

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
FEBRUARY 6, 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 7:01 P.M.

Roll Call

Present: President Busa, Commissioner Gordon, Commissioner Cavanaugh, Commissioner Christopher. Also present: Gary Kasanders and Board Secretary; Lauralee Conway.

Commissioner Cavanaugh arrived at 7:06.

Commissioner Martin was absent.

Pledge of Allegiance

Correspondence to the Board

None

Public Comments

None

1.0

Review of minutes of the following minutes:

Committee Meeting - December 12, 2016 - Changes were requested to be made to the these minutes and resubmitted at the next meeting for review and approval.

Closed Session - December 12, 2016

Committee Meeting - January 9, 2017

Board Meeting - January 9, 2017

2.0

Finance Committee - President Busa

2017-1 Tax Abate Ordinance Series 2009

2017-2 Tax Abate Ordinance Series 2013

President Busa reviewed the Ordinances abating the tax heretofore levied for the year 2016 to pay debt service on General Obligation Park Bonds (Alternate Revenue Source), Series 2013B and Series 2009 of the Westchester Park District, Cook County, Illinois.

President Busa said the Park District practices these Ordinances every year.

Capital Improvement Project List

Mr. Kasanders provided the Commissioners a Capital Item list along with the cost allocation. Mr. Kasanders asked the Board to review the current Capital Outlay list.

Discussion was had on some items and the cost of items on the list. The Commissioners will review the list and report back to Mr. Kasanders.

3.0

Building & Grounds Committee - Commissioner Christopher

3.1

Staff Reports - Commissioner Christopher reviewed the Building & Grounds reports with the Board of Commissioners. There were no questions or concerns.

3.2

Garage Estimates Broken Down

Mr. Kasanders provided the Board of Commissioners with the Mayfair Park Improvements report, "Option of Probable Construction Costs". The Commissioners reviewed the Garage with Bathrooms, Storage & Concessions, Mayfair Sprayground, Sprayground Replacing Slide. Commissioner Christopher discussed the repairs and questioned the option of moving forward with the project. Commissioner Gordon and Commissioner Cavanaugh also questioned the high cost of the project. President Busa stated the total cost of the Mayfair Park Improvements project is too costly for the Park District and will take revenue away from the other parks in the Park District. President Busa asked the Commissioner to take time to think about the project and the cost. Commissioner Christopher reported the primary need for the garage is for storage and discussed how and who will maintain and clean the bathrooms. The Commissioners discussed the cost of replacing the building similar to the current building, with improved construction. Mr. Kasanders explained how the bathrooms would be cleaned and the time it would take to clean the bathrooms.

4.0

Recreation Committee - Commissioner Gordon

Superintendent Staff Reports

Recreation Supervisors Report

Early Childhood Report

Commissioner Gordon reviewed the Recreation Staff Reports with the Board of Commissioners. Commissioner Gordon reported "Floor Hockey" started last week. Ms. Purpura report stated she attended the conference this year. She attended the "Youth Sports Programs" and "Navigating Group Exercise vs. Group Training". There were no questions or concerns.

5.0

Marketing Committee - Commissioner Cavanaugh

Banquet Report

Banquet Cost Analysis

Mr. Kasanders provided the Commissioners with a report for total square footage of the Mayfair Recreation Center. The cost by room was reported along with the cost by utilities, refuse, telephone, fire/security, HVAC, internet and water and were broken down by months. Mr. Kasanders reviewed the annual costs, % cost of the three rooms, hours of operation annually, banquet rooms cost per hour (Chaucer/Essex/Windsor). Finally the typical hours of operation by general use programming of rooms was reported. The hours of the rooms are from 5:30 A.M. and vary in closing hours. The total general use and banquets weekly was reported for the total general use and banquets weekly. There are 52 weeks in a year, 5798 annual hours, 4342 general annual hours and 1456 banquet annual hours reported.

President Busa discussed the cost of the rooms rented alone and the cost of the rooms rented together. President Busa discussed new rates for the rooms and the hours the rooms are rented. The more hours the rooms are rented the more revenue the Park District generates. Discussion to remove setup hours was had and discounts after 5 hours of rental. The Commissioners discussed adding full time and part time employees expense costs to the rental cost.

President Busa asked when the Essex and Chaucer rooms are rented, how many hours are the rooms normally rented for. President Busa discussed raising the rent for the

Essex, Chaucer and the Windsor rooms. Mr. Kasanders will report back to the Board of Commissioners at the next meeting with new rental rate costs.

6.0 **Policy Committee - Commissioner Martin**

None

7.0 **Director's Report - Mr. Kasanders**

Mr. Kasanders reviewed the "Special Events" with the Board of Commissioners. The Village Special Events have been scheduled for this summer. Movie Nights will be at the Community Park on June 22, July 20th and August 1st. Mr. Kasanders reported that he met with the WT Engineering Group and requested that they break down the projects into two categories. Mr. Kasanders provided the Commissioners with a "Probable Construction Cost Estimate" from the WT Engineering Group. The first estimate being the construction of the garage without a spray ground project, the second is the construction of the spray ground at Mayfair. The Commissioners discussed the options of renting a POD for this summer season and or the purchase of a concession trailer. The POD would have to be a budget item not a capital item unless the Commissioners proceed with a contract for the construction of a garage. Mr. Kasanders reported he will be meeting with MWRD on February 16, 2017.

8.0 **President's Report**

None

9.0 **Old Business - Commissioner Gordon**

Commissioner Gordon reported his findings and learnings at the IAPD Conference with the Board of Commissioners. Commissioner Gordon reported other Park Districts are "Outsourcing Services". Outsourcing can be done in a short time period if needed, Commissioner Gordon will pass along the company information to Mr. Kasanders. Commissioner Gordon also spoke to a "Fountain Company" about splash pads, the cost and how to start small and being able to add and go bigger in the future. Commissioner Gordon reported the newest recreation activity at Park Districts are "Small Turf Areas" for residents. Residents could practice their golf skills at the Park District instead of going to the golf range. Referendums were discussed at the Conference and why Park District referendums pass more than other referendums. Commissioner Gordon then reported what he learned at conferences he attended during the IAPD Conference. Commissioner Gordon expressed marketing and selling items, such as towels for revenue. President Busa responded on the topic of selling items and asked to target one or two items and move forward.

10.0 **New Business**

None

11.0 **Adjournment**

Motion to adjourn the Committee Meeting of the Westchester Park District at 9:34 P.M.

Motion by: Gordon

Seconded by: Christopher

Roll Call Vote: Gordon, Cavanaugh, Christopher, Busa

Steven M Busa
President, Steven Busa

Lauralee Conway
Board Secretary, Lauralee Conway

2/13/17
Date