

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

Call to Order

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

Roll Call

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

Commissioner Cavanaugh arrived at 7:02 P.M.

Commissioner Gordon arrived at 8:08 P.M.

Pledge of Allegiance

Correspondence to the Board

None

Public Comments

None

1.0 Minutes

Review of the minutes of the Committee meetings held on December 12, 2016, January 9, 2017, and February 6, 2017, Board meeting held on January 9, 2017 and closed session meeting held on December 12, 2016. Commissioner Cavanaugh questioned the minutes of December 12, 2016 regarding the approval of \$5,000 for the pre design subject to meeting with CBRE. Attorney Adams stated the minutes reflect the discussion at that time. If the Commissioners would like to change the approval status during tonight's meeting, they may do so and it will be reflected in tonight's meeting minutes.

2.0 Finance Committee

Tax Abatement Ordinance 2017-1

President Busa discussed the Ordinance abating the tax heretofore levied for the year 2016 to pay the debt service on the District's outstanding \$1,800,000 General Obligation Park Bonds. (Alternate Revenue Source), Series 2009.

Tax Abatement Ordinance 2017-2

President Busa discussed the Ordinance abating the tax heretofore levied for the year 2016 to pay the debt service on the District's outstanding \$1,750,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2013B.

President Busa asked if there were any questions on the expense vouchers in the amount of \$ 170,303.29. There were no questions or comments.

President Busa asked if there were any questions on the Financial Statements. There were no questions or comments.

2.0 Building & Grounds Committee

Commissioner Christopher reviewed the bids received for Turf Mowing for the years 2017 and 2018. Everyone was given a copy of the bids along with the comments. Commissioner Christopher reported there were problems with the references on the first bidder "On the Green Solutions", therefore the Park District moved to the second bidder "Complete Landscape". Mr. Kasanders provided a report on the bidders and the concerns regarding On the Green Solutions. Attorney Adams reported there were other issues with the first bidder. Discussion regarding the engineering firm's breakdown of cost for the improvements at Mayfair Park. Commissioner Christopher stated the original building is out of scope financially. Mr. Kasanders brought Commissioner Martin up to speed on the trailer and POD discussions had at the last meeting. The Commissioners discussed the self-contained units and the concession trailer. Commissioner Christopher expressed the concern of the cost to replace the garage and feels it is too costly. Mr. Kasanders reported a price of \$512,000 which includes bathrooms. Commissioner Martin questioned funding the project with the Cell tower revenue. Attorney Adams explained the restrictions of refinancing and the renewal of bonds.

The Commissioners continued the "Building & Grounds" discussion after closed session at 9:09 P.M. and discussed how to finance and continue Park District Improvements. President Busa shared his view on the option of passing a referendum at the election of spring 2018. President Busa also expressed the value it would be to the entire Park District. President Busa asked the Commissioners to create a list of improvements and bring it back for review and discussion. Commissioner Cavanaugh questioned the option of reaching out to the community or create a survey for the community. Commissioner Christopher discussed the results of the survey that was sent out and the small response percentage. Commissioner Christopher recommended creating a professional survey, so more residents have an opportunity to respond.

Commissioner Cavanaugh discussed public relations and the importance of reaching out to the community members. President Busa asked the Commissioners if they agreed to rent the POD \$890/month, the Commissioners agreed to rent the POD and gave Mr. Kasanders approval to move forward with the rental of the POD. Mr. Kasanders will research the cost of trailers and report back to the board.

4.0 Recreation Committee - Commissioner Gordon

Mr. Kasanders reported the pool passes go on February 14, 2017.

5.0 Marketing Committee - Commissioner Christopher

Commissioner Cavanaugh asked to meet with Mr. Kasanders to discuss the Christmas Party. Mr. Kasanders also reported the single usage of Chaucer and Essex. Mr. Kasanders updated Commissioner Martin on the discussion had at the last Committee meeting regarding the Banquet Fee's. Commissioner Cavanaugh discussed the shortage of approximately \$8.00 for the rental of the Chaucer room. Mr. Kasanders is currently working on breaking down the cost of the play box. Commissioner Christopher agreed to set a start time and an end time for the rentals.

Commissioner Christopher would like to see the Essex hourly rental rate raised so it's more profitable, currently the Park District is in the red for the Essex room. The Commissioners agreed to the new hourly rental rates of: Essex = \$65.00/hour, Chaucer = \$75.00/hour, Windsor = \$85.00/hour and a minimum rental of 4 hours. The rental will have set times which includes the setup and the breakdown. Discussion was also had on the use of the play box.

6.0 Policy Committee - Commissioner Martin

Commissioner Martin reported he was approached by a Park District resident regarding the Mayfair fitness center teacher discount for the District 92 ½ teacher's. Commissioner Christopher recommended changing the policy so it includes all school teachers within the Westchester boundaries. The Commissioners agreed to change the policy to include all full time teachers and staff members within the Westchester Park District boundaries. Commissioner Martin discussed the public relations value of the school district staff and teachers. Commissioner Martin said, while the staff members enjoy the fitness center, they will create great marketing for the Park District's fitness center.

7.0 Attorney's Report

Attorney Adams is currently finishing writing a book on "Sunshine Laws", the 2nd edition. Attorney Adams also reported there has not been discussion in Springfield on the topic of freezing the property tax.

The Commissioners took a short recess.

8.0 President's Report

None

9.0 Old Business

None

10.0 New Business

None

11.0 Close Session

Motion to adjourn the committee meeting at 8:42 P.M. and enter into closed session under (5ILCS 120/2(c)(5); *"The purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired."*

Motion by: Cavanaugh

Seconded by: Martin

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

12.0 Reconvene the Committee Meeting

Motion to reconvene the Committee meeting at 9:09 P.M., and continued discussion under "Building & Grounds" to discuss options on moving forward with Improvement Plans for the Park District.

Motion by: Martin

Seconded by: Christopher

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

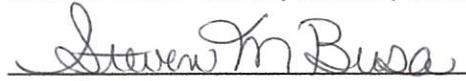
13.0 Adjournment

Motion to adjourn the Committee Meeting at 9:42 P.M.

Motion by: Cavanaugh

Seconded by: Martin

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



President, Steven Busa



Board Secretary, Lauralee Conway

MAR 13 2017

Date