

**Burr Ridge Park District  
Regular Meeting  
May 14, 2018**

**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, Fara, Lawrence, Quigley
Absent:	Malloy
Also present:	Jim Pacanowski, Director Superintendent of Finance, Jamie Janusz Superintendent of Recreation Lavonne Campbell

**APPROVE**

**April 9, 2018 Agenda**

No changes were made to the Agenda.

**April 9, 2018 Regular Meeting Minutes**

Caplis moved, seconded by Fara and approved by roll call vote to approve the April 9, 2018 Regular Meeting Minutes.

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

**April 9, 2018 Executive Session Meeting Minutes**

Lawrence moved, seconded by Fara and approved by roll call vote to approve the April 9, 2018 Executive Session Meeting Minutes.

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

**OPEN FORUM**

No Open Forum

**CORRESPONDENCE**

Nothing further added to the written report.

**REPORTS**

**Director of Parks and Recreation**

Pacanowski showed the Board a few of the items that will be displayed and used as instruments in the Homestead Hill Playground Element.

Pacanowski informed the Board that the Little League season is not going well. It is anticipated that there may be no recreational division next year and we are discussing plans to at least offer a recreational baseball option.

Fara asked how many kids are in the league right now?

Pacanowski responded that there are 39. If Little League is not being played on the fields it isn't really felt at the Park as far as usage patterns, however, there is a vintage importance in having rec baseball at Harvester Park.

### Superintendent of Finance

Nothing further was added to the written report. The audit will be held on June 6 and 7.

Fara questioned the foundation's financial award program. Lawrence replied that it is financial aide for needy families to participate in park district programs judged on a case by case basis with the family paying for a portion of the cost as well.

Pacanowski added that if it was the park district was using tax dollar money it would be necessary to get a significant amount of information from the family requesting sponsorship, however, it is the Foundation donating money for this sponsorship cause and not the park district so financial verification procedures can be more relaxed.

### Recreation Division

In addition to the written report, Campbell reported that Lifeguard Training has been completed. The T-Ball program was able to incorporate 20 of the 24 registrants from Little League into the park district program, and added more registrants in addition to that.

Woods Pool advertising has begun.

## **UNFINISHED BUSINESS**

No Unfinished Business

## **NEW BUSINESS**

### Approve Homestead Hill Playground Improvement Project at Harvester Park Contract with Kenneth Co.

Pacanowski presented results from the bid for the Homestead Hill Playground Improvement Project and recommended the bid be awarded to Kenneth Co. as Kenneth Co. was the only bid received for the project.

Lawrence asked if Kenneth Co. has been consistent with pricing on bids versus actual cost of the project in the past. What happens if Kenneth Co. ends up going over the bid price when the project is completed?

Pacanowski responded that there may be occasion that a product may go up slightly in price, however, cost to perform the project will not go up.

Fara stated that Kenneth Co. has performed many projects in the past and there have not been any problems with increase in price.

Caplis added that there have not been change orders in the past. There may be a tweak here and there but he feels comfortable that the price will remain the same.

Fara moved to Approve Homestead Hill Playground Improvement Project at Harvester Park Contract with Kenneth Co. for \$96,205.00, seconded by Caplis and approved by roll call vote.

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

#### Discuss Woods Pool Roof

Pacanowski stated that the last bid received from Berg was for approximately \$19,000. The remaining two bids were for \$25,000. The Architect looked at the Berg bid and was concerned as to whether or not everything was included in that bid. If the Berg bid did not include everything in that bid and the bid then goes up to close to \$25,000 the roof will be more costly than anticipated. If the Berg bid does include everything for \$19,000 then that will be the lowest bid and the bid would be awarded to Berg. If the Berg bid does not include everything and it goes up to close to \$25,000 Pacanowski will bring it back to the Board for review. Pacanowski recommended that the budget for the roof be increased by \$5,000 to accommodate the higher than anticipated bids for the roof.

Once the contract is signed, the price may go up once the old roof is removed and the wood is exposed if there is any damage.

Fara asked what the warranty of the shingles is.

Pacanowski responded that the shingles are warranted for 25 years but it then starts to get pro-rated for the life of the shingle.

Fara stated that Berg has a 10 year labor warranty, and one of the other bids has a 5 year labor warranty, the remaining bid has no labor warranty.

#### Discuss Recent International Trip by the Park District

Pacanowski presented a financial profile of the Rhine River trip. A value was placed on Lavonne's time because a regular paycheck was received and no other park district business was accomplished during that time period.

Campbell stated that the second escort traveling from the park district does not cost much. After 15 people, it is a buy 1 get 1 free air fare. The cabin was free after 15 people, which was shared between the 2 park district employees. By having the people registering through the travel agency, PDRMA informed the park district that liability is cut a lot.

Caplis stated that the only complaint from registrants is that the flights need to be non-stop. The air travel portion forced you to be awake for almost 24 hours.

Pacanowski stated that the original pursuit of offering international travel was to make money. If it is necessary for Campbell to attend another trip next year due to high attendance it will be fine, however if it is necessary to send another employee due to other obligations, Mary Gail can attend in her place.

Campbell added that it is difficult to net \$4,000 for a one week program, if you send 2 hourly people you will net less than \$4,000.

Fara stated that if you have more than 25 people, you must have 2 escorts. That is 12 people per person, and in addition it serves as a back-up if an escort becomes ill.

Campbell added that Mayflower does send an escort, however, they do not have the same customer service and attentiveness as the park district.

Pacanowski stated that this service will continue as long as it makes financial sense, offers quality of experience, and the seniors who live in the park district can take part. We have services that are not just for kids, but for the older adult population, which makes us a well rounded park district.

#### Approve Ordinance 18-03 Appointing a New Registrar & Paying Agent for Certain Outstanding Bonds of the Burr Ridge Park District

Caplis asked who recommended Zions.

Janusz responded that RW Baird recommended them.

Caplis moved to Approve Ordinance 18-03 Appointing Zions as the New Registrar & Paying Agent for Certain Outstanding Bonds of the Burr Ridge Park District, seconded by Lawrence and approved by roll call vote.

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

#### Adopt FY 2018/19 Budget & Appropriations Ordinance in Tentative Form

Pacanowski presented a copy of the new line items and reviewed the chart.

There will be two changes to the Capital Budget. One would add \$5,000 to other income as the Foundation has committed \$20,000 to the Homestead Hill Project - \$5,000 a year over 4 years. The other change would be the previously discussed roof expenditure being increased \$5,000, from \$15,000 to \$20,000.

Caplis moved to Adopt FY 2018/19 Budget & Appropriations Ordinance in Tentative Form, seconded by Fara and approved by roll call vote.

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

#### Set Public Hearing Date for Approval of FY 2018/19 Budget & Appropriations Ordinance

Caplis moved to set the Public Hearing Date for Approval of FY 2018/19 Budget & Appropriations Ordinance as June 18, 2018 at 6:30 pm., seconded by Lawrence, and approved by roll call vote.

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

### **APPROVAL OF BILLS**

Fara asked for verification of the Andy's Landscape bills for \$1,146 and \$6,473 for landscaping. What are they doing?

Pacanowski responded that this covers a number of things such as weeding, adding mulch, etc., throughout the park system. This is all covered under landscaping. This bill is over a period of 30 days.

Quigley asked for verification of a laptop purchase.  
Janusz responded that it is a laptop for Janusz.

Quigley asked for verification of algae treatment.  
Pacanowski responded that it is for treatment for 2-3 times over the summer.

Lawrence asked for verification of a water chiller.  
Campbell responded that there is one in room D and one in the office. The chiller in Room D is for the seniors and gives hot and cold water.

Caplis asked for verification of tractor pickup, cleaning.  
Pacanowski responded that the tractor belongs to Little League but it remains at the park district for our use and we maintain and service it.

Caplis asked for verification of the totem pole.  
Pacanowski responded that Laurie Chang had a tree that a friend carved a totem in which subsequently cracked and fell. She donated it to the park district. It is 12 to 13 feet high and it will be placed in Oak Grove.

Caplis asked for verification of \$69 for administrative supply remembrance for Pasqualini.  
Janusz responded that it was for a floral bouquet when his mother passed away.

Caplis asked for verification of \$59,905 for New York trip.  
Campbell responded that we will be making approximately \$5,000. The park district took the registration for this trip.

Lawrence asked if the park district makes money on Hamilton tickets.  
Campbell responded that Hamilton is a break even, we are fortunate to be able to get tickets.

Caplis moved, seconded by Fara to Approve the May bills.

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

## **ADJOURNMENT**

Fara moved, seconded by Caplis and unanimously approved to Adjourn the Regular Meeting at 7:35 pm.

Respectfully submitted,

Sherry Stednitz  
Recording Secretary