

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
October 9, 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 Busa, Commissioner Christopher, Commissioner Cavanaugh, and Commissioner Gordon. Also present: Finance Director Dave Brink; Superintendent of Parks Jim Burg; and Attorney Dave Freeman. Dave Brink was named Secretary Pro-tem.

Pledge of Allegiance

Correspondence to the Board

None.

BINA Public Hearing

At 7:03 p.m. President Martin opened the Public Hearing to receive public comments on the proposal to sell \$1,750,000 General Obligation Limited Tax Park Bonds to provide the revenue source for the payment of certain outstanding obligations of the District, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto. President Martin explained the reasons for the proposed issuance were payment of 2009 and 2013 bonds and interest plus various capital improvement projects throughout the District. There were no comments from the public or comments from the Park Commissioners. Commissioner Gordon moved and Commissioner Christopher seconded the motion that the Public Hearing be adjourned.

Motion by: Gordon
Seconded by: Christopher
Roll Call Vote: Busa, Cavanaugh, Christopher, Gordon, Martin
Absent: None

Motion carried, and the Public Hearing was adjourned at 7:07 p.m.

Public Comments

Resident Steven Battersby of 1905 Balmoral addressed the Board concerning the recent fire at the storage garage in Community Park. Mr. Battersby expressed his displeasure at the garage ever being erected and suggested that if it were to be rebuilt that it be done so with a more park-like appearance. Discussion continued and then turned to the garage space lease that the Park District has with the American Youth Soccer Organization. After several minutes of said discussion, Mr. Battersby became profane and disruptive, and was asked to leave the meeting by President Martin.

Resident Troy Okoniewski of 1915 Balmoral requested that the Board investigate alternate locations in the park should a new garage be erected. He too suggested a different type of garage type to blend in better in a park setting. Lastly, Mr. Okoniewski requested that organizations using the fields on weekends bring their garbage down the pathway to the dumpster due to trash blowing around and full garbage cans.

Resident Tony Llano of 1933 Balmoral requested that the police department once again make rounds at night through the park. Mr. Llano stated that there were often kids hanging out in the park at night, loitering and generating litter throughout the park. President Martin offered to contact the Village President, but suggested that Mr. Llano also address his concerns and request to the Village Board of Trustees at a Board meeting.

Minutes

The Board of Commissioners reviewed the minutes of the Special Committee and Closed meetings held on September 5, 2017 and the Board Meeting held on September 11, 2017.

Finance Committee

2.1 Expense Vouchers

Commissioner Busa reported the total expense vouchers for the month of September 2017 was \$ 171,678.04.

2.2 Financial Statements

Commissioner Busa and Mr. Brink reviewed the following reports with the Board:

- Check Register and Voucher Summary
- September 2017 Revenues and Expenses by Fund
- Bank and Fund Summary for the month ending September 30, 2017
- September 30, 2017 Bond Issue Capital Projects Account Statement
- Operating Statement - Month of September 2017

2.3 2017 Levy Estimate

Commissioner Busa reported that the Park District needed to estimate the amount of taxes to levy for 2017 in advance of the passage of the levy. Finance Director Brink explained the process and worksheet used to determine the estimated amount, and informed the Board that the levy limiting factor of the Consumer Price Index was set at 2.1%. With this information it was determined that the increase in the levy amount versus the previous year was 4.28% and as a result of being under 5%, a newspaper legal notice and public hearing would not be required per the Truth in Taxation laws set by the State of Illinois.

2.4 Truth in Taxation Resolution

Mr. Brink informed the Board that the State requires the Board of Commissioners to pass a Truth in Taxation resolution confirming that the estimated amount levied in 2017 is no more than 105% of the amount extended to the District in 2016. After passage of the resolution, the next steps would be to adopt the 2017 Levy and PTELL resolution the following month, and to file with the Cook County Clerk no later than the last Tuesday in December.

Commissioner Busa recommended that the Board discuss the amounts estimated further to determine if any changes should be made before passage, especially in the Special Recreation fund. Mr. Busa asked Parks Superintendent Jim Burg to investigate the District's immediate and future needs where such funding would be needed. President Martin polled the Board to determine if they were in favor of reducing the Special Rec levy line or not. Commissioner Busa stated that he would work with Mr. Brink and Mr. Burg prior to next month's meeting to examine upcoming needs and costs and create a plan to present to the Board. As a result, a suggestion to table the Truth in Taxation resolution until the November meeting was made. Attorney Freeman stated that postponing the resolution to November was acceptable, with the Levy Ordinance

being passed in December.

2.5 Surplus Property Ordinance 2017-5

Mr. Brink stated that the bidding process and results for the 2018 Ford F-250 truck that would be discussed later in the meeting included trading in two older vehicles. In order to dispose of/trade in the vehicles, passage of a Surplus Property Ordinance is required. Mr. Brink added that a few other items to dispose of were also included in the Ordinance.

Building and Grounds Committee

3.1 Superintendent's Report

Mr. Burg presented the Board with an estimate from Innovative Aquatics, LLC of \$231,000 for the water slide replacement and pool enhancement project. The project would include removal of the existing water slide, replacement with a partially covered, yet shorter slide, plus the addition of a climbing wall and zip line feature. Stairs are also included in the price. The amount was stated by Innovative Aquatics to be on the conservative side and included labor rates at prevailing wages. Based on the estimate, the Board was in agreement to proceed, and directed Mr. Burg to contact Innovative Aquatics to move forward and prepare the project specs in order to go out to bid.

Mr. Burg informed the Board that two light fixtures in the Mayfair lot median had burnt out and needed replacement/repair. He mentioned that it was possible to retrofit the light fixtures to accept LED bulbs which would last longer and consume much less energy while providing greater illumination. LED lights also do not require ballasts. Retrofitting would cost \$300 per fixture, with a total of six fixtures being retrofitted to keep the lighting uniform. The Board was in unanimous agreement and approved the \$1,800 request to upgrade.

3.2 Norfolk Dog Park Bid Results

Mr. Burg stated that there was one bid submitted for the re-bid of the Norfolk Dog Park project. Green Up Landscaping, Inc. of Plainfield, IL. Bid amount totaled \$48,635, and included Alternates #1 (addition of bottom rail) and #3 (9 gauge fabric), but unintentionally omitted Alternate #2 (concrete border around paver bricks). This part of the project could be approved separately at a cost of \$995.

3.3 2018 Ford F-250 Super Duty 4x4 bid results

Mr. Burg stated that there was also one bid for the new pickup truck for the maintenance department. Rousch Ford bid \$19,100 which included trading in the 2004 Ford F-350 Super Duty Dump Truck and the 2008 F-250 Super Duty pickup truck. Bid amount for the 2018 truck before trade-ins was \$30,800.

President Martin pointed out that the Board had allocated \$35,000 in capital project funds for the new pickup truck, leaving a substantial amount remaining versus the bid amount. He asked the Board if there would be any objection, pending approval of the bid, to reallocate the remaining funds to the Dog Park project, whose capital project fund allocation amount was short about the same amount. Upon further discussion, the Board unanimously agreed to reallocate the funds and move forward with the project.

Commissioner Christopher requested, and the Board approved, to move \$5,000 from unallocated funds in the Capital Project fund to purchase technology (computers and iPads) for the early

childhood department. The Board directed Mr. Brink to make the aforementioned changes to the allocation report for October.

Mr. Brink stated that he would transfer enough money from the Special Projects fund, which is entirely Dog Park fundraising and donations, to the Capital Projects fund so the entire project will be paid by the Capital Projects fund bank account. The Special Projects fund and the bank account would remain open with the leftover funds. The Board and resident Mark Dedowicz of 1107 Bristol Avenue (the main point of contact for dog park fundraising), who was present at the meeting, both expressed hope that fundraising and donations would continue now that the project was moving forward, and such funding be used for further improvements, expansions, and features of the dog park.

Recreation Committee - Commissioner Cavanaugh

Commissioner Cavanaugh asked Mr. Brink if there were reports available between the recreation and finance software that would provide a greater level of detail for summary reports. He responded that while the two software packages communicated with each other, there were definite differences between the two. She asked if she could sit down with him at some point and determine if some excel reports could be produced by the software, to which he responded yes.

Marketing Committee - Commissioner Christopher

No new items or updates since October 2, 2017 Committee Meeting.

Policy Committee - President Martin

No new items or updates since October 2, 2017 Committee Meeting.

Director's Report

Mr. Burg informed the Board that the fire investigation was completed and the Community Park garage was released by both the fire department and the insurance inspectors, and that he was coordinating with AYSO to go through the items to inventory them and to determine if anything was salvageable.

Attorney's Report - Mr. Freeman

No report.

President's Report - President Martin

President Martin stated that he had met with Phil Salemi, the new Superintendent of School District 92.5, and both he and Mr. Salemi expressed excitement at working together in the future, sharing resources. Mr. Martin informed him that Intergovernmental Agreements were possible in the future, but asked that further discussions be held until the Park District has hired its new Executive Director.

New Business

Commissioner Gordon stated that now that the Dog Park project was moving forward, it was imperative that a group or club of some sort be formed to be responsible for themselves and their dogs as well as others... to assist the District in ensuring the operational rules be followed as well as create a greater sense of community.

Commissioner Gordon informed the Board that he had met with State Representative Chris Welch the prior week and that Representative Welch recommended that the Park District apply for state-based grants, as there was money available for Park Districts. He asked Attorney Freeman whether

there was indeed funding available to which Mr. Freeman replied that he was not aware of any available at the present time, but with a state budget finally being passed that there was hope for available grant funding in the future. Commissioner Gordon also inquired whether grants that had low applicant rates were typically awarded to applicants if not all conditions were met, to which Mr. Freeman stated that he did not believe so. Lower application rates tend to increase the District's chance of being awarded a grant, but in his experience all conditions of the grant would need to be met.

Old Business

Commissioner Cavanaugh asked that staff investigate the Banquet fee structure and ensure that the new rate schedule be followed.

The Board agreed to hold a Special Board meeting at 7:30 pm on Monday October 23, 2017 to discuss the vacant Executive Director position. They directed David Brink to post notices in the hallway and on the website within the appropriate and required time frame.

Adjournment

Motion to adjourn the Committee Meeting at **9:28 P.M.**

Motion by: Busa

Seconded by: Christopher

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

Absent: None

Motion carried.



President, Matthew Martin



Board Secretary pro-tem, David Brink

11/13/17

Date