated staff on receiving the PDRMA \$1,500 cash award which was given after completing the PDRMA review for the park district's loss prevention efforts.

**REPORTS**

**Director of Parks & Recreation**

Nothing further added to the written report.

## Superintendent of Finance

In addition to the written report, Janusz notified the Board that the Foundation has received donations in the amount of \$5,880 as a result of the Annual Appeal. In addition, Janusz notified the Board that with the calendar year for PDRMA beginning in January, notice was received that the premiums will go down over \$8,000 because of the low exposure there has been during the pandemic.

Caplis asked what the percentage the \$8,000 will be.  
Janusz stated that it will be a decrease of 22.8%.

Lawrence asked if a questionnaire needed to be filled out for the due diligence call regarding the Bond refinance.

Janusz replied that it was not a written questionnaire but a verbal telephone call that was conducted with Mr. Quakenbush from Moody's, Andy from RW Baird, and 3 attorneys from Chapman & Cutler. During this discussion a Preliminary Official Statement is created..

Lawrence asked if a written questionnaire is ever sent to them.

Janusz responded that the Preliminary Official Statement is sent to the park district after the telephone call and corrections and changes are made by Janusz at that time. When it is finalized a copy will be provided to the Board.

## Recreation Division

Campbell stated that it is still busy at the park with 50 seniors picking up bags of cheer for the virtual trip to Geneva. In addition, Zoom calls to Santa are being conducted. Calls are made to parents in advance of the zoom meeting in order to find out personal information about each child and the family. Approximately 30 family calls were made, and 48 activity bags were sold for this event.

## **UNFINISHED BUSINESS**

No Unfinished Business

## **NEW BUSINESS**

### Authorization for Public Bid for Grounds and Maintenance Contract

Lawrence asked if there was a lot of contractors on these bids in the past.

Pacanowski responded that last time there was one bid. When there were other bidders in the past it has usually been large mowing companies. The park district requires dragging fields and other specialized services which large mowing companies can't provide. Because of that, they usually no longer bid on this contract.

Lawrence asked if Andy's is expected to bid on the contract.

Pacanowski responded that Andy's is expected to bid on the contract.

Lawrence asked if because there are not usually other bidders to this contract, Andy's is basically asking for a raise.

Pacanowski responded that Andy's can't continue to provide the services at the same rate as 2018 as gas prices and wages have gone up.

Caplis asked how many bidders picked up bid packets last time.

Pacanowski recalled that there were about 3 packets picked up with 1 being returned. More detailed information will be provided at the next Board meeting.

Malloy moved, seconded by Caplis and approved by roll call vote to Authorize Public Bid for Grounds and Maintenance Contract for May 1 2021 to April 30, 2024.

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

#### Adopt 2020 Levy Ordinance 20-05

Lawrence moved, seconded by Malloy and approved by roll call vote to Adopt 2020 Levy Ordinance 20-05.

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

#### Election of Officers

It was unanimously agreed to the following:

Quigley President  
Caplis Vice-President  
Malloy Treasurer  
Janusz Secretary

#### **APPROVAL OF BILLS**

Lawrence asked for verification of the survey monkey fee.

Pacanowski responded that it is a user fee.

Lawrence asked if it is an annual fee or program related fee.

Janusz responded that it is an annual fee.

Lawrence asked if there is a limit for the number of surveys.

Pacanowski responded that you can have as many surveys as desired. The summer programs were not sent a survey monkey due to the low enrollment restrictions and unique circumstances of the pandemic and instead were sent an email survey.

Caplis asked for verification of Andy's November 20th branch transfer to the Harvester Park recycling area for \$120.

Pacanowski responded that he does not have the details of exactly which park that branch was transferred from but can report back to the Board. There were several large branches/limbs that came down after strong winds. Some needed to be taken care of by Frank's tree service, others were transferred by Andy's to the recycling area at Harvester Park.

Caplis stated that there is a \$2800 bill for Frank's Tree Service for removal. Is that for several trees?

Pacanowski responded that it was for a 110 foot double willow which was 35 inches in diameter weighing 2-3 tons which fell on the basketball court and took out a bench. It was cut up and removed and the stump was also removed.

Three trees off the basketball court that had deadwood were also trimmed.

Caplis asked if the tree removal service is put out for bid.  
Pacanowski stated that the legal bid limit is \$25,000.

Caplis asked if he took just one Willow tree down.  
Pacanowski responded that there were a total of 4 trees, the large Willow that fell down, and then deadwood removed and trimming back of 3 other trees.

Quigley asked for verification of the \$1,400 topographical boundary survey.  
Pacanowski responded that this is for the Route 66 playground site grading and delineation requirements.

Lawrence asked for verification of the copier maintenance bill.  
Janusz responded that this is maintenance paid depending on usage.  
Lawrence asked if it is a monthly statement and if the copier is leased.  
Janusz responded that the copier is leased for \$570 each month and in addition also invoiced based on usage.  
Lawrence asked if the copy machine is being utilized a lot due to COVID circumstances.  
Janusz responded that even though programs have reduced due to COVID, there are still several copier needs such as the need for 4,500 foundation letters in color, copying special items for Santa activity packages, preschool needs, senior bags, etc. The lease is up in 2022, so by the summer consideration should be made to upgrade the copy machine.

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

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

### **ADJOURNMENT TO EXECUTIVE SESSION**

Malloy moved, seconded by Lawrence, and unanimously approved to adjourn to the Executive Session for the Purpose of Discussion of Personnel Matters at 7:05 pm

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

### **DJOURNMENT**

Caplis moved, seconded by Malloy and unanimously approved to adjourn to the Regular Meeting at 7:18 pm

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

Respectfully submitted,

Sherry Stednitz  
Recording Secretary