

**Foss Park District  
Committee Meeting Minutes  
October 21, 2015**

**Call to order** Commissioner King called the meeting to order at 6:13 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 6:14 pm via teleconference.

**Committee of the Whole**

1. Board of Commissioners Policy Handbook: Commissioner Wyatt stated his revision included recommendations from the auditor regarding the budget. Commissioner Wyatt asked all revisions be emailed to him before the November 18, 2015 meeting.
2. Credit card usage policy: Commissioner Wyatt stated one change needed to be made on page 2 – to change the word school to park district.
3. Board of Commissioners Scholarship application: Commissioner Johnson stated an item to be removed was students are ineligible due to relation to a commissioner and the criteria should be different. He also stated if a commissioner is related to an applicant, they should not vote.
4. Conferences – Legal Symposium (October 29) and State Conference (January 28-30, 2016): Ms. Cowart stated the information regarding the conferences were in the board packet.
5. City Parks Alliance membership renewal: Ms. Cowart asked which commissioners would like a membership with the City Parks Alliance and Commissioner Wyatt and Commissioner Dixon volunteered.
6. Liability insurance renewal: Mr. Skof stated that IParks is a continuous coverage and contract renewal information will be available soon, per Eddie Wood of IParks.
7. Health insurance renewal: Mr. Skof stated that staff has reviewed the new insurance plans and chose their plans with United Health Care.
8. Human resources software – ACA reporting: Mr. Skof stated that MSI has HR software that will cover the ACA reporting with a purchase price of \$3,850.00 and annual maintenance of \$550.00.
9. Audit presentation: Mr. Mark DeVries of Sikich presented the Annual Financial Report. Commissioner Dixon inquired about policy of restricted vs. unrestricted funds as stated in the report. Mr. DeVries stated that is a carryover practice from year to year. Commissioner Dixon inquired about inter fund advances and Mr. DeVries stated that is the plan to pay back the advances. Commissioner Dixon inquired about IMRF. Mr. DeVries stated that fund is overfunded and that is a good thing for the park district. Commissioner Dixon asked where the information was for PayPal. Mr. DeVries stated it is included in the cash line item on the

balance sheet.

### **Committee/Staff Reports**

#### *1. Business Office*

- a. operations: Mr. Skof stated as presented earlier.

#### *2. Parks*

- a. operations: Mr. Winter stated nothing at this time.

#### *3. Golf*

a. operations: Mr. Monroe stated the annual Turkey Shoot will be held on November 7. He continued that he and Mr. Herring will be attending Supervisor's Management School from November 1 – 6. Mr. Monroe stated items are being able to be sold again on line once the substandard feedback items were corrected. Commissioner Wyatt stated he still has rounds credited to him and he has not golfed. Mr. Monroe stated he would do further investigation. Commissioner Dixon asked about free golf given out at a tournament. Mr. Monroe stated outings are built as kits and golf is included with drinks, food, prizes, etc. Commissioner Dixon asked that in the future a more extensive report regarding outings is submitted. Mr. Herring presented a written report. Mr. Herring presented tentative cleaning dates and requiring security at teen parties. Commissioner Wyatt asked for written policy to be voted on regarding requesting security at teen parties.

#### *4. Recreation*

a. operations: Ms. Smith submitted a written report and spoke on: Latchkey, Junior Achievement, Krolls Pumpkin Farm, pumpkin decorating, Fall Festival, Seniors, Athletics, Punt, Pass & Kick, PEARLS, Manhood Camp and intramurals for children and adults.

Ms. Cowart stated the credential certificate for the State Conference needs to be voted on in the Regular Meeting to attend the Annual Business Meeting. She continued with recommendations of staff to attend the State Conference that included: Superintendent of Recreation, Recreation Coordinator, Latchkey Coordinator, Senior Coordinator, Athletic Coordinator, Business Manager, Assistant Business Manager and Executive Director.

Ms. Cowart stated she spoke to USTA and submitted a request for review to the USTA regarding the tennis courts at Twin City. She continued that pictures and quotes were submitted for the Neville Park fence, however she felt if a fence was installed it would give the park a boxy feel. Ms. Cowart recommended purchasing \$25.00 for all staff of the park district, who is in good standing, in lieu of the holiday party from the commissioners. It is more cost effective and all staff would receive an appreciation gift from the commissioners.

Ms. Cowart stated the for sale sign is up at the building on 14<sup>th</sup> Street and the sale of Cole Park was complete. She stated that Rotary is having a blood drive on October 27 and she is taking the CPRE Exam on November 6. She reminded the board the Community Center is closed November 11 (Veteran's Day) and 26 & 27 (Thanksgiving holiday).

### **Citizens Comments**

Nina Hampton-Stokes: Ms. Stokes liked the idea of the Commissioners' Scholarship and agreed that some wording should be changed so all children of North Chicago can apply.

**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 7:12 pm.

**Foss Park District  
Regular Meeting Minutes  
October 21, 2015**

**CALL TO ORDER:** Commissioner King called the meeting to order at 7:13 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 7:13 pm via teleconference.

**1. MINUTES:** Committee & Regular Meeting (09/09/2015).

Commissioner Johnson motioned to approve minutes 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.

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

Commissioner Wyatt motioned to approve the monthly bills 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.

**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 – as presented in the Committee Meeting.

*PARKS:* COMMISSIONER DIXON – stated she had a wonderful time at the NRPA in Las Vegas. She continued she investigated the impact aid from Twin City Park and it was distributed from 2004 to 2001 for a total of \$53,727.30 and asked what that money was. Ms. Cowart stated the money was deposited and used to maintain the park through salaries, equipment, gas, etc. Commissioner Dixon stated the contract signed did not say that per Julie Donovan of Habitat for Humanity. She continued she visited the Enjoy the Outdoors booth at NRPA and would like the equipment researched. Commissioner Dixon stated the commissioners should now know why the Splashpad has not been built. Commissioner Wyatt stated he would forward the email he received from Enjoy the Outdoors.

*RECREATION:* COMMISSIONER WYATT – as presented in the Committee Meeting.

Commissioner Wyatt motioned to approve the Commissioners' 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.

**7. BUDGET & APPROPRIATION HEARING** – inspection of annual budget & appropriation for fiscal year 2015/16.

**8. UNFINISHED BUSINESS:**

1. Administrative property
2. Intergovernmental agreement with School District 187
3. Splashpad at Community Recreation Center
4. Board of Commissioners policy handbook – tabled item until November meeting.

5. Credit card usage policy:  
Commissioner Wyatt motioned to approve the credit card policy as presented with the correction of the word school to park district. Second by Commissioner Johnson.  
Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.  
Nay: None.  
Abstain: None.  
Absent: Commissioner Baldwin.  
Motion carries.
6. Commissioners' Scholarship:  
Commissioner Johnson motioned to approve the Commissioners' Scholarship Application as presented with the correction that the applicant cannot apply as a relative to three (3) park district commissioners. Second by Commissioner Wyatt.  
Aye: Commissioner Johnson, Commissioner Wyatt and Commissioner King.  
Nay: Commissioner Dixon.  
Abstain: None.  
Absent: Commissioner Baldwin.  
Motion carries.
7. Twin City Tennis Court – tabled item: Commissioner Johnson stated the repairs need to be done at Twin City. Commissioner Wyatt stated he is working with Ms. Smith on applying for funding.
8. Park Trails – tabled item

## **9. NEW BUSINESS:**

1. Approval of 2015/16 Budget  
Commissioner Wyatt motioned to approve the adjusted fiscal year 2016 budget and appropriations as presented. Second by Commissioner Johnson.  
Commissioner Wyatt posed questions/discussion regarding projections for increased revenue at the Golf Course and tax levy adjustments based on the State contribution. Commissioner Dixon posed discussion on Golf Course monthly inventory reports, rental reports and contracts.  
Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.  
Nay: None.  
Abstain: None.  
Absent: Commissioner Baldwin.  
Motion carries.
2. Acceptance and approval of audit by Sikich  
Commissioner Johnson motioned to accept and approve audit by Sikich 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.

3. Reimbursement of AT&T data overage charges  
Commissioner Wyatt motioned to approve the reimbursement of AT&T overage charges request. Second by Commissioner Johnson.  
Commissioner Dixon posed questions/discussion regarding whom the letter was for, if other commissioner received one and that this was a vendetta against her.  
Aye: Commissioner Johnson, Commissioner Wyatt and Commissioner King.  
Nay: Commissioner Dixon.  
Abstain: None.  
Absent: Commissioner Baldwin.  
Motion carries.
4. Legal Symposium – October 29, 2015: Ms. Cowart stated she and Mr. Skof would like to attend the Legal Symposium, right now there is a waiting list to sign up.
5. State Conference – January 28 – 30, 2016: as presented in Committee Meeting.
6. Credential Certificate – annual IAPD Business Meeting  
Commissioner Wyatt motioned to approve the Commissioner Wyatt as delegate, Brad Skof and Kari Cowart as alternates. Second by Commissioner Johnson.  
Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.  
Nay: None.  
Abstain: None.  
Absent: Commissioner Baldwin.  
Motion carries.
7. City Park Alliance membership: as discussed in Committee Meeting.
8. Liability insurance renewal: as discussed in Committee Meeting.
9. Health insurance renewal: as discussed in Committee Meeting.
10. Human resources software approval:  
Commissioner Wyatt motioned to approve the proposed MSI human resources software at \$3,850.00 with an annual cost of \$550.00. Second by Commissioner Johnson.  
Aye: Commissioner Dixon, Commissioner Johnson, Commissioner Wyatt and Commissioner King.  
Nay: None.  
Abstain: None.  
Absent: Commissioner Baldwin.  
Motion carries.
11. Impact Aid – payments from Habitat for Humanity at Twin City: as discussed earlier.
12. Ms. Tiffany – Flames Football: Commissioner Dixon discussed giving Ms. Tiffany something for helping cook at Flame Football Games. Commissioner Wyatt asked for the suggestion in writing.
13. Neville Park fence: Commissioner Dixon asked the company that put up Boak Park fence install the Neville Park fence. Commissioner Johnson stated the fence could make it harder for people to access.  
Commissioner King stated it would look like a dog run. Commissioner Wyatt clarified the parking near the park on Glenn Drive. Commissioner Dixon stated to nix the item.
14. Holiday party: as discussed in the Committee Meeting.
15. Pay increases – non seasonal golf course staff (Executive Session item).
16. Litigation – regarding former and current Foss Park District staff (Executive Session).
17. Letter from James Morris attorney (Executive Session).
18. Statement from Dr. King: will be delivered after Executive Session.

## **10. CITIZEN COMMENTS:**

Nina Hampton-Stokes: Ms. Stokes spoke of obtaining a copy of the 2015-16 budgets and inquired about programs for youth in the coming summer. She also spoke of the Splashpad and updating the facility.

## **11. EXECUTIVE SESSION:**

- a.) Meetings between internal or external auditors and governmental audit committees, finance committees, and their equivalents, when the discussion involves internal control weaknesses, identification of potential fraud risk areas pursuant to Public Act 0979-0318, Section 2(c)(28) of the Illinois Open Meetings Act.
- b.) 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.
- c.) Litigation, when an action against, affecting or on behalf of the particular public body has been filed pursuant to the Section 2(c)(11) of the Illinois Open Meetings Act.

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 8:08 pm.

Commissioner Wyatt motioned to open 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 9:14 pm.

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

Commissioner Johnson motioned to approve \$2.00 per hour wage increase for part time cooks at the Golf Course. Second by Commissioner Wyatt.

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

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries.

Commissioner King thanked the staff for doing a great job with programs and that her doctor has placed her on a temporary medical leave.

**13. ADJOURNMENT:** Commissioner Wyatt motions to adjourn. Second by Commissioner Johnson.

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

Nay: None.

Abstain: None.

Absent: Commissioner Baldwin.

Motion carries at 9:16 pm.



This record is not verbatim.

Respectfully Submitted,

Kari Cowart  
Board Secretary