

**Foss Park District  
Committee Meeting Minutes  
December 19, 2018**

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

**ROLL CALL**

Board members present: Commissioner Jimmy Baldwin, Commissioner Johnny Johnson and Commissioner Kenneth Robinson.

Board members absent: Commissioner Anthony Coleman and Commissioner Bernard Semasko.

**PLEDGE OF ALLEGIANCE**

**COMMITTEE OF THE WHOLE**

**COMMITTEE/STAFF REPORTS**

*1. Business Office*

a. Director report: Ms. Cowart reported on Boak Park KABOOM! Project: AbbVie has offered to volunteer hours during their week of service in June 2019 with the park build tentatively scheduled for June 13. She continued that North Chicago Community Partners will also help with the organization of the volunteer needs and the Foss Park District will need to provide 50 volunteers, hoping the residents of the ward will volunteer. Ms. Cowart stated the City Planner was at the site meeting and will help with temporarily closing the road for bus access and that the ultimate approval will be done by the Board of Commissioners. She continued the plan is to include new playground equipment and shade structures. Ms. Cowart submitted a tax assessment for the 14<sup>th</sup> Street property, a report will be given at the February meeting from a consultant regarding the Golf Course, RSVP is need for the Ancel Glink reception on January 25 and she will be in the office in the morning of the 20<sup>th</sup> and out the afternoon and all day on the 21<sup>st</sup>.

b. Business Manager report: Mr. Skof reported the worker's compensation insurance is on agenda for approval, budget meetings have been scheduled with Department Heads in February and the collateralization letters from First Midwest Bank have been submitted.

*2. Parks*

a. Superintendent of Grounds report: none at this time.

*3. Golf*

a. Manager/Golf Pro report: Mr. Herring submitted written report on proposed rental fee increases. Commissioner Baldwin asked if they were within range of surrounding banquet halls. Mr. Herring stated there were still the lowest in the area. Commissioner Robinson asked for clarification on fees and services that were given. Mr. Herring stated fees included use of the room, decoration time for renter, set up and clean up. Commissioner Robinson asked for a year to date of rental income.

Commissioner Coleman enters the room at 6:21 pm.

*4. Recreation*

a. Superintendent of Recreation report: Ms. Johnson reported on the schedule to complete the waxing of the floors, the submitted proposals for the new reception area, the Recreation Department is working on an informational pamphlet, basketball is underway and the closing date for the open Recreation positions is January 2.

Commissioner Robinson asked about fixing the pavilion doors. Mr. Herring stated one has been received and they are waiting on others. Commissioner Johnson asked about the music at the Clubhouse. Mr. Herring stated the company contacted Mr. Monroe to move forward with the installation and that music has been set up in the meantime.

#### **CITIZEN COMMENTS**

Carl Evans: Alderman Evans wanted to wish everyone a Merry Christmas and stated he received the answers about Boak Park in the reports given and he will work with the Park District to make everything happen. He also stated he appreciated how well Ms. Cowart and Ms. Johnson worked with him this year.

#### **ADJOURNMENT**

Commissioner Johnson adjourns the meeting at 6:28 pm with no objections.

This record is not verbatim.

Respectfully Submitted,  
Kari Cowart, Board Secretary

**Foss Park District  
Regular Meeting Minutes  
December 19, 2018**

**CALL TO ORDER:** Commissioner Johnson called the meeting to order at 7:00 pm.

**ROLL CALL:**

Board members present: Commissioner Jimmy Baldwin, Commissioner Anthony Coleman, Commissioner Johnny Johnson and Commissioner Kenneth Robinson.

Board members absent: Commissioner Bernard Semasko.

**PLEDGE OF ALLEGIANCE:** waived as recited in Committee Meeting.

**1. MINUTES:** Commissioner Baldwin motions to approve Committee, Executive Session and Regular Meeting (11/21/201) minutes as presented. Second by Commissioner Robinson.

Commissioner Robinson asked if Executive Session minutes should be released. Ms. Cowart stated that can be discussed in Executive Session and can be on the January agenda.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

**MOTION CARRIES**

**2. BILLS:** Commissioner Baldwin motions to approve monthly bills: invoices paid (11/17/2018 – 12/13/18): \$17,948.03, invoices due \$30,290.16, invoices to be paid by credit card at approximate \$5,105.46 and first of the month bills (January) – approximate: \$21,630.00 as presented. Second by Commissioner Robinson.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

**MOTION CARRIES**

**3. PAYROLL:** Commissioner Robinson motions to approve monthly payroll of \$93,461.37 as presented. Second by Commissioner Baldwin.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

**MOTION CARRIES**

**4. PETTY CASH REPORTS:** Commissioner Baldwin motions to approve all petty cash funds: \$46.57 (Business Office) and \$0.00 (Golf Course) as presented. Second by Commissioner Robinson.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

**MOTION CARRIES**

**5. FINANCE REPORTS:** Commissioner Robinson motions to approve finance reports as presented in the Board Packet. Second by Commissioner Baldwin.

Commissioner Johnson stated page 37 needed to be amended from Football Concessions to Bond.

Commissioner Robinson motions to approve finance reports with proposed amendment in the Board Packet. Second by Commissioner Baldwin.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

MOTION CARRIES

**6. COMMISSIONER REPORTS:**

*FINANCE:* COMMISSIONER ROBINSON: as presented in the Committee Meeting.

*GOLF:* COMMISSIONER SEMASKO: as presented in the Committee Meeting.

*PARKS:* COMMISSIONER COLEMAN: as presented in the Committee Meeting.

*RECREATION:* COMMISSIONER BALDWIN: as presented in the Committee Meeting – and Merry Christmas to everyone.

Commissioner Robinson motions to approve Commissioner Reports as presented. Second by Commissioner Baldwin.

Voice vote:

Aye: All

Nay: None

MOTION CARRIES

**7. UNFINISHED BUSINESS:**

1. Approval: 701 14<sup>th</sup> Street renovation bid – remains tabled.

**8. NEW BUSINESS:**

1. Approval: Worker's compensation insurance as presented

Commissioner Baldwin motions to approve Worker's compensation insurance as presented - \$34,835.00. Second by Commissioner Robinson.

Commissioner Robinson noted the \$34,835.00 premium is less than last year.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

MOTION CARRIES

2. Approval: Attendance for Commissioner Baldwin, Commissioner Robinson and Commissioner Semasko at the IAPD/IPRA Conference January 23 – 27, 2019 in Chicago, IL at an approximate cost of: \$3,300.00

Commissioner Baldwin motions to approve attendance for Commissioner Baldwin, Commissioner Robinson and Commissioner Semasko at the IAPD/IPRA Conference January 23 – 27, 2019 in Chicago, IL at an approximate cost of: \$3,300.00. Second by Commissioner Coleman.

Commissioner Johnson stated Commissioner Coleman was not in the motion. Ms. Cowart stated he just confirmed attendance and his attendance can be on the January agenda as it is before conference.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

MOTION CARRIES

3. Approval: Attendance for Executive Director, Business Manager, Assistant Business Manager, Superintendent of Recreation, Latchkey Coordinator and Recreation Coordinator at the IAPD/IPRA Conference January 23 – 27, 2019 in Chicago, IL

Commissioner Baldwin motions to approve attendance for Executive Director, Business Manager, Assistant Business Manager, Superintendent of Recreation, Latchkey Coordinator and Recreation Coordinator at the IAPD/IPRA Conference January 23 – 27, 2019 in Chicago, IL. Second by Commissioner Coleman.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

MOTION CARRIES

4. Approval: New food and beverage pavilion, Clubhouse rates as presented

Commissioner Baldwin motions to approve new food and beverage pavilion, Clubhouse rates as presented. Second by Commissioner Robinson.

Commissioner Robinson stated the new rates include \$150.00 per hour for rentals, \$75.00 per hour for non for profit agencies for rentals and \$100.00 cancellation fee for all rentals.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

MOTION CARRIES

5. Approval: New front desk/reception area furniture – Staples Business Advantage or Garvey's Office Products not to exceed \$9,000.00

Commissioner Baldwin motions to approve new front desk/reception area furniture – Garvey's Office Products not to exceed \$9,000.00. Second by Commissioner Robinson.

Commissioner Coleman asked if this included a logo. Commissioner Johnson said it did not.

Aye: Commissioner Baldwin, Commissioner Coleman, Commissioner Johnson and Commissioner Robinson.

Nay: None.

Abstain: None.

Absent: Commissioner Semasko.

MOTION CARRIES

#### **9. CITIZEN COMMENTS:**

None.

#### **10. ADJOURNMENT:**

Commissioner Johnson adjourns the meeting at 7:11 pm with no objections.

This record is not verbatim.

Respectfully Submitted,  
Kari Cowart, Board Secretary