

**WESTCHESTER PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
WESTCHESTER COMMUNITY CENTER  
10201 Bond Street, Westchester, Cook County, Illinois**

**MAY 8, 2017 at 7:00 P.M.  
COMMITTEE MEETING MINUTES**

- 1. Call to Order**
- 2. Roll Call** was taken by President Busa. Present: Commissioner Gordon, Commissioner Martin, Commissioner Christopher and Commissioner Cavanaugh. Also present: Executive Director of Parks and Recreation, Gary Kasanders; Board Secretary, Lauralee Conway; Attorney, Steve Adams and Mr. Brink.
- 3. Pledge of Allegiance**
- 4. Correspondence to the Board** - Mr. Kasanders reported he received a letter from the AYSO Regional Commissioner and Treasurer. AYSO Region 1438 would like to enter into a new lease for a portion of the garage at Community Park. AYSO would also like to reduce the annual fee for the new 5 year lease to \$1,200 per year. AYSO is trying to increase enrollment by slightly reducing registration fees, and a reduction in rent expense will allow for this to be feasible. The Commissioner discussed different AYSO lease and rental options, the Commissioners will add AYSO to next month's agenda.
- 5. Public Comments**
- 6. Review of minutes of the Committee and Board meetings held on April 10, 2017.**  
There were no changes to the minutes.
- 7. Finance Committee**
  - **Review of the expense vouchers for the month of April 2017 in the amount of \$254,163.14** - Mr. Brink reviewed the following reports with the Board of Commissioners:
    - Current check register, sum of all vouchers and payroll liability of \$254,163.14.
  - **Financial Statements - Mr. Brink** - President Busa requested Mr. Brink to work on an updated aging Bond Issue Capital Projects list assigning projects by the corresponding bond issue year for the Commissioners. President Busa discussed reviewing the projects and the remaining funds of the bonds and or reallocating funds if needed. The Commissioners will discuss and reallocate projects in June 2017.

- April 2017 Revenues and Expenses by Fund.
- Bank and Fund Summary for the month ending April 30, 2017 balance of \$ 2,963,731.42.
- Bond Issue Capital Projects Account Statement ending balance of \$ 680,710.14.
- Operating Statement YTD through April 30, 2017, there will be audit adjustments to be made.

#### **8. Policy Committee**

- **Review of policy regarding banquets** - Commissioner Martin reviewed the 2214 Mayfair Banquet Room Changes & Fee Structures 6.1 through 6.6 documents with the Commissioners. The following forms were reviewed as discussed and agreed upon during previous Committee meetings. Commissioner Christopher questioned cancellation details in the policy. Commissioner Martin will make the necessary changes to the cancellation policy.
  - Banquet Contract, page 3, paragraph 1, delete quote the “booking form”
  - Banquet Contract, page 3 paragraph 3, line 2, change 30 day to 60 days
  - Banquet Contract, page 3 paragraph 4, second bullet to read a cancellation made more 7 days or less than 30 days - 50% refund.
  - 3 bullet cancellation made more than 31 or less than 60 - 75% refund.
  - adding forth (4) bullet a cancellation make more than 60 days prior to the date of the function all fees per, except the non-refundable deposit will be refunded.
  - Page 2, fourth paragraph header rental deposits and payments.
  - Page 4, section 1, seconded sentence will read - alcohol is permitted in the outdoor fenced-in area immediately south of the building. Separate document titled Rules for Alcohol during a banquet rental. Paragraph one (1) alcohol is permitted in the room(s) new sentence alcohol is permitted in the outdoor fenced-in area immediately south of the building.
  - Windsor room capacity remains the same, removal of 1 table in the Windsor room.
  - Page 4 of the Mayfair Banquet Packet to modify the fox logo on the Forest the Fox playbox birthday package.

#### **9. Building & Committee - Commissioner Christopher**

Commissioner Christopher reported summer workers will be delayed a few weeks.

#### **10. Recreation Committee - Commissioner Gordon**

None

#### **11. Marketing Committee - Commissioner Cavanaugh**

None

#### **12. Director's Report - Mr. Kasanders**

None

**13. Attorney's Report - Mr. Steve Adams**

IAPD presented President Busa with a completed IAPD Open Meetings and Freedom of Information Act booklet that was just completed. Attorney Adams was in Springfield last week and reported the Senate is trying to pass the Grand Bargain by the end of May which will impact the levy cycle. It is also unclear what will happen with the Park Districts unlimited tax bonds.

Commissioner Cavanaugh questioned the litigation status. Attorney Adams reported all litigation is complete. Mr. Brink has been managing the installment payments of the homeowners. All but one (1) homeowner is not caught up with their current payments.

Commissioner Martin asked for an update on the cell towers. Mr. Kasanders heard back from an SBA employee who explained they are waiting for funds from Verizon to start the project. Mr. Kasanders will update the Commissioners at the next June 2017 meeting.

**14. President's Report - President Busa**

None

**15. New Business**

None

**16. Old Business**

➤ **Dog Park Discussion**

Commissioner Martin discussed removing the Dog Park from the referendum list and formulate a concrete Park District Plan. Commission Martin requested to move forward with the Dog Park. Commissioner Martin also proposed the Commissioners allocate older Capital Projects bond funds to the project and direct Mr. Kasanders to move forward with the Dog Park. The Commissioners discussed phase out plans for the Dog Park. The first (1st) phase would involve Village approval, fencing and little decor/additions until MWRD shares their final plans.

The Commissioners agreed to remove the completed Capital Projects below and use the remaining funds to start the Dog Park project:

- \$2,000 from signage
- \$1,362 pool concrete deck
- \$1, 937 Pool benches
- \$1954 Preschool partition cover
- \$1,164 Auto flush valves
- \$6,770 Mayfair Generator

**Total \$15,187**

President Busa proposed authorizing Mr. Kasanders to use \$10,000 of the Special Recreation funds for the Dog Park if needed, all Commissioners agreed.

Discussion of EPA rules and regulations were discussed. Village rules and IGA details were also discussed.

➤ **Referendum Items**

President Busa discussed a possible \$2.5 million bond issue which would eliminate a referendum.

Community Park referendum items to be added/removed from the referendum list:

Martin: Sprayground/Remove  
Gordon: Sprayground/Remove  
Cavanaugh: None  
Christopher: None  
Busa: None

Gladstone Park referendum items to be added/removed from the referendum list: Increase \$150,000.

Martin: Bathrooms/Addition  
Gordon: Bathrooms/Addition  
Cavanaugh: Bathrooms/Addition  
Christopher: Bathrooms/Addition  
Busa: Bathrooms/Addition

High Ridge Park referendum items to be added/removed from the referendum list:

Martin: Skate Park Equipment/Remove  
Gordon: None  
Cavanaugh: Skate Park Equipment/Remove  
Christopher: Skate Park Equipment/Remove  
Busa: Skate Park Equipment/Remove

Mayfair Park referendum items to be added/removed from the referendum list:

Martin: None  
Gordon: None  
Cavanaugh: None  
Christopher: None  
Busa: None

Norfolk Park referendum items to be added/removed from the referendum list:

Martin: None  
Gordon: None  
Cavanaugh: None  
Christopher: None  
Busa: None

Grand Total: \$ 2,255,000

Mr. Kasanders discussed the needs of a referendum for all Westchester residents. Mr. Brink is working with Mr. Phillips on calculating a \$2,500,000 million referendum and a \$2,255,000 referendum. Mr. Brink will share the updated report with the Commissioners when completed.

**17. Adjournment**

Motion to adjourn by Commissioner Cavanaugh, seconded by Commissioner Christopher. All in favor, meeting was adjourned at 10:49 P.M.

  
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Board President, Steven M. Busa

  
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Board Secretary, Lauralee Conway

6/12/17

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Date: