

**DECEMBER 13, 2017 PLAINFIELD TOWNSHIP PARK DISTRICT
PARK BOARD OF COMMISSIONERS MEETING MINUTES**

The regular monthly meeting of the Park Board of Commissioners, Plainfield Township Park District, was held on Wednesday, November 8, 2017 at the Plainfield Township Community Center, 15014 S. Des Plaines Street, Plainfield.

CALL TO ORDER / ROLL CALL / PLEDGE

President Ludemann called the meeting to order at 6:02 pm with the following members present: Ayres, Hosford, Poling, Steinys, Ludemann

Absent: Thoman

Staff present: Carlo Capalbo, Executive Director, Wendi Calabrese, Executive Assistant/Secretary, Maureen Nugent, Director of Finance & IT/Treasurer, Jen Rooks-Lopez, Director of Parks & Planning, Cheryl Crisman, Director of Recreation

There were 3 members of the public in attendance.

Commissioner Poling led the pledge to the flag.

INSTALLATION OF NEWLY APPOINTED COMMISSIONER

Secretary Calabrese swore in Jason Rausch as Park Board Commissioner for the unexpired 2 year term created by Commissioner Kazmark's resignation to serve until the 2019 consolidated election.

ROLL CALL

The following members were present: Ayres, Hosford, Poling, Rausch, Steinys, Ludemann

Absent: Thoman

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

A motion was made by Commissioner Hosford that the Park Board of Commissioners approve the consent agenda which included:

- A. Minutes of the November 8, 2017 Park Board of Commissioners Regular Meeting
- B. Minutes of the November 20, 2017 Park Board of Commissioners Special Meeting
- C. Minutes of the November 27, 2017 Park Board of Commissioners Workshop
- D. Bills and Claims Check Numbers 97360-97421 Totaling \$1,326,408.64 and Bank Drafts 416-427, 440-448 & 455 Totaling \$20,828.19
- E. Interim Check Numbers 97332-97359 Totaling \$44,530.29; with Check Number 97276 Totaling \$2,161.75 Voided; Bank Drafts 375-415, 428-439 & 449-454 Totaling \$117,246.67; November 24, 2017 Payroll Check Numbers 500247-500258 Totaling \$3,111.12 and Direct Deposits 21187-21256 Totaling \$56,625.41; December 8, 2017 Payroll Check Numbers 500259-500271 Totaling \$3,535.56 and Direct Deposits 21257-21327 Totaling \$52,746.15
- F. Cash Report October, 2017

Seconded by Commissioner Steinys. Roll Call: Rausch-Yes, Ayres-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

- Executive Director Capalbo informed the Board that the plat consolidation for Bott Park will be voted on at the Village's meeting on Monday.
- The foundation for the recreation center is being poured. DuKane is the company making the precast walls; they have given us the option to tour their facilities and see some of our walls being made. The consensus was that the Board would like to do that. Commissioner Poling asked

about the process to name the new recreation center and the process for selling partnerships/sponsorships. The Board consensus was to place naming the recreation center on the January agenda.

- Director Rooks-Lopez and Lois Vitt from Wight & Co. are presenting a session at conference regarding the Net Zero. Executive Director Capalbo said we will be the first park district in the state to be net zero certified.

B. Director of Finance & I.T.

- Finance staff are working on the year end close, budget and recruiting for an IT Administrator.

C. Director of Parks & Planning

- Path restoration from damage during the Nicor work between Fraser and Renwick is taking place and some of the work will be carried over into the spring.
- Director Rooks-Lopez gave an update of the playground construction projects; construction on the Avery Disc Golf Course began today and the ice rinks will be installed by the end of the week.

D. Director of Recreation

- Director Crisman thanked everyone for supporting Grinchmas on the Green and for their help with Journey to the North Pole.
- There is a NTEC School Show and Breakfast with Santa Saturday and the Great Adventures Holiday programs are being held this week at the Plainfield Fire Protection District.

COMMITTEE COMMENTS

A. Capital & Development

Commissioner Steinys said the committee staff gave an update on the recreation center and they reviewed the 2018 Capital Improvement Plan which is on the agenda this evening.

B. Finance & Liability Committee

No report.

C. Personnel & Policy

Commissioner Poling said there are 2 items that were reviewed by the committee on the agenda this evening and there are discussion

D. Recreation and Marketing

No report.

E. Governance and Accountability

No report.

ACTION ITEMS

A. 2018 Park Board of Commissioners Meeting Schedule

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the 2018 schedule for the regular monthly meetings of the Plainfield Township Park District as presented. Seconded by Poling. Roll Call: Steinys-Yes, Poling-Yes, Ayres-Yes, Rausch-Yes, Hosford-Yes, Ludemann-Yes. Motion Carried.

B. 2018 Capital Improvement Plan

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the Capital Improvement Plan for fiscal year 2018 as presented. Seconded by Commissioner Hosford. Roll Call: Steinys-Yes, Hosford-Yes, Rausch-Yes, Poling-Yes, Ayres-Yes, Ludemann-Yes. Motion Carried.

C. Staffing Plan Review

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the staffing plan as presented and understand that staff will begin the hiring of qualified staff for the openings. Seconded by Commissioner Rausch. Roll Call: Ayres-Yes, Rausch-Yes, Hosford-Yes, Steinys-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

D. Amendments to Board of Commissioners General Practices Policy Manual, Sections 6.03 and 7.04

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the revisions to the Board of Commissioners General Practices Policy Manual as presented and that all other policies or parts of policies in conflict with this policy are hereby repealed. Seconded by Commissioner Rausch. Roll Call: Steinys-Abstain, Rausch-Yes, Ayres-Yes, Hosford-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

A. Fiscal Year 2018 Budget Draft

The FY2018 Budget draft was presented to the Board by Director Nugent. The budget hearing will take place in January.

B. Farm Leases

Director Nugent informed the Board that The District's two properties, 37 acres at Clow Stephens and 80 acres at Walker and Ridge Rd., which the district has traditionally leased out to farm, were put out to bid.

At the conclusion of the bid opening the following were awarded the lease for farming the properties:

- Clow Stephens Awardee: Harrison Frazier Annual Bid: \$ 5,550.00 total
- Walker and Ridge Awardee: Stewart Farms Annual Bid: \$19,635.00 total

The leases will renew annually at the same rates for the next three years, unless the District does not renew them.

C. District Marketing Development

Executive Director Capalbo said that after the November 27 Workshop discussion, staff is requesting clarification and clearer objectives in regard to marketing. Discussion took place on the use of email and various social media as marketing tools for programs and the district; why and what has been working and not working and how to proceed in the future. The Board also discussed using items such as ValPak coupons and electronic signage. The consensus of the Board was to rehire the part-time position in marketing with their focus to be on communication and social media and asked to get pricing for outside marketing services. The Board asked for quarterly marketing updates.

D. Special Closed Session Minutes November 20, 2017

A motion was made by Commissioner Hosford that the Park Board of Commissioners approve the November 20, 2017 special closed session minutes and that they remain closed. Seconded by Commissioner Ayres. Roll Call: Hosford-Yes, Ayres-Yes, Steinys-Yes, Rausch-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

BOARD INITIATIVES

A. Establishment of Monthly Committee Meetings

<u>Capital & Development</u>	Does not need to meet.
<u>Finance & Liability</u>	Does not need to meet.
<u>Personnel & Policy</u>	January 3, 2018 at the Rec/Admin Center, 2:00 pm
<u>Recreation & Marketing</u>	Does not need to meet.
<u>Governance & Accountability</u>	Does not need to meet.

Recap of Board Initiatives

- January Agenda Item – Naming Recreation Center
- Get ideas of cost for outside marketing

COMMISSIONER COMMENTS

- Commissioner Ayres wished everyone happy holidays and expressed his sincerest thanks to all the staff for their hard work this year.
- Commissioner Hosford welcomed Commissioner Rausch, thanked staff for an excellent year and wished everyone a happy holiday.
- Commissioner Poling expressed how much the Park District means to her at this time of year because of the joy it brings to her life, the dedication and enthusiasm of staff at the programs, and for the public's enjoyment.
- Commissioner Rausch said the onboarding process was fantastic and he is happy to be here.
- Commissioner Steinys wished everyone a Merry Christmas.
- Commissioner Ludemann thanked everyone for their work this year and said we have a lot to look forward to next year.

EXECUTIVE SESSION

A motion was made by Commissioner Steinys that the Park Board of Commissioners go into Executive Session at 8:15 pm as permitted under the Open Meetings Act under section 5 ILCS 120/2.(c)(5), the purchase or lease of real property including discussing whether a particular parcel should be acquired; and 5 ILCS 120/2.(c)(21) discussion of minutes of meetings lawfully closed under this Act, whether for the purpose of approval by the body of the minutes or semi-annual review of the minutes to reconvene. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres-Yes, Rausch-Yes, Poling-Yes, Hosford-Yes, Ludemann-Yes. Motion Carried.

RECONVENE IN OPEN SESSION

A motion was made by Commissioner Steinys that the Park Board of Commissioners reconvene in open session at 8:57 pm. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres-Yes, Poling-Yes, Hosford-Yes, Rausch-Yes, Ludemann-Yes. Motion Carried.

ACTION FOR ITEMS DISCUSSED IN EXECUTIVE SESSION

A motion was made by Commissioner Hosford that there is still a need for the unreleased executive session minutes to remain closed and confidential and will review them again in 6 months. Seconded by Commissioner Ayres. Roll Call: Hosford-Yes, Ayres-Yes, Rausch-Yes, Poling-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

ADJOURN

A motion was made by Commissioner Ayres that the Park Board of Commissioners adjourn the meeting at 8:57 pm. Seconded by Commissioner Rausch.

Ayes – 6 Nays – 0

The meeting was adjourned at 8:57 pm.

Respectfully Submitted,



Wendi Calabrese
Secretary