

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONER
January 11, 2016 COMMITTEE MEETING MINUTES
Westchester Community Center
10201 Bond Street, Westchester, IL 60154
7:00 P.M.**

1. CALL TO ORDER

President Busa called the Westchester Park District Committee meeting to order at 7:05 P.M.

2. ROLL CALL

Present: Commissioner Martin, Commissioner Christopher and Commissioner Cavanaugh.

Also present: Also present: Executive Director, Gary Kasanders; Board Secretary, Lauralee Conway; Steve Adams, Park District Attorney; Ms. Robinette and Mr. Brink.

3. PLEDGE OF ALLEGIANCE

4. PUBLIC COMMENTS – None

5. REVIEW OF MINUTES:

- December 14, 2015, Committee
- December 14, 2015 Board
- December 14, 2015, Closed

6. COMMITTEE REPORTS

FINANCE:

- The Board reviewed the expense vouchers for the month of December 2015 in the amount of \$484,993.48. There were no questions.
- Mr. Dave Brink presented the Financial Statements to the Board. There was additional information added to the bottom of the Revenue and Expense report by fund. Mr. Brink reviewed a new report created for the Board of Commissioners; the report includes all the Park Districts Bank and the Petty Cash Accounts. Mr. Brink reviewed the current interest, bank balances, deposits and adjustments. The funds and balances were also reviewed and presented within the report. The last report reviewed was the Operating Report. President Busa thanked Mr. Brink for preparing the financial reports; the reports will keep the Commissioners up to date on the financial status of the Park District. Mr. Brink also reported the status of outstanding Payroll and Accounts Payable checks, he will continue to work on the outstanding check list and report back to the Commissioners in February. President Busa discussed the Working Cash fund transfer to the Corporate Fund. The transfer needs to be done before May 1, 2016. President Busa discussed the Special Recreation Fund and ADA needs. Attorney Adams discussed applying funds and the authorization of Gateway.

7. POLICY COMMITTEE:

- Policy Revisions – Commissioner Martin
The Board of Commissioners reviewed the Intergovernmental Agreement for Special Events with the Village of Westchester:

Mr. Kasanders reviewed the addition/changes to the Intergovernmental Agreement for Special Events with the Village of Westchester:

#8 Security

*The Village shall be responsible for the development of said plan, shall communicate the plan in to all hired contractors, staff and volunteers. Training in the plan must be conducted and documented where applicable. The plan shall include a posted evacuation plan for the area visible to attendees. The Village **assumes all responsibility to** conduct inspections of all tents and other temporary structures that have been set up on the property. The plan **shall** contain a **notification** process if an employee or volunteer is informed or otherwise learns of a dangerous condition on the property.*

a. Include who should be informed of the condition.

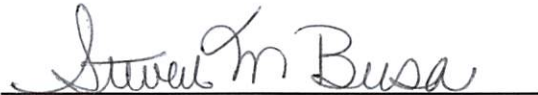
b. Include what an employee should or volunteer should do to temporarily make the area safe or properly warn attendees of a condition until a permanent solution is in place.

c. Inform all hired contractors, employees, and volunteers of this process and document to show that they are informed.

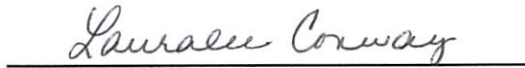
8. BUILDING & GROUNDS COMMITTEE - Commissioner Christopher
Commissioner Christopher reviewed the Building & Grounds report with the Commissioners. The weather has not been cold enough for the ice rink to really freeze and be open this year. The few days that were cold enough the little ice we had was destroyed by someone cutting the fence and trying to use the ice rink. Once the liner is torn, it will not hold water so it makes it even harder to get the rink up and running. The fence was cut twice this year, people are sneaking in and trying to skate on less than an inch of ice which results in ruining the liner.
9. RECREATION COMMITTEE - Commissioner Gordon
Commissioner Gordon reviewed the Recreation report with the Commissioners. The Annual Tree Lighting and Holiday Party was a great success again this year. The fitness classes are moving forward, there were two classes that were cancelled. Ms. Robinette reported the marketing efforts have begun for the Pool Pass Membership Sale, which will be in effect for two weeks only in the month of March 15th through March 29th. During these two weeks all interested residents and non-residents alike may purchase passes for this coming 2016 season for 1976 prices, a significant reduction in pass prices. Commissioner Christopher discussed free passes for the fathers of families, creating a great incentive for families at the pool this summer.
10. MARKETING COMMITTEE – Commissioner Cavanaugh
Commissioner Cavanaugh would like to meet with Mr. Kasanders and Attorney Adams to discuss the banquet report. Being a new board member, Commissioner Cavanaugh would like to review the figures and fully understand the format of the banquet report moving forward.
11. DIRECTORS REPORT - Mr. Kasanders
12. PRESIDENTS REPORT - President Busa
President Busa asked Mr. Kasanders for an update on the cell tower. Mr. Kasanders received notification that SBA will be going in front of the Village on January 26, 2016. Mr. Kasanders has not seen the revisions, Attorney Adams will contact the Village and request a copy of the revisions for review.
13. ATTORNEYS REPORT - Mr. Adams
Mr. Adams reported he has left his current firm and is currently working for Robbins & Schwartz.
14. NEW BUSINESS
None
15. OLD BUSINESS
None

16. MOTION TO ADJOURN THE COMMITTEE MEETING AT 8:32 P.M.

Motion by: Commissioner Christopher 2nd by: Commissioner Gordon
Ayes: Martin, Gordon, Cavanaugh, Christopher, Busa
Nays: None
Motion Carried.



President, Steven M. Busa



Board Secretary, Lauralee Conway

FEB - 8 2016

Date