

**Burr Ridge Park District
Regular Meeting
August 14, 2017**

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, Quigley
Absent: Fara
Also present: Jim Pacanowski, Director
Superintendent of Recreation Lavonne Campbell
Absent: Supt. Of Finance Janusz

APPROVE

August 14 2017 Agenda

No changes were made to the Agenda.

July 10, 2017 Regular Meeting Minutes

Caplis moved, seconded by Malloy, and approved by roll call vote to approve the July 10, 2017 Regular Meeting Minutes.

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

OPEN FORUM

No Open Forum

CORRESPONDENCE

Nothing further added to the written correspondence.

REPORTS

Director of Parks and Recreation

In addition to the written report Pacanowski stated that the Woods Pool figures in the Recreation Division Report only project certain revenues through August 10 and no expenditures .

Caplis asked who is responsible for picking up the chlorine for Woods Pool. Campbell responded that Dave Nowak, and Campbell are responsible.

Caplis asked if it is picked up at All Seasons.

Campbell responded that it is picked up at all Seasons in Orland Park and a sample of the water is also brought in for testing at the same time in order to adjust chemicals as needed.

Lawrence asked if the water would be brought in for testing even if storage was available for chlorine.

Campbell responded that the amount of storage needed for even one week of chlorine is not available.

Pacanowski added that full financial details regarding Woods Pool will be made available at the September meeting.

Lawrence stated that there are dips in one of the tennis courts at Woods Pool which are preventing people from using those courts.

Pacanowski will examine the court. The dip may be due to freezing and thawing conditions and may need to be patched.

Caplis asked if that would be under warranty.

Pacanowski responded that the warranty is past.

Malloy added that the board at the Harvester Park tennis court should have a white line at the exact height of the tennis net.

Pacanowski will check the line.

Superintendent of Finance

In addition to the written report Pacanowski reminded the Board of the Pedal the Parks event on September 10th.

Regarding Positive Pay for fraudulent check verification, Pacanowski stated that, as stated in the report, there does not appear to be any reason to contract for this service.

Caplis asked who else the park district banks with.

Campbell responded MB Bank, and Burr Ridge Bank and Trust.

Caplis stated that the agreement with the bank complies with UCC regulations and there is not an overnight or 1-day maximum that the bank will not honor a fraudulent check. Whichever bank accepts the fraudulent check is the bank that must pay for the check. Our bank has to go to bat for the park district.

Pacanowski asked if he should have Janusz contact Caplis, but Caplis replied he would contact Janusz.

Recreation Division

In addition to the written report, Campbell reported that everything increased for Woods Pool except for swim lessons. This may be due to a new facility opening in Willowbrook which is a year-round facility.

Pacanowski added that staff will be discussing additional ways to increase revenue.

Caplis added that the facility in Willowbrook takes children for lessons at age 1 and the park district does not.

Pacanowski added that there are 2 revenue sources not reflected in the report, which are rentals, and group fees. Those two revenue sources will be similar to previous years.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Review FY 2016/17 School Year Core Program Fiscal Performance

Pacanowski presented the Board with a report highlighting the core programs revenue for 2016/2017.

Campbell added that the decrease in revenue for Gower Before and After School Care was due to a reduction in hours available for after care because of a change in Gower school hours. This led to a lost revenue for the park district of 20 hours per week.

Quigley stated that preschool is doing extremely well for such a competitive program. Campbell stated that the 2017/18 school year will be the fullest year to date. The preschool name was changed to Harvester Park Preschool in order to capitalize on the Harvester Park name when people use Google.

Pacanowski added that because of a concerted effort enrollment was increased by foreseeing a niche for young children and establishing a 2-year-old preschool program, which is growing. That growth is the result of foresight by Campbell.

APPROVAL OF BILLS

Malloy asked for verification of Lego charges.

Campbell responded that those charges are for the Playwell Lego contracted teacher's fees which are at an 80/20 percent - 20 percent to the park district.

Malloy asked for verification of the bills for "legal". Would that be concerning the real estate annexation?

Pacanowski responded that it is concerning the real estate annexation.

Malloy asked for verification of computer equipment for \$2,200.

Campbell responded that it was for a laptop.

Caplis asked for verification of Andy's Landscape bill for mulch chips, comparing them to Home Glen Landscape, and spreading of the mulch. Are they compared?

Pacanowski responded that the purchase, delivery, and spreading of mulch are compared. In addition, a study of the cost for bulk delivery and spreading by Andy's Landscape was done and this was the least expensive way to accomplish the task with the best results.

Caplis asked why Andy's Landscape was used to assist Frank's Tree Service.

Pacanowski responded that Andy's Landscape used their tractor to help Frank's Tree Service insure that the tree fell in the correct spot. Frank's Tree Service does not have

a tractor and needs mechanical assistance to guide large trees to the proper drop zone in order to insure safe operations (tractor and driver).

Caplis asked why park inspections by Andy's Landscape are done on a separate day and not incorporated into a day when they are at the park performing another park maintenance or service.

Pacanowski responded that for the reaccreditation process the inspection should be a formal document and process and involves a very detailed inspection of all assets that requires a thorough inspection, not a quick observation which is performed when they are at the park. The process has been streamlined in order to be efficient, however it must be done separately in order to avoid distraction and spend the appropriate time addressing only the inspection.

Caplis asked for verification of the Concession bill by Andy's for \$1,288.98.

Pacanowski responded that this bill is for the daily cleaning of the restroom at Harvester Park and Oak Grove. It states Concession Stand because it is under Trade Services/Concession Building.

Caplis asked for verification of the vegetation control at Harvester Park, Stevens Park and Woods Pool for \$1,925.

Pacanowski responded that this application was for broadleaf control. Andy's Landscaping is not properly certified to apply this.

Caplis asked for verification of Sam's Club \$1,000 bill.

Pacanowski responded that it was for Concessions for Woods Pool.

Lawrence asked for verification that a Labor Rate would be \$39 per hour whether pulling weeds or operating a chain saw.

Pacanowski responded yes. All attempts are made to use in house non-skilled labor when possible. Also, the verbiage "weeding" on the bill involves a lot more intensity of task, training, debris removal, etc. and can be misleading.

Malloy moved, seconded by Caplis to Approve the August bills.

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

ADJOURN TO EXECUTIVE SESSION

Caplis moved, seconded by Malloy to Adjourn to Executive Session to review pending litigation at 7:05 pm.

REGULAR MEETING

Caplis moved, seconded by Malloy to Adjourn the Regular Meeting at 7:11 pm.

Respectfully submitted,

Sherry Stednitz
Recording Secretary