

**Foss Park District
Committee Meeting Minutes
June 17, 2015**

Call to order: Commissioner Wyatt called the meeting to order at 6:00 pm.

Roll Call: Board members present: Commissioner Johnny Johnson, Commissioner Donna King and Commissioner Vance Wyatt.

Board members absent: Commissioner Jimmy Baldwin and Commissioner Susan Dixon.

Pledge of Allegiance

Commissioner Johnson motioned to accept Commissioner Dixon to attend the meeting via teleconference. Second by Commissioner Wyatt. Voice vote: aye – all, nay – none. Motion carries. Commissioner Dixon joined the meeting at 6:02 pm via teleconference due on going legal proceedings and to be able to continue with commissioner duties as stated by Commissioner Wyatt.

ALL COMMITTEES

Business Office:

- Operations: Budget, Square Register, Commissioner iPad, Sprint proposal: Mr. Skof presented proposed budgets for 2015-16 for review, past policies for review and would like to set up budget meetings with staff and/or commissioners for 30 day public inspection. He continued the board packet contained information regarding the square register to update recreation registration. Mr. Skof stated information regarding new iPads for commissioners and the recreation registration was included in the packet for the board to review. He continued that Sprint offered a proposal for iPad service for review.
- Prevailing Wage Ordinance: Ms. Cowart stated the annual Prevailing Wage Ordinance is in the board packet for review and approval at the Regular Meeting.
- Legislative Awareness Golf Outing: Ms. Cowart stated that the information regarding the outing is in the board packet for review and approval at the Regular Meeting.
- NRPA Conference: Ms. Cowart stated that information regarding the conference was sent to all the commissioners for review and her recommendation for staff attendance includes the Superintendent of Recreation, Business Manager and Executive Director.
- September Board Meeting – change of date to September 23: Ms. Cowart stated the September Board Meeting is during NRPA and should be moved to the following week in September.
- Commissioners' Scholarship: Commissioner Dixon stated she and Commissioner Wyatt will be working on the Commissioners' Scholarship and will present the information to board for review next month. Commissioner Wyatt stated the scholarships are important and Commissioner Johnson stated a number should be given. Commissioner Dixon stated she would like three award winners.

Parks:

- Operations: Commissioner Dixon stated Ms. Smith did a walkthrough of the parks and will speak on a meeting she had with the health department. Commissioner Johnson stated park issues should be brought to Mr. Winter regarding upkeep and purchases. Commissioner Wyatt asked job descriptions be forwarded for Mr. Winter and Ms. Smith.
- Twin City Tennis Court: Commissioner Dixon stated that the court is deteriorating and must be shut down due to the state it is in. Mr. Skof stated he will forward the quote from last year to the commissioners for review. Commissioner Wyatt suggested getting grants for maintenance.
- Park Trails: Commissioner Dixon stated Ms. Smith will present that material and is about the potential trails in the park to make them more heart healthy.

- **Park Signs:** Commissioner Dixon stated she requested quotes for new signs for the parks and recommends the quote from Fast Signs. Ms. Cowart read the quote from Fast Signs. Commissioner Dixon continued she would like to see a sign at Sheridan Road and Foss Park Avenue to promote Foss Park activities.

Ms. Cowart stated a tree fell in Twin City and it has been removed, except for the stump. She continued that quotes for the replacement fence are being obtained and insurance has been notified. Ms. Cowart stated she met with Norm Keber of Spring Green and they are developing a plan to possibly beautifying Boak Park and will forward information as it is received.

- **Beach Project:** Ms. Cowart stated she will contact Jon Shabica in regards to the next steps of the beach project. She stated she and Ms. Smith attended the Sand Management regarding the preservation of the coastline of Lake Michigan.

Commissioner Dixon continued she would like to see a marquee at Sheridan Road and Foss Park Avenue to promote Foss Park activities.

Golf Course:

- **Operations:** Mr. Monroe presented future golf outings for a fraternity and church. Ms. Cowart redials Commissioner Dixon at 6:37 pm. Mr. Monroe continued the high school will also have a golf outing. Mr. Monroe read the eBay summary for the last 90 days. Mr. Herring presented the analysis of other facility rentals compared to the pavilion. Commissioner Dixon stated there should have been more comparisons with park districts. Commissioner Wyatt stated that nonprofits should be made aware of extra services provided to them.

Commissioner Johnson stated that the storm shelter needs to be replaced and Mr. Winter will be getting quotes. Mr. Skof stated Mr. Winter budgeted \$10,000 for the project. Commissioner Johnson stated the drainage ditch needs at the Clubhouse and Pavilion is an eyesore and needs to be fixed. Commissioner Wyatt stated that East Skokie Drainage should be involved.

Recreation Center:

- **Operations:** Ms. Cowart stated Ms. Smith submitted a written report to the board. She continued a car show is being planned in August with the North Chicago Car Club and other partners to provide school supplies.
- **OSLAD Grant – Splashpad:** Ms. Cowart stated Governor Rauner has not released the funds yet.

Citizens Comments:

Jimmy Morris: Mr. Morris spoke about the 2012 concert and his involvement and submitted written material.

Donna Kalinoski: Ms. Kalinoski spoke about the bingo program at the Pavilion.

Adjournment:

Commissioner Dixon motioned to move to adjourn Committee Meeting. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner King and Commissioner Wyatt.

Nay: None.

Absent: Commissioner Baldwin

Motion carries at 6:58 pm.

**Foss Park District
Regular Meeting Minutes
June 17, 2015**

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

ROLL CALL: Board members present: Commissioner Johnny Johnson, Commissioner Donna King and Commissioner Vance Wyatt.

Board members absent: Commissioner Susan Dixon and Commissioner Jimmy Baldwin.

Commissioner Johnson motioned to accept Commissioner Dixon to attend the meeting via teleconference. Second by Commissioner Wyatt. Voice vote: aye – all, nay – none. Motion carries. Commissioner Dixon joined the meeting at teleconference.

PLEDGE OF ALLEGIANCE

1. MINUTES: Committee & Regular Meeting, Executive Session (May 20, 2015). Commissioner Wyatt asked for any objections to the minutes, none heard, minutes approved by unanimous consent.

2. BILLS: Monthly bills and First of the month bill (July).

Commissioner Johnson motioned to approve the monthly bills as presented. Second by Commissioner Wyatt.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

Commissioner Johnson motioned to approve the first of the month bills, July 2015 as presented. Second by Commissioner Wyatt.

Commissioner Dixon stated that the additional bills asked additional bills are given to commissioners the Monday before the meeting. Mr. Skof stated bills that day would not be included. Commissioner Wyatt asked for the amount staff can spend to pay the bill with the credit card. Mr. Skof stated this is part of the process and will submit the report as paid bills.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

3. PAYROLL: Monthly payroll

Commissioner Wyatt motioned to approve the monthly payroll as presented. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

4. PETTY CASH REPORTS: All petty cash funds

Commissioner Wyatt motioned to approve the monthly payroll as presented. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

5. FINANCE REPORTS: As presented in the Board Packet

Commissioner Wyatt motioned to approve the monthly payroll as presented. Second by Commissioner Johnson.

Mr. Skof read all finance reports as presented in the board packet. Commissioner Dixon asked about the Trane check.

Mr. Skof stated that was deposited in miscellaneous revenue for approximately \$18,000. Commissioner Johnson asked why the reports have to be read every meeting when the information is public record. Commissioner Wyatt stated it was requested.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

6. COMMISSIONER REPORTS:

FINANCE: COMMISSIONER BALDWIN – as read earlier.

GOLF: COMMISSIONER JOHNSON – stated Waukegan Park District has requested a donation for their golf outing.

Commissioner Johnson motioned to approve a foursome for Friends of the Parks golf outing. Second by Commissioner Wyatt.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

Commissioner Johnson motioned to approve a foursome for Legislative golf outing on July 24. Second by Commissioner Wyatt.

Commissioner Dixon stated items should be on the agenda in the future. Commissioner Wyatt stated it is under new business for the Legislative golf outing and will have all items listed in the future.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

PARKS: COMMISSIONER DIXON – as presented in the Committee Meeting.

RECREATION: COMMISSIONER WYATT – Commissioner Wyatt stated a report was submitted by Ms. Smith.

7. STAFF REPORTS:

Director – Ms. Cowart: Ms. Cowart stated in addition to items in Committee Meeting, that the next IAPD Golf Tour event is June 25 in Deerfield and will need to know who will be attending. She continued she and Commissioner Johnson met with the city regarding watering at the golf course and the possibility of tapping into their main water line and the city will be sending information soon. Ms. Cowart stated she attended Ancel Glink's Spring Director Meeting and items discussed included a social media policy, keeping track of exempt staff time, reviewing Executive Session minutes and destruction of old tapes, the possible increase of bid thresholds and Open Meeting Act training. She continued that the Community Center will be closed on Friday July 3 to observe the holiday per the policy manual. Ms. Cowart stated pictures for the commissioners are needed for the front lobby. She continued that she is still attending My Brother's Keeper initiative through the city and she continued that she will be out of the office July 6 – 10.

Golf – Mr. Monroe: as presented in Committee Meeting.

Recreation – Ms. Smith: Ms. Smith presented her operational report in the packet with the following changes: Chicago Sky tickets are \$10 each. She continued Waukegan Township gave a \$500 donation for the Movie/Camp Night. Ms. Smith stated Heller Nature Center will be a field trip for camp again this year. She continued in house intramurals will be held the month of July with different sports. Ms. Smith stated gym usage of Novak King for the summer is still being ironed out. She continued the cheerleaders were invited to participate in Park Conservation Day on August 22 and she is looking at sponsorships to help with the costs along with fundraisers. Ms. Smith stated that the field in back owned by Mt. Sinai has been approved by their board for Flames Football use. She continued that intramurals cost is \$10 per sport per participant and athletics is in the process of implementing adult leagues. Commissioner Johnson asked how many different sports will be offered for intramurals. Ms. Smith stated soccer, basketball, football and cheerleading and flag football. Commissioner Johnson stated those are good, but other sports should also be added. Commissioner Wyatt stated new sports can be looked into for next year. Commissioner Dixon commended Ms. Smith for her written report and all her hard work.

Commissioner Wyatt motioned to approve a Commissioner and Staff reports as presented. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

8. UNFINISHED BUSINESS:

1. Administrative property

Commissioner Wyatt motioned to approve to seek out a realtor to sell the property. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

2. Intergovernmental agreement with School District 187 – on hold
3. Splashpad at Community Recreation Center – on hold
4. Adoption of rules, regulations, policies and binding agreements of preceding board
Commissioner Wyatt motioned to adopt Robert Rules of Order as rules of the Board of Commissioners, regulations, and policies and accept binding agreements of proceeding. Second by Commissioner Johnson. Commissioner Dixon stated she needs a copy of Robert Rules of Order.

Commissioner Wyatt motioned to amend the motion to exclude regulations, policies and binding agreements as per Commissioner King. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

Commissioner Wyatt motioned to adopt Robert Rules of Order as rules of the Board of Commissioners. Second by Commissioner Johnson.

Commissioner Dixon stated she needs a copy of Robert Rules of Order.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

5. Board of Commissioners policy handbook

Commissioner Wyatt motioned to table the Board of Commissioners policy handbook until July meeting. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

6. New pavilion prices

Commissioner Wyatt motioned to approve the pavilion prices as presented. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

7. Credit card usage policy

Commissioner Wyatt motioned to table credit card usage policy until July. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

8. NRPA Conference

Commissioner Wyatt motioned to approve attendance at NRPA of the Business Manager, Superintendent of Recreation and Executive Director along with commissioners. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

9. Salary information (to be discussed in Executive Session)

9. NEW BUSINESS:

10. Motion to concur the appropriations from May

Commissioner Wyatt motioned to concur the appropriations from May 20 meeting. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

11. Square Register

Commissioner Wyatt motioned to approve purchase of Square Register at \$586.00. Second by Commissioner Johnson.

Commissioner Dixon asked if this will limit her iPad usage. Commissioner Wyatt stated that is the next item.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

12. Commissioner iPad

Commissioner Johnson motioned to accept Spring proposal as presented. Second by Commissioner Dixon. Commissioner Dixon asked about usage. Mr. Skof stated iPad 4 can be changed out to iPad Air 2 and will go from AT&T to Sprint with shared 120GB.

Aye: Commissioner Dixon, Commissioner Johnson and Commissioner King.

Nay: None.

Abstain: Commissioner Wyatt.

Absent: Commissioner Baldwin.

Motion carries.

13. Sprint proposal – as considered above

14. Prevailing Wage Ordinance #061715

Commissioner Johnson motioned to approve Prevailing Wage Ordinance as presented. Second by Commissioner Wyatt.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

15. Legislative Awareness Golf Outing July 16, 2015 – as considered above

16. September Board Meeting – change of date to September 23

Commissioner Wyatt motioned to approve changing the date of the Regular September Board Meeting to September 23. Second by Commissioner Johnson.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

17. Commissioners' Scholarship

18. Twin City Tennis Court

19. Park Trails

Ms. Smith stated the health department wants to partner to make the more health conscious, there is no item to vote on.

20. Park Signs

Commissioner Wyatt motioned to accept the Fast Signs quote for new park signs. Second by Commissioner Dixon.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

Commissioner Wyatt motioned to table Commissioners' Scholarship, Twin City tennis court and park trails. Second by Commissioner Dixon.

Voice vote: aye – all, nay – none. Motion carries.

10. CITIZEN COMMENTS:

James Morris: Mr. Morris spoke of his involvement with the 2012 concert.

11. EXECUTIVE SESSION: for the purpose of the Board discussing appointment, employment, compensation, discipline, performance or dismissal of employees or officials pursuant to the Section 2(c)(1) of the Illinois Open Meetings Act.

Commissioner Wyatt motioned to move to Executive Session. Second by Commissioner Dixon.

Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries at 8:03 pm.

12. POSSIBLE VOTE: to consider items discussed in Executive Session

Commissioner Wyatt motioned to move to Open Session. Second by Commissioner Johnson.

Voice vote: aye – all, nay – none. Motion carries.

Motion carries at 8:43 pm.

Commissioner Wyatt asked that staff revisit staff increases with a cap of 3%.

13. ADJOURNMENT:

Commissioner Wyatt adjourns the meeting at 8:45 pm.

This record is not verbatim.

Respectfully Submitted,

Kari Cowart

Board Secretary