

**Burr Ridge Park District  
Regular Meeting  
June 12, 2017**

**PUBLIC HEARING**

The Public Hearing was called to order at Burr Ridge Community Center at 6:32 pm by President Quigley.

The FY 2017-18 Budget and Appropriations Ordinance was adopted in tentative form on May 8, 2017, and has been available for public inspection for 30 days as required by law. This public hearing affords the public an opportunity to comment on the contents of this document.

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

**OPEN FORUM**

No audience present for the public hearing.

**ADJOURN PUBLIC HEARING**

Malloy moved, seconded by Fara, and unanimously approved, to adjourn the Public Hearing at 6:33 pm.

**REGULAR MEETING**

The regular meeting of the Burr Ridge Park District was called to order at the Burr Ridge Community Center at 6:33 pm by President Quigley.

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

**APPROVE**

**June 12, 2017 Agenda**

No changes were made to the Agenda.

**April 10, 2017 Regular Meeting Minutes**

Fara moved, seconded by Quigley, and approved by roll call vote to approve the April 10, 2017 Regular Meeting Minutes.

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

**April 10, 2017 Executive Session Meeting Minutes**

Fara moved, seconded by Quigley, and approved by roll call vote to approve the April 10, 2017 Executive Session Meeting Minutes.

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

**May 8, 2017 Regular Meeting Minutes**

Malloy moved, seconded by Lawrence, and approved by roll call vote to approve the May 8, 2017 Regular Meeting Minutes.

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

**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 informed the Board that Harvester Park is seeing on average 750 to 800 visitors at Harvester Park daily on average and upward of 1,000 when the ball fields are in use. These numbers do not address the number of visitors attending programs inside the building which add an additional 85 to 100 in attendance.

Fara asked if these numbers include day camp.

Pacanowski responded that day camp had an additional 73 campers. Peak hours at the park are between 10 am and 2 pm and weekdays see heavier usage than weekends. The fitness courts are being utilized by many different people including moms, children and young adults with special needs, and active adults.

Quigley stated that several customers were brought to the park with children ages 2, 4, and 9 that were all very impressed and happy with the park amenities and thanked park district staff for their hard work.

In addition, Pacanowski stated that the group rule of no more than 15 has been working well especially with the high attendance at Harvester Park.

Woods Pool infrastructure has been well attended, however, there are some items that will need to be addressed in the near future such as the floor and roof.

Fara asked when the pool pump was repaired the last time.

Pacanowski responded that the pump was last repaired 3 to 4 years ago which was a minor repair. Pumps wear out with time. Last season we had a flooded tank which caused it to be submerged for a short period of time which in turn caused a part failure.

### Superintendent of Finance

Nothing further added to the written report.

Quigley asked for more information regarding fraud against the checking account.

Janusz responded that there were 2 fraud attempts against the checking accounts. The bank caught the first attempt which was for \$700. However, the bank will only monitor and notify you of fraud attempts 1 time. It is then up to the account holder to monitor the account. The second attempt was for \$1,500. The park district would have to monitor the accounts every morning on a daily basis which is not feasible. It is recommended that the park district participate in a positive pay agreement for \$200 per month in which the bank agrees to provide services for the purpose of detecting fraudulent activity or unauthorized checks on the account.

Quigley asked how many accounts this would cover.

Janusz responded that there are 2 accounts.

Lawrence asked if direct deposit would lower the cost of the positive pay agreement.

Janusz responded that the park district will be going to direct deposit, however, this will not lower the cost of the positive pay agreement, as there will still need monitoring of the 2 accounts.

Pacanowski responded that monitoring could be done in-house, however, we do not have the resources to do that.

Janusz added that if one fraudulent check was cashed it could be for \$1,500, \$2,000, or even more than that.

Malloy asked if the fraudulent activity is done by a known person.

Janusz responded that it is not and was done by someone out of state.

Fara stated concern that fraudulent activity happened more than once and asked if this would affect all checks that are processed by the park district.

Janusz responded that it would affect all checks cut by the park district.

Fara stated one fraudulent check could wipe out the account.

Lawrence asked if it is worth retaining the relationship with the current bank we have.

Janusz stated that the current bank holds sponsorships for events at the park district. In addition, they also do not charge a service charge on these accounts.

Pacanowski added that the fee for the positive pay agreement would be a minor change to the budget document.

It was unanimously agreed to move forward with the positive pay agreement.

## Recreation Division

In addition to the written report, Campbell reported that there are currently 57 family and 14 individual pool memberships.

Training has begun for 15 new lifeguards who are shadowing seasoned lifeguards. One guard will turn 16 in August. Additional training has begun for swim lessons. Because of this you will see additional expenses in the budget for lifeguard salaries.

This season proved difficult in hiring lifeguards. It was found that Hinsdale conducted a survey and found that the Burr Ridge Park District paid the lowest salary for lifeguards.

The pool had to be closed for any more admittance for a short period on opening day due to too many people in the pool. There will no longer be advertisement on Facebook regarding free pool events as this will greatly affect the numbers at the pool and may negatively affect the event.

Pacanowski added that regardless of the event, the maximum number allowed in the pool can never change due to health codes.

Lawrence asked if the pool had to close due to maximum capacity during normal operating hours.

Campbell stated that it has happened during normal operation.

Pacanowski added that it is a difficult situation since increased membership is needed in order for the pool to remain in operation, yet the number of people in the pool cannot exceed the maximum.

Lawrence asked if the membership numbers are on track this year as in previous years, stating last year at this time memberships were 72 families and 19 individual whereas it is 57 families and 14 now, will there be significant 1/2 price for the second half?

Campbell stated that some families wait for the second half due to baseball, summer school, vacation schedules, etc.

Lawrence asked if Campbell was comfortable saying the membership is tracking the same as last season.

Campbell responded she is not comfortable saying that because there was such a push for memberships last season.

Pacanowski added that anything right now is all speculation. In August data will be gathered and presented to the Board.

Fara asked for details regarding senior international extended trips.

Campbell stated that we are currently conducting national trips, international trips were something that was done over 20 years ago and would like to conduct them again. Registration would be done through Hinsdale Travel. It would require a minimum of 10 people to register and the park district would receive 10% for each registration. The chaperone would be paid for after 10 people have been registered.

Pacanowski added that in addition to servicing the clientele, profits for the park district, it would also be adding hours for part time personnel, which helps keep good employees continuously employed.

Lawrence asked if there was an act of terrorism clause during the trip.  
Campbell responded that there is insurance.  
Lawrence stated that act of terrorism clauses are being added as riders which usually involves a fee.  
Campbell responded that Hinsdale Travel has done these trips in the past.  
Lawrence stated that this does not mean that they have an act of terrorism clause or that they are doing it correctly.

Fara asked what the appropriate size of the group would be.  
Campbell responded that some groups are 50, some are 20 to 30. The national trips are sold out.  
Fara asked what the maximum for the national trips are.  
Campbell responded that the maximum is 48.  
Lawrence asked what size would you like to see the international group.  
Campbell responded that 15 would be nice, however, it is likely to be a maximum of 10.

Pacanowski stated that an inquiry to PDRMA will be made regarding an act of terrorism clause and international coverage information prior to moving forward with international travel.

## **UNFINISHED BUSINESS**

No Unfinished Business

## **NEW BUSINESS**

### **Election of Officers**

Pacanowski stated that outgoing Commissioner Bergholz held the office of Treasurer and therefore needs to be replaced. Caplis was consulted prior to the meeting as to willingness to remain as Vice President. It was suggested to hold an election of all Officers at this time.

Malloy moved to appoint the following officers, seconded by Lawrence, and approved by roll call vote.

President	Rob Quigley
Vice President	Kevin Caplis
Treasurer	Tim Fara
Secretary	Jamie Janusz

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

### **Updated Capital Expenditure/Master Plan Project**

In addition to the written report, Pacanowski stated that the Board should receive a packet in December with budget numbers to incorporate the Master Plan.

Fara asked if the Master Plan was separate from any plan regarding possible purchase of the 20 acres of CNH Property if ever available.

Pacanowski stated that there would be a certain period of time available if the parcel of land became available to purchase.

Fara asked when the last time a conversation with CNH regarding the parcel of land was held.

Pacanowski stated that a lunch was just held with Steve Stricker of the Village of Burr Ridge in which the subject came up. There is no indication that CNH is not in need of the land. In addition, it is on the village zoning map that the Burr Ridge Park District is the first to respond if the parcel becomes available for sale. However, there may not be ample time to go to referendum and explain in detail what the referendum money is for. You may need to be proactive and draw a scenario of "what if" plan.

Fara expressed concern that the park does not currently have the staff or funds to maintain an additional parcel of that size. Fara expressed an interest in a revenue generating interactive activity park that would be not just for residents but would bring in citizens from many towns.

Pacanowski stated that a par 3 or driving range would be a good fit for that size parcel, however, the revenue generated from the site may not be enough to cover the cost of the parcel and the maintenance and staff needed to run it. You would have to bring in professional resources to study it and weigh the risk before proceeding with that project. Fara added that a revenue generator would have to reach beyond the park district boundaries.

Pacanowski stated that it would definitely need to be a regional draw.

Fara stated that there are hotels right in this area, the location is good, and Harvester Park is becoming a well know location as well.

Pacanowski added that one of the intangibles driving the rentals is the location.

#### Adopt Ordinance 17-05 IL Prevailing Wage Act

Malloy moved to Adopt Ordinance 17-05 Illinois Prevailing Wage Act, seconded by Fara, and approved by roll call vote.

Ayes: Fara, Malloy, Quigley

Nays: Lawrence

Abstain: None

#### Adopt Ordinance 17-04 2017-18 Budget & Appropriations

Malloy moved to Adopt Ordinance 17-04 2017-18 Budget & Appropriations, seconded by Lawrence, and approved by roll call vote.

Ayes: Fara, Lawrence, Malloy, Quigley

Nays: None

Abstain: None

### **APPROVAL OF BILLS**

Quigley asked for verification of algae treatment

Pacanowski responded that this was for the Kraml and County Line Estates May to December pond treatment of algae.

Quigley asked if it was for 2 treatment.

Pacanowski stated that there is an initial payment, and another made midway.

Quigley asked for verification of the Citizens Park fountain.

Pacanowski responded that it was for the spray mister de-winterizing valve problem which was fixed by the plumber.

Malloy asked for verification of the sand play restoration. Is it for the new dig site? Pacanowski responded that the dig site needed more sand and more sand was added in the old sand area. In addition, the sand volleyball court and Whittaker will be getting more sand, however that will require a large amount which will be bought in a truck load at a cheaper rate.

Fara moved, seconded by Malloy to Approve the June bills.

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

### **ADJOURNTO EXECUTIVE SESSION**

Malloy moved, seconded by Fara, and unanimously approved, to Adjourn to Executive Session to Review Pending Litigation at 7:45 pm.

### **REGULAR MEETING**

Lawrence moved, seconded by Malloy to Adjourn the Regular Meeting at 7:48 pm.

Respectfully submitted,

Sherry Stednitz  
Recording Secretary