

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
APRIL 10, 2017 7:00 P.M.
WESTCHESTER COMMUNITY CENTER
10201 Bond Street, Westchester, Cook County, Illinois**

Call to Order

President Busa called the meeting to order at 7:00 P.M. and appointed David Brink as Secretary Pro Tem.

Roll Call

Present: President Busa, Commissioner Christopher, Commissioner Gordon, Commissioner Martin.
Also Present: Attorney Steven Adams, Executive Director Gary Kasanders, and Finance Director/Secretary Pro Tem David Brink.

Commissioner Cavanaugh arrived at 8:20pm.

Pledge of Allegiance

Correspondence to the Board

None

Public Comments

Westchester resident and Troop 73 Boy Scout Daniel Kalish presented the Board with a potential concept for his Eagle Scout project. Daniel proposed a Military tribute with a 16 ft circle containing five flags – a USA flag in the center with the four major branches of military at points north, south, east, and west. The flags would be bordered with pavers and landscape stones and the US flag would be illuminated by solar lights. The tribute would be located at Community Park, where he spent the most time as a child as a day camper, baseball and soccer player, scout, and volunteer.

Daniel would solicit material donations from hardware and home improvement stores as well as monetary donations.

The Board expressed interest in the idea and inquired of other possible locations with the park system, as the Village of Westchester has a memorial nearby at the intersection of Cermak and Mannheim Roads.

The Board thanked Daniel for the presentation and instructed him to continue to work with Gary Kasanders regarding location options and timetables.

1.0 Minutes

The Board reviewed the minutes of the Committee and Board meetings on March 13, 2017. No changes were necessary.

2.0 Finance Committee

2.1a Review of the expense voucher for the month of March 2017 in the amount of \$194,375.18.

2.2 Financial Statements - Mr. Brink reviewed the following financial statements with the Park District Commissioners:

- Check Register
- Revenues and Expenses by fund for the month of March 2017
- Bank and Fund Summary for the month ending March 31, 2017
- Bond Issue Capital Projects Account Statement
- Operating Statement FY to Date thru March 31, 2017 (11 months)

2.3 Regarding referendum items, Mr. Kasanders prefaced his report by reminding the Board that his cost estimate of \$2.1 million, including 10% for contingencies, for all items currently on the list should only be considered estimates and recommended professional consultants be involved to obtain more accurate readings. He also strongly recommended that the Board reconsider to have a bathroom installed at Gladstone Park, as that park services many people whose support would be needed in a referendum. Commissioner Cavanaugh expressed her agreement.

Commissioner Martin stated that he thought further narrowing down of items for the referendum was necessary. He also said that the Dog Park construction should be removed from the referendum list and performed as soon as possible with current capital projects funding.

President Busa asked that a special meeting be held on April 24, 2017 with the sole Agenda item being to finalize the scope of the project, the list of improvements, and who to hire as a consultant. He directed Gary Kasanders to solicit proposals.

3.0 Building & Grounds Committee

3.1 Commissioner Gordon inquired when the generator at Mayfair would be operational. Mr. Kasanders informed him that there were three contractors scheduled April 11th to complete final hookups, at which time the generator would be operational.

4.0 Recreation Committee

4.1 Commissioner Gordon commented on the success of the Pool Pass sale. He also mentioned the good turnout at the Easter Breakfast the previous Saturday.

4.2 The Board entered into discussion about the lack of field usage on Wednesday nights at Mayfair Park fields. Commissioner Gordon expressed concern in the lack of participation and the variety of field requirements that each organization's league had, making accommodations for all leagues difficult. He recommended the Board look into alternatives for 2018 and beyond, such as bringing a Wednesday night league back.

Commissioner Christopher asked how the District could make the fields more accommodating to a wider number of groups and organizations. Mr. Kasanders suggested SKIMMING???? The fields in order to quickly change field dimensions depending on need.

President Busa asked Commissioners Gordon and Martin to work on a plan to recommend to the Board at a future meeting.

5.0 Marketing Committee

- 5.1 Mr. Kasanders informed the Board that current committed dates for 2017 was at \$93,000 with many booking slots still available later in the year.

6.0 Policy Committee

- 6.1 Attorney Steven Adams recommended that an indemnity provision be included in the updated Banquet contract to protect the District from exposure. The Board resumed discussion from the March meeting concerning security staffing for Banquet events. Rather than require security for every event, the Board agreed that the rental fee structure should be adjusted to cover security expenses and that Banquet Director Karen Younan would initiate staffing of security on days when more than room would be in use. Director Kasanders was tasked with determining the fee structure with such a policy in effect.

The Board agreed to table the matter one more month in order to get the indemnity language added and the fees restructured. They also requested that language stating the Banquet bussing policy be added to the contract.

7.0 Directors Report

- 7.1 Mr. Kasanders asked the Board for a decision regarding container storage and the concessions trailer for the 2017 season. He stated that the Village would give the District an old shipping container to store Mayfair Park field maintenance machines and other equipment during the 2017 season. The District would need to pay to have the container relocated and would also need to attach a wood facade to it to improve its appearance. The Board expressed disinterest in this solution and instead discussed purchasing a towable 24'x8' storage trailer. The trailer would be used for storage purposes until a permanent structure is erected, at which time it would become an asset that the District could utilize throughout the parks. Mr. Kasanders also sought approval to purchase a concessions trailer and the necessary electrical hookups to operate it. President Busa polled the Board about authorizing Mr. Kasanders to spend the funds out of the Capital Improvement fund to purchase the above items. Commissioners Cavanaugh, Christopher, Martin, and Busa were all in favor of both trailers. Commissioner Gordon was in favor of the concession trailer but was not fond of the storage trailer, however he clarified that he would not vote against such an authorization.

Commissioner Gordon asked that Mr. Kasanders continue pursuing revenue-generating items including Farmer's Markets, Park Sponsorships, and Advertising.

8.0 Attorney's Report

None

9.0 President's Report

President Busa informed the Board that he hoped to have a candidate for Treasurer available to interview at the May 1, 2017 Committee meeting.

10.0 Old Business

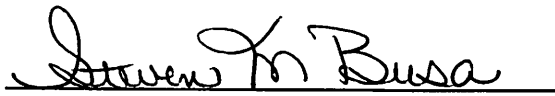
None

11.0 New Business

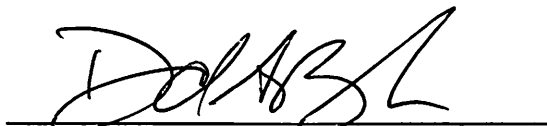
Commissioner Gordon stated that he had attended a Special Events meeting at the Village of Westchester and that 2017 would have three movie nights, with two of them being on park grounds, the August music festival, and perhaps a human foosball event.

Having no further business to discuss, a motion to adjourn the Committee Meeting was made by Commissioner Christopher and seconded by Commissioner Martin. All in favor, Motion Carried. Meeting adjourned at 9:46 P.M.

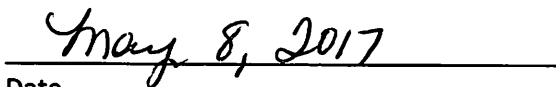
Approved by:



President, Steven M. Busa



Board Secretary Pro Tem, David A. Brink



Date