

**WESTCHESTER PARK DISTRICT BOARD OF PARK COMMISSIONERS**  
**COMMITTEE MEETING MINUTES**  
**APRIL 9, 2018 7:00 P.M.**  
**WESTCHESTER COMMUNITY CENTER**  
**10201 Bond Street, Westchester, Illinois 60154**

Call to Order

President Martin called the meeting to order at 7:01 P.M.

Roll Call

President Martin, Commissioner Busa, Commissioner Gordon, Commissioner Cavanaugh, Commissioner Christopher. Also present: Executive Director, Dean Hoskin; Board Attorney, Nicole Karas; and Board Secretary, Lauralee Conway.

Others Present:

None

Pledge of Allegiance

Moment of Silence

President Martin asked the Board of Commissioners to observe a moment of silence at this time to honor Leonard Weigel. Leonard will be missed and was a very important part of the Westchester Community and Park District. The Park District took a moment of silence in remembrance of Leonard Weigel.

Correspondence to the Board

President Martin received an email from a resident who addressed the tennis courts. The Board of Commissioners discussed the matter.

Public Comments

None

Minutes

The Board of Commissioners reviewed the minutes of the Committee and Board Meeting held on March 12, 2018.

Finance Committee

Commissioner Busa reviewed the expense vouchers for the month of March 2018 in the amount of \$ 159,701.28.

Commissioner Busa reviewed the below financial statements for the month ending March 28, 2018 with the Board of Commissioners:

- Check Register and Voucher Summary Last Check issued on March 12, 2018
- AP Check Register April 9, 2018
- Revenue and Expenses by Fund March 2018.
- Bank and Fund Summary for the month ending March 31, 2018
- Bond Issue Capital Projects Account Statement March 31, 2018
- Operating Statement YTD through March 31, 2018 (11 months)

#### Building & Grounds Committee

*Superintendent of Park's Report* – Commissioner Gordon reviewed Mr. Burg's report with the Board of Commissioners. Mr. Hoskins suggested painting a pickle ball court to see if there is interest in the community. The Commissioners discussed different ideas of introducing pickle ball this spring and summer.

#### Tennis Court Re-Surface Bids

Mr. Gordon reported the bid opening for Community and Drury Lane tennis court was held on March 22<sup>nd</sup>. The Board of Commissioners reviewed the Tennis Court Bids. Mr. Hoskin and Mr. Burg recommended Midwest Sports Surfaces, LLC as the lowest most responsible bidder. US Tennis Court was the lowest bidders, but they had a note to add \$3,400 to the base bid for court preparation.

#### Outdoor Fitness Equipment Bid Memo

Mr. Burg recommended the Park Board of Commissioners accept the bid from D&J Landscape for the purchase and installation of Greenfield Exercise equipment for the amount of \$ 109,102.50. Their references were checked and are all more than satisfactory.

#### Outdoor Fitness Equipment Bids

The Board of Commissioners reviewed the Outdoor Fitness Equipment Bids.

#### Other

Schaeffes Brothers reported the pool slide is on target for installation early May.

#### Recreation Committee

*Superintendent of Recreation Report* – Commissioner Cavanaugh reviewed Mrs. Robinette's monthly report. The Easter Breakfast and Egg Hunt was held on Saturday, March 24th. There was a great showing and all children left with a basket filled with eggs and candy.

*Pool Pass 2018 Sale* – There has been 365 additional passes sold in the 2018 two week sale than the 2017 sale, resulting in \$ 21,038.00 of additional revenue.

*Recreation Supervisor's Report* – The Commissioners reviewed the Park District Program report dated March 2018.

*Early Childhood Director Report* – Commissioner Cavanaugh reviewed the Early Childhood report with the Board of Commissioners. A new assistant teacher was hired for the two and three year old classroom. On March 5<sup>th</sup>, and March 23<sup>rd</sup> through April 2<sup>nd</sup> the children had no school and all day Latch Key was provided.

#### Marketing Committee

*Banquet Report* – Commissioner Christopher reviewed the Banquet report with the Board of Commissioners. There were no questions or concerns.

*Banquet Schedule* – The Board of Commissioners reviewed a new Banquet schedule report.

#### Policy Committee

*Memo* – President Martin reviewed the Personnel Policy Manual – Summary of Changes memo with the Board of Commissioners. The memo is a summary of the more significant changes made to the Manual.

*Policy Manual Review* – Attorney Karas reviewed the high priority sections of the Personnel Policy Manual with the Board of Commissioners.

*Conduct Ordinance Review* – The Personnel Policy Manual timeline was discussed, President Martin would like to complete the policy by the end of summer.

Director's Report

*Drive Time Summary* – Mr. Hoskin provided two (2) reports that are available from Network Fleet.

The Commissioners reviewed the "Drive Time Summary" report with the Board of Commissioners. President Martin requested additional reports for the Commissioners review at the May 2018 Committee meeting.

*Geofence Violation Summary* – Mr. Hoskin reviewed the "Geofence Violation Summary" with the Board of Commissioners. Discussion was held.

President Martin questioned whether the Park District Maintenance Department is required to wear steel toed safety boots. The Commissioners discussed a possible reimbursement amount for the purchase of steel toed safety boots.

*Dog Park Rules* – Mr. Hoskin provided a tentative list of rules for the dog park for the Commissioners review. Discussion was held. The Board of Commissioners reviewed the Rules and Regulations of the Norfolk Dog Park.

*Dog Park Fee Comparison* – Mr. Hoskin provided a list of local area dog park fees for the Commissioners review. The Commissioners discussed First Dog/Resident and Non Resident fees and additional dog fees. The Dog Park membership dates were also discussed.

*Wellness Fitness Class* – Mr. Hoskin provided the Board of Commissioners information on "Body Dynamic" classes currently being provided to the residents of the Westchester Park District. The Board of Commissioners agreed for Mr. Hoskin to move forward with the recommended plan complying with Park District Policy.

*Suggestion Box* – The Board of Commissioners reviewed the information submitted to the suggestion box.

Attorney's Report

Ms. Karas reported there is currently a drone ordinance in the process of being implemented.

President's Report

None

Old Business

President Martin asked for an update for the Mayfair garage. Mr. Hoskin and Mr. Brink are currently working on the budget in order to move forward with Capital Project funds.

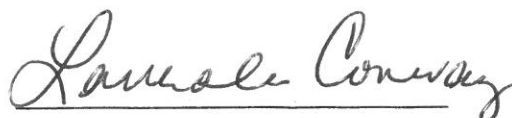
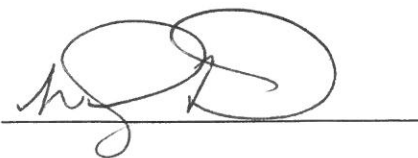
New Business

President Martin asked the Executive Director to work on goals for the upcoming year to present to the Board of Commissioners. President Martin will add executive session to the May 2018 Board meeting.

Adjournment

Motion to adjourn the Committee Meeting at 10:35 P.M.

All in favor. Motion carried.



Board President, Matthew Martin

Board Secretary, Lauralee Conway

May 14, 2018

Date