



**MINUTES OF THE MARCH 11, 2015
PARK BOARD OF COMMISSIONERS MEETING**

CALL TO ORDER/ ROLL CALL / PLEDGE

President Ludemann called the meeting to order at 6:00 pm.

There were approximately 5 people in attendance.

Board members present: Ayres, Hurtado, Ludemann, Newton, Poling, Silosky, and Steinys

Absent: None

Staff members present: Carlo Capalbo, Executive Director
Doug Booth, Director of Communications and Marketing
Wendi Calabrese, Executive Assistant
Gene Coldwater, Director of Parks
Cheryl Crisman, Director of Recreation
Maureen Nugent, Director of Finance and Human Resources
Matt Campbell, Attorney

Commissioner Hurtado led the pledge.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

A motion was made by Silosky that the Park Board of Commissioners approve the consent agenda which included minutes of the February 11, 2015 Park Board of Commissioners meeting; minutes of the February 18, 2015 Park Board of Commissioners special meeting; interim check numbers 91557-91722 totaling \$386,781.02 with check numbers 91590, 91640, 91668, 91674, 91707, 91719 totaling \$0.00 voided with direct deposits totaling \$106,236.44; bills and claims check numbers 91723-91808 totaling \$159,577.63 with check numbers 91753, 91754, 91761, 91762, 91774, 91775, 91776, 91777, 91778, 91779, 91780, 91785, 91798 totaling \$0.00 voided and the treasurer's report January, 2015. Seconded by Hurtado. Commissioner Steinys said that in the 6 month budget review it was pointed out that legal fees was over budget and would like more information as to why. The Executive Director said it is mainly due to the cost of the labor attorney and costs related to negotiating the union contract and union issues. Commissioner Steinys asked if there was a limit set for legal fees relating to the labor lawyer. The Executive Director said there was no set limit. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

The Executive Director welcomed Jennifer Rooks-Lopez, Director of Planning and Procurement to the District and informed the Board that he is working on short-term goals with the departments. There will be an open house for all staff to gather more information about the staff committees that are being created and give them the opportunity to decide how they may want to become more involved in District operations.

1) Affiliate Agreement Execution and Operation

The Executive Director informed the Board that a Memorandum of Understanding will be prepared and given to the sports groups to begin implementation of the 2015 Athletic Field/Facility Allocation and Usage Policy. Staff will continue using the advertising and concession agreements that are already established and will evaluate the agreements with the groups at the end of their respective seasons. Additionally, during the spring season staff will work with the groups since this was just approved and they didn't have time to plan appropriately but beginning in the fall season the Policy will be in full effect.



B. Director of Recreation

1) LCSRA

The LCSRA Manager of Special Recreation presented program numbers, revenues, expenses and other program information to the Board. Commissioner Newton said there was a drastic increase in inclusion numbers in Plainfield and asked what that might be attributed to. The Manager said that most of the inclusion requests come in during the summer and day camp is one of the largest programs with inclusion requests. Commissioner Steinys asked if there was a charge for participation in the programs. The Manager stated that there is a charge for programs and direct costs of a program are covered 100% with staffing being subsidized by tax dollars to keep program fees down. Commissioner Hurtado asked about the participation numbers and where the participants categorized as "Other" came from and whether they were being charged non-resident prices. The Manager said they could be from Naperville, Oswego, Romeoville, Lockport, Joliet or any community and currently there is no non-resident pricing. Commissioner Hurtado asked for a copy of the LCSRA annual financial report. The Executive Director stated that LCSRA is part of Bolingbrook Park District and that the District's agreement with Bolingbrook is not a traditional special recreation association but an intergovernmental agreement for special recreation and inclusion services. *Commissioner Steinys stated that for the record purposes Bolingbrook and Plainfield Park Districts are partners. The Executive Director said yes.* Commissioner Steinys said that with the name Lily Cache people might not recognize the Park systems that are involved. The Executive Director said the decision was made to use single logo instead of using both, all of the entrances to our facilities have the LCSRA logo and we have a page dedicated to them in our brochure so the public can see we are part of the organization. Commissioner Steinys asked if promotional wise taxpayers were being shown where their money was going. The Executive Director said that a percentage of the ADA tax goes towards that. Commissioner Steinys said that he want to make sure that the taxpayers know we are an affiliate and without our logo on a bus, etc. they may not otherwise know that. President Ludemann said the name Lily Cache was agreed upon because Lily Cache Creek runs through both communities and the name replaced JBSRA (Joliet Bolingbrook SRA) which we were a part of and if other park districts decide to join in the future the name would be neutral enough and not need to be changed. The Manager stated that Plainfield and Bolingbrook Park District logos are on the buses as well as the LCSRA logo. Commissioner Hurtado stated that he didn't think it was fair for our taxpayers to subsidize program fees for nonresident participants. It was noted that the topic of nonresident fees will be brought to the next LCSRA Advisory Board meeting for discussion. Commissioner Silosky said that it seems there is a good balance of participation between Bolingbrook and Plainfield and since it doesn't seem that there are a large number of nonresidents she isn't concerned about charging nonresident fees. Commissioner Newton pointed out that our residents can also attend programs outside of LCSRA so this is not just one way. Commissioner Ayres thanked the Manager and her staff for their hard work and for providing great programs and services.

C. Director of Parks

1) Waste and Compost Reports

The Director of Parks reviewed his findings during research for more cost effective ways to remove manure from the Equestrian Center and the suitability of using manure as a fertilizer. Some of the findings included that there is an imbalance of nutrients which makes it an unpredictable fertilizer, there are pathogens in the manure, there is an unpleasant odor and none of the farmers or landscapers contacted were interested in taking raw horse manure and using it for fertilizer. Commissioner Steinys stated that there has to be a method of cost savings out there and if people would want to use the manure for fertilizer there should be a waiver for them to sign before they take it from us and use it. Commissioner Poling said that using uncomposted manure, leaves, grass clippings, etc. remove nutrients from the soil. The Director of Parks said that we will continue to explore cost saving options. The Executive Director said that we are not opposed to exploring cost savings but unless we were able to completely eliminate the need for waste removal there wouldn't be a cost savings at this time because it would need to be hauled away whether the dumpster was partially filled or completely filled.

The Director of Parks presented information regarding a potential composting program for the District and how and if other Districts compost. The Board discussed potential costs, safety issues and training that could be involved with composting. The Executive Director stated that staff could look at including composting in the 2015A budget. Commissioner Steinys suggested using composted manure on our parks or in a District tree nursery. The Board discussed composting and asked that the discussion be continued at the next meeting. Commissioner Newton said



because of all that is involved with permitting, issues with neighbors, cost over runs, etc. he wasn't in favor of it. Commissioner Steinys said he didn't think that the District needed permits to do things on our own grounds. Commissioner Newton asked if we had enough space to compost per state regulations. Commissioner Steinys asked Commissioner Newton if he had facts to which Commissioner Newton replied that he could certainly look it up. *Commissioner Steinys said this is for the record. The Executive Director asked what was for the record. Commissioner Steinys said that the Commissioner is going to produce more information on permits, regulations and requirements.*

ACTION ITEMS

A. Seeking a Motion to Approve a Contract in the Amount of \$17,000 for the 2015 Patriotic Picnic Fireworks

A motion was made by Commissioner Silosky that the Park Board of Commissioners award a contract in the amount of \$17,000 for the 2015 Patriotic Picnic fireworks display and authorize the Director of Recreation to execute said contract. Commissioner Steinys said he likes the fireworks but has received comments that last year they were disappointing and feels we should look at other vendors. President Ludemann said that she received comments from people who enjoyed the show last year. The Board discussed which of the two fireworks vendors should be selected to provide fireworks for the Patriotic Picnic. Commissioner Silosky withdrew her motion. Commissioner Ayres withdrew his second. A motion was made by Commissioner Silosky that the Park Board of Commissioners award a contract to Sky Magic in the amount of \$17,000 for the 2015 Patriotic Picnic fireworks display and authorize the Director of Recreation to execute the contract. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

B. Seeking a Motion to Approve a Contract for Brochure Delivery

A motion was made by Commissioner Poling that the Park Board of Commissioners approve a three year contract with Chicagoland Circulation Inc. and authorize the Director of Communications to execute said contract. Seconded by Newton. Commissioner Hurtado said that this year he has had delivery issues to his home and commented that if this is supposed to be a multi-year contract item 5 gives the vendor a right to terminate which doesn't give an amount of advance notice. Commissioner Hurtado said that should be changed. The Attorney said if the vendor is agreeable it could be changed to where only the District could cancel the contract. The Director of Communication indicated that the vendor would most likely agree to that. The motion was amended to add "subject to attorney review and modification". Roll Call: Ayres-Yes, Hurtado-No, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

C. Seeking a Motion to Approve the Establishment of Standing Committees

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the creation of the following standing committees; Capital and Development, Finance and Liability, Personnel and Policy, and Recreation and Marketing that would be seated by the Board President. Additionally, the creation of a Governance and Accountability standing committee that would automatically be comprised of the Board President and Vice President. Seconded by Ayres. Commissioner Steinys asked how long the committees are supposed to stay put. The Executive Director said the standing committees would be perpetual and be seated at the annual meeting each May. *Commissioner Steinys asked that for the record it should say that these will be on an annual basis.* Commissioner Newton said that page 2 of the memo states that. Roll Call: Ayres-Yes, Hurtado-No, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

D. Seeking a Motion to Approve the Bid Award for the 2015 Mayfair Park Site Development

Bids were received and reviewed for the 2015 Mayfair Park site development from Continental Construction, \$139,000; Fuerte Systems, \$162,232.50; Hacienda Landscape, \$176,450; Kenneth Co., 184,325; Green Up, \$196,561; Elanar Construction, \$200,480; George's Landscaping, \$205,903; Kee Construction, \$208,825 and Frank Burla & Sons, \$2143,400.

A motion was made by Commissioner Hurtado that the Park Board of Commissioners reject the bid submitted by Continental Construction, Inc. as a non-responsible bidder. Seconded by Steinys. The Director of Planning and Procurement presented design plans for the playground and site improvements to the Board. Roll Call: Ayres-Yes,



Hurtado-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

A motion was made by Commissioner Hurtado that the Park Board of Commissioners award the bid for the 2015 Mayfair Park site development to Fuerte Systems, Inc. for \$162,232.50 and approve the Director of Planning to execute the appropriate agreements. Seconded by Commissioner Newton. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried. *Commissioner Steinys said he would like to make one more point for the record and asked the start and finish dates for the contract. The Executive Director said that now that the contract is awarded we will work with the contractor on a construction schedule. The Director of Planning stated the bid documents have June 30, 2015 listed as a completion date.*

E. Seeking a Motion to Approve the Bid Award for the 2015 Four Seasons Park Path Improvements

Bids were received and reviewed for the 2015 Four Seasons Park path improvements from Continental Construction, \$45,000; Kee Construction, \$56,065; George's Landscaping, \$56,992; Frank Burla & Sons, \$59,000 and Hacienda Landscape \$86,800.

A motion was made by Commissioner Hurtado that the Park Board of Commissioners reject the bid submitted by Continental Construction, Inc. as a non-responsible bidder. Seconded by Poling. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

A motion was made by Commissioner Silosky that the Park Board of Commissioners award the bid for the 2015 Four Seasons Park path improvements to Kee Construction for \$56,065 and approve the Director of Planning to execute the appropriate agreements. Seconded by Commissioner Ayres. Commissioners Steinys asked why Continental Construction was a non-responsible bidder. The Director of Planning said that through her experiences with them and while checking references for the contractor the District was made aware of numerous complaints against Continental Construction for non-payment of subcontractors in Romeoville, Northbrook and Tinley Park and for performance related issues in Northbrook and Tinley Park. Additionally, Continental Construction listed as a reference, Tod Stanton of Design Perspectives, the Landscape Architect for this project and he stated to staff that he would not recommend Continental Construction, Inc. based on past project experiences. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

F. Seeking a Motion to Approve the Bid Award for the 2015 Shelter Improvements – Olde Renwick Trail and Whisper Glen Parks

Bids were received and reviewed for the 2015 Shelter Improvements – Olde Renwick Trail and Whisper Glen Parks from Continental Construction, \$38,800; Fuerte Systems, \$42,265.44; Rogers Construction, \$45,700; Kenneth Co., \$47,386; Hacienda Landscape, \$48,000; Frank Burla & Sons, \$49,850; George's Landscaping, \$53,803; Kee Construction, \$59,802.60 and Green Up, \$63,154.00.

A motion was made by Commissioner Hurtado that the Park Board of Commissioners reject the bid submitted by Continental Construction, Inc. as a non-responsible bidder. Seconded by Newton. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

A motion was made by Commissioner Hurtado that the Park Board of Commissioners award the bid for the 2015 Shelter Improvements – Olde Renwick Trail and Whisper Glen Parks to Fuerte Systems, Inc. for \$42,265.44 and approve the Director of Planning to execute the appropriate agreements. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

G. Seeking a Motion to Approve the Bid Award for Paratransit Shuttle Bus

Bids were reviewed and received for a paratransit shuttle bus from Central States, \$47,463; Southern Bus Mobility, \$43,449 and Midwest Transit \$50,441.

A motion was made by Commissioner Steinys that the Park Board of Commissioners reject the bid submitted by Southern Bus & Mobility as a non-responsive bidder. Seconded by Commissioner Newton. Commissioner Steinys asked why we are replacing the bus. The Executive Director said it is not our bus, it is being purchased for LCSRA



and leasing it to them per our agreement. The Board discussed vehicle life span and why it is being replaced. The Manager of Special Recreation stated that through her research it is time to replace the bus. Commissioner Steinys asked if for the record we could put it in the file. The Executive Director asked what exactly was for the record. Commissioner Steinys asked if we could get the expectations of the lifetime of the bus and the history of the bus. The Executive Director said it was through The Manager's research. Commissioner Steinys said right. There was discussion about why gas was chosen instead of diesel. Commissioner Hurtado asked if this could be tabled until there was more information. Roll Call: Ayres-Yes, Hurtado-No, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

A motion was made by Commissioner Silosky that the Park Board of Commissioners accept the bid from Central States Bus Sales, Inc. for a Goshen GCII on a Ford E-450 Chassis using a 2006 Ford E-450 14 passenger bus as a trade-in for a total price of \$47,463.00. Seconded by Commissioner by Commissioner Ayres.

A motion was made by Commissioner Steinys to table the bid award until we can get more information can be brought back to the Board. Seconded by Hurtado. Roll Call: Ayres-No, Hurtado-Yes, Ludemann-No, Newton-No, Poling-No, Silosky-No, Steinys-Yes. Motion Fails.

Roll Call on motion made by Commissioner Silosky and seconded by Commissioner Ayres. Roll Call: Ayres-Yes, Hurtado-No, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

H. Seeking a Motion to Enter Into an Agreement for IT Support with Sterling Network Integration

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the Full Network Support Agreement with Sterling Network Integration at a cost of \$6,175.00 per quarter. Seconded by Commissioner Newton. Commissioner Steinys said it is his understanding that there was a problem with our systems and it took Sterling one week to get it repaired and also questioned why our Barracuda was down for a month and who was in charge. The Executive Director said the Barracuda was defective and we had to wait for a replacement from the manufacturer because it was under warranty. Roll Call: Ayres-Yes, Hurtado-No, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-No. Motion Carried.

NEW BUSINESS

A. Mayfair Park Dedication/Naming Policies or Procedures

The Executive Director said he and Commissioner Newton have received requests to rename Mayfair Park and we do not have a policy in place for naming rights. The Board discussed the request and the consensus was to have the Personnel and Policy Committee look at creating a policy and consider the name change at the April meeting.

B. Farm Leases

The Executive Director informed the Board that the farm lease bids were opened and awarded.

C. President Assignment of Commissioners to Standing Committees

Standing Board Committees were created and President Ludemann assigned the Commissioners to the following committees:

- | | | |
|---------------------------------|-----------------------|--------------------------|
| ○ Capital and Development | Chair – Larry Newton | Co-Chair – Pete Steinys |
| ○ Finance and Liability | Chair – Rob Ayres | Co-Chair – Peter Hurtado |
| ○ Personnel and Policy | Chair – Mimi Poling | Co-Chair – Larry Newton |
| ○ Recreation and Marketing | Chair – Janet Silosky | Co-Chair – Mimi Poling |
| ○ Governance and Accountability | Chair – Mary Ludemann | Co-Chair – Janet Silosky |

BOARD INITIATIVES

- Discuss charging nonresident fees with the LCSRA Advisory Board
- Discuss composting at April meeting
- Place Mayfair Park Renaming on April agenda as an action item
- The Policy and Personnel Committee will look at a naming policy



COMMISSIONER COMMENTS

- Commissioner Ayres thanked the Executive Director and Director of Parks for their “recipe” this evening.
- Commissioner Newton welcomed the Director of Planning and Procurement.
- Commissioner Poling said she is excited to have a Director of Planning and Procurement on staff and on the way to the meeting there were children playing in her neighborhood park and it’s the first time she has seen that since becoming a commissioner.
- Commissioner Silosky said she is happy the District is moving forward.
- Commissioner Steinys said staff is doing a great job.
- Commissioner Ludemann reminded the Board that the March 18th workshop is being held at the Rec/Admin Center.

ADJOURN

A motion was made by Commissioner Steinys to adjourn the meeting at 7:55 p.m. Seconded by Hurtado. Ayes-7 Nays-0

The meeting was adjourned at 7:55 p.m.

Respectfully Submitted,

A handwritten signature in black ink that reads "Wendi Calabrese".

Wendi Calabrese, Secretary