

**MINUTES OF THE MARCH 9, 2016
PARK BOARD OF COMMISSIONERS MEETING**

The regular monthly meeting of the Park Board of Commissioners, Plainfield Township Park District, was held on Wednesday, March 9, 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 6:03 pm with the following members present: Ayres, Hurtado, Newton, Poling, Steinys, Ludemann

Absent: Kazmark

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

There were 6 members of the public in attendance.
Commissioner Steinys the pledge.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

A motion was made by Commissioner Poling that the Park Board of Commissioners approve the consent agenda which included minutes of the February 10, 2016 Park Board of Commissioners regular meeting; interim check numbers 94124-94147 totaling \$210,689.51 with Check Numbers 94142, 94165, & 94187 Totaling \$0.00 voided with direct deposits totaling \$107,331.37; bills and claims check numbers 94198-94268 totaling \$141,816.43 with check numbers 94200, 94201, 94202, 94203, 94204, 94205, 94206, 94207, 94208, 94209, 94210, 94211, 94212, 94213, 94214, 94224, & 94225 totaling \$0.00 voided; and the Treasurer's Report January, 2016. Seconded by Commissioner Hurtado. Roll Call: Poling-Yes, Hurtado-Yes, Steinys-Yes, Ayres-Yes, Newton-Yes, Ludemann-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

- Park signs are being replaced with signs that have the new logo. Most of the signs in the southwest quadrant have been replaced.
- There are resident input meetings for Grand Prairie tot lot and Walkers's Grove coming up before going out to bid for the projects.
- The Hometown Irish Parade is Sunday. If you would like to ride on the Park District float or walk in the parade, be at Plainfield Central High School at 11:00 am.
- The Will County Statement of Economic Interests forms will be mailed the week of March 21.
- The Legislative Conference is being held May 3-4 in Springfield. Please let Executive Director Capalbo or Executive Assistant Calabrese know if you would like to attend the Conference.
- The Employee Policy Manual draft has been completed and will be distributed at the end of the week or early next week for review.
- The Flashlight Egg Hunt is on March 24 and the Egg Hunt is on March 25. These events will qualify for points towards the Board Development Program.
- Informed the Board that he will be sitting down with the President Ludemann in the near future for an informal 6-month review and that if there are any items the Board would like to have addressed to let President Ludemann know what they are or schedule an individual meeting.

COMMITTEE REPORTS

A. Capital & Development

Commissioner Steinys said the items discussed at the committee meeting are on the agenda for discussion.

B. Finance & Liability

Did not meet, no report.

C. Personnel & Policy

Commissioner Poling said that when the Board receives the draft Employee Policy Manual, changes from the old to the new will be delineated to reference where to look.

D. Recreation & Marketing

Did not meet, no report.

E. Governance & Accountability

Did not meet, no report.

ACTION ITEMS

A. Contract Mowing Bid

Commissioner Kazmark arrived at 6:12 pm.

A motion was made by Commissioner Newton that the Park Board of Commissioners award the bid to Chad's Lawn Service for \$24,360 and approve the Director of Parks & Planning to execute the appropriate agreements. Seconded by Commissioner Ayres. Commissioner Hurtado pointed out that the figures specified in the spreadsheet didn't add up to \$24,360. There was discussion and it was determined that the highlighted items totaled \$23,240. Commissioner Poling questioned why there was such a large variance in the bids. Director Rooks-Lopez stated that it's difficult to say why bids come in the way that they do. Commissioner Newton withdrew his motion. Commissioner Ayres withdrew his motion. A motion was made by Commissioner Newton that the Park Board of Commissioners award the bid to Chad's Lawn Service for \$23,240 and approve the Director of Parks & Planning to execute the appropriate agreements. Seconded by Commissioner Ayres. Roll Call: Newton-Yes, Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Poling-Yes, Steinys-Yes, Ludemann-Abstain. Motion Carried.

B. Patriotic Picnic Fireworks Contract

A motion was made by Commissioner Hurtado that the Park Board of Commissioners award the fireworks contract for July 3, 2016 in the amount of \$17,000 to Sky Magic Pyrotechnics and authorize the Director of Recreation to execute the contract after attorney review and revision. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Steinys-Yes, Ayres-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

A. Reschedule Board Workshop

March 30, 2016 at 6:00 pm at the Recreation/Administration Center was selected for the rescheduled workshop.

NEW BUSINESS

A. Distinguished Park and Recreation Agency Accreditation Application

Executive Director Capalbo explained the application and review process to the Board and that staff feels ready to submit an application. Executive Director Capalbo said that this accreditation establishes that our District is operating with best practices. Commissioner Kazmark said she attended a session at Conference about the Distinguished Agency Accreditation and was impressed with the presenters. Commissioner Kazmark said that it was stressed that staff and Board need to be on board with the process to be successful and she thinks this is a great opportunity for us to advance as a District. The consensus was to continue with the process and submit the District's application.

B. Village Green Parking Options

Executive Director Capalbo and Director Rooks-Lopez presented the Board with parking alternatives proposed by the Village of Plainfield for additional parking around the Village Green. The Board discussed the proposed options and the consensus was to continue working with the Village and to see if they can work around the sycamore tree. There was also a proposal for an adding a parking lot along James Street that would be connected to the Electric Park parking lot. The consensus of the Board was to continue working with the Village on the James Street parking lot.

C. Park Dedication

Per Board directive the Capital and Development Committee looked at renaming a park for former Executive Director Greg Bott. Executive Director Capalbo said he spoke to Mr. Bott and if he could choose a park it would be Renwick Community Park. The Board discussed the request that was made to rename a park for Mr. Bott and a consensus could not be reached. President Ludemann asked to have the item placed on the agenda in April for a vote.

BOARD INITIATIVES

- Put Park Dedication on the agenda next month as an action item and contact former executive director Bott to see if he has any alternate choices to Renwick.
- Continue working with the Village for parking around the Village Green and on James Street.
- Continue with the Distinguished Park and Recreation Agency Accreditation application.

COMMISSIONER COMMENTS

- Commissioner Poling said that she is excited that staff is looking into participation in the Silver and Fit program.
- Commissioner Ludemann thanked everyone for their sympathies and support with the passing of her husband Mike Ludemann.

CLOSED SESSION

A motion was made by Commissioner Hurtado that the Park Board of Commissioners go into closed session as permitted under the Open Meetings Act under 5 ILCS 120/2.(c)(5) the purchase or lease of real property for the use of the public body, including meetings held for the purpose of discussing whether a particular parcel should be acquired, and 5 ILCS 120/2.(c)(2) collective negotiating matters between the public body and its employees or their representatives at 7:04 pm to reconvene. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Steinys-Yes, Ayres-Yes, Kazmark-Yes, Newton-Yes, Poling-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 7:42 pm. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

ACTION FOR ITEMS DISCUSSED IN EXECUTIVE SESSION

No action was taken.

ADJOURN

A motion was made by Commissioner Steinys that the Park Board of Commissioners adjourn the meeting at 7:42 pm. Seconded by Commissioner Hurtado. Ayes-7 Nays-0

Respectfully Submitted,



Wendi Calabrese, Secretary