

**WESTCHESTER PARK DISTRICT BOARD OF PARK COMMISSIONERS**  
**COMMITTEE MEETING MINUTES**  
**FEBRUARY 11, 2019 7:00 P.M.**  
**WESTCHESTER COMMUNITY CENTER**  
**10201 Bond Street, Westchester, Illinois 60154**

**Call to Order**

Vice President Gordon called the meeting to order at 7:03 P.M.

**Roll Call**

Vice President Gordon, Commissioner Busa, Commissioner Christopher were present. Also present: Executive Director Dean Hoskin; Board Attorney, Steven Adams.

**Appointment of Steven Adams as Secretary Pro Tempore**

Approved without objection.

**Pledge of Allegiance**

Vice President Gordon led the Board in the Pledge of Allegiance.

**Correspondence to the Board**

Ted Stanger, on behalf of the Friends of the Norfolk Dog Park, emailed Commissioner Gordon thanking the Board for the Norfolk Dog Park.

**Public Comments**

There were no public comments.

**1.0 January Meeting Minutes**

**1.1 January 7, 2019 Committee Meeting Minutes**

There were no comments, questions or corrections to the minutes.

**1.2 January 14, 2019 Committee and Board Meeting Minutes**

There were no comments, questions or corrections to the minutes.

**2.0 Finance Committee**

Commissioner Busa summarized the expense vouchers in the amount of \$196,385.13. There were no questions or comments. Commissioner Busa advised there were two abatement ordinances on the agenda to abate the levy of taxes for the 2009 General obligation alternate park bonds and the 2013B GO Alternate Park Bonds. Commissioner Busa asked Attorney Adams if the terms of the Abatement Ordinances were correct. Attorney Adams advised he would verify the accuracy of Ordinances 2019-1 and 2019-2.

**3.0 Building and Grounds**

Commissioner Gordon praised staff for getting ice up and operational for skating.

**4.0 Recreation Committee**

Commissioner Christopher advised the Board about the General Assembly's probable adoption of minimum wage increase legislation. Commissioner Christopher asked Executive Director Hoskin whether the probable increase in minimum wage would impact hiring of pool staff. Executive Director Hoskin responded that it would likely have no effect since Park District must pay above minimum wage in order to compete with area business and secure lifeguard staff.

#### **5.0 Marketing Committee**

Commissioner Christopher advised that the Banquet Report was in the packet and asked the commissioners if there were any questions. There were no questions.

#### **6.0 Policy Committee**

Executive Director Hoskin presented job descriptions for Mayfair Center Manager and Community Center Manager. The Board discussed the job descriptions. Commissioner Busa asked whether the employees in each job will be capable of performing the other party's job. Board discussed the approval process, whether or not the titles should be "managers" or "superintendents," and Executive Director Hoskin stated that these employees would be managing the buildings not superintending and that typically superintendents are not directly managing a facility. Commissioner Busa gave other examples of titles and job responsibilities. Board discussed possibility of changing Banquet Manager to Banquet Coordinator.

#### **7.0 Director's Report**

Executive Director Hoskin advised that 3D provided the District with a quote of \$139,220 for the facility at Mayfair. Executive Director Hoskin discussed the quote and the viability of installing a roll-away door with machines to reduce staff costs, or board can decide to fund. He advised that the Board does not need to decide whether to proceed tonight. Executive Director Hoskin advised further that there have been challenges with the Village at the maintenance garage, and he anticipates more challenges on this project. The Board discussed the issues related to use of machines rather than concession staff (including staffing, storage of product, cost of machine, avoidance of health department issues). There was consensus to have Executive Director Hoskin Develop funding options for next committee meeting. Commissioner Busa pointed out the cost of the project was \$425,000, not including connected bathrooms. First phase was estimated at \$325,000-360,000. This option is \$180,000 "all in." Commissioner Busa asked if the site is in the flood plain. There was consensus that the driveway is in Zone A. Commissioner Busa asked if the estimate took into account permitting costs from MWRD. Executive Director Hoskin advised that he raised the MWRD concerns with 3D [prior to being provided with the estimate. Executive Director Hoskin is going to work on funding sources. Executive Director Hoskin advised that during the "polar vortex" the Park District facilities were open with 40% attendance; the Park District stayed open and had people come in to fitness center. Executive Director Hoskin advised he received an email stating that the minimum wage increase will begin January 1, 2020, from 8.25/hour to 9.00/hour initially, thereafter a dollar per year until 2025. As a result of being capped on taxes and having to pay higher staff costs creates two possible options: (i) offer less; (ii) increase user fees. IAPD is working on exceptions for employees 18 and under, but this may not provide any benefit due to need to compete for employees who can start at higher rate elsewhere. Rec. Superintendent Lianne Robinette has estimated a \$1.75/hour increase will result in \$17,000 additional costs; Kathy Kaspersak is working on her numbers. Executive Director Hoskin advised that the District needed to be prepared. Commissioner Busa asked attorney Adams if the District could include a statement in its future brochures regarding increasing pool rates due to increase in minimum wage. Attorney Adams advised that this can be done.

**8.0 Attorney Report**

Attorney Adams reported that the Abatement ordinances are in acceptable form except for one incorrect reference to bond issue levy being abated in one of the ordinances. The error was corrected.

**9.0 President's Report**

Vice President Gordon advised he met with staff regarding their IAPD experiences and that he related some items he learned about.

**10.0 Old Business**

None.

**11.0 New Business**

None.



**12.0 Motion to Adjourn the Committee Meeting**

Having no further matters to discuss, a motion to adjourn the Committee Meeting at 8:10 P.M. was made.

Motion by: Christopher

Seconded by: Busa

Voice vote, motion carried. The Committee Meeting was adjourned at 8:20 P.M.

  
Board Vice-President, Derek Gordon

Board Secretary Pro Tem, Steven Adams

Date: \_\_\_\_\_