

**Burr Ridge Park District  
Regular Meeting  
April 10, 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:	Board Members: Bergholz, Caplis, Fara, Quigley
Absent:	Board Members: Malloy
Also Present:	Director Jim Pacanowski Superintendent of Finance, Jamie Janusz Superintendent of Recreation, Lavonne Campbell

**APPROVE**

**April 10, 2017 Agenda**

No changes were made to the Agenda.

Pacanowski announced that this is Board Member Bergholz' official last Board. Meeting officially remaining on the Board until April 30, 2017, and thanked her for her 13 years on the Board, her hard work, volunteerism and efforts.

Board Members each thanked Bergholz for her open mindedness, great attitude and service on the Board.

**January 9, 2017 Regular Meeting Minutes**

Caplis moved, seconded by Bergholz, and approved by roll call vote to approve the January 9, 2017 Regular Meeting Minutes.

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

**March 13, 2017 Regular Meeting Minutes**

Caplis moved, seconded by Fara, and approved by roll call vote to approve the March 13, 2017 Regular Meeting Minutes.

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

**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 thanked Jamie Janusz for 35 years of service with the Burr Ridge Park District. Janusz has shown quite a lot of loyalty and dedication to the park district.

Pacanowski displayed foam sign boards depicting the signage that will be displayed at the dig site at Harvester Park upon completion.

Fara asked what the size of the signs will be at the dig site.

Pacanowski responded 36" x 10" wide and will be displayed on an elevated landscape wall with a large font in order for parents to read from a distance so that they may help their child while they are digging for the artifacts.

### **Superintendent of Finance**

Nothing further added to the written report.

### **Recreation Division**

Nothing further added to the written report.

## **UNFINISHED BUSINESS**

No Unfinished Business

## **NEW BUSINESS**

### **Review FY 2016/17 Year End Budget Projections**

Pacanowski supplied the Board with a summary chart indicating that 2016/17 was a very good year. In addition, a healthy proportion of revenue sources other than tax dollars are realized through activity revenue.

Fara asked if returning part time staff typically receive a 3% wage increase.

Pacanowski replied that returning staff traditionally receives a 3% increase in pay.

Bergholz asked if the total operating revenue collected of 48% is typical of park districts. Pacanowski responded that the typical amount is 34-40%.

Caplis asked if that amount is for all park districts or for Burr Ridge Park District.

Pacanowski responded that 34-40% is typical for all park districts. The Burr Ridge Park District had previously achieved 42-43%. Some of the growth is due to expanded rentals at the Community Center.

Caplis asked if 230,000 and requested budget 200,000 is still profitable in the senior budget.

Pacanowski responded that it is.

Caplis asked if the bonds are in line and when is the completion date.

Janusz responded that the bonds are automatic deduction, and will be completed by 2025.

### Review FY 2017/18 Proposed Budget Draft

In addition to the proposed budget for 2017/18 report, Pacanowski reported that there may be a 2-3% fluctuation, however, the budget will be very close to the projection.

Caplis asked for the bottom line budget for next year.

Pacanowski responded that it is \$2.2 million.

Ayes: Caplis, Fara, Quigley

Nays: None

Abstain: None

### APPROVAL OF BILLS

Quigley asked if a lot of people were losing checks that needed to be replaced.

Janusz responded that due to the transfer to the new computer system, all outstanding credits on the old computer system must be closed out on the books. Because of that, any customer with a credit on file had to be given a refund check.

Fara asked for clarification of the guard rail fence for Lovett.

Pacanowski responded that the double rail restoration at the playground around the bridge and the tractor were repaired. In addition, the timber wall support beams for the dig site were erected.

Caplis asked for clarification of the Gold Medal Products bill.

Campbell responded that it is for popcorn for special events and is a once a year purchase.

Fara asked for clarification of Andy's Landscape bill for fencing.

Pacanowski responded that it is cheaper to have Andy's pick up the order from the supplier than it is to pay for the shipping delivery to the site.

Fara moved, seconded by Bergholz to Approve the April bills.

Ayes: Bergholz, Caplis, Fara, Quigley

Nays: None

Abstain: None

### ADJOURNMENT TO EXECUTIVE SESSION

Bergholz moved, seconded by Caplis to Adjourn to Executive Session to discuss pending litigation and full time salary increases at 7:00 pm.

Bergholz moved, seconded by Fara to return to the Regular Meeting at 7:13 pm.

## **ADJOURN REGULAR MEETING**

Pacanowski informed the Board that he will contact new Commissioner Lawrence in advance of the May meeting to see if he would like to meet or discuss upcoming agenda items so he may be more informed on his first official meeting.

Caplis moved, seconded by Fara to Adjourn the Regular Meeting at 7:17 pm.

Respectfully submitted,

Sherry Stednitz  
Recording Secretary

H/Jamie/board/minutes/brpd minutes 4 10 17