

**Foss Park District  
Committee Meeting Minutes  
July 20, 2016**

**CALL TO ORDER** Commissioner Wyatt called the meeting to order at 6:01 pm.

**ROLL CALL**

Board members present: Commissioner Johnny Johnson, Commissioner Tony Jones, Commissioner Donna King and Commissioner Vance Wyatt.

Board members absent: Commissioner Jimmy Baldwin.

**PLEDGE OF ALLEGIANCE**

Commissioner Baldwin enters the room at 6:02 pm.

**COMMITTEE OF THE WHOLE**

1. Investment policy: Commissioner Wyatt presented an investment policy for Board approval. He stated it is similar to Waukegan and Gurnee Park Districts.
2. Properties – Cole Park and 14<sup>th</sup> Street: Commissioner Wyatt stated a decision needs to be made on Cole Park regarding the new space. Commissioner Johnson asked that the line be repainted. Commissioner Wyatt stated the 14<sup>th</sup> Street property needs done within 18 months due to City ordinance. He stated the space may be eligible for grant money for the lighting, HVAC, etc.
3. Dental insurance for employees: Mr. Skof presented dental insurance proposal for staff and based on current policy the park district would be responsible to pay full dental for employees. Commissioner Baldwin asked if this was for all staff, Mr. Skof replied full time only.
4. Kitchen equipment – Clubhouse: Mr. Herring presented a proposal for new kitchen equipment. He continued the kitchen would need to be closed for 3 to 4 days for the installation. Commissioner Baldwin asked for approximate cost of a service call. Mr. Herring stated \$85 per hour plus parts. Mr. Monroe stated the equipment has been budgeted for this fiscal year.

Commissioner King leaves the room at 6:13 pm.

Commissioner Baldwin understands the budget concern, but asked about calling a contractor. Mr. Monroe stated it is a service contract that includes air conditioning. Commissioner Wyatt stated himself; Ms. Cowart and Mr. Skof will be putting together a master plan that includes equipment replacement for everything in the park district.

5. Chase bank account (PayPal): Mr. Skof stated activity in the PayPal account has decreased and the balance has gone below the \$25,000.00 threshold, a \$15.00 per month fee is in effect. Mr. Skof stated the Chase account was originally opened for pay roll cards, however, the new pay roll cards are through First Midwest Bank. Commissioner Baldwin stated he is asking the board to close the account.

**COMMITTEE/STAFF REPORTS**

**1. Business Office**

- a. Operations: Ms. Cowart stated she met with all department heads to review the first two months of the fiscal budget and plans to have these meetings every two months and the auditors completed fieldwork last week and will be presenting the report to the board at the September or October meeting. Ms. Cowart reported National Night Out is August 2 and is a program of the North Chicago Police Department and if any commissioner would like to sit in the parade review stand, please let her know. Ms. Cowart reported on the

water main break at the Golf Course and a water valve may be needed to be installed. Mr. Winter stated there have been three breaks in the main and the shut off valve can alleviate shutting down the Clubhouse. Ms. Cowart reported staff went to the Zion Park District to observe Foot Golf. She continued that the email was sent out regarding the properties. Ms. Cowart stated she will be attending a sand management meeting next week and the memo from Mr. Puma was distributed regarding video gaming. She reminded the board she would be out of the office the following Thursday and Friday.

Mr. Skof reported on a webinar he attended for HB 5522 regarding transparency that will affect the park district in the future.

## *2. Parks*

- a. Operations: None at this time.

## *3. Golf*

- a. Operations: Mr. Monroe reported the NCCHS Alumni outing is on for July 30 and the first class of the seniors golf class was a success.

## *4. Recreation*

- a. Operations: Ms. Smith submitted a written report. She reported on: summer camp, Latchkey, the new Senior Coordinator, mobile food pantry and that the Flames Basketball team was number one in state. She continued with tennis dates, baseball clinic, soccer clinic, cheer program, football camp, summer fun days and field trips. Commissioner Jones drew the name for the winner of the Chicago Fire soccer tickets.

## **CITIZEN COMMENTS**

Maggie Robinson: Ms. Robinson thanked Commissioner Wyatt and Ms. Smith for helping out with the tennis picnic she held at Twin City Park.

David Hood: Mr. Hood asked about the proposal he put in. Ms. Cowart stated she is still putting it together.

## **ADJOURNMENT**

Commissioner Wyatt stands the meeting adjourned at 6:35 pm with no objections.

This record is not verbatim.

Respectfully Submitted,  
Kari Cowart, Board Secretary

**Foss Park District  
Regular Meeting Minutes  
July 20, 2016**

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

**ROLL CALL:** Board members present: Commissioner Jimmy Baldwin, Commissioner Johnny Johnson, Commissioner Tony Jones, Commissioner Donna King and Commissioner Vance Wyatt.

Board members absent: None.

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

**1. MINUTES:** Commissioner Jones motions to approve Committee, Regular & Executive Meeting (June 15, 2016) and Special Meeting (July 7, 2016) minutes as presented. Second by Commissioner King. Commissioner Johnson asked for clarification on Commissioner Baldwin's vote to accept Gold Rush Gaming.

Voice vote: aye – all, nay – none.

MOTION CARRIES

**2. BILLS:** Commissioner King motions to approve monthly bills – invoices paid (06/16/16 – 07/15/2016) \$30,167.09 and invoices due \$125,316.96 as presented. Second by Commissioner Baldwin.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

Commissioner Johnson motions to approve first of the month bills (August) – approximate \$31,222.40 as presented. Second by Commissioner King.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**3. PAYROLL:** Commissioner Jones motions to approve monthly payroll – \$110,986.14 as presented. Second by Commissioner King.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**4. PETTY CASH REPORTS:** Commissioner Jones motions to approve all petty cash funds – \$138.38 Business Office as presented. Second by Commissioner Johnson.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**5. FINANCE REPORTS:** Commissioner King motions to approve all finance reports as presented. Second by Commissioner Baldwin.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**6. COMMISSIONER REPORTS:**

*FINANCE – COMMISSIONER BALDWIN:* As presented in Committee Meeting.

*GOLF – COMMISSIONER JOHNSON:* Commissioner Johnson stated the cart paths need to be resealed and maintenance staff needs to wear hard hats while working on the course.

*PARKS – COMMISSIONER KING:* As presented in Committee Meeting.

*RECREATION – COMMISSIONER JONES:* As presented in Committee Meeting.

**7. UNFINISHED BUSINESS:** None

**8. NEW BUSINESS:**

1. Approval of Foss Park District investment policy:

Commissioner Baldwin motions to approve the Foss Park District investment policy as presented. Second by Commissioner Jones.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

2. Approval of employee dental insurance policy:

Commissioner King motions to approve employee dental insurance policy as presented. Second by Commissioner Baldwin.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

3. Approval of closing Chase Bank account (PayPal):

Commissioner Baldwin motions to approve closing of Chase Bank account. Second by Commissioner Jones. Commissioner Jones asked where the money would be moved to and Mr. Skof stated existing accounts at First Midwest Bank.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

4. Approval of purchase of kitchen equipment – Clubhouse: Restaurant Equipppers Warehouse Stores TOTAL = \$5,531.00 plus shipping & handling. (1) Tri-Star Gas Range 60"wide with 24"griddle/ 2 ovens - \$2,795. (1) Casters - \$159.00, (2) Tri-Star Gas Fryers - \$987.00 each, (2) Insulated Front Loading Food Carrier- \$189.00 each, (1) Dolly - \$139.00, (1) Patriot hot dog and bun steamer - \$225.00. Commissioner Baldwin motions to approve purchase of kitchen equipment as presented. Second by Commissioner King.

Commissioner Jones stated the motion should not have an exact amount, rather not to exceed \$6,000.00. Commissioner Baldwin motions to amend the original motion to approve kitchen equipment purchase not to exceed \$6,000.00. Second by Commissioner King.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

Roll call on motion to purchase kitchen equipment not to exceed \$6,000.00

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

**9. CITIZEN COMMENTS:**

None.

**10. EXECUTIVE SESSION:** The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity 5ILCS 120/2(c)(1).

Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting 5ILCS 120/(2)(11).

Commissioner Johnson motioned to move to Executive Session. Second by Commissioner King.

Aye: Commissioner Baldwin, Commissioner Johnson, Commissioner Jones, Commissioner King and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES at 7:09 pm.

Commissioner Wyatt opens the Regular Meeting and calls for roll at 7:36 pm.

Board members present: Commissioner Jimmy Baldwin, Commissioner Johnny Johnson, Commissioner Tony Jones and Commissioner Vance Wyatt.

Board members absent: Commissioner King.

**11. ADJOURNMENT:**

Commissioner Wyatt stands the meeting adjourned at 7:36 pm with no objections.

This record is not verbatim.

Respectfully Submitted,  
Kari Cowart, Board Secretary