

**WESTCHESTER PARK DISTRICT  
BOARD OF PARK COMMISSIONERS  
COMMITTEE MEETING MINUTES  
NOVEMBER 7, 2016 7:00 P.M.  
WESTCHESTER COMMUNITY CENTER  
10201 Bond Street, Westchester, Cook County, Illinois**

**1. Call to Order**

President Busa called the meeting to order at 7:00 P.M.

**2. Roll Call**

Present: President Busa, Commissioner Martin, Commissioner Gordon, Commissioner Cavanaugh.

Also Present: Executive Director; Gary Kasanders, Finance Director; Dave

Brink, Lianne Robinette and Board Secretary; Lauralee Conway

Absent: Commissioner Cavanaugh

**3. Pledge of Allegiance**

**4. Correspondence to the Board**

None

**5. Public Comments**

None

**6. Finance Committee - President Busa**

- President Busa reported the Board of Commissioners will be reviewing the bonds at the November 14, 2016, Board Meeting.
- President Busa requested the Board of Commissioners review the amortization schedule for discussion.

**7. Policy Committee - Ordinance Regulating Travel, Meal and Lodging expenses**

Commissioner Martin reviewed the Ordinance Regulating Travel, Meal and Lodging Expenses, which is required by the recently passed Local Government Travel Expense Act, 50 ILCS 150/1. Commissioner Martin discussed the expense rates with the Commissioners for Lodging and Meal expenses.

President Busa reported the current IRS rates set for the Lodging and Meal expenses.

**8. Recreation Committee - Commissioner Gordon**

Commissioner Gordon reported a new Recreation Supervisor, Patti Purpura will begin Tuesday, November 8, 2016. Patti graduated from the University of Iowa. The Trim a Tree this year has already received commitments from our schools and local groups. Commissioner Gordon inquired on the outdoor equipment and the usage of the equipment.

**9. Marketing Committee - Commissioner Cavanaugh**

- Mr. Kasanders received a quote on the fence for the Dog Park. Discussion followed.

**10. Building & Grounds Committee**

- Mr. Kasanders reviewed the response Letter of Understanding and Agreement submitted to Mr. Joe Brusseau, at Brusseau Design Group, LLC. The Board of Commissioners asked Mr. Kasanders to continue moving forward to obtain an estimate from Brusseau Design Group, LLC., on the improvements to Mayfair Park.
- Commissioner Christopher reported the Park is receiving quotes for the siding and gutters for the Maintenance Garage.

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

Mr. Kasanders created a report on several different field survey, lighting, and usage. Mr. Kasanders also reviewed a change in format for Fitness Classes & Fitness Center Membership reviewed his below findings with the Board of Commissioners.

- Field Survey - Field fees on average are \$24.41 per game with low being \$5.00 and the high being at \$50.00.
- Field Survey Tabulations - Raising the field fees to the average survey of \$24.00 would increase the revenue total by \$6,006.00.
- Field Usage - Discussion was had on field usage by the Board of Commissioners..
- Fitness Center Operations - Mr. Kasanders discussed a "Fitness Experience" membership which includes the ability to attend all fitness classes & fitness membership. This membership requires a 1 year agreement and auto monthly credit card billing. Members may suspend their membership for a monthly fee of \$10.00.
- Tournaments - Mr. Kasanders met with a gentleman who runs and participates in many baseball tournaments. Mr. Kasanders reviewed an 8 Team - 3 Game Tournament schedule. Currently all Saturdays May, June and July have banquets scheduled for Saturday evenings with the exception of July 8th. Tournament proceeds would need to be reduced by \$100.00 each night if needed to bring in police for parking.

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

President Busa recapped the discussion on travel IRS rates.

**13. Old Business**

None

**14. New Business**

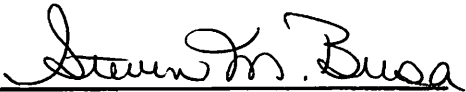
Commissioner Gordon discussed other Park Districts and the partnership between two (2) communities.

**15. Motion to adjourn the Committee meeting at 9:34 P.M.**

Motion by: Martin

Seconded by: Christopher

Roll Call Vote: All in favor, motion carried.

  
 President, Steven Busa

  
 Board Secretary, Lauralee Conway

12/12/16  
 Date