

**Foss Park District
Committee Meeting Minutes
October 19, 2016**

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

ROLL CALL

Board members present: Commissioner Jimmy Baldwin, Commissioner Tony Jones, Commissioner Donna King and Commissioner Vance Wyatt.

Board members absent: Commissioner Johnny Johnson.

PLEDGE OF ALLEGIANCE

COMMITTEE OF THE WHOLE

1. 14th Street Property – update: Ms. Cowart stated an updated drawing of the building was submitted to the Board. She stated these are the recommendations of the staff and that some of the extra items in the first drawing were removed.

Commissioner Johnson enters the room at 6:02 pm

Commissioner Wyatt stated the Board Room area may not fit very many guests and parking could be an issue.

Commissioner Johnson stated that it should be fully decided on what will happen at the Community Center.

Commissioner King stated a walkthrough of the building should be done. Commissioner Baldwin stated the Board should look at the building as a group.

2. Splashpad – update: Ms. Cowart stated she met with Commissioner Baldwin regarding the Splashpad and has contacted Joe Brusseau as to a status update.

3. Coles Park/Lake County Housing Authority – update: Ms. Cowart stated the final copy of the easement agreement was sent to all commissioners for review.

4. IAPD/IPRA State Conference: January 19 – 21, 2017: Ms. Cowart reported on the state conference and requested the staff that has attended in the past attend again this year: Executive Director, Business Manager, Assistant Business Manager, Latchkey Coordinator, Senior Coordinator, Athletic Coordinator and Recreation Coordinator.

COMMITTEE/STAFF REPORTS

1. *Business Office*

a. Operations: Ms. Cowart reported that she is working on the reimbursement policy for the November meeting and new FSLA regulations will go into effect on December 1 that will need approval at the November meeting regarding exempt and nonexempt status. Ms. Cowart stated the Community Center will be closed on November 11th for Veterans Day and November 24th and 25th for Thanksgiving. She continued that April 2017 election packets are available for pick up or can be downloaded from the park district website. Ms. Cowart stated the designee for the Business Meeting at the IAPD Conference must be appointed. She stated she met with Top Food Box for the Community Center to be a possible distribution location and PADS is no longer using the building on a regular basis, they will only use the Community Center in emergency situations. She stated the Best of the Best Gala is October 21 and Jon Shabica will be at the next meeting to talk about the lakefront. Ms. Cowart stated Mr. Shabica said the Army Corps of Engineers has approved the lakefront as an onsite habitat and that will be a cost savings; however the park district will have to monitor the program and suggests getting the school district involved with the monitoring.

Mr. Skof reported the preliminary audit will be available soon and an extension for filing will be completed by Sikitch. He continued that he and Ms. Cowart spoke with Dave Phillips and the park district is back on track with the rollover bonds to abate taxes and that the BINA hearing will be held at the November or December Regular Meeting. Mr. Skof presented a preliminary report on the tax levy and will meet with Commissioner Baldwin regarding the changes needed.

Mr. Skof presented written reports on employee health insurance and liability insurance. He continued that the broker for the natural gas rates stated the information will be available in the spring and he is revisiting recreation software.

2. Parks

a. Operations: Mr. Winter reported he spoke to the representative for the Toro machine and is waiting on final answers regarding when payment is due after the equipment is ordered.

3. Golf

a. Operations: Mr. Monroe reported 12 annual passes were given out at the Foss Park Amateur and save the dates will be determined for annual pass sales. He stated that passes will be sold at the golf shows in February and March and the final tournaments of the year will be the Tombstone Tournament and Turkey Shoot. Mr. Monroe reported the golf carts are scheduled for pick up the third week in November and he is working with Groupon Goods to sell the Mizuno sweatshirts that are left. He continued that postcards for the lunch specials have been created and the new stove/grill is ready to go. Commissioner Jones noted the postcards included current business hours. Mr. Monroe stated new ones will be printed when the new hours go into effect.

4. Recreation

a. Operations: Ms. Cowart reported the following:

Child Care (Ms. Tate): Written report submitted.

Recreation (Ms. Brooks): Halloween event is scheduled for October 28. Ron McAllister has been volunteering for arts and crafts with Latchkey.

Seniors (Ms. Johnson): Casino trips, Galena trip, crafts on Wednesdays, movie day.

Athletics (Mr. Bone): Football and cheer going into playoffs. Basketball and volley ball will be beginning.

CITIZEN COMMENTS

Mr. David Hood presented a letter with referrals to all the commissioners.

ADJOURNMENT

Commissioner Wyatt stands the meeting adjourned at 6:33 pm with no objections.

This record is not verbatim.

Respectfully Submitted,
Kari Cowart, Board Secretary

**Foss Park District
Regular Meeting Minutes
October 19, 2016**

CALL TO ORDER: Commissioner Wyatt called the meeting to order at 7:01 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 Johnson motions to approve Committee, Regular & Executive Meeting (09/21/2016) minutes as presented. Second by Commissioner Baldwin.

Voice vote: aye – all, nay – none.

MOTION CARRIES

2. BILLS : Commissioner Johnson motions to approve monthly bills – invoices paid (09/16/16 – 10/12/2016) \$9,761.40 and invoices due \$73,144.98 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

Commissioner King motions to approve first of the month bills (November) – approximate \$81,222.40 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

3. PAYROLL: Commissioner Johnson motions to approve monthly payroll – \$165,226.46 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 King motions to approve all petty cash funds – \$56.16 Business Office and \$310.25 Golf Course. Second by Commissioner Baldwin.

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

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

5. FINANCE REPORTS: Commissioner Jones motions to approve all finance reports 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

6. COMMISSIONER REPORTS:

FINANCE – COMMISSIONER BALDWIN: As presented in Committee Meeting.

GOLF – COMMISSIONER JOHNSON: As presented in Committee Meeting.

PARKS – COMMISSIONER KING: As presented in Committee Meeting.

RECREATION – COMMISSIONER JONES: As presented in Committee Meeting.

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

Voice vote: aye – all, nay – none.

MOTION CARRIES

7. UNFINISHED BUSINESS:

1. Approval of Coles Park easement with Lake County Housing Authority

Commissioner Baldwin motions to approve Coles Park easement with Lake County Housing Authority 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

2. Approval of Toro Groundsmaster 4000-D, 4WD

Commissioner Baldwin motions to approve purchase of Toro Groundsmaster 4000-D, 4WD 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. Approval of natural gas rates

Commissioner Jones motions to postpone approval of natural gas rates. Second by Commissioner King.

Voice vote: aye – all, nay – none.

MOTION CARRIES

4. Approval of volunteers

Commissioner Jones motions to postpone approval of volunteers. Second by Commissioner King.

Voice vote: aye – all, nay – none.

MOTION CARRIES

8. NEW BUSINESS:

1. Approval of employee health insurance

Commissioner Baldwin motions to approve continuing with current health insurance plan as presented. Second by Commissioner King.

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

Nay: None.

Abstain: None.

Recuse: Commissioner Wyatt

Absent: None.

MOTION CARRIES

2. Approval of liability insurance

Commissioner Baldwin motions to approve liability insurance 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. Approval of IAPD/IPRA State Conference: commissioners & staff

Commissioner King motions to approve attendance of IAPD/IPRA State Conference of Commissioners and staff. Second by Commissioner Jones.

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

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

4. Approval of redesign 14th Street Property – Dan Bendixon architect

Commissioner Jones motions to postpone approval redesign of 14th Street property. Second by Commissioner King.

Voice vote: aye – all, nay – none.

MOTION CARRIES

5. Approval of Splash Pad rebid

Commissioner Baldwin motions to approve of Splash Pad rebid per Brusseau Design. Second by Commissioner Jones.

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

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

6. Approval of IAPD Credential Certificate

Commissioner Baldwin motions to approve Commissioner King as designee for the IAPD Credential Certificate.
Second by Commissioner Johnson.

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

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

7. Approval of removing former employee from administrative leave (discussion in Executive Session)

9. CITIZEN COMMENTS:

None.

Commissioner Jones motions to move to Executive Session. Second by Commissioner Baldwin.

Voice vote: aye – all, nay – none.

MOTION CARRIES at 7:10 pm

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).

- Approval of volunteers (action; following reconvening open session)

Commissioner Wyatt called to reconvene the Regular Meeting at 7:41 pm.

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

Board members absent: None.

Commissioner Baldwin motions to remove employee from administrative leave as discussed in Executive Session. Second by Commissioner Jones.

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

Nay: None.

Abstain: None.

Absent: None.

MOTION CARRIES

11. ADJOURNMENT:

Commissioner Wyatt stands the meeting adjourned at 7:42 pm with no objections.

This record is not verbatim.

Respectfully Submitted,

Kari Cowart, Board Secretary