

**WESTCHESTER PARK DISTRICT BOARD OF PARK COMMISSIONERS**  
**COMMITTEE MEETING MINUTES**  
**DECEMBER 8, 2014 7:00 pm**  
**Westchester Community Center**  
**10201 Bond Street, Westchester, IL 60154**

**I. Call to Order**

President Gordon called the Westchester Park District Committee meeting to order at 7:03 P.M.

- II. Roll Call** was taken by President Gordon. Present: Commissioner Busa, Commissioner Casey, Commissioner Christopher and Commissioner Luciano. Also present: Executive Director of Parks and Recreation, Gary Kasanders; Assistant Director, Jim Burg; Attorney, Steve Adams and Board Secretary, Lauralee Conway.

**III. Pledge of Allegiance**

**IV. Correspondence to the Board**

President Gordon informed with deep personal regret the passing of Edward Matuga, he was a longtime resident and attorney. President Gordon requested a moment of silence to remember Mr. Edward Matuga and his family.

President Gordon shared a letter from Pastor Clark who presented a letter to Mr. Kavanaugh. Pastor Clark thanked the Park District for having such a sound judgment in hiring an ambitious and qualified person to work in our establishment. Pastor Clark expressed how her spirit of inspiration and kindness permeates the work environment.

**V. Public Comments**

None

**VI. Agenda Items**

- A. Review of Minutes of the November 10<sup>th</sup>, 2014 Committee, Board and Closed session meeting and the November 12<sup>th</sup>, 2014 Citizen Advisory Board Meeting.**

President Gordon asked if there were any changes or comments on the minutes. There were none.

- B. Review of expense vouchers for the month of November 2014 in the amount of \$ 1,139,621.69.**

Commissioner Busa reported the expense vouchers for November, 2014 and asked if there were any question, or comments. There were none.

- C. Review of the monthly Financial Statements.**

Commissioner Busa reported the financial statements and asked if there were any questions, or comments. There were none.

- D. Review of staff reports**

President Gordon reported the Holiday Party was a success on December 3<sup>rd</sup> and 4<sup>th</sup>. The evenings were filled with visits from Santa and Mrs. Claus, entertainment, outdoor train and carriage rides, refreshments, face painting, photo booth and so much more. All assigned staff did a great job and the Board of Commissioners appreciates their dedication.

- E. Committee Reports**

- a. **Building & Grounds** – update on projects

Ball field lighting:

Lighting has been completed at both Mayfair and Gladstone fields. The Park District has been able to turn the lights on and off from their computers and cellular phones.

Turf Restoration and field work at Mayfair:

The Park District will be looking to sod the Mayfair grass areas disturbed by the construction in early spring of next year. There have been no additional loads of infield mix to complete the diamond area. There has been an order placed, however it will not be shipped until the mix is dry. The deliveries might not arrive until next year.

Mayfair Backstops:

Work has been completed.

Generation Installation:

The generator for both building are on site. Mayfair's have been hardwired into the panel and they are currently working on the Community generators which are scheduled to be hardwired this week. They should be operational with a month's time period. Mr. Burg will be meeting with the electricians December 9, 2014 regarding the neutral connections.

b. **Recreation** - Planned baseball tournaments for 2015

The Park District is planning on offering two baseball tournaments next summer. The first tournament will be offered on July 18<sup>th</sup> through July 25<sup>th</sup> and the second will be the week following. The Park District is planning on a 10U and 12U divisions with 10 teams in each division. They will be using the fields at Mayfair Park on the weekends with the last game completed at 4:00 P.M. each of those days as well as using the Mayfair fields on Wednesday and other fields in the community during the week. All dependent on how many teams there are.

c. **Policy** – The following policies were reviewed and discussed:

(i) Review of the Resolution adopting meeting dates for 2015

- All meetings have been changed to 7:00 P.M.

(ii) Review of the change to 4.5 Pre-Placement Medical Examinations of the Personnel Manual

- Applicants to whom a conditional offer of a full-time employment has been made **WILL** be required to submit to a pre-employment physical examination, including drug screening, conducted by a clinic or physician arranged and paid for by the District. The District's offer of employment is contingent upon passing such an examination.

(iii) Review of the change to 2211-1 Criminal Conviction Reports of the Policy Manual

- Attorney Adams will review and make any necessary changes.

(iv) Review of the change to 2220, 2221, 2222 and 2225 of the Policy Manual

(v) Review of the changes to the Westchester Park District Affiliate Agreement

(vi) Review of the changes to the Westchester Park District Associates Agreement

**VII. Directors Report -**

- Appointment of Westchester Park District deputy clerks for the 2015 Consolidated Election.

Gary Kasanders and Lauralee Conway attended a workshop on the 2015 Consolidated Election. It was suggested that additional individual staff be appointed by the board to act as deputy clerks in receiving candidate filing information. Mr. Kasanders recommended the board appoint all three of the office staff as well as Jim Burg and Mr. Kasanders to fill the role in accepting candidate's filings.

- a) Gary Kasanders
- b) Jim Burg
- c) Joyce Petkevich
- d) Tina Rogos
- e) Marybeth Adrias

**VIII. Attorney's Report**

- Cell tower negotiations

Attorney Adams requested and the Board agreed to discuss cell tower negotiations in closed session.

**IX. Presidents Report**

- Park Person of the Year Discussion

There were no nominations for Park Person of the Year.

**X. New Business**

President Gordon congratulated Commissioner Busa for receiving an award and being honored by the IHSA.

**XI. Old Business**

None

**XII. Adjournment**

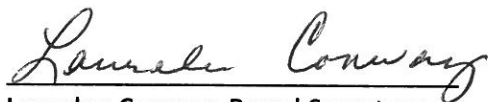
Motion to adjourn the Open Committee Meeting at 9:05 P.M.

All in favor, MOTION CARRIED.



**Derek Gordon, Board President**

**January 12, 2015**



**Lauralee Conway, Board Secretary**

**January 12, 2015**