

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
MARCH 9, 2020 at 7:00 P.M
WESTCHESTER COMMUNITY CENTER
10201 Bond Street, Westchester, Cook County, Illinois**

Call to Order

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

Roll Call

Commissioner Gordon, Commissioner Busa, Commissioner Kolodziej and Commissioner Cerasuolo. Also present: Attorney, Michael Muthleb; Executive Director, Dean Hoskin and Board Secretary, Lauralee Kane.

Correspondence to the Board

None

Public Comments

Meeting Minutes

The Commissioners reviewed the February 3, 2020 Committee Minutes and the February 10, 2020 Committee and Board Meeting Minutes.

Finance

Commissioner Busa reviewed the expense vouchers for the month of February 2020 in the amount of \$ 197,969.76.

Commissioner Busa reviewed the below Financial Statements for the month ending February 29, 2020..

- Check Register and Voucher Summary - Last Check issued on February 10, 2020
- Revenue and Expense by Fund - February 2020
- Bank and Fund Summary for the month ending February 29, 2020 - \$2,317,734.90
- Bond Issue Capital Projects Account Statement - February 29, 2020 - \$269,831.90
- YTD Operating Statement through February 29, 2020

Building & Grounds Committee

Superintendent of Parks Reports - Commissioner Kolodziej reviewed the Superintendent of Parks monthly report. The Park District held a bid opening for a new Ford F150 on March 5, 2020 at 10am. A 2009 Ford F150 will be traded in. The maintenance staff has started to work on preparing the equipment that is used during the summer months. The Highridge ice rinks were taken down by the maintenance staff. The Commissioner's reviewed the Ford 2020 F150 bid report, discussion was had. President Christopher requested Mr. Hoskin research the State vehicle bid prices.

Community Center Committee

Community Center Manager Report - Commissioner Cerasuolo discussed the BASSETT Certification program. Commissioner Kolodziej requested the Park Commissioners complete the BASSETT Certification program.

Early Childhood Director Report - An Assistant Teacher resigned March 4th and the afternoon Teacher who closes the facility each night is also resigning. Postings were put on Indeed and interviews for the Assistant job have been scheduled.

Mayfair Recreation and Banquet Center Committee

Mayfair Recreation and Banquet Center Committee - Commissioner Gordon reviewed the Mayfair Center Manager report. The Banquet and Marketing Coordinator full-time position was posted on the website, to our employees, the IPRA website job board and indeed.com and resumes are being received with an initial closing date of March 5, 2020.

The Mount Prospect "A" league had a light issue impacting field use. Hopefully the "A" league will be a part of the Westchester Park District, this league will feature Thursday night games at Mayfair in Westchester and Tuesday night games at the Park District of Forest Park. This is still in the planning stages right now.

Banquet Report - None

Policy Committee

None

Director Report - Mr. Hoskin

Mr. Hoskin reported the website is live, pictures will be updated. Rev Trac is creating the new template to make the Web Trac look the same as the Park District website.

Per the Boards requests Mr. Hoskin provided an estimate for chilling units for two (2) ice rinks at High Ridge. Mr. Hoskin is working on a co-op deal with the Park District of Franklin Park for the use of their ice rink.

The Park District received the signed agreement from MWRD along with a check for \$ 14,524.00 for the Norfolk Easement.

Attorney - Mr. Michael Muthleb

Mr. Muthleb reviewed Illinois Property Tax Appeal Board ("ILPTAB") Case No. 18-37824 with the Commissioners. The Park District does not need to intervene in any ILPTAB cases, because the financial impact will be far exceeded by the cost of defense, and in most instances other taxing bodies will step in to defend anyway.

Mr. Muthleb reported the Park District is covered on the Balmoral properties if they are put on the market for sale.

President Report

None

Old Business

None

New Business

The Commissioners discussed the Coronavirus Disease and how it would impact the community and park district. The Commissioners discussed the rapidly evolving situation and information. Mr. Hoskin reported the staff is continuing to sanitize and clean the buildings.

Motion to adjourn the Committee Meeting at 8:12 P.M.

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



Joseph Christopher, Board President

Lauralee Kane, Board Secretary

Date: 5/4/2020