

**WESTCHESTER PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
COMMITTEE MEETING MINUTES  
October 2, 2017 at 7:00 pm  
WESTCHESTER COMMUNITY CENTER  
10201 Bond Street, Westchester, Cook County, Illinois**

**Call to Order**

President Martin called the meeting to order at 7:00 P.M.

**Roll Call**

Commissioner Christopher, Commissioner Cavanaugh, Commissioner Gordon, Commissioner Busa and President Martin. Also present: Superintendent of Parks; Jim Burg, Board Secretary; Lauralee Conway.

President Martin recognized the Las Vegas incident that occurred the night of October 1st and asked for a moment of silence for the victims and their families.

**Pledge of Allegiance**

**Correspondence to the Board**

President Martin read a thank you card from Bill, Jane and Pattie Purpura thanking the Park District for the beautiful flowers sent to Julia Purpura.

President Martin read a thank you card from Chance Munn thanking the Park District staff for making the "Back to School Picnic" a fun activity for the kids.

President Martin read a thank you card from Izzy thanking Lianne for letting her work at the Westchester Pool this summer.

**Public Comments**

Resident Mr. Stan Kolodziej asked the Board of Commissioners to name and dedicate the Mayfair Park after Mr. Gary Kasanders. His dedication to the Park Districts has been a lifelong commitment and he has done an exceptional job for so many years.

**Finance Committee**

Commissioner Busa reminded the Commissioners the bond approval will take place next Monday, October 9, 2017.

**Building and Grounds Committee**

**3.1 Superintendent's Report**

- **SBA/Verizon Cell Tower**

Verizon is anticipating delivery of the SBA/Verizon cell tower at Mayfair Park equipment (cabinet, antenna, and generator) will begin on October 2nd.

- **Garage Fire**

IPARKS insurance adjuster was out earlier this week, the Fire Investigator is scheduled on October 6, 2017. After the investigation is been completed and the Park District receives clearance from the Insurance Investigator, the Police Chief and Fire Chief will discuss how to start the process of removal and replacement will begin. This is an active arson and crime investigation. President Martin explained fire investigations and stated he is not involved in the garage fire investigation.

- Mayfair Park Vitek Field Lighting

The lights were inspected on the East Field by Cellular Tower Company, once engineered the representative will make an appointment to come out to make the adjustments.

3.2 Bid Results - The Park District went out to bid on the dog park project and had a pre-bid meeting on September 28, 2017. Bids were opened today, October 2, 2017 at 11:00 A.M. The Commissioners discussed unallocated capital project funds for the Dog Park. There were no problems with the bid or the contractor. President Martin recommended adding the dog park bid approval on the October 9, 2017 agenda. Commissioner Busa asked Mr. Burg to research and report back on the chemical cost of running the pool on a day to day basis.

### **Recreation Committee - Commissioner Cavanaugh**

4.1 Superintendent's Report - The Commissioners reviewed Ms. Robinette's September Monthly Report with the Commissioners. Ms. Robinette reported the "Back to School Picnic" was a success, there was a large turnout with great weather. The brochure is already in the works for the spring and summer 2018 edition. All components are due to the publishing company by November 22nd.

4.2 Recreation Supervisors Report - The Commissioners reviewed the Ms. Purpura's September Board Report.

4.3 Early Childhood Report - The Commissioners reviewed Ms. Kasprzak's September Early Childhood Report. Ms. Kasprzak's expressed the need for more computers in the Early Childhood department. The Commissioners asked Ms. Kasprzak to create a list of needs for her department.

### **Marketing Committee - Commissioner Christopher**

5.1 Banquet Report - Commissioner Christopher presented the Banquet Report to the Commissioners.

### **Policy Committee - President Martin**

Updating the Policy Manual - President Martin reported the Policy Manual is in the process of being updated.

### **Director's Report**

Mr. Burg will coordinate the Mayfair/Garage concession stand construction options with the architect. President Martin requested adding discussion of the concession stand professional fees to the October 11, 2017 agenda.

Commissioner Christopher motioned to recess the meeting at 8:30 P.M. Commissioner Gordon seconded the motion. All in favor, motion approved.

The Board of Commissioners reconvened the Committee meeting at 8:51 P.M.

### **Attorney's Report - Mr. Adams - Not present**

None

### **President's Report - President Martin**

President Martin reported Commissioner Cavanaugh and himself attended the recent School Board meeting. President Martin discussed the value of working with the School Board and collaborating

on several items such as bid options, websites and other services. Mr. Burg inquired on the the option of attending upcoming conferences. The Board of Commissioners recommended the staff attend the upcoming conference as long as the Park District is covered.

**New Business**

President Martin discussed combining the full and part time party this year. The Commissioners discussed the full and part time time attendance numbers. The Commissioners agreed to combine the parties.

**Old Business**

President Martin reported the Park District received an application for the Executive Director's position in the mail, the applicant's information will be uploaded to the Google Drive for review.

**Adjournment**

Motion to adjourn the Committee Meeting at **9:36 P.M.**

Motion by: Busa

Seconded by: Christopher

Roll Call Vote: Gordon, Cavanaugh, Christopher, Busa, Martin

Absent: None

Motion carried.

  
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Board President, Matthew Martin

  
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Board Secretary, Lauralee Conway

12/11/2017  
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Date