

**Burr Ridge Park District
Regular Meeting
April 15, 2024**

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, Paulius, Quigley
Absent: None
Also present: Jim Pacanowski, Director
Jamie Janusz, Superintendent of Finance
Lavonne Campbell, Superintendent of Recreation

Approve April 15, 2024 Agenda

No changes were made to the Agenda.

Approve February 12, 2024 Regular Meeting Minutes

Caplis moved, seconded by Paulius and approved by roll call vote to Approve the February 12, 2024 Regular Meeting Minutes.

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

Approve March 11, 2024 Regular Meeting Minutes

Caplis moved to Approve the March 11, 2024 Regular Meeting Minutes upon correction on page 3, under "Park District Decennial Committee on Local Government Efficiency Act Meeting" under "Adjourn Decennial Committee Meeting". The minutes should be corrected to read as follows: Change Caplis abstention to Ayes for the adjournment.

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

Motion Seconded by Malloy and approved by roll call vote:

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

Approve March 11, 2024 Executive Session Meeting Minutes

Lawrence moved, seconded by Malloy and approved by roll call vote to Approve the March 11, 2024 Executive Session Meeting Minutes.

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

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 reported that the replacement Route 66 monument has been installed and looks great.

The Ford Ranger has been sold and the money will be used to offset some repair costs to the 2017 truck.

Pacanowski notified the Board that park operations are very busy with the main parking lot very full but the west lot remaining empty. A large sign with a scan that will bring up directions to the other lot west parking lot is being printed and will be installed as soon as completed.

Pacanowski is considering having outdoor restrooms cleaned on Sunday due to the continued busy attendance at the park on weekends.

Pacanowski informed the Board that the new contractor has begun mowing on Wednesday.

Caplis asked if we are trading some storage space around the Wick for equipment usage from previous Andy's. Pacanowski affirmed this.

Pacanowski responded that Andy's Landscape has some equipment remaining at the park district.

Superintendent of Finance

Nothing further added to the written report.

Recreation Division

Nothing further added to the written report.

Caplis asked for clarification of who "we hosted" means on the Recreation Report for Happy Together.

Campbell responded that it is only the Burr Ridge Park District hosting Happy Together.

UNFINISHED BUSINESS

OSLAD Grant Application Update

Pacanowski informed the Board that Joe Petrich, of the Pickle Ball group and park district resident, asked whether the Village will be vacating the water line and if so when that would be. He would be attending a meeting with the Village and would like to ask the Village directly. Pacanowski stated that he informed Joe that he should ask them if they have any idea when that might be.

Caplis asked Pacanowski if “full size pickle ball court” was needed in the OSLAD grant request.

Pacanowski will adjust the OSLAD request.

Caplis asked how much the design cost is estimated to be.

Pacanowski has not completed that estimate yet, however, the grant application supplemental design work will be \$15,000. There will be another design fee for the project when construction is being planned for.

Lawrence asked how much the grant request will be for.

Pacanowski responded that it will likely be between \$450,000 to \$550,000 with a 50% reimbursement of this.

NEW BUSINESS

Review Projected Year End Fund Balances for FY 23-24 Operations

A projected year end fund balance report for FY 23-24 was provided for review.

Caplis asked why the actual beginning 23/24 projected budget increased so much.

Janusz responded that the interest received was more than budgeted, with nearly \$40,000 in interest.

Pacanowski added that there were \$50,000 in increased fees. In addition, it was a very good year. A report with actuals will be given in May.

Paulius asked for clarification on Special Recreation Fund.

Pacanowski responded that fees paid the Special Recreation Association are \$36,000 to \$37,000 per year. That line item is going up in part due to more one on one inclusion needs in the Before and After Care program and Day Camp.

Review Preliminary FY 24-25 Budget

Pacanowski provided a report summarizing the FY 24-25 Preliminary Budget. Pacanowski stated that if previous discussion regarding not having a tax increase were implemented for this budget, there would be \$80,000 less in revenues in the 24-25 budget, not counting the compounding affect.

Quigley stated that the budgeted next year corporate property taxes in DuPage County are projected to go up from \$551,000 to \$711,000.

Janusz responded that it is determined how much to levy in each fund depending on fund balances.

Pacanowski asked the Board to think about the tennis courts at Woods Pool and Stevens Park when weighing the importance of the projects vs. the fund balance. There could be \$100,000 needed for each tennis court project at both locations and a decision will need to be made whether to budget for those improvements or push the project further down the road.

Malloy asked if the availability of funds for the improvement of the tennis court projects would affect the OSLAD grant.

Pacanowski responded that it has no impact on the OSLAD grant as the request is looked at based on resource need not financial need.

Caplis asked if the anticipated \$25,000 interest is a result of investment in CDs.

Janusz responded yes and CD rates are currently higher than Money Market investments.

Quigley asked if there is a time limit for spending the money from the refinance for the Capital Fund Balance.

Pacanowski responded that the projects put us within that time limit. You could add the tennis court projects for Woods Pool and Stevens Park, or you can wait a year to see if the OSLAD Grant was received.

Caplis stated that if the OSLAD Grant is not received, the project may not get done.

Pacanowski stated that the answer would be known regarding the grant in 2025. If successful, the project would be completed in 2026.

Caplis asked if the tennis courts could hold out a couple more years.

Pacanowski stated that the tennis courts are not up to the Burr Ridge Park District standards at this time.

Lawrence added that the tennis courts at Woods Pool and Stevens Court are not in good condition. He added that if you create the beast, you must feed the beast. The courts need to be resurfaced. If pickle ball courts can't be done at this time, the facility and tennis courts should not suffer.

Malloy asked if the resurfacing of the courts were postponed, would the courts get even worse.

Pacanowski responded that waiting will not greatly exacerbate the situation, the courts need to be ripped up whether this year or a year from now.

It was unanimously decided that the tennis courts will need to be added to the budget and will discuss when to start the project.

APPROVAL OF BILLS

Caplis asked if the aquarium bill of \$450 is for 2 months.
Pacanowski responded that it is.

Malloy asked if the alarm system monitoring billing is monthly.
Janusz responded that it is quarterly.

Malloy asked how often the internet is billed.
Janusz responded monthly.

Caplis asked for verification of the maintenance agreement for the HVAC company.
Pacanowski responded that the service is for the upcoming year.
Janusz added that it is for one time a year for 2 visits.

Lawrence asked for verification of the Attorney invoice.
Pacanowski responded that this is for the Open Meetings Act work.

Caplis asked for verification of the unit 5 heat exchanger bill.
Pacanowski stated that there were repairs needed.

Caplis asked for verification of the Dept. of Revenue for Missouri bill.
Janusz responded that this is for payroll for a check replacement for Barb Barkstrom who works remotely.

Lawrence asked for more information regarding the heat exchangers.
Pacanowski responded that there was a study done of all the repairs and based on the results there is a new HVAC company performing maintenance on the HVAC system. In addition, a voltage protection was installed.

Lawrence asked for verification of a \$15.00 cell phone battery replacement.
Pacanowski responded that this was replacement for his cell phone battery.

Caplis moved, seconded by Lawrence and approved by roll call vote to Approve the April bills.

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

ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING:

Personnel Matters Pursuant to 5 IL CS 120/2 (c)(1)

Caplis moved to Adjourn to Executive Session for the Purpose of Discussing Personnel Matters Pursuant to 5 IL CS 120/2 (c)(1), seconded by Malloy at 7:15 pm.

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

RECONVENE REGULAR PARK BOARD MEETING

The Regular Board Meeting Reconvened at 7:47 pm.

ADJOURNMENT

Caplis moved, seconded by Lawrence and unanimously approved to adjourn the Regular Meeting at 7:48 pm.

Respectfully submitted,
Sherry Stednitz
Recording Secretary

h/jamie/board/minutes/brpd minutes April 15 2024