

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
MARCH 13, 2017 at 7:00 pm
WESTCHESTER COMMUNITY CENTER
10201 Bond Street, Westchester, Cook County, Illinois**

Call to Order

President Busa called the meeting to order at 7:02 P.M.

Roll Call

President Busa, Commissioner Martin, Commissioner Gordon, Commissioner Cavanaugh, Commissioner Christopher. Also present: Executive Director; Gary Kasanders; Dave Brink and Board Secretary; Lauralee Conway.

Board Secretary arrived at 7:51 P.M.

Pledge of Allegiance

Correspondence to the Board

None

Public Comments

None

1.0 Minutes

The Board of Commissioners reviewed the following minutes:

February 13, 2017 Committee Meeting

February 13, 2017 Board Meeting

February 13, 2017 Closed Session

March 6, 2017 Committee Meeting

2.0 Finance Committee

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

2.2 Financial Statements - Mr. Brink reviewed the following financial statements with the Park District Commissioners:
AP BMO Check Register
Revenues and Expenses by fund for the month of February 2017
Bank and Fund Summary for the month ending February 28, 2017
Bond Issue Capital Projects Account Statement
Operating Statement FY to Date thru February 28, 2017 (10 months)

3.0 Building & Grounds Committee

3.1 Review of bids received for the resurfacing of the Mayfair Tennis Courts and the High Ridge park inline skate park:
Mr. Kasanders reported the bids were open for the "Mayfair Tennis Courts and High Ridge Skate park Crack Filling and Resurfacing" project on Thursday, March 9, 2017. There were several vendors the Park District solicited that were no longer in business and five of the ones the Park District solicited have done work for the Park District in the past. Bids were

solicited from six different tennis court resurfacing companies and two paving companies picked up specification. The Park District received bids from two vendors.

- 1st Impressions (Franklin Park) \$ 40,240.00
- US Tennis Court Construction Company (Lockport) \$ 41,250.00

The Park District has no reservations making a recommendation on either one of these companies as they have done work for the Westchester Park District in the past. Mr. Kasanders would recommend accepting the lowest bidder, "1st Impressions".

4.0 Recreation Committee - Commissioner Gordon

None

5.0 Marketing Committee - Commissioner Christopher

None

6.0 Policy Committee - Commissioner Martin

6.1 Review of policy 2212 Village of Westchester Employees and School Employees
Commissioner Martin read the changes of policy 2212 to the Board of Commissioners. The changes of the benefits, the approval process and the right to amend changes to the policy.

6.2 Review of policy 2214 Mayfair Banquet Charges & Fee Structures
Commissioner Cavanaugh asked for an item regarding bussing and cleaning of tables to be added to the contract: "Banquet staff does not bus the banquet tables. Patrons need to coordinate with banquet staff in cleanup efforts. The Mayfair banquet center provides garbage cans and bags but the patrons of the Mayfair banquet center will need to bus their own tables. Banquet staff will take the full receptacles out to the dumpster."

Event Security Discussion

Commissioner Gordon asked if there are over 100 guests at an event does the Park District need to provide security? The Commissioners discussed different options and event situations of security in the building. Commissioner Martin asked if the building supervisor should stay until the fitness center closed.

Event Cancellations

Commissioner Martin asked Mr. Kasanders if all deposits were returned at 100% if the room rentals were cancelled prior to the even, Mr. Kasanders answered "the deposit is a non refundable deposit and is not returned". Commissioner Martin then asked if they cancel the room does the Park District return the full amount of the room, Mr. Kasanders answered, "yes". The Commissioners discussed charging a percentage of the cost of the room for cancelling any of the rooms, or charging a cancellation fee. President Busa asked for the Mayfair policy and the Mayfair contracts language read the same.

7.0 Director's Report

Mr. Kasanders reported he had a telephone conversation with Melissa Headley at the Village of Westchester regarding PODS and the concession trailer. Mr. Headley stated that the Village only permits PODS to be on the premises for a period of 5 days. The Village of Westchester offered to give the Park District a metal container to use for the purpose of storing. Discussion was had on the look of metal containers and dressing up a metal container. Ms. Headley didn't have any questions on the concession trailer nor did she refer to any ordinance or codes that would apply to the Park District unless the trailer would be serving food that was prepared on site and not just packaged goods.

Mr. Kasanders was approached by a young Westchester teenager, Danny Kalish regarding doing an Eagle Scout project with the Park District. He is looking to do a Veterans memorial and Mr. Kasanders suggested Community Park would be the best site for the project. Mr. Kasanders presented the Board of Commissioners with a drawing of his ideas which is to put in the circular pattern.

The Board of Commissioners discussed options of adding a pathway at High Ridge.

Commissioner Gordon inquired on charging a fee for credit cards, Mr. Kasanders reported the Park District builds in credit card fees.

8.0 President's Report - President Busa

None

9.0 Old Business

Mr. Kasanders reviewed the 2018 Referendum Project Proposal with the Board of Commissioners. The proposal includes new projects and improvements for all the Westchester Parks. The Board requested Mr. Kasanders revise the Project Proposal as discussed and bring back to the Commissioners for review at the next meeting.

10.0 New Business

None

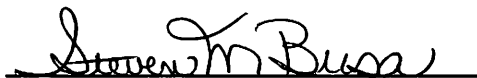
11.0 Adjournment

Motion to adjourn the Committee Meeting at 11:07 P.M.

Motion by: Cavanaugh

Seconded by: Martin


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



President, Steven Busa



Board Secretary, Lauralee Conway



Date