

**Foss Park District
Committee Meeting Minutes
April 15, 2020
Remote Meeting via Zoom**

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 Kenneth Robinson and Commissioner Vance Wyatt.

Board members absent: Commissioner Yetta Little.

PLEDGE OF ALLEGIANCE

COMMITTEE OF THE WHOLE

1. Strategic Plan – Greg Petry: Mr. Petry presented executive summary of proposed strategic plan. Commissioner Wyatt asked to add additional zip codes included in Foss Park District boundaries.
2. COVID-19: Ms. Cowart presented written COVID-19 plans for approval at Regular Meeting.
3. Personal policy manual – holidays and tuition reimbursement: Commissioner Robinson clarified proposed holidays are: New Year's Day, Martin Luther King, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving, Friday of Thanksgiving, Christmas Eve and Christmas Day.
4. 20-21 Budget discussion: Ms. Cowart stated a draft of the proposed budget was emailed for review and attorney recommended postponing approval until all hearings can be held in person.
4. Sherman Avenue property: Ms. Cowart stated she was able to walk through the property and it is turnkey ready for childcare. Discussion for other childcare uses.
5. 14th Street property: Ms. Cowart forwarded an email for a cash offer on the property.

COMMITTEE/STAFF REPORTS

1. *Business Office*

- a. Director report: Ms. Cowart report: written report submitted.
- b. Business Manager report: written report submitted.

2. *Parks*

- a. Superintendent of Grounds report: Mr. Winter report: written report submitted.

3. *Golf*

- a. Manager/Golf Pro report: Mr. Monroe report: written report submitted.

4. *Recreation*

- a. Superintendent of Recreation report: Ms. Johnson report: written report submitted.

CITIZEN COMMENTS

Anthony Coleman: Mr. Coleman stated the meeting was heard loud and clear.

ADJOURNMENT

Commissioner Johnson motions to close the Committee Meeting. Second by Commissioner Wyatt.

Voice vote: Aye – all Nay – none

MOTION CARRIES at 7:09 pm

This record is not verbatim.

Respectfully Submitted,
Kari Cowart, Board Secretary

**Foss Park District
Regular Meeting Minutes
April 15, 2020
Remote Meeting via Zoom**

CALL TO ORDER: Commissioner Robinson called the meeting to order at 7:16 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 King motions to approve Committee Meeting and Regular Meeting (02/19/2020) minutes and Special Meeting (03/06/2020) as presented. Second by Commissioner Johnson.

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

MOTION CARRIES

2. BILLS: Commissioner Wyatt motions to approve monthly bills: invoices paid (03/13/20-04/08/20): \$8,228.65, invoices due \$14,699.42 invoices to be paid by credit card at approximate \$8,201.94 and first of the month bills (May) – approximate: \$1,630.00 as presented. Second by Commissioner King.

Commissioner Wyatt motioned to amend first of month bills (May) to \$10,630.00. Second by Commissioner King.

Vote on amendment:

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

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

Vote on motion:

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 \$59,267.25 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

4. PETTY CASH REPORTS: Commissioner King motions to approve \$168.42 and \$43.36 (Business Office) and \$93.02 (Golf Course) 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

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 the Committee Meeting.

GOLF: COMMISSIONER JOHNSON: as presented in the Committee Meeting.

PARKS: COMMISSIONER LITTLE: as presented in the Committee Meeting.

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

7. UNFINISHED BUSINESS:

1. Approval: Payment of bills March 2020 agenda – invoices paid 2/12/20-3/12/20 \$14,397.82, invoices due \$51,798.00, invoices paid by credit card approximately \$8,201.94 and first of month bills (April) approximately \$19,630.00 {via telecommunications – Johnson (aye), King (aye), Little (aye), Robinson (aye), Wyatt (aye)}.

Commissioner Wyatt motions to approve payment of bills March 2020 agenda – invoices paid 2/12/20-3/12/20 \$14,397.82, invoices due \$51,798.00, invoices paid by credit card approximately \$8,201.94 and first of month bills (April) approximately \$19,630.00 {via telecommunications – Johnson (aye), King (aye), Little (aye), Robinson (aye), Wyatt (aye)}, **payroll \$55,026.37 March 2020 agenda {(via telecommunications – Johnson (aye), King (aye), Little (aye), Robinson (aye), Wyatt (aye)} and Early orders – Advanced Turf (\$9,555.00), Arthur Cleasen (\$29,810.00), BTSI (\$15,640.00), Chicagoland Turf (\$26,030.00) and Pendleton Turf (\$11,360.00) March 2020 agenda {(via telecommunications – Johnson (aye), King (aye), Little (aye), Robinson (aye), Wyatt (aye))}.**

Second by Commissioner Johnson.

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

Nay: None.

Absent: None.

MOTION CARRIES

2. Approval: Payroll \$55,026.37 March 2020 agenda {(via telecommunications – Johnson (aye), King (aye), Little (aye), Robinson (aye), Wyatt (aye))}.

See item #1.

3. Approval: Early orders – Advanced Turf (\$9,555.00), Arthur Cleasen (\$29,810.00), BTSI (\$15,640.00), Chicagoland Turf (\$26,030.00) and Pendleton Turf (\$11,360.00) March 2020 agenda {(via telecommunications – Johnson (aye), King (aye), Little (aye), Robinson (aye), Wyatt (aye))}.

See item #1.

4. Approval: \$300 to feed frontline staff at Vista East Medical Center on 04/10/2020 in conjunction with C&J Enterprises {(via telecommunications – Johnson (aye), King (aye), Little (no response), Robinson (aye), Wyatt (aye))}.

Commissioner Wyatt motions to approve \$300 to feed frontline staff at Vista East Medical Center on 04/10/2020 in conjunction with C&J Enterprises {(via telecommunications – Johnson (aye), King (aye), Little (no response), Robinson (aye), Wyatt (aye))}. Second by Commissioner Johnson.

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

Nay: None.

Absent: None.

MOTION CARRIES

5. Approval: Stay at home order effective 03/20/20 – closing down all Foss Park District facilities and paying all staff based on scheduled hours through end of day April 7, 2020 {(via telecommunications – Johnson (aye), King (aye), Little (no response), Robinson (aye), Wyatt (aye))}. Commissioner King motions to approve stay at home order effective 03/20/20 – closing down all Foss Park District facilities and paying all staff based on scheduled hours through end of day April 7, 2020 {(via telecommunications – Johnson (aye), King (aye), Little (no response), Robinson (aye), Wyatt (aye))}. Second by Commissioner Wyatt.

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

Nay: None.

Absent: None.

MOTION CARRIES

6. Approval: Diamond's Rules of Order (March 2020 agenda)

Commissioner Wyatt motions to **postpone until after COVID-19 pandemic** Diamond's Rules of Order (March 2020 agenda). Second by Commissioner King.

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

MOTION CARRIES

7. Approval: Transfer \$1,187.90, bond money, from North Chicago Community Bank account ending in 5230 to First Midwest Bank Public High Yield account ending in 8160 (March 2020 agenda) Commissioner King motions to approve transfer \$1,187.90, bond money, from North Chicago Community Bank account ending in 5230 to First Midwest Bank Public High Yield account ending in 8160 (March 2020 agenda). Second by Commissioner Wyatt.

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

Nay: None.

Absent: None.

MOTION CARRIES

8. Approval: Combine 2 Certificate of Deposits at North Chicago Community Bank into the Money Market Account ending in 5230 at maturity dates (March 2020 agenda)
Commissioner King motions to approve combine 2 Certificate of Deposits at North Chicago Community Bank into the Money Market Account ending in 5230 at maturity dates (March 2020 agenda). Second by Commissioner Wyatt.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson, and Commissioner Wyatt.
Nay: None.
Absent: None. MOTION CARRIES
9. Approval: Strategic Plan 2020 – 2022 as presented to go into effect May 1, 2020 (March 2020 agenda)
Commissioner Wyatt motions to approve Strategic Plan 2020 – 2022 as presented to go into effect May 1, 2020 (March 2020 agenda). Second by Commissioner King.
Aye: Commissioner King, Commissioner Little, Commissioner Robinson, and Commissioner Wyatt.
Nay: None.
Abstain: Commissioner Johnson.
Absent: None. MOTION CARRIES
10. Approval: Updated Personal Policy Manual as presented to go into effect May 1, 2020 (March 2020 agenda)
Commissioner Wyatt motions to approve updated Personal Policy Manual as presented to go into effect May 1, 2020 (March 2020 agenda). Second by Commissioner King.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson, and Commissioner Wyatt.
Nay: None.
Absent: None. MOTION CARRIES
11. Approval: Commissioner Wyatt and Commissioner King to attend the IAPD Legislative Conference April 27 – April 30, 2020 in Springfield, IL at an approximate cost of \$1,600.00 (March 202 agenda – cancelled due to Stay at Home order)
Commissioner Wyatt motions to **postpone indefinitely** Commissioner Wyatt and Commissioner King to attend the IAPD Legislative Conference April 27 – April 30, 2020 in Springfield, IL at an approximate cost of \$1,600.00 (March 202 agenda – cancelled due to Stay at Home order) **and Executive Director and Business Manager to attend the IAPD Legislative Conference April 27 – April 29, 2020 in Springfield, IL (March 2020 agenda – cancelled due to stay at home order).**
Second by Commissioner King.
Voice vote: aye – all nay – none absent – none MOTION CARRIES
12. Approval: Executive Director and Business Manager to attend the IAPD Legislative Conference April 27 – April 29, 2020 in Springfield, IL (March 2020 agenda – cancelled due to stay at home order)
See item #11.
13. Approval: Full time staff organization change – remove Food & Beverage Manager and Assistant Food & Beverage Manager and replace with two Assistant Golf Managers (March 2020 agenda)
Commissioner King motions to **table until reviewed by Golf Manager** full time staff organization change – remove Food & Beverage Manager and Assistant Food & Beverage Manager and replace with two Assistant Golf Managers (March 2020 agenda). Second by Commissioner Wyatt.
Voice vote: aye – all nay – none absent – none MOTION CARRIES

14. Approval: Acceptance of three bids submitted for the Community Recreation Center doors: Hammock Construction Inc. at \$93,710.00, Elite Door Service at \$33,100.00 and Dormakaba at \$33,211.81 (March 2020 agenda)
Commissioner King motions to approve acceptance of three bids submitted for the Community Recreation Center doors: Hammock Construction Inc. at \$93,710.00, Elite Door Service at \$33,100.00 and Dormakaba at \$33,211.81 (March 2020 agenda). Second by Commissioner Wyatt.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson, and Commissioner Wyatt.
Nay: None.
Absent: None. MOTION CARRIES
15. Approval: Award of Community Recreation Center door bid (March 2020 agenda)
Commissioner King motions to approve award of Community Recreation Center door bid (March 2020 agenda) **to Elite Door Service in amount of \$33,100.00**. Second by Commissioner Wyatt.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson, and Commissioner Wyatt.
Nay: None.
Absent: None. MOTION CARRIES

8. NEW BUSINESS:

16. Approval: Extension of Stay at Home order effective March 20, 2020 end of day April 12, 2020
Commissioner King motions to approve extension of Stay at Home order effective March 20, 2020 end of day April 12, 2020. Second by Commissioner Wyatt.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson, and Commissioner Wyatt.
Nay: None.
Absent: None. MOTION CARRIES
17. Approval: Extension of Stay at Home order through end of day April 30, 2020 with necessary addendums
Commissioner King motions to approve extension of Stay at Home order through end of day April 30, 2020 with necessary addendums. Second by Commissioner Wyatt.
Aye: Commissioner Johnson, Commissioner King, Commissioner Little, Commissioner Robinson, and Commissioner Wyatt.
Nay: None.
Absent: None. MOTION CARRIES

Bold type indicates change to original item.

9. CITIZEN COMMENTS:

Anthony Coleman: Mr. Coleman commented staff should be checking voicemails during the shut down and questioned if calls going to the Community Center can be forwarded to the Front Desk staff.

10. ADJOURNMENT:

Commissioner King motions to adjourn. Second by Commissioner Wyatt.

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

Nay: None.

Absent: None.

MOTION CARRIES at 7:47 pm

This record is not verbatim.

Respectfully Submitted,
Kari Cowart, Board Secretary