

**Foss Park District
Committee Meeting Minutes
November 18, 2015**

Call to order Commissioner Wyatt called the meeting to order at 6:07 pm.

Roll Call

Board members present: Commissioner Jimmy Baldwin, Commissioner Susan Dixon, Commissioner Johnny Johnson and Commissioner Vance Wyatt.

Board members absent: Commissioner Donna King.

Pledge of Allegiance

Committee of the Whole

1. Board of Commissioners Policy Handbook: Commissioner Wyatt stated an updated version was sent to all commissioners. Commissioner Johnson stated the 20% discount for the public by commissioners should be deleted as that is not the current policy. Commissioner Wyatt noted the change.
2. Workman's comp insurance renewal: Mr. Skof stated two proposals were submitted: Starnet (\$46,315.00) and IPRF (\$45,752.00) for consideration. He continued the park district has used IPRF in the past and recommends that policy.
3. Liability insurance renewal: Mr. Skof stated the proposal from IParks was submitted for \$56,737.00 for renewal of the continued coverage.
4. Bond payment – due December 15, 2015: Mr. Skof stated the bond payment is due on December 15 and asks for Board approval in the Regular Meeting.
5. IAPD/IPRA Conference registration: Ms. Cowart asked for all hotel information to be submitted to her by November 30 so a check can be sent for the hotel registrations. Commissioner Johnson stated he will not be attending the conference.
6. Impact aid Habitat for Humanity
7. Ms. Tiffany – Flames Football cook
8. Enjoy the Outdoors with Pilot Rock
9. Storage unit: Ms. Cowart stated the storage unit was cleared out by August 14 with the final rental payment on July 15. She continued that furniture has been used to create an executive meeting space for the Board of Commissioners.

Committee/Staff Reports

1. Business Office

- a. operations: Mr. Skof stated the tax levy will need to be approved at the December meeting and he recommends .08% increase. He continued that with that amount, no tax hearing is needed. Commissioner Wyatt noted that increase accounts for normal inflation. Mr. Skof stated Dave Phillips is available to attend the December 16 Committee Meeting to discuss the rollover bond and possible payment options.

Ms. Cowart stated that discussion at an Executive Director's meeting revolved around policies that will need to be implemented that includes drones, transgender participant/staff policy, Affordable Care Act and exempt vs. nonexempt staff. She continued Ms. Richards is working with the city to possibly rezone the 14th Street property. Ms. Cowart stated that the USTA has received information regarding the tennis courts at Twin City and the city will be installing a new water meter at the house at the golf course. She continued that Commissioner King asked she shared her educational units obtained through conferences and that in the past

for the holiday season; the Community Center has been closed on Christmas Eve, Christmas Day and New Year's Day. Board discussion revolved around New Year's Eve hours closing and it was determined that the Community Center will close at 2 pm on New Year's Eve Day.

2. Parks

a. operations: Commissioner Dixon reported on the impact aid received from Twin City park for Habitat for Humanity as to the amounts reported and the amounts received. She continued that she would like to give Ms. Tiffany Duncan a gift certificate for her volunteer efforts of cooking for the Flame Football home games over the past years. Commissioner Dixon stated that she would like a report next month from Ms. Hampton regarding equipment to be put in a park for senior citizens or disabled that would allow them to exercise and suggested starting with Enjoy the Outdoors with Pilot Rock. Commissioner Johnson did not agree with giving gift certificates as that will set a precedent with other volunteers and that they are given credit on program fees to volunteer. Commissioner Dixon stated a small token is appropriate and football coaches should receive a gift card as well. Commissioner Wyatt stated he has no problem with a gift certificate if it was structured based on years of service. Mr. Skof was asked the financial status of the football program and he answered that with the outstanding invoices, football will be between \$700 and \$800 in the hole.

3. Golf

a. operations: Mr. Monroe thanked the board for sending him and Mr. Herring to Supervisor School. He continued the golf course is tentatively scheduled to close on November 20 and EZ Go will be picking up the carts this week into next week. He reported on the Foss Park Amateur as requested and the Turkey Shoot held on November 7. Mr. Monroe stated he and Mr. Herring will be working on a food cost analysis to determine new menu items and prices to be presented to the Board and that he will also be working on golf fees. Commissioner Wyatt asked Mr. Monroe to present an appropriate profit margin to the Board of Commissioners.

Mr. Herring presented a draft of teen party's policy regarding security and stated all patio furniture has been stored and the vending machines will be prepared for the winter.

Commissioner Johnson stated Mr. Winter presented proposals for lights at Hamlet Park for security purposes to help deter unwanted activities in that area at night.

4. Recreation

a. operations: Commissioner Wyatt stated a written report was submitted by Ms. Smith regarding the recreation department.

Citizens Comments

David Hood: Mr. Hood complimented Mr. Monroe and Mr. Herring on their work at the Clubhouse and that he agrees with Commissioner Johnson regarding the gift cards for coaches and others. He also stated more children need to be coming into the Community Center.

Adjournment

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

Voice vote: Aye – all. Nay – none.

Motion carries at 7:05 pm.

This record is not verbatim.

Respectfully Submitted,

Kari Cowart

Board Secretary

**Foss Park District
Regular Meeting Minutes
November 18, 2015**

CALL TO ORDER: Commissioner Wyatt called the meeting to order at 7:05 pm.

ROLL CALL:

Board members present: Commissioner Jimmy Baldwin, Commissioner Susan Dixon, Commissioner Johnny Johnson and Commissioner Vance Wyatt.

Board members absent: Commissioner Donna King.

PLEDGE OF ALLEGIANCE: waived as recited in Committee Meeting.

1. MINUTES: Committee & Regular Meeting and Executive Session (10/21/2015).

Commissioner Wyatt asked if there were any modifications to the minutes as presented – with no recommendations made, Commissioner Wyatt stated the minutes stand approved as presented.

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

Commissioner Dixon motioned to approve the monthly bills as presented. Second by Commissioner Baldwin.

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

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

3. PAYROLL: Monthly payroll.

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

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

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

4. PETTY CASH REPORTS: All petty cash funds.

Commissioner Johnson motioned to approve the petty cash reports as presented. Second by Commissioner Dixon.

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

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

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

Commissioner Dixon motioned to approve the finance reports as presented. Second by Commissioner Johnson.

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

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

6. COMMISSIONER REPORTS:

FINANCE: COMMISSIONER BALDWIN – none at this time.

GOLF: COMMISSIONER JOHNSON – Commissioner Johnson thanked Mr. Monroe and Mr. Herring for their hard work over the past weekend in getting the gas leak fixed so quickly.

Commissioner Johnson motioned to approve the presented proposal from Turo for lights at Hamlet Park in the amount of \$12,850.00. Second by Commissioner Baldwin.

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

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

PARKS: COMMISSIONER DIXON – Commissioner Dixon thanked Ms. Cowart for working with her on getting the new signs for the parks completed. She also thanked Commissioner Wyatt and Ms. Smith for going around to the parks as well. Commissioner Baldwin stated the stumps at Twin City need to be ground down because they are too tall.

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

7. UNFINISHED BUSINESS:

1. Board of Commissioners policy handbook – tabled item.

Commissioner Dixon motioned to approve the Board of Commissioners policy handbook as presented, edited with the changes discussed in Committee Meeting. Second by Commissioner Baldwin.

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

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

2. Liability insurance renewal – October item.

Commissioner Baldwin motioned to approve the liability insurance renewal from IParks as presented. Second by Commissioner Dixon.

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

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

3. Ms. Tiffany – Flames Football cook – October item.

Commissioner Dixon motioned to approve the purchase of \$100.00 gift card for Tiffany Duncan as appreciation for her volunteerism with the Flames Football program. Second by Commissioner Baldwin.

Aye: Commissioner Baldwin, Commissioner Dixon and Commissioner Wyatt.

Nay: Commissioner Johnson.

Abstain: None.

Absent: Commissioner King.

Motion carries.

8. NEW BUSINESS:

1. Workman's comp insurance renewal.

Commissioner Baldwin motioned to approve the workman's comp insurance renewal as presented by Illinois Public Risk Fund (IPRF). Second by Commissioner Dixon.

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 Baldwin, Commissioner Dixon, Commissioner Johnson and Commissioner Wyatt.

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

2. Bond payment – due December 15, 2015.

Commissioner Johnson motioned to approve bond payment due December 15, 2015 as presented.

Second by Commissioner Baldwin.

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

Nay: None.

Abstain: None.

Absent: Commissioner King.

Motion carries.

3. Lighting at Hamlet Park – as approved above.

9. CITIZEN COMMENTS:

None.

10. ADJOURNMENT: Commissioner Baldwin motions to adjourn. Second by Commissioner Johnson.

Voice vote: Aye – all. Nay – none.

Motion carries at 7:15 pm.

This record is not verbatim.

Respectfully Submitted,

Kari Cowart

Board Secretary