

**MINUTES OF THE OCTOBER 14, 2015
PARK BOARD OF COMMISSIONERS MEETING**

CALL TO ORDER/ ROLL CALL / PLEDGE

President Ludemann called the October 14, 2015 Park Board of Commissioners meeting to order at 6:02 pm. There were approximately 5 people in attendance.

Board members present: Ayres, Kazmark, Ludemann, Newton, Poling

Absent: Hurtado, Steinys (*Commissioner Steinys Arrived at 6:05 pm*)

Staff members present: Carlo Capalbo, Executive Director
Wendi Calabrese, Executive Assistant / Secretary
Gene Coldwater, Director of Parks
Cheryl Crisman, Director of Recreation
Maureen Nugent, Director of Finance and HR / Treasurer
Jennifer Rooks-Lopez, Director of Planning
Matt Campbell, Attorney

Commissioner Newton led the pledge.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

Moved by Poling that the board approve the consent agenda which included. Seconded by Ayres. Roll Call: Ayres-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

- Reminded the Board to turn in their shirt orders and that the early bird deadline to register for the State Conference is December 7.
- Highlighted October/fall events.
- The draft of the master plan should be complete by the end of the week and is hoping to have a presentation of the draft at the November meeting.

1. Charter Scorecards

Executive Director Capalbo said that scorecards were included in the board packets which reported the progress of the 2015A Charters. Commissioner Steinys asked that the supervisor and the name of the employee be included on the scorecards in the future instead of abbreviations. The Executive Director said that wouldn't be a problem.

2. Staff Conference Reports

Executive Director Capalbo said that reports from staff that attended the National Conference were included in the board packets and that it is a set objective for staff to prepare a report of their attendance upon their return.

Commissioner Steinys asked what is going on with the Four Seasons Park path. Executive Director Capalbo said that we have not accepted the path and are in the process of working with the contractor.

B. Director of Finance

1. Tax Levy Draft

Director Nugent presented a draft of the tax levy to the Board. Executive Director Capalbo pointed out that some of the smaller funds will be moved into the corporate fund and this will be an agenda item in November.

COMMITTEE REPORTS

A. Capital & Development

No report.

B. Finance & Liability

Commissioner Ayres stated that the committee met and went through the tax levy presentation and discussed the upcoming health insurance renewal with PDRMA.

C. Personnel & Policy

Commissioner Poling stated that the committee is meeting after this meeting to work on the Board General Practices Policy Manual.

D. Recreation & Marketing

No report.

E. Governance & Accountability

President Ludemann said the committee met with Executive Director Capalbo for his annual review and evaluation.

ACTION ITEMS

A. Risk Management Policy

A motion was made by Commissioner Poling that the Park Board of Commissioners approve the Risk Management Policy as presented and that all other policies or parts of policies in conflict with this policy are hereby repealed. Seconded by Commissioner Newton. Roll Call: Ayres-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Closed Session Minutes

Executive Director Capalbo said that beginning next month he would like to try a new procedure to approve closed session minutes. If there is no closed session scheduled for that evening, the closed session minutes of the previous month will be distributed in open session to be reviewed. If there are questions, the Board can go into closed session to discuss them; otherwise they can be approved without having to go into closed session. The Board agreed to the new procedure.

BOARD INITIATIVES

There were no Board Initiatives.

COMMISSIONER COMMENTS

A. Conference Reports

Commissioner Newton reported on sessions he attended at the National Conference which included Rec Center Design Glitches and Blunders, ADA Anniversary and Equity in Park Planning. President Ludemann reported on sessions she attended at the National Conference which included Marketing and Social Media, Plight of Middle Management, Crisis Management, ICS 100, and Parks for Monarchs.

- Commissioner Ayres thanked the Personnel and Policy Committee members for their work on the Risk Management Policy and Procedure Manual. Executive Director Capalbo thanked the Risk Management Committee members for their work on the Risk Management Policy and Procedure Manual.
- Commissioner Kazmark said that her daughter and homecoming date took their homecoming pictures in Electric Park and you could see the river in the background. Commissioner Kazmark thanked the maintenance department for their quick and thorough clean-up of the park.
- Commissioner Poling said that she is thrilled with the progress that was made with the weeds at Electric Park. Executive Director Capalbo asked Director Coldwater to share the Electric Park comments with his staff.
- Commissioner Steinys reminded everyone to be aware of the kids that will be out trick-or-treating and wished everyone a Happy Halloween.

SEEKING A MOTION TO GO INTO EXECUTIVE SESSION

A motion was made by Commissioner Steinys that the Park Board of Commissioners go into executive session at 6:34 pm as permitted under the Open Meetings Act under 5 ILCS 120/2 (c)(2) collective negotiating matters between the public body and its employees or their representatives; 5 ILCS 120/2 (c)(5) the purchase or lease of real property for the use of the public body; and 5 ILCS 120/2 (c)(21) discussion of minutes of meeting lawfully closed under this Act to reconvene. Seconded by Commissioner Newton. Roll Call: Ayres-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

SEEKING A MOTION TO RECONVENE IN OPEN SESSION

A motion was made by Commissioner Steinys that the Park Board of Commissioners reconvene in open session at 6:56 pm. Seconded by Commissioner Newton. Roll Call: Ayres-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

ACTION FOR ITEMS IN EXECUTIVE SESSION

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the September 9, 2015 executive session minutes and that they remain closed. Seconded by Steinys. Roll Call: Ayres-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

A motion was made by Commissioner Ayres that the board approve and release the Executive Session Minutes for the following dates: 2010 – February 10, March 10, July 28, August 11, September 8, November 10 and December 8. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

A motion was made by Commissioner Ayres that the board approve that the verbatim recordings for which the minutes were just approved by the preceding motion be destroyed. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

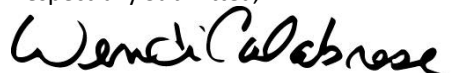
A motion was made by Commissioner Steinys that the board approve and keep closed the Executive Session Minutes for the following dates: 2011 – January 12, February 9, March 9, April 13, May 11, June 8, July 27, August 10, September 14, October 12, November 9, and December 14; 2012 – January 11, February 8, March 14, April 11, May 9, June 13, July 11, September 12, November 14, December 12; 2013 – January 9, February 13, March 6, March 13, April 10, May 8, May 11, May 28, June 12, and August 14. Seconded by Commissioner Poling. Roll Call: Ayres-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

A motion was made by Commissioner Steinys that the board approve that the verbatim recordings for which the minutes were just approved by the preceding motion be destroyed. Seconded by Commissioner Ayres. Roll Call: Ayres-Yes, Kazmark-No, Ludemann-No, Newton-Yes, Poling-Yes, Steinys-No. Motion Failed

ADJOURN

A motion was made by Commissioner Newton that the Park Board of Commissioners adjourn the meeting at 7:00 pm. Seconded by Steinys. Ayes-6 Nays-0

Respectfully Submitted,



Wendi Calabrese, Secretary