

WESTCHESTER PARK DISTRICT BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES

MAY 4, 2015 7:00 pm

Westchester Community Center
10201 Bond Street, Westchester, IL 60154

I. Call to Order

President Gordon called the Westchester Park District Committee meeting to order at 7:00 P.M.

- II. Roll Call** was taken by President Gordon. Present: Commissioner Busa, Commissioner Casey, Commissioner Christopher and Commissioner Luciano. Also present: Executive Director of Parks and Recreation, Gary Kasanders; Board Secretary, Lauralee Conway and Attorney, Steve Adams.

III. Pledge of Allegiance

IV. Correspondence to the Board - None

V. Public Comments - None

VI. Minutes to be reviewed:

April 13, 2015 – Committee Meeting

April 13, 2015 – Board Meeting

April 13, 2015 – Closed Session

The minutes will be reviewed and approved at the next Board meeting.

VII. Staff Reports

President Gordon reviewed the Staff reports with the Commissioners. The maintenance staff is in the process of sodding the backstop areas of Mayfair softball. The maintenance staff is fixing practice pitcher's mound. Sodding will be starting the sodding of the south field this month at the Primary School field.

VIII. Committee

FINANCE COMMITTEE

Capital Improvements Statements

Commissioner Busa reviewed the Capital Improvement Statement with the Commissioners and asked if there were any concerns or questions, there were none.

Draft Budget

Commissioner Busa presented an initial draft budget that the Finance Committee has not yet reviewed. Commissioner Busa asked to review at the next Board meeting with the newly elected Board of Commissioners. Discussion was had.

POLICY COMMITTEE

Organizational Chart/Job Descriptions

Commissioner Casey met with Mr. Kasanders and Commissioner Busa and reviewed the organizational chart job titles and job descriptions. The Board reviewed and discussed the following items:

1. Eliminate the position of Assistant Director and replace position with Superintendent of Parks.
2. Superintendent of Parks vehicle for transportation.
3. Creating an office/space for the Superintendents of Parks.
4. Eliminate the position of Maintenance Working Foreman and replace position with the position of Maintenance II.
5. Change the title of the positions of Maintenance to Maintenance I.
6. Revise job descriptions for the positions of Superintendent of Recreation, Office Manager, Early Childhood Director, Early Childhood Teacher, and Maintenance I.
7. Tina Rogus – Resignation at the end of July 2015.
8. 2014 Salary and Experience Survey provided by Mr. Kasanders.

IX. Directors Report

Proposed Cell Tower Plans

The Board reviewed the Verizon Wireless Personal Communication LP d/b/a Verizon Wireless proposed 115' monopole tower with communication equipment plan. The proposal did not include any landscaping and Mr. Kasanders proposed a different surface access drive to the sight. Attorney Adams is currently working on the proposal and will report back to the Commissioners.

Legislative Conference

President Gordon and Mr. Kasanders attended the Legislative Conference, discussion was had on current pending legislative and the State funding of Park District programs.

Mr. Kasanders presented four locations for dog park sites along with positives and negatives. The Commissioners agreed the Park District does not have the area to facilitate a dog park.

Discussion was had on the Britten School building and meeting with the School Board. The Commissioners agreed to attend the meeting to discuss what to do with the School building.

X. Presidents Report

President Gordon discussed attending the upcoming IAPD educational seminar. President Gordon also discussed his trip to Springfield and recommended other Commissioners attend in the future. Discussion was had on agenda items for the May 2015 meeting.

XI. New Business

The Office Manager reported the new system for field permits has been working well so far. The number of phone calls has gone down drastically. The Park District gained a renter for the Mayfair soccer field on Sunday's, 9-11 A.M.

XII. Old Business

The Engineer requested a price from NICOR to install a line for the generator.

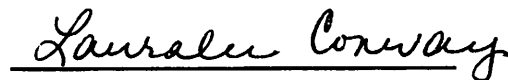
XIII. Adjournment

Commissioner Busa, seconded Luciano moved to adjourn the Committee meeting at 9:35 P.M.

All in favor, Motion carried.



Derek Gordon, Board President
June 8, 2015



Lauralee Conway, Board Secretary
June 8, 2015