

**WESTCHESTER PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
COMMITTEE MEETING MINUTES  
JANUARY 9, 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.

**Roll Call**

Present: President Busa, Commissioner Martin, Commissioner Gordon, Commissioner Cavanaugh, Commissioner Christopher. Also present: Attorney; Steven Adams, Executive Director; Gary Kasanders. Board Secretary; Lauralee Conway, arrived at 8:10.

**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  
Board Meeting - December 12, 2016  
Closed Session - December 12, 2016  
Citizen Advisory - November 21, 2016  
Citizen Advisory - December 19, 2016

**2.0 Finance Committee - Mr. Brink**

2.1a The Board of Commissioners reviewed the expense vouchers for the month of December 2016 in the amount of \$ 466,227.29.  
Financial Statement - Mr. Brink reviewed the following reports with the Board of Commissioners:

- December 2016 Revenue and Expenses by Fund.
- Operating Statement FY to Date thru December 2016
- Bond Issue Capital Projects Improvement Statement for December, 2016

**3.0 Building & Grounds Committee - Commissioner Christopher**

3.1 Staff Reports - Commissioner Christopher reviewed the Building & Grounds reports with the Board of Commissioners.

**4.0 Recreation Committee - Commissioner Gordon**

Staff Reports - Commissioner Gordon reviewed the Recreation reports with the Board of Commissioners.

**5.0 Marketing Committee - Commissioner Cavanaugh**

None

**6.0** **Policy Committee - Commissioner Martin**

6.1 Public Relations Policy

6.2 Personnel & Part Time Personnel Policy Manual proposed changes

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

7.1 **MWRD Addison Creek Project & Norfolk Park** - Mr. Kasanders shared a letter from MWRD's Director of Engineering regarding the Addison Creek Reservoir and Channel Improvements Projects.

7.2 **Update on Goals** - Mr. Kasanders presented changes to the banquet fees. There were several different program budget templates presented to the Board of Commissioners for review. Mr. Kasanders also presented proposed changes for Field Usage, Advertising, Tournaments, Flea Markets, Fitness Center and investigating the cost benefits of purchasing a POS system for the pool. Commissioner Martin asked Mr. Kasanders to create a report showing the utility cost for the banquet facility in discussion. Commissioner Gordon suggested to keep the current Affiliate & Associate fees at \$15.00, but lower the rental cost from \$100.00 to \$50.00. Commissioner Martin, Cavanaugh and Christopher recommended to change the fees to \$20.00. Commissioner Gordon and President Busa would like to keep the fees at \$15.00.

**8.0** **Attorney's Report**

Mr. Adams reported the will be hosting two sessions at the IAPD Convention. The topics will be on Boardsmanship, Board Dynamics, Budgets, Levies and Bonds. Discussion was had on the Balmoral property, the next court date is scheduled for February 7, 2017. Mr. Adams discussed the possibility of a past due tax bill on the vacated property. The Board of Commissioners discussed the quick deed property.

**9.0** **President's Report - Mr. Busa**

9.1 President Busa dissuaded the Citizen Advisory Board Vacancy.

**10.0** **Old Business**

10.1 **Acquisition of St. Joseph High School Property** - Commissioner Martin updated the Board on the meeting with St. Joseph. Commissioner Martin inquired to see if there were any EPA or Asbestos records on file. Commissioner Martin said there were no known reports found. The Board discussed different options, proposals and quotes on the St. Joseph High School Property. Mr. Adams will engage somebody for an estimate on what the appraisal would be for the land and report back to the Board in February, 2017. Mr. Adams reported an appraisal will probably take 4 to 6 weeks. Purchase prices and quote prices were discussed.

10.2 **Research Marketing Proposals**

Mr. Kasanders contacted the following Market Research Firms:  
Pros Consulting, Sports Facilities, Ron Vine & Associates, ETC

Mr. Kasanders researched other Park Districts:

ETC - Elmhurst Park District, Wilmette, Fox Valley, Wheeling.

Mr. Kasanders will be meeting with Executive Service Corps:

WPD used for strategic plan, Forest Park used for needs assessment survey for new building. President Busa discussed the parameters with Mr. Adams on spending Capital Projects Funds.

**12.0**

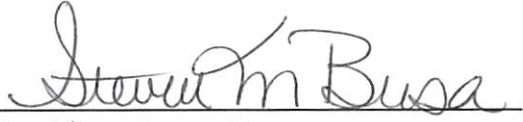
**Adjournment**

Motion to adjourn the Committee Meeting of the Westchester Park District at 10:59 P.M.

Motion by: Christopher

Seconded by: Martin

Roll Call Vote: Martin, Gordon, Cavanaugh, Christopher, Busa



President, Steven Busa



Board Secretary, Lauralee Conway

FEB 13 2017

---

Date