

**WESTCHESTER PARK DISTRICT
BOARD OF PARK COMMISSIONERS
COMMITTEE MEETING MINUTES
DECEMBER 12, 2016 - 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; Finance Director; Dave Brink, Lianne Robinette and Board Secretary; Lauralee Conway.

Pledge of Allegiance

Correspondence to the Board

None

Public Comments

None

Mr. Thomas G. LaLonde: Vice President Williams Architects

A member for the Citizens Advisory Board was in attendance. President Busa thanked the member for attending the Committee meeting. Commissioner Martin discussed the idea of a referendum for purchasing land and creating a new Recreational Community Center for the park District. Mr. Thomas LaLonde, Vice President of Williams Architects explained the below pre-design and conceptual outlay information to the Board of Commissioners.

- Block Diagram of the conceptual design/square footage
- Footprint/Floor Plans/Site Plans in detail.
- Balance of the property, outside additions.
- Parking/Outdoor Fields/Splash Pad/Detention
- Code and Zoning Check or reclassification if needed.
- Define Building Type/What kind of construction/Life Safety.
- Diagrams/Test Fit/Meetings with the Board of Commissioners.
- Deliverables include, zone and overall schedule information.

Commissioner Gordon asked if the current building could be renovated and used for the Park District's needs. Mr LaLonde responded, he would have to contact engineers to evaluate the condition of the current building. If the building is old, Asbestos may be in the building. Commissioner Christopher said that the project that we are considering once built and operational, needs to be self sustaining (revenue covering all expenses) and would not be able to be supported by funds from the existing Park District budget as there are no surplus funds to do so. President Busa explained the Park District will be meeting with the Community to discuss what the Community needs and wants are in a new Recreational Community Center. The Park Commissioners discussed what the Community needs or wants would be in a new Recreational Community Center. The Park Commissioners discussed starting a market analysis and a community survey, which could take up to six months. Attorney Adams recommended after the pre design is complete, the Commissioners visit other Park Districts new facilities.

1.1-1.5 **Review of minutes of the following minutes:**

Committee Meeting - November 7, 2016

Board Meeting - November 14, 2016

Committee Meeting - November 14, 2016

Special Board Meeting - November 21, 2016

Closed Session - October 10, 2016

Attorney Adams requested the spelling of Dave Brink be corrected in the minutes. The Board Secretary will make the necessary changes to the minutes for approval.

2.0 **Finance Committee - Mr. Brink**

2.1a The Board of Commissioners reviewed the expense vouchers for the month of November, 2016 in the amount of \$ 243,306.36

2.1b Financial Statement - Mr. Brink reviewed the following reports with the Board of Commissioners:

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

2.6 Tax Levy Ordinance 2016-10 - Attorney Adams reported the Tax Levy Ordinance is in order and ready for approval. The Tax Levy needs to be filed by the last Tuesday in December, 2016.

2.7 2016 Property Tax Limitation Resolution - Mr. Brink explained if needed the funds reduced will be Corporate.

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

3.1 Review of proposal with Williams Architects for Pre-Design Services

Attorney Adams suggested the Board add protective language to contracts to protect the Park District. Attorney Adams also suggested to approve the pre-design phase. Attorney Adams will add language to the contracts free of charge. Commissioner Busa discussed the impact in the Governor freeze taxes and how they would impact a referendum. President Busa asked if the Park District could use Capital Project funds for surveys, or other Community Center research items. Attorney Adams reported the Park District could use Capital Project funds. The Board directed Attorney Adams to compose a letter to St. Joe's if necessary expressing serious intentions of purchasing the property in discussion. Discussion was had on EAV Tax Limits. Attorney Adams recommended meeting with the CBRE to continue discussion. The Board agreed on the following items:

- Approve the \$ 5,000 for pre design subject to meeting with CBRE.
- Request Mr. Kasanders to collect proposals for the Community Interest Survey. The Board will then review and approve at the January, 2017 meeting.
- Meet with CBRE to obtain as much information as needed to move forward.

4.0 **Recreation Committee - Commissioner Gordon**

Staff Reports - Commissioner Gordon reported the Children's Park District Holiday party was a success.

5.0 **Marketing Committee - Commissioner Cavanaugh**

None

6.0 **Policy Committee - Commissioner Martin**

6.1a - 6.1c The Board of Commissioners reviewed the Ordinance 2016.11 Regulating Travel, Meal and Lodging Expenses, there were no changes made since the last Board review.

6.2 The Board of Commissioners reviewed the Amending Ordinance 2532.7 "Offering Articles for Sale/Commercial Sale" policy and the "Personnel Policy Manual". Proposed changes will be made during the January, 2017 meeting.

7.0 **Attorney's Report - Attorney Adams**

Discussion was had on the new overtime changes made in Cook County. Attorney Adams reported the new rule does not apply to the Westchester Park District.

President Busa asked for an update on the Architect proposal changes for the work on the garage. Attorney Adams read the status of the proposal date changes to the Board of Commissioners. The proposal changes made by the Park District to own the documents were not agreed upon with the Architect, the proposal was sent back to the Park District on December 6, 2016. The Board agreed to ask the Architect to comply with the proposal of requests to own the documents. If the Architect does not agree the Board will move forward and hire another Architect. Attorney Adams will contact the Architect and report back to the Board of Commissioners.

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 discussed the IAPD Credential Certificates as delegates to the Annual Business meeting of the Illinois Association of Park District.

9.2 The Board reviewed the "Resolution Establishing Meeting Dates of the Board of Commissioners for the Year 2017".

10.0 **Old Business**

None

11.0 **New Business**

Commissioner Cavanagh and Martin reported a resident requested to replace trees that were removed around the shelter and benches, discussion followed.

12.0 **Closed Session**

Motion to suspend the Committee meeting at 10:07 P.M. and enter into closed session under (5 ILCS 120/2(c)(21); the discussion of minutes of the meetings lawfully closed under the Acts, "for the purpose by the body and the minutes or semi-annual review of the minutes as mandated by Section 2.06 of the Act".

The Board entered closed session.

13.0 **Motion to "Reconvene the Committee Meeting"**

Motion by President Busa to reconvene the Committee Meeting of the Westchester Park District at 10:10 P.M.

All in favor, motion carried.

14.0 **Motion to "Continue Closed Session Minutes from the Public"**

Motion to continue to "close" the closed session minutes from public review as discussed in the closed session meeting along with any new closed session minutes.

Motion: Cavanaugh

Seconded: Martin

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

Motion carried.

15.0 **Adjournment**

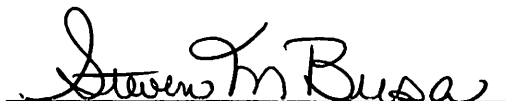
Motion to adjourn the Committee Meeting of the Westchester Park District at 10:59 P.M.

Motion by: Christopher

Seconded by: Martin

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

Motion carried.



President, Steven Busa



Board Secretary, Lauralee Conway

2/13/17

Date