

**MINUTES OF THE JANUARY 13, 2016  
PARK BOARD OF COMMISSIONERS MEETING**

The regular monthly meeting of the Park Board of Commissioners, Plainfield Township Park District, was held on Wednesday, January 13, 2016 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 6:09 pm with the following members present: Ayres, Hurtado, Newton, Poling, Steinys, Ludemann

Absent: Kazmark

With a quorum being established, a motion was made by Commissioner Ayres that the Park Board of Commissioners allow Commissioner Kazmark to attend the special meeting through audio means in accordance with the Board of Commissioners General Practices Policy Manual Section 5.5 due to an employment commitment. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Steinys-Yes, Hurtado-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

Commissioner Kazmark joined the meeting by telephone at 6:09 pm.

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

There were 3 members of the public in attendance.

Commissioner Poling led the pledge.

PUBLIC COMMENTS

- Vicky Polito said since the District is approaching its 50<sup>th</sup> year, this year she would like the Board to look into changing a different park to be named Gregory B. Bott Park.

CONSENT AGENDA

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve the consent agenda which included minutes of the December 9, 2015 Park Board of Commissioners meeting; interim check numbers 93732-93942 totaling \$661,166.87 with Check Numbers, 93754, 93759, 93772, 93810, 93835, 93846, 93854, 93855, 93856, 93857, 93858, 93861, 93862, 93863, 93864, 93865, 93866, 93875, & 93920 Totaling \$0.00 voided with direct deposits totaling \$101,225.24; bills and claims check numbers 93943-93981 totaling \$116,137.63 with check number 93977 totaling \$0.00 voided; and the Treasurer's Report November, 2015. Seconded by Commissioner Newton. Roll Call: Hurtado-Yes, Newton-Yes, Ayres-Yes, Kazmark-Yes, Poling-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

- Welcomed everyone to the 50<sup>th</sup> Celebration Year of the District.
- Recapped some of the winter/holiday events.
- The basketball program started and enrollment is up this year.
- Effective January 1, Jennifer Rooks-Lopez has become the Director of Parks and Planning.
- Controlled burns are still scheduled, however, due to the weather they have been delayed.
- The remodel of the Rec/Admin Center front desk area is 90% complete and is ADA accessible. The staff and parks department has done a great job with it.
- The preliminary field work for the FY 2015A audit is scheduled to begin February 2.
- A meeting is scheduled with our PDRMA representatives next week so we can begin changing over.
- There was a presentation to all full-time staff last week of the new safety manual and policy.
- The Capital & Development, Recreation & Marketing and Personnel & Policy Committees will need to meet prior to the Board meeting next month.

B. Director of Recreation

1. Marketing Plan

Senior Graphic Designer Vargas reviewed marketing strategies from 2015 and objectives and strategies for 2016.

2. Equestrian Center Plan

Manager Bergman reviewed her goals from 2015 and the outcomes, financials, programming, the show team progress and the equestrian center goals for 2016.

COMMITTEE REPORTS

A. Capital & Development

Did not meet, no report.

B. Finance & Liability

Did not meet, no report.

C. Personnel & Policy

The Board will be voting on the fund balance policy this evening and the committee has begun reviewing the employee policy manual.

D. Recreation & Marketing

Did not meet, no report.

E. Governance & Accountability

Did not meet, no report.

*Commissioner Kazmark arrived at 6:51 pm.*

ACTION ITEMS

A. Ordinance 2016-01 (An Ordinance for the Combined Annual Budget and Appropriation of the Plainfield Township Park District, Will and Kendall Counties, Illinois for the Fiscal Year Beginning January 1, 2016 and Ending December 31, 2016)

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve Ordinance 2016-01, an ordinance for the combined annual budget and appropriation of the Plainfield Township Park District, Will and Kendall Counties, Illinois for the Fiscal Year beginning January 1, 2016 and ending December 31, 2016 as presented during the budget hearing. Seconded by Commissioner Newton. Commissioner Hurtado questioned how much taxes would be increased and why they would be increased since we have a surplus. Commissioner Ludemann stated that the surplus would go to the capital plan. Commissioner Steinys expressed concern about raising taxes because of the effect it would have on the elderly. Commissioner Poling stated that it is important to keep a strong capital budget and that we are underfunded compared to other park districts which is why we need to levy in order to fund the things and services we want to provide for the community. Commissioner Hurtado asked when revenue would be increased. Executive Director Capalbo said we are always seeking sponsors and are working towards increasing revenues through facility rentals. Roll Call: Ayres-Yes, Newton-Yes, Hurtado-No, Kazmark-Yes, Poling-Yes, Steinys-No, Ludemann-Yes. Motion Carried.

B. Resolution 2016-01 (A Resolution Approving and Authorizing the Execution of an Amended 457 Plan)

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve Resolution 2016-01, approving and authorizing the execution of an amended 457 plan. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Steinys-Yes, Ayres-Yes, Newton-Yes, Kazmark-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

C. Fund Balance / Net Assets Policy

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

D. Ordinance 2016-02 (An Ordinance Authorizing the Disposal or Sale of District Owned Personal Property)

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve Ordinance 2016-02, an ordinance authorizing the sale and/or disposal of park district owned personal property. Seconded by Commissioner Ayres. Commissioner Hurtado asked why we are destroying the HP desktops instead of donating them. Executive Director Capalbo stated that we are referring to destroying the hard drives but could donate the outer casing and could donate the casings. Roll Call: Hurtado-Yes, Ayres-Yes, Newton-Yes, Kazmark-Yes, Poling-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

E. Finance Management Software

A motion was made by Commissioner Ayres that the Park Board of Commissioners authorize the Executive Director to execute the contract for the purchase of Incode financial software upon review and revision by District counsel for a cost of \$120,000. Seconded by Commissioner Newton. Commissioner Ayres asked if this software would have export features to Excel etc. Director Nugent stated that it does. Commissioner Steinys asked if this would be on the cloud or a server. Director Nugent stated that both are available but we chose the server based software because it is more cost effective. Commissioners Hurtado and Steinys questioned why there was a need for different software for parks, registration and finance and if there was something that had all the components. Executive Director Capalbo stated that staff researched that and there wasn't one product that managed all the components well. Executive Director Capalbo added that most Districts have separate software products for the different areas. Roll Call: Ayres-Yes, Newton-Yes, Hurtado-Yes, Kazmark-Yes, Poling-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

F. Resolution 2016-02 (A Resolution Consenting to the Removal of a Deed Restriction of Certain Real Estate)

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve Resolution 2016-02 consenting to the removal of a deed restriction on certain real estate. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Steinys-Yes, Ayres-Yes, Newton-Yes, Kazmark-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BOARD INITIATIVES

- Continue to look for alternate revenue sources.
- Capital and Development will look into naming a different park after Greg Bott.

COMMISSIONER COMMENTS

- Commissioner Ayres commented that the savings by bringing custodial services in-house is fantastic and that receiving the PDRMA Safe Sun grant is excellent. Executive Director Capalbo thanked Human Resource Generalist Pilch and the Wellness and Appreciation Committee for working on and receiving the grant.
- Commissioner Newton said he was approached by someone at church who noticed the Mission, Vision, Values statements being posted.
- Commissioner Ludemann congratulated staff for receiving the PDRMA Sun Safety grant and thanked everyone for their presentations.

CLOSED SESSION

A motion was made by Commissioner Ayres that the Park Board of Commissioners go into closed session under 5 ILCS 120/2.(c)(2) collective negotiating matters between the public body and its employees or their representatives and 5 ILCS 120/2.(c)(5) the purchase or lease of real property for the use of the public body at 7:25 pm to reconvene. Seconded by Commissioner Newton. Roll Call: Ayres-Yes, Newton-Yes, Hurtado-Yes, Kazmark-Yes, Poling-Yes, Steinys-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 8:18 pm. Seconded by Commissioner Hurtado. Roll Call: Steinys-Yes, Hurtado-Yes, Ayres-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

ACTION FOR ITEMS DISCUSSED IN CLOSED SESSION

No action was taken,.

ADJOURN

A motion was made by Commissioner Ayres that the Park Board of Commissioners adjourn the meeting at 8:19 pm. Seconded by Commissioner Steinys. Ayes-7 Nays-0

Respectfully Submitted,



Wendi Calabrese, Secretary