

**Burr Ridge Park District
Regular Meeting
March 12, 2018**

REGULAR MEETING

The regular meeting of the Burr Ridge Park District was called to order at the Burr Ridge Community Center at 6:31 pm by President Quigley.

Present: Caplis, Fara, Lawrence, Malloy, Quigley
Absent: None
Also present: Jim Pacanowski, Director
Superintendent of Finance, Jamie Janusz
Superintendent of Recreation Lavonne Campbell

APPROVE

March 12, 2018 Agenda

No changes were made to the Agenda.

February 12, 2018 Regular Meeting Minutes

Fara moved, seconded by Lawrence and approved by roll call vote to approve the February 12, 2018 Regular Meeting Minutes.

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

February 12, 2018 Executive Session Minutes

Malloy moved, seconded by Fara and approved by roll call vote to approve the February 12, 2018 Executive Session Minutes.

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

OPEN FORUM

No Open Forum

CORRESPONDENCE

Nothing further added to the written report.

REPORTS

Director of Parks and Recreation

In addition to the written report, Pacanowski provided the Board with some renderings of the signs that are proposed for the Homestead Hill Playground Improvement Project and also some artifacts that will be used in that playground element.

Caplis asked if one of the small sign texts can include how old the trees are at Oak Grove Park.

Pacanowski responded that due to space availability it will not be possible to include that much text.

Caplis asked if it would be possible to include which tree is older than 100 years.

Pacanowski will get an arborist to look at the trees at Oak Grove to identify the oldest tree and include that information in the sign text.

Caplis asked if it is possible to include text stating that there are 3 parks, Harvester, Oak Grove, and McCullough Park that encompass acreage over 45 acres.

Pacanowski responded that a change will be made to include text regarding all 3 of the parks and the total acreage.

In addition to the written report, Pacanowski reported that park maintenance will begin soon.

Fara asked if any trees were damaged in the parks due to the last snowstorm.

Pacanowski responded that as reported there was some icing in the gutters at the Community Center at Harvester Park, however, no other damage has been reported.

Caplis asked how the icing was removed from the gutters.

Pacanowski responded that a steamer machine was used after most of the large icicles were removed manually.

Pacanowski informed the Board that it might be possible to replace the roof at Woods Pool prior to the season opening and will get back to the Board with prices.

Superintendent of Finance

Nothing further was added to the written report.

Recreation Division

In addition to the written report, Campbell stated that the village reimbursed the park district for floats for the Jingle Mingle in the amount of \$800.00.

Fara asked if there is still a Route 66 function held on Frontage Road.

Campbell responded that they no longer hold that function, however a car show is held at Harvester Park.

UNFINISHED BUSINESS

No Unfinished Business

NEW BUSINESS

Discuss FY 2018-19 Budget Schedule

Pacanowski presented a FY 2018-19 Budget Schedule for review.

Review Flag Football/Fallball Financial Performance 2017

Pacanowski presented a summary of the Flag Football and Fallball Actual Budget for 2017.

Fara asked if the majority of the participants for these programs were residents or non-residents.

Pacanowski responded that the baseball teams are a fall playing option and are approximately drawing from a 10-15 mile radius around the Park. Flag football is drawing more heavily residents, but is also drawing residents from Hinsdale and Western Springs as well as Burr Ridge and Willowbrook. As legislation changes may occur and awareness is high for tackle football, non contact options may leave more in demand and the flag football at the Burr Ridge Park District may increase as a result.

Fara asked if there is an impact on turf.

Pacanowski responded that Pasqualini does a good job of scheduling fields, and all three fields, soccer, the middle baseball field and Palisades field are used for flag football.

Discuss for Profit Fee Charging BRCC Rental Requests

Pacanowski presented a request from Life Line Screening for the rental of the facility. The services offered are within the mission statement of the Burr Ridge Park District. The event will be held during the day and the renter would carry a Certificate of Insurance.

Caplis asked how much space the renter is requesting.

Pacanowski responded that the renter is requesting to rent Rooms F and G.

Quigley asked if the renter would be taking care of invoicing.

Pacanowski responded that the renter does all the invoicing and taking of payment at the time of service.

Quigley stated that the granting of this rental request would open the door to other similar types of request for service with a fee, such as a holistic service.

Pacanowski responded that the deciding factor could be credentials.

It was unanimously agreed to grant the rental request for Life Line Screening at the Burr Ridge Park District, if in fact they meet all requests of the permit process.

Discuss Wells Fargo/2006 Refunding Issue

Pacanowski reported that our bond paying agent, Wells Fargo, erroneously prepaid a bond in the amount of \$75,000 for the 2006 issue via ACH debit along with the scheduled bond and interest payment.

Janusz reported that according to Andy Arndt from RW Baird Public Finance, Wells Fargo has made similar errors with other agencies. The end result is the Bond & Interest Fund will show a deficit balance and the new 2006 Refund for Savings Issue

reflects the prepayment of the \$75,000 thereby reducing the balance on that issue. Auditors Knutte & Assoc. state that as long as a footnote is reported on the audit that is acceptable to have the deficit fund balance in the Bond & Interest Fund until the next future refinance will include that borrowing.

Caplis asked if Wells Fargo gave an explanation.

Janusz responded that Wells Fargo stated after much correspondence with RW Baird that it was a computer issue. No fraud was committed, the \$75,000 was pre paid and given to the bond holder.

Fara verified that this money is not lost.

Pacanowski confirmed that the money is not lost. However, no taxpayer money will be collected for it this year.

Fara asked if the park district is going to a new bank.

Pacanowski responded that the park district will be able to change bond paying agents and move to another bank and will be put on the Agenda in the June meeting.

Lawrence asked what plans are in place so that this never occurs again so that the bank does not have carte blanche access to the account.

Janusz reported that the automatic ACH withdrawals for bond payments has been removed and all future payments will be made by either check or wire transfer.

APPROVAL OF BILLS

Caplis asked for verification of a bill for \$404.88 for Andy's Landscaping.

Pacanowski responded, propane gas, propane tanks, and a new sump pump.

Malloy asked for verification of Bond, Dickson bill for harassment policy.

Pacanowski responded that this is in response to the Me Too movement to reaffirm that all organizations have a policy in place for sexual harassment.

Quigley asked for verification of the bill to prepay annual maintenance.

Pacanowski responded that this is for the upcoming year for equipment servicing, filter replacements, etc., which occurs twice a year.

Caplis asked for verification of a bill for 4 Winds for supply for \$970.00.

Campbell responded that this is for contract services for the bus.

Caplis asked for verification of the Rhine River for \$1,985.00.

Janusz responded that this is for an upgrade deposit for a guest.

Campbell added that there will be a \$15,000 check from the travel agency. If a guest upgrades, a check is made out to the travel agency.

Fara asked for verification of Replacement PR check.

Janusz responded that this is for the replacement of a payroll check that an employee lost.

Fara asked for verification of Replacement AP check.

Janusz responded that this is a replacement check for Accounts Payable.

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

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

REGULAR MEETING

Caplis moved, seconded by Malloy to Adjourn the Regular Meeting at 7:18 pm.

Respectfully submitted,

Sherry Stednitz
Recording Secretary