

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
DECEMBER 9, 2019
WESTCHESTER COMMUNITY CENTER
10201 Bond Street, Westchester, Cook County, Illinois**

Call to Order

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

Roll Call

Commissioner Gordon, Commissioner Busa, Commissioner Kolodziej, Commissioner Cerasuolo and President Christopher. Also, present: Finance Director, Dave Brink; Attorney, Michael Muthleb and Board Secretary, Lauralee Kane.

Correspondence to the Board

None

Public Comments

None

Meeting Minutes – The Commissioners reviewed the below minutes as presented. The Commissioners had no questions, comments or changes.

November 11, 2019 – Committee Minutes

November 11, 2019 – Board Meeting Minutes

November 20, 2019 – Special Committee Meeting Minutes

Finance

Commissioner Busa reviewed the expense vouchers for the month of November 2019 in the amount of \$ 263,731.85

- Commissioner Busa reviewed the below Financial Statements for the month ending November 30, 2019.
- Revenue and Expenses by Fund November 2019 - \$236,936.45
- Bank and Fund Summary for the month ending November 2019 - \$ 2,822,086.37
- Check Register and Voucher Summary – Last Check issued on November 11, 2019 \$263,731.85
- Bond Issue Capital Projects Account Statement November 2019 - \$ 388,023.52
- Tax Levy Ordinance – Commissioner Busa reviewed the 2019 Annual Tax Levy Ordinance with the Board of Commissioners. The total taxes levied for 2019 - \$ 1,962,053.00
- Property Tax Limitation Resolution – Commissioner Busa reviewed the 2019 Property Tax Limitation Resolution with the Board of Commissioners.

Mr. Brink left the meeting.

Village of Westchester (Westchester Fest) Presentation

Mr. Paul Nosek, Village Manager of Westchester respectfully requested the use of the Community Center and its facilities for the Westchester Fest on July 17, 18th and 19th 2020. Conversations as to logistical information has been discussed but a location needs to be secured before all details are ironed out. President Christopher expressed concerns if there was damage done to the parking lot at 10201 Bond Street. The Village of Westchester would draft an intergovernmental agreement to make sure the Village of Westchester repairs any damage to the parking lot. The Village of Westchester is looking forward to the Westchester Fest and would like to begin securing vendors that

typically book up by the middle of January. Discussion was held on carnival rides, remote parking solution/proposal, parking shuttle service, notifying residents around the park and participants accessing the swimming pool.

The Commissioners took a short recess.

Building and Grounds Committee

Superintendent of Parks Reports - Commissioner Kolodziej reviewed the report provided by Mr. Burg. The Mayfair garage/storage building construction is almost done and should be completed within the next two (2) weeks. Commonwealth Edison is scheduled to install a meter, after the meter is installed, a final inspection from the village will be scheduled.

Community Playground Bid Results – Mr. Hoskin reported on December 3, 2019, eight bid proposals were opened for the Westchester Community Park District Playground Renovation. Integral Construction Inc., submitted a bid for the contract price of \$273,198.12. References were contacted that have worked with Integral Construction, Inc. They have the capability to perform the Community Park Playground Renovation work.

Community Center Committee

Community Center Manager Report - Commissioner Cerasuolo reviewed the Executive Directors report and the Early Childhood Director Report. The first day of Spring and Summer program registration has been set for Saturday, February 15th. Summer employment applications will be accepted after the first of the year.

Early Childhood Director Report – Preparations are underway for the Westchester Park District Staff Christmas Party.

Mayfair Recreation and Banquet Center Committee

Mayfair Recreation and Banquet Center Committee - Commissioner Gordon reviewed the Mayfair Center Manager report. The inaugural Veterans Day Breakfast was a huge success, 79 people attended. The dance program has 86 participants in the fall dance program which continues into mid-December before a break.

Policy Committee

None

Director Report - Mr. Hoskin

Due to the Banquet Manager vacancy position, Mr. Hoskin has been in contact with Elmhurst College to see if we could be a part of their curriculum for their Marketing Section. Mr. Hoskin has reached out to two (2) professors to see if the Westchester Park District would be a good fit. This is an amazing opportunity for marketing help as well as to be a part of a local college. Celebrate Westchester will be held on January 25, 2020.

Mr. Hoskin discussed finalizing the MWRD lease and requested approval for signature. The Commissioners directed and approved Mr. Hoskin sign and return the required document requested.

Mr. Hoskin updated the Commissioners on the MWRD east and west creek easements. The Commissioners discussed calling a special meeting on Saturday, December 14th at 8:30am to discuss the MWRD easement agreement.

Attorney - Mr. Michael Muthleb

Mr. Muthleb reported there was a new sexual harassment ordinance for elected officials passed recently.

President Report

None

Old Business

None

New Business

President Christopher requested the Resolution Establishing Meeting Dates be added to the meeting agenda scheduled for Saturday, December 14, 2019. The Commissioners discussed items to add to the January 2020 Committee meeting.

Executive Session

Motion to adjourn the Committee Meeting and entered closed session under 5ILCS 120/2(2)(21); the discussion of minutes of meeting lawfully closed under this ACT, "for the purpose of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act"

Motion to enter closed session at 10:03 P.M.

Motion by: Commissioner Gordon
Seconded by: Commissioner Kolodziej
Absent: None
All in favor, motion carried.

Motion to adjourn the Committee Meeting

Motion to adjourn the Committee Meeting at 10:07 pm.

Motion by: Commissioner Busa
Seconded by: Commissioner Kolodziej
Absent: None
All in favor, motion carried.



Joseph Christopher, Board President



Lauralee Kane, Board Secretary

4/13/2020

Date