

**Foss Park District
Committee Meeting Minutes
December 20, 2017**

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

ROLL CALL

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

Board members absent: Commissioner Tony Jones.

PLEDGE OF ALLEGIANCE

COMMITTEE OF THE WHOLE

1. 14th Street Property – discussion on received bids: postponed discussion.
2. Capital projects – prioritization: Commissioner Robinson stated the list provided by staff included capital projects and capital equipment and that equipment should be put into future budgets. Commissioner Semasko stated water fountains for the parks should be included and the possibility of converting paper documents to electronic record keeping. Commissioner Robinson questioned if the medical building was worth the renovation based on what has been paid for the building already.

COMMITTEE/STAFF REPORTS

1. *Business Office*

a. Director report: Ms. Cowart reported: Commissioner Jones resignation effective at end of business on December 29, 2017, Ancel Glink having reception for Commissioners during the IAPD/IPRA Conference, the intergovernmental agreement with Shields Township is ready for approval, the amended sexual harassment policy is ready for approval (per Illinois State law), the sand management update, facilities are closed December 22 and 25, 2017, budget meetings with staff will be starting and the IAPD Business Meeting minutes are available for review.

b. Business Manager report: Mr. Skof reported: the bond payments have been sent out, the workman's compensation insurance has been renewed, conference registration and information is available for confirmation, the tax levy is ready for approval to be filed with the County on December 21, 2017 and the budget process has begun. Commissioner Robinson asked about the uncapped funds and the proposed levy.

Commissioner Semasko leaves the room at 6:21 pm.

Mr. Skof stated the funds were special rec and bond and the levy if 2.10% is based on the CPI.

2. *Parks*

- a. Superintendent of Grounds report: Ms. Cowart reported the staff is preparing for winter.

Commissioner Semasko returns to the room at 6:23 pm.

3. *Golf*

- a. Manager/Golf Pro report: Ms. Cowart reported the cash registers are up and running and winter hours are in effect.

4. Recreation

a. Recreation Supervisor report: Mr. Allen reported: basketball tryouts, cheer/dance, working with Waukegan Baseball in a partnership, line and step classes, arts and crafts class and the Martin Luther King Jr. celebration. Commissioner Johnson stated programs need to be promoted in schools and Commissioner Baldwin stated the Charter School should be contacted and seek sponsors from the Mayor and Alderman for possible sponsorship in baseball. Commissioner Robinson suggested working on girls' softball.

CITIZEN COMMENTS:

Shelby and Virginia Mays: Ms. Mays stated she was unhappy with her rental this past weekend and staff that helped coordinate it. Commissioner Johnson asked Ms. Cowart and Mr. Allen to follow up with the family.

ADJOURNMENT

Commissioner Johnson stands the meeting adjourned at 6:44 pm with no objections.

This record is not verbatim.

Respectfully Submitted,
Kari Cowart, Board Secretary

**Foss Park District
Regular Meeting Minutes
December 20, 2017**

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

ROLL CALL:

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

Board members absent: Commissioner Tony Jones.

PLEDGE OF ALLEGIANCE: waived as recited in Committee Meeting.

1. MINUTES: Commissioner Baldwin motions to approve Committee & Regular Meeting (11/15/2017) and Special Meeting (11/29/2017) minutes as presented. Second by Commissioner Semasko.

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

Nay: None.

Abstain: None.

Absent: Commissioner Jones.

MOTION CARRIES

2. BILLS: Commissioner Semasko motions to approve monthly bills: invoices paid (11/09/17 – 12/15/17) \$53,937.39, invoices due \$37,700.48, invoices to be paid by credit card at approximate \$2,368.92 and first of the month bills (January) – approximate: \$14,225.00 as presented. Second by Commissioner Baldwin.

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

Nay: None.

Abstain: None.

Absent: Commissioner Jones.

MOTION CARRIES

3. PAYROLL: Commissioner Baldwin motions to approve monthly payroll of \$92,011.73 as presented. Second by Commissioner Robinson.

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

Nay: None.

Abstain: None.

Absent: Commissioner Jones.

MOTION CARRIES

4. PETTY CASH REPORTS: Commissioner Baldwin motions to approve all petty cash funds: \$129.23 (Business Office) and \$0.00 (Golf Course) as presented. Second by Commissioner Robinson.

Aye: Commissioner Baldwin, Commissioner Johnson and Commissioner Semasko.

Nay: None.

Abstain: None.

Absent: Commissioner Jones.

MOTION CARRIES

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

Voice vote: aye – all, nay – none.

Abstain: None.

Absent: Commissioner Jones.

MOTION CARRIES

6. COMMISSIONER REPORTS:

Dan Bendixon spoke to the Board regarding the renovations and drawings for the 14th Street Property.

FINANCE: COMMISSIONER ROBINSON reported that the current budget has the kitchen supplies as a wrong figure and staff should be able to make adjustments and per the auditors, if funds are unable to be paid back to another fund, the dollars should be written off with a plan to reimburse the funds.

GOLF: COMMISSIONER JONES Ms. Cowart read resignation letter of Commissioner Jones effective end of day December 29, 2017. Commissioner Semasko reported trees have been cleared on the course.

PARKS: COMMISSIONER SEMASKO reported the parks are closed for the winter and trucks are ready with plows.

RECREATION: COMMISSIONER BALDWIN as presented in Committee Meeting.

7. UNFINISHED BUSINESS:

Approval: City of North Chicago Sheridan Crossings – tax abatement: no new update from the City of North Chicago – item remains tabled.

Approval: 701 14th Street renovation bid – item remains tabled.

8. NEW BUSINESS:

1. Approval: Proposed tax levy.

Commissioner Baldwin motions to approve proposed tax levy as presented. Second by Commissioner Robinson.

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

Nay: None.

Abstain: None.

Absent: Commissioner Jones.

MOTION CARRIES

2. Approval: Commissioners Baldwin, Robinson and Semasko attendance at IAPD/IPRA Annual Conference in Chicago, Illinois January 18 – 22, 2018 at an estimated cost of \$2,366.00.

Commissioner Robinson motions to approve Commissioners Baldwin, Robinson and Semasko attendance at

IAPD/IPRA Annual Conference in Chicago, Illinois January 18 – 22, 2018 at an estimated cost of \$2,366.00. Second by Commissioner Baldwin.

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

Nay: None.

Abstain: None.

Absent: Commissioner Jones.

MOTION CARRIES

3. Approval: Executive Director, Business Manager, Assistant Business Manager, Recreation Supervisor, Recreation Coordinator, Latchkey Coordinator, Senior Coordinator and Athletic Coordinator attendance at IAPD/IPRA Annual Conference in Chicago, Illinois January 18 – 22, 2018.

Commissioner Robinson motions to approve Executive Director, Business Manager, Assistant Business Manager, Recreation Supervisor, Recreation Coordinator, Latchkey Coordinator, Senior Coordinator and Athletic Coordinator attendance at IAPD/IPRA Annual Conference in Chicago, Illinois January 18 – 22, 2018. Second by Commissioner Semasko.

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

Nay: None.

Abstain: None.

Absent: Commissioner Jones.

MOTION CARRIES

4. Approval: Golf Manager and Assistant Golf Manager attendance at PGA Merchandise Show in Orlando, Florida January 20 – 27, 2018.
Commissioner Baldwin motions to approve Golf Manager and Assistant Golf Manager attendance at PGA Merchandise Show in Orlando, Florida January 20 – 27, 2018. Second by Commissioner Robinson.
Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Robinson and Commissioner Semasko.
Nay: None.
Abstain: None.
Absent: Commissioner Jones. MOTION CARRIES
5. Approval: Intergovernmental Agreement with Shields Township regarding snow removal as presented.
Commissioner Robinson motions to approve Intergovernmental Agreement with Shields Township regarding snow removal as presented. Second by Commissioner Baldwin.
Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Robinson and Commissioner Semasko.
Nay: None.
Abstain: None.
Absent: Commissioner Jones. MOTION CARRIES
6. Approval: ordinance approving sexual harassment policy.
Commissioner Baldwin motions to approve ordinance approving sexual harassment policy as presented. Second by Commissioner Robinson.
Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Robinson and Commissioner Semasko.
Nay: None.
Abstain: None.
Absent: Commissioner Jones. MOTION CARRIES

9. CITIZEN COMMENTS: None.

10. ADJOURNMENT

Commissioner Johnson stands the meeting adjourned at 7:24pm with no objections.

This record is not verbatim.

Respectfully Submitted,
Kari Cowart, Board Secretary