

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
October 11, 2021, at 7 P.M.
Westchester Community Center
10201 Bond Street, Westchester, Cook County, Illinois**

Call to Order:

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

Roll Call

Commissioner Derek Gordon – here; Commissioner Stanley Kolodziej – here; Commissioner Daniel Maldonado- here; Commissioner Steven Busa – here; President Joseph Christopher – here

Also present were: Executive Director Dean Hoskin; Board Secretary Laura Ball; Attorney Michael Muthleb.

Audience: none

Pledge of Allegiance

Correspondence to the Board

There was none.

Public Comments

none

Meeting Minutes

Are there any questions, corrections, additions, or comments regarding the Committee Meeting Minutes and the Board Meeting Minutes of September 13, 2021? There were none.

Finance

Financials: Commissioner Busa reported expense vouchers for the month of September 2021 in the amount of \$206,209.04 and the financial statements for the month ended September 30, 2021. There were no questions.

President Christopher started a discussion on the landscaping contact with Sebert at Westchester Primary School. The landscapers were there cutting the grass while the students were outside. It is part of the contract that the landscapers are not supposed to cut the grass when the students are out. The Principal at WPS contacted Executive Director Dean Hoskin. D. Hoskin contacted Jim Berg who contacted the landscapers. Unfortunately, it happened again. President Christopher suggested holding the payment to Sebert until the contract is followed. After discussion it was agreed to approve the payment but have D. Hoskin hold the check until President Christopher tells D. Hoskin to release it to Sebert.

Report shows the money was received from the Bonds and the total Fund Balance is \$3,973,501.44.

Building & Grounds Committee

Commissioner Kolodziej asked if there were any questions in regards to the report. There were none.

Community Center Committee

Community Center Manager's Report: Commissioner Maldonado stated there are a lot of new programs being offered. How can we avoid the cancellation of programs because of low enrollment? There are classes at 3:30-is this too close to when school lets out? Executive Director Dean Hoskin stated they are trying something new to see if it works. Residents could still be "COVID shy" and do not feel comfortable with letting their children in classes. Brochure is currently available on-line and a paper copy can be picked up at Mayfair or Community Center. The Park District will also deliver a hard copy to a resident. The schools also receive a digital copy in their Virtual Backpack. D. Hoskin stated he likes to see the Park District be at a 10% cancellation rate. It's hard to compare enrollment numbers with prior years because we are coming out of a pandemic. Cancellations rates will come with trying new classes. Possibly send out a Survey Monkey to get a feel of what the residents would like to see? D. Hoskin stated in order for a program to run we like to see 25% revenue over expenses. President Christopher suggested getting another intern from Elmhurst University who can work on a survey for the residents.

The Christmas Party will be an outdoor event on December 1st.

Mayfair Recreation and Banquet Center Committee

Mayfair Recreation and Banquet Center Manager's Report: Commissioner Gordon asked if there were any questions in regards to the report. There were none. Commissioner Gordon asked if there has been a lot of fitness center membership cancellations. Executive Director Dean Hoskin stated there has not been.

Policy Committee

Executive Director Dean Hoskin presented on a change he would like to Board to approve to the Organizational Chart in the Policy Manual. D. Hoskin would like to add another maintenance person. D. Hoskin also stated there will not be a change to the chart until the audit adjustments are made to the financial statements and he can see the current numbers.

Executive Director Dean Hoskin also would like to remove Appendix A from the Personnel Policy Manual which has the job descriptions. Each new employee will still receive a document explaining their job description.

Director's Report – Mr. Hoskin

GO Bond Series 2021A – the Park District has the debt service schedule.

New parking lot at Mayfair – the soil boring is complete. Once the report comes back, we can move forward.

NWRD emailed the Park District and nothing will be done with the Norfolk Dog Park project until possibly spring.

Veteran's Day Run/Brunch. Executive Director Dean Hoskin stated Nicki is doing very well with donations and now we are looking for more runners. Commissioner Kolodziej stated the American

Legion Chief Warrant Officer of the Army will be a speaker. Commissioner Kolodziej will speak with Nicki about her speaker. The person involved with the Honor Flight will also be speaking.

The incident that took place at Community Center on October 1 is now a Police Issue. No Park District employee or person involved in a Park District program was involved

Attorney's Report

The two Balmoral properties are paid off.

President Report

Nothing to report.

Old Business

Commissioner Gordon would like to have Whiffle Ball Field on the agenda for next month. Executive Director Dean Hoskin did email Commissioner Gordon with costs of doing such a field. Dean will forward that email to the entire Board.

Commissioner Gordon also asked if there will be a Christmas party for the Park District employees. Executive Director Dean Hoskin said yes they are planning on having one.

New Business

None

Motion to Adjourn

Motion to adjourn the Committee Meeting was made by Commissioner Kolodziej and seconded by Commissioner Gordon.

ROLL CALL VOTE: Commissioner Maldonado – aye; Commissioner Kolodziej – aye; Commissioner Busa – aye; Commissioner Gordon – aye; President Christopher – aye MOTION PASSED.

The meeting was adjourned at 8:20 pm.



Joseph Christopher, Board President



Laura Ball, Board Secretary

Date: 11-8-21