

**Foss Park District  
Committee Meeting Minutes  
August 19, 2015**

**Call to order:** Commissioner King 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 Wyatt motioned to accept Commissioner Dixon to attend the meeting via teleconference due on going legal proceedings. Second by Commissioner Johnson.

Aye: Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

Commissioner Dixon joined the meeting at 6:01 pm via teleconference.

**ALL COMMITTEES**

**Business Office:**

- Operations: Mr. Skof reported that he will be presenting proposals for natural gas costs at the next board meeting. He also stated that the board must post the proposed budget for a 30 day inspection and that should be approved at the September meeting so the budget can be approved at the October meeting. Commissioner Wyatt asked that departments head meet with Mr. Skof to finalize their budget. Mr. Skof stated that health insurance will also have to be renewed November 1.
- Special Meetings September 9, 2015: Commissioner King stated that Special Committee and Regular Meetings are called for September 9 to handle normal business and the scheduled meetings for September are cancelled.
- Incident reports: Commissioner Dixon requested that all incident reports are submitted in a timely fashion in the future as she felt the report regarding the incident at the pavilion was late. Commissioner Johnson disagreed.
- Buffalo Grove Animal Hospital: Commissioner Dixon inquired about past charges at the animal hospital and stated everyone should be responsible for their own animal. Commissioner Johnson agreed and stated those charges are for the park district dog that was purchased, several years ago, to chase geese off the golf course.
- 2012 Concert: Commissioner Dixon asked that the board reviews all the documents provided for the 2012 Concert.
- DJ Fink: Commissioner Dixon stated this is in regards to the cancelled check and the board has the information it was stopped.
- Financial spreadsheet for 2012 Concert: Commissioner Dixon stated she was never given information on the park district expenses and she did not get a complete spreadsheet because everything is not on the spreadsheet. She is requesting a completed sheet and Commissioner Wyatt asked all commissioners get a copy of the information.

**Parks:**

- Operations: Commissioner Dixon stated that the parks are being beautified, that includes grills, mulch and flowers, and she wanted to all commend the staff working diligently on the projects.
- Cole Park land agreement: Ms. Cowart stated that the information was forwarded to the agreement with Lake County Housing Authority.
- Tennis courts at Twin City (bids): Commissioner Dixon stated that the tennis court repair needs to go out for bids. Ms. Cowart will work with Commissioner Dixon regarding specifications.
- Bid or installment of fence at Neville Park: Commissioner Dixon suggested the installation of a fence at Neville Park similar to the one installed at Boak Park. Commissioner Wyatt asked if it is in the budget. Ms. Cowart stated it can be investigated.

**Golf Course:**

- Operations: Commissioner Johnson stated that the storm drain repair bids range from \$8,000 to \$21,000 and Mr. Winter recommends the \$8,000 bid. He continued that at the second hole, water is eroding the ground and a permit is needed to alleviate the problem and to get the process going will take around 9 months. Commissioner Johnson stated a new cash register was added and dress code was implemented. Mr. Monroe presented the eBay Pro Summary and stated a new menu is being planned along. He stated Abbvie will be having a golf outing on a Friday in September. Commissioner Johnson asked that Mr. Monroe look at pay increases for cooks. Commissioner Dixon and Commissioner Wyatt asked Mr. Monroe to look into their complimentary rounds as the numbers presented are too high.
- Storm drain repair: as discussed above.

**Recreation Center:**

- Operations: Commissioner Wyatt stated the baseball event was great and there will be a soccer inclusion event on September 19. Ms. Smith stated summer camp went well and planted the flowers at Angel Park. She continued there were articles about the inclusion baseball clinic and Chicago Fire and sponsors are in place for September 19. Ms. Smith presented information, with Ms. Regina Townsend, regarding a 501(c)3 partnership with J & H Math and Science for future programs to help with funding and supplies. Commissioner Johnson questioned how this organization ties with recreation. Commissioner Dixon stated she believes it is an excellent idea and education and recreation are related.
- OSLAD Grant – Splashpad: Commissioner Wyatt stated he spoke with the grant administrator and was informed the OSLAD grants are on hold waiting for the state budget to pass.

**Citizens Comments:**

Ethaniel Wright: Mr. Wright stated he was informed at that he was denied the ability to volunteer for the Flames football program and asked the board to reconsider the decision.

Donna Kalinoski: Ms. Kalinoski stated the accessibility button on the front door of the Community Recreation Center is not working.

**Adjournment:**

Commissioner Wyatt 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 7:05 pm.

**Foss Park District  
Regular Meeting Minutes  
July 15, 2015**

**CALL TO ORDER:** Commissioner King called the meeting to order at 7:06 pm.

**ROLL CALL:**

Board members present: Commissioner Susan Dixon, Commissioner Johnny Johnson, Commissioner Donna King and Commissioner Vance Wyatt.

Board members absent: Commissioner Jimmy Baldwin.

**PLEDGE OF ALLEGIANCE**

**1. MINUTES:** Special Meeting (07/13/2015) and Committee & Regular Meeting, Executive Session (07/15/2015).

Commissioner Wyatt motioned to approve minutes as presented. Second by Commissioner Johnson.

Commissioner Dixon stated there are errors on the minutes that need to be corrected.

Commissioner Wyatt amended the previous motion to be stated with corrections after Commissioner Dixon speaks with the board secretary. Second by Commissioner Johnson.

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

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

Roll call on the main motion:

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

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

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

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

Commissioner King asked for the phone bill and on page 92 the bill is over \$2,000 and \$2,007.10 belongs to one commissioner and the bill needs to be brought to the attorney's attention. Commissioner Wyatt stated it appears to be data charges.

Commissioner Johnson amended the motion to exclude the payment of the AT&T bill. Second by Commissioner Wyatt.

Aye: Commissioner Johnson, Commissioner Wyatt and Commissioner King.

Nay: None.

Abstain: Commissioner Dixon.

Absent: Commissioner Baldwin.

Motion carries.

Roll call on main motion:

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 petty cash 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.

### **5. FINANCE REPORTS: As presented in the Board Packet**

Commissioner Wyatt motioned to approve the finance 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.

### **6. COMMISSIONER REPORTS:**

*FINANCE:* COMMISSIONER BALDWIN – none at this time.

*GOLF:* COMMISSIONER JOHNSON –

Commissioner Johnson motioned to approve application for permit and work needing to be done on the second hole of the golf course at a cost of around \$3,000 and the project will last approximately 9 months. 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 proposal of approximately \$8,000 for the storm water drain repair. Second by Commissioner Wyatt.

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 the park district will go out for bid on repair work.

## **7. STAFF REPORTS:**

Director – Ms. Cowart: Ms. Cowart reported the debriefing meeting for Community Days and the city was pleased with how smooth everything went on the park district side. She continued the storage unit has been emptied. Ms. Cowart staff will continue to work on new menus for the golf course and she met with Zion Park District staff regarding foot golf. Ms. Cowart stated she will be meeting with city officials regarding intergovernmental agreements and she will be leaving for Director School on August 23 for orientation and school begins the next day. She stated for future agendas, she is requesting that staff give reports during the committee meeting, beginning in September, and then they do not take up time during the business meeting of the board. Commissioner Johnson asked why the Superintendent of Recreation is going to Director School. Ms. Cowart stated the previous board voted to send her. Commissioner Dixon stated it has been voted on.

Golf – Mr. Monroe: Mr. Monroe stated staff is working on new uniforms, the menu items, with lunch specials, and is working on how to promote the specials. He said the lunch menu will have quick, light lunches available. Mr. Monroe presented online business for the last 30 days and provided the cost of goods.

Recreation – Ms. Smith: as presented in the Committee Meeting.

Commissioner Wyatt motioned to approve the 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 Johnson motioned to approve the sale of the property 14<sup>th</sup> and Park at \$100,000. Second by Commissioner Wyatt.

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 – no update.
3. Splashpad at Community Recreation Center – Commissioner Wyatt stated the OSLAD grant is waiting on the state budget approval.
4. Board of Commissioners policy handbook – tabled July item. Commissioner King stated there are items that the commissioners do not agree with. Commissioner Johnson agreed. Ms. Cowart stated if the commissioners send her the information by August 28, she will work on the document when she returns.
5. Credit card usage policy – tabled July item.  
Commissioner Johnson stated he has some questions on that policy and commissioners need to send revisions to Ms. Cowart. He continued that includes the Commissioner Scholarship information.
6. Commissioners' Scholarship – tabled July item.
7. Twin City Tennis Court – tabled July item: Commissioner Dixon stated that will go to bid. Ms. Cowart will contact her to work out the details.
8. Park Trails – tabled July item:

## **9. NEW BUSINESS:**

1. Storm drain repair at Clubhouse – completed.
2. Cole Park land agreement – Commissioner King stated that on the original proposal, a new park was going to be given. The staff of LCHA stated he was unaware of that and will bring that to the attention of the attorney. Commissioner King stated the agreement needs to be changed. Commissioner Wyatt asked it tries to be done by the September meeting.  
Commissioner Wyatt motioned to table the item. Second by Commissioner Johnson.  
Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.  
Nay: None.  
Abstain: None.  
Absent: Commissioner Baldwin.  
Motion carries.
3. Letter for Kevin Holley – Commissioner Wyatt stated he has questions and requests a discussion in Executive Session.
4. Special Meetings September 9, 2015 – as discussed in Committee Meeting.
5. Public comment and participation policy: Commissioner Wyatt stated the policy was drafted based off a library that was having legal issues.
6. Incident reports – as discussed in Committee Meeting.
7. Buffalo Grove Animal Hospital – as discussed in Committee Meeting.
8. Splashpad information – as discussed in Committee Meeting.
9. 2012 Concert – for discussion in Executive Session.
10. DJ Fink – for discussion in Executive Session.
11. Financial spreadsheet for 2012 Concert – as discussed in Committee Meeting.
12. Tennis courts at Twin City (bids) – as discussed earlier.
13. Bid or installment of fence at Neville Park – as discussed in Committee Meeting.

14. Supervisor School – November 2015: Gabe Monroe and staff -

Commissioner Johnson motioned to approve attendance of Gabe Monroe and Mike Herring at Supervisor School. Second by Commissioner Wyatt.

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

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

**10. CITIZEN COMMENTS:**

Maggie Robinson: Ms. Robinson spoke about the tennis program and she may come back to help because she cares for the children of the community. She continued that soccer is not ending until 6:00 pm and there are people drinking in the park. Ms. Robinson also spoke about impact fees at Twin City.

Windell Gilliom Jr.: Mr. Gilliom asked the board to reconsider his denial for the opportunity to coach Flames Football based on his background.

Al Rogers: Mr. Rogers spoke on Mr. Gilliom's behalf.

**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 – specifically Kevin Holley.

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

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

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries at 7:54 pm.

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

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

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

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries at 8:03 pm.

Commissioner Wyatt motioned to table the item of letter for Kevin Holley to the September 9<sup>th</sup> meeting. Second by Commissioner Johnson.

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

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

### **13. ADJOURNMENT:**

Commissioner Wyatt motions to adjourn. Second by Commissioner Dixon.

Commissioner Wyatt motioned to move to accept the merit pay increases 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 at 8:05 pm.

This record is not verbatim.

Respectfully Submitted,

Kari Cowart

Board Secretary