

WESTCHESTER PARK DISTRICT BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
September 10, 2018 – 7:00 P.M.
WESTCHESTER COMMUNITY CENTER
10201 Bond Street, Westchester, Illinois 60154

Call to Order

Commissioner Gordon called the meeting to order at 7:23 P.M.

Roll Call

Commissioner Gordon, Commissioner Busa, Commissioner Christopher, Commissioner Cavanaugh. Also present: Executive Director, Dean Hoskin; Attorney, Steve Adams and Board Secretary, Lauralee Kane.

Commissioner Cavanaugh arrived at 7:28pm.

Absent: President Martin.

Pledge of Allegiance

Correspondence to the Board

Public Comments

Minutes

The Board of Commissioners reviewed the following minutes:

- August 13, 2018 Committee Meeting Minutes
- August 13, 2018 Board Meeting Minutes

Finance Committee

Review of the expense vouchers for the month of August 2018 in the amount of \$ 395,637.95.

Financial Statement for the month ending August 31, 2018

- Check Register and Voucher Summary Last Check issued on August 13, 2018
- AP Check Register September 7, 2018
- Revenue and Expenses by Fund August 2018
- Bank and Fund Summary for the month ending August 31, 2018
- Bond Issue Capital Projects Account Statement August 31, 2018

Building & Grounds Committee

Superintendent of Park's Report – Commissioner Busa reported he is very happy with the use of the Dog Park. The Park District Community is really enjoying the Dog Park.

Recreation Committee

Superintendent of Recreation Report – Commissioner Cavanaugh mentioned fall classes will begin immediately following the Labor Day holiday and run through the beginning of March 2019.

Recreation Report – The Commissioners reviewed the Recreation monthly report.

Early Childhood Director Report – The Commissioners reviewed the Early Childhood Directors monthly report.

The Commissioners reviewed the below reports as presented:

2-3 Year old news

2-3 year old calendar

4 year old news

4 year old calendar

Marketing Committee

Banquet Report – The Commissioners reviewed the Banquet report. Everything at the banquet facility is on schedule. Commissioner Christopher and Mr. Hoskins have been discussing upgrading and marketing the Park District with social media, and or the idea of hiring a part-time employee dedicated to marketing.

Policy Committee

Mr. Hoskin discussed the removal of 2214 Mayfair Banquet Room Charges and Fee Structure. The Commissioners reviewed the agreed to update the room charges and fee structure as presented.

Director's Report

Sponsorship Revenue/Expense – The Commissioners reviewed the 2018 Sponsorship Program Report noting the Park District brought in a total of \$2,800 in sponsorship dollars which was \$500 above last year.

MWRD Request – Mr. Hoskins received a letter from MWRD requesting a COI for property we are leasing near Mayfair Park. Discussion followed. Attorney Adams will make a follow call to MWRD and report back to the Board.

Cell Tower Purchase Term Sheet – Mr. Hoskin provided the Board of Commissioners a Terms of Agreement to review and consider.

Cell Tower Lease Projection – Mr. Hoskin reviewed the cell tower lease projection with the Board of Commissioners. Commissioner Busa would not consider a new cell tower lease at this time.

Tyler Technologies, Inc. Agreement – Mr. Hoskin asked the Commissioners to approve the Tyler Technologies, Inc. Agreement for \$ 38,513 upon legal review.

WPTC Event – Ms. Shoo, from the Westchester Public Schools Parent/Teacher organization sent an email requesting the Commissioners to waive the guideline at Mayfair that limits groups from selling admission and raffle tickets during their event. Discussion followed. The WPTC will be charged rental fees and liquor liability, other requests were approved by the Commissioners.

Attorney's Report

None

President's Report

Commissioner Gordon asked the Commissioners to be more aware and to please check email more often.

Old Business

None

New Business

None

Adjournment


Motion to adjourn the Board of Park Commissioners Committee Meeting at 9:04pm.

Motion by: Christopher
Seconded by: Cavanaugh
Ayes: Busa, Christopher, Gordon, Cavanaugh
Nays: None
Absent: Martin

Motion carried.



Board President, Matthew Martin



Board Secretary, Laura Lee Kane
Pro Tempore

10/08/2018
Date