

**Burr Ridge Park District  
Regular Meeting  
October 8, 2018**

**REGULAR MEETING**

The regular meeting of the Burr Ridge Park District was called to order at the Burr Ridge Community Center at 6:32 pm by President Quigley.

Present: Fara, Lawrence, Malloy, Quigley  
Absent: Caplis  
Also present: Jim Pacanowski, Director  
Superintendent of Finance, Jamie Janusz

**Approve October 8, 2018 Agenda**

No changes were made to the Agenda.

**September 10, 2018 Regular Meeting Minutes**

The September 10, 2018 Regular Meeting Minutes were tabled until the next regular meeting.

**September 10, 2018 Executive Session Minutes**

The September 10, 2018 Executive Session Minutes were tabled until the next regular meeting.

**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, some discussion was held regarding the Sterigenics Facility in Willowbrook. After some discussion, it was unanimously decided that there are enough agencies involved with the Sterigenics dispute without needing the park district involvement.

Pacanowski informed the Board that there will be a meeting with Little League on Tuesday, October 9<sup>th</sup> to get information regarding the next season.

Fara asked what the next season might look like.

Pacanowski responded that now is the appropriate time to find out if Little League is planning on having a rec league or not. If not, the park district will put a program together for next season.

Fara commented that Harvest Fest is an awesome event every year, and each year it is felt it is the best and can't get any better. But then the next year it is even better.

Weather may not have been conducive to large crowds, but it was a great event.

Pacanowski responded that attendance was approximately 10-15% less, however, it made for a more positive experience for attendees with less wait in lines.

Pacanowski reminded Board Members that the Halloween event is coming up on the 31<sup>st</sup>.

### Superintendent of Finance

In addition to the written report, Janusz notified the Board that several employees have requested direct deposit. Adding direct deposit would give a safety feature for seasonal day camp and pool employees who occasionally lose their checks which then requires a stop payment on the check which incurs a fee. The direct deposit feature would cost approximately \$1,200 to 1,800 per year for the service.

Quigley asked if there would be a reduction or free direct deposit service from the bank since there is \$500,000 in the bank.

Janusz responded that a reduction in the fee was requested and denied.

Fara stated that direct deposit for 10 employees cost \$115 per month which is about the same price.

Malloy asked if there was an increase in price based on how many banks the deposits were going to.

Janusz stated that it doesn't matter how many banks checks are distributed to, the fee is based on per transaction.

Fara asked if there is currently a payroll service.

Janusz responded that there is not.

Quigley asked if all checks are signed.

Janusz responded that all checks are signed every 2 weeks.

Fara stated that ADP provides a service which the direct deposit is covered in the fee.

Janusz responded that most employees have many different rates per hour which would be very difficult with a service like ADP.

Fara responded that with ADP you can set up each employee's different rates individually, then the system is set up and has a flat fee for the number of employees. The checks are then run on a specific day.

Janusz responded that due to the fact that part time employees need a flexible schedule, there are times that payroll is being run on a different day or at a different time, which the ADP system would not allow.

Lawrence asked that Janusz attempt to get a reduction in the fee.

Fara recommended that it be mandatory for all new employees to use direct deposit with an option to withdraw, and optional participation for current employees.

It was unanimously decided to move forward with direct deposit.

### Recreation Division

In addition to the written report, Pacanowski informed the Board that Flag Football and Fallball continue to do well.

### **UNFINISHED BUSINESS**

No Unfinished Business

### **NEW BUSINESS**

#### Personalization Mall.com West Parking Lot Holiday Arrangement

Pacanowski informed the Board that a request for the use of the west parking lot has been made from Personalization Mall. Pacanowski recommended the approval with no fee increase at this time.

It was unanimously decided to approve Personalization Mall for the use of the west parking lot during the holiday for 2018.

#### PDRMA Loss Control Review Update

Pacanowski informed the Board that there is one more meeting scheduled for the PDRMA Loss Control Review and there are no problems anticipated in achieving accreditation.

### **APPROVAL OF BILLS**

Quigley asked for verification of the alarm maintenance check for \$790.00. Janusz responded that this is for the quarterly maintenance for the alarm and fire.

Malloy asked for verification of the floor waxing and rug cleaning bills. Pacanowski responded that this is done 3 to 4 times per year.

Quigley asked for verification of the replacement of the wood fence.

Pacanowski responded that the double rail fence in the front of the community center was replaced and these two checks were for materials and labor.

Malloy asked if the cash drawers for Harvest Fest was money that went out for a cash drawer and came back in the same amount.

Janusz responded that yes this was money for cash drawers for 7 drawers and the same amount that was started with came back in.

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

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

## **ADJOURNMENT**

Malloy moved, seconded by Fara and unanimously approved to adjourn the Regular Meeting at 6:42 pm.

Respectfully submitted,

Sherry Stednitz Recording  
Secretary