

**Foss Park District
Committee Meeting Minutes
October 16, 2019**

CALL TO ORDER Commissioner Robinson called the meeting to order at 6:00pm.

ROLL CALL

Board members present: Commissioner Johnny Johnson, Commissioner Donna King, Commissioner Yetta Little, Commissioner Kenneth Robinson and Commissioner Vance Wyatt.

Board members absent: None.

PLEDGE OF ALLEGIANCE

COMMITTEE OF THE WHOLE

Commissioner Robinson asked the Executive Session be moved up on the agenda to accommodate the auditor's schedule.

Executive Session

5 ILCS 120/2(c)(29) meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas, known or suspected frauds, and fraud interviews conducted in accordance with generally accepted auditing standards of the United States of America.

Commissioner Wyatt motions to move to Executive Session. Second by Commissioner King.

Voice vote: aye – all nay – none absent – none

MOTION CARRIES at 6:01 pm

Commissioner Wyatt motions to reopen to Committee Meeting. Second by Commissioner King.

Voice vote: aye – all nay – none absent – Commissioner Little

MOTION CARRIES at 6:25 pm

1. Presentation: Dan Berg, Sikich – fiscal year 2018/19 financial audit: Commissioner Robinson asked about the reduction in unrestricted funds.

Commissioner Little enters the room at 6:26 pm

Commissioner Johnson spoke on slow moving or obsolete inventory at the Golf Course and Commissioner Wyatt suggested a liquidation company for inventory.

2. Presentation: Aaron Gold, Speer Financial – bond sale: moved to after Superintendent of Recreation report.

COMMITTEE/STAFF REPORTS

1. *Business Office*

a. Director report: Ms. Cowart report: Strategic plan – Mr. Petry will hold informational meeting at the November Committee Meeting and will present golf course recommendations at the December meeting, beach project update – sand management meeting next week along with pilot program meeting, Coles Park – met with Ms. Hocker at LCHA, playground will not be installed this year, but in the spring of 2020, Shields Township meeting – will be presenting report tomorrow on grant money, land transfer with City of North Chicago and bid document for Community Recreation Center doors have been sent to attorney for review, IAPD Conference – January 2020 and registration is open, two items for approval next month – request approval amount for work, supplies, etc. that can be done without Board prior approval (but still have knowledge) and to combine two half holidays into one full day for Christmas Eve, Thanksgiving lunch for Commissioners and staff – November 21 and Holiday Party – December 7 and November holidays – Veteran's

Day, Thanksgiving and Friday after.

b. Business Manager report: Mr. Skof report: November 17 liability insurance is up for renewal, application for ComEd incentives has not been released yet, all computers will need to be upgraded to meet the needs for Windows 10 and IT company suggested putting them on a rotating basis to avoid having to upgrade them all at the same time in the future, received letter that some bank accounts have become stagnant due to no activity and will be issued additional fees with the suggestion of making a monthly deposit/withdrawal to keep them active. Commissioner Wyatt suggested looking at the purchase price and value of the Mt. Sinai land adjacent to the Community Recreation Center.

2. Parks

a. Superintendent of Grounds report: Mr. Winter report: the ditch running through the Golf Course is in need of repair in the foreseeable future. Commissioner Robinson stated a maintenance repair plan should be developed.

3. Golf

a. Manager/Golf Pro report: Mr. Monroe report: the doors for the Club House and Pavilion are moving forward, all golf outings are complete for the season and the golf carts are being prepared for winter.

4. Recreation

a. Superintendent of Recreation report: Ms. Johnson report: adult Halloween party is scheduled for October 19 and the Flames Football banquet is being planned as a pizza party and awards ceremony at the Community Recreation Center. Commissioner Wyatt stated he has potential people to help with paint and sip parties and volleyball.

Aaron Golf, Speer Financial – Mr. Gold presented the finalized ordinance for the bond sale with an adjusted amount of \$371,470.00 won by Lake Forest Bank & Trust. Mr. Gold stated it was at a great rate and the sale went very smooth. Commissioner Wyatt commented on refinancing for a low rate.

CITIZEN COMMENTS

Anthony Bryant – thanked the Board for use of the Blue Room and did not get his extension letter in on time, but will submit the formal letter next week for Robert Smith Room usage on Sundays through the end of November.

Timisha Warren – asked the Board as a former employee what their vision is for the Community Recreation Center.

ADJOURNMENT

Commissioner Johnson motions to adjourn Committee Meeting. Second by Commissioner King.

Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES at 7:14 pm

This record is not verbatim.

Respectfully Submitted,
Kari Cowart, Board Secretary

**Foss Park District
Regular Meeting Minutes
October 16, 2019**

CALL TO ORDER: Commissioner Robinson called the meeting to order at 7:15 pm.

ROLL CALL:

Board members present: Commissioner Johnny Johnson, Commissioner Donna King, Commissioner Yetta Little, Commissioner Kenneth Robinson and Commissioner Vance Wyatt.

Board members absent: None.

PLEDGE OF ALLEGIANCE: waived as recited in Committee Meeting

1. MINUTES: Commissioner Wyatt motions to approve Committee Meeting, Executive Session and Regular Meeting (09/18/2019) minutes as presented. Second by Commissioner King.

Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

2. BILLS: Commissioner Wyatt motions to approve monthly bills: invoices paid (09/13/2019-10/10/2019): \$31,006.60, invoices due \$31,891.5046, invoices to be paid by credit card at approximate \$4,513.60 and first of the month bills (November) – approximate: \$70,630.00 as presented. Second by Commissioner King.

Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

3. PAYROLL: Commissioner Wyatt motions to approve monthly payroll of \$96,077.32 as presented. Second by Commissioner Johnson.

Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

4. PETTY CASH REPORTS: \$0.00 (Business Office) and \$0.00 (Golf Course)

5. FINANCE REPORTS: Commissioner Wyatt motions to approve finance reports as presented in the Board Packet. Second by Commissioner King.

Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

6. COMMISSIONER REPORTS:

FINANCE: COMMISSIONER WYATT: as presented in Committee Meeting.

GOLF: COMMISSIONER JOHNSON: as presented in Committee Meeting.

PARKS: COMMISSIONER LITTLE: Commissioner Little stated the chain needs to be closed at Foss Park going towards the South Shelter.

RECREATION: COMMISSIONER KING: as presented in the Committee Meeting.

Commissioner Johnson motions to approved Commissioner Reports as presented. Second by Commissioner Wyatt.

Voice vote: aye – all nay – none absent – Commissioner Little

MOTION CARRIES

7. UNFINISHED BUSINESS:

1. Reaffirm: Strategic plan proposal as presented by Greg Petry (from September 18, 2019 meeting)
2. Reaffirm: Blue Cross Blue Shield Employee Health Insurance proposal as presented (from September 18, 2019 meeting)

Commissioner Wyatt motions to reaffirm Strategic plan proposal as presented by Greg Petry (from September 18, 2019 meeting) and Blue Cross Blue Shield Employee Health Insurance proposal as presented (from September 18, 2019 meeting). Second by Commissioner Johnson.

Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

8. NEW BUSINESS:

3. Willcom computer server upgrades proposal \$10,841.10

Commissioner Wyatt motions to approve Willcom computer server upgrade proposal \$10,841.10. Second by Commissioner Johnson.

Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

4. Approval: Reimbursement to Commissioner Wyatt for attendance at Coalition to Reduce Recidivism on October 11, 2019 in Waukegan, IL at cost of \$62.00

Commissioner King motions to approve reimbursement to Commissioner Wyatt for attendance at Coalition to Reduce Recidivism on October 11, 2019 in Waukegan, IL at cost of \$62.00. Second by Commissioner Little.

Aye: Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: Commissioner Johnson.

Abstain: None.

Absent: None.

MOTION CARRIES

5. Approval: LaForce quote for Golf Course Clubhouse and Pavilion door installation \$22,975.00
Commissioner King motions to approve LaForce quote for Golf Course Clubhouse and Pavilion door installation \$22,975.00. Second by Commissioner Wyatt. Commissioner Wyatt noted that the project can be funded through the Special Recreation fund instead of Capital.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.
Nay: None.
Abstain: None.
Absent: None. MOTION CARRIES
6. Approval: Proposed bid for Community Recreation Center door installation, with final review by attorney for publication as presented
Commissioner King motions to approve proposed bid for Community Recreation Center door installation, with final review by attorney for publication as presented. Second by Commissioner Wyatt.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.
Nay: None.
Abstain: None.
Absent: None. MOTION CARRIES
7. Approval: Fiscal year 2018/19 audit as presented by Sikich
Commissioner Johnson motions to approve Fiscal year 2018/19 audit as presented by Sikich. Second by Commissioner Wyatt.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.
Nay: None.
Abstain: None.
Absent: None. MOTION CARRIES

8. Approval: Ordinance #101619 providing for the issue of approximately \$367,155 General Obligation Limited Tax Park Bonds, Series 2019, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, to provide the revenue source for the payment of outstanding obligations of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

Commissioner Wyatt motions to approve Ordinance #101619 providing for the issue of approximately \$371,470 General Obligation Limited Tax Park Bonds, Series 2019, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District, to provide the revenue source for the payment of outstanding obligations of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof to Lake Forest Bank & Trust. Second by Commissioner Johnson.

Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

9. Approval: Bond payment due December 15, 2019 – 2012 Alternate Bond in amount of \$184,495.00 payable to The Bank of New York Mellon
10. Approval: Bond payment due November 15, 2019 – 2017 Rollover Bond Series in amount of \$371,571.24 payable to Lake Forest Bank & Trust

Commissioner Wyatt motions to approve Bond payment due December 15, 2019 – 2012 Alternate Bond in amount of \$184,495.00 payable to The Bank of New York Mellon and Bond payment due November 15, 2019 – 2017 Rollover Bond Series in amount of \$371,571.24 payable to Lake Forest Bank & Trust. Second by Commissioner Johnson.

Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

11. Approval: Credentials certificate delegates to attend the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hyatt Regency Hotel, Chicago, IL on January 25, 2020 at 3:30 pm
Commissioner Wyatt motions to approve Credentials certificate delegates to attend the Annual Business Meeting of the Illinois Association of Park Districts to be held at the Hyatt Regency Hotel, Chicago, IL on January 25, 2020 at 3:30 pm with Commissioner Robinson as the delegate and Commissioner Wyatt as first alternate. Second by Commissioner King.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.
Nay: None.
Abstain: None.
Absent: None. MOTION CARRIES
12. Approval: Executive Director and Business Manager attendance at Legal Symposium on November 14, 2019 in Oak Brook, IL
Commissioner King motions to approve Executive Director and Business Manager attendance at Legal Symposium on November 14, 2019 in Oak Brook, IL. Second by Commissioner Johnson.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.
Nay: None.
Abstain: None.
Absent: None. MOTION CARRIES
13. Approval: Commissioner attendance at The Staben House Gala on December 6, 2019 in Mundelein, IL at cost of \$60.00 per person
Commissioner King motions to approve Commissioner attendance at The Staben House Gala on December 6, 2019 in Mundelein, IL at cost of \$60.00 per person. Second by Commissioner Wyatt.
Aye: Commissioner King, Commissioner Little, Commissioner Robinson and Commissioner Wyatt.
Nay: None.
Abstain: Commissioner Johnson.
Absent: None. MOTION CARRIES

9. CITIZEN COMMENTS:

None.

10. ADJOURNMENT:

Commissioner Wyatt motions to adjourn. Second by Commissioner Johnson.

Voice vote: aye – all nay – none

MOTION CARRIES at 7:33 pm

This record is not verbatim.

Respectfully Submitted,
Kari Cowart, Board Secretary