

MINUTES OF APRIL 12, 2017
PARK BOARD OF COMMISSIONERS REGULAR MEETING

The regular monthly meeting of the Park Board of Commissioners, Plainfield Township Park District, was held on Wednesday, April 12, 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 6:05 pm with the following members present: Ayres, Hurtado, Kazmark, Newton, Poling, Steinys, Ludemann
Absent: None

Staff present: Carlo Capalbo, Executive Director; Wendi Calabrese, Executive Assistant/Secretary; Maureen Nugent, Director of Finance & I.T./Treasurer; Jennifer Rooks-Lopez, Director of Parks & Planning; & Cheryl Crisman, Director of Recreation

Also present: Matt Campbell, Attorney

There were approximately 20 members of the public in attendance. Commissioner Newton led the pledge to the flag.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve the consent agenda which included minutes of the March 8, 2017 Board of Commissioners regular meeting minutes; interim check numbers 96384-96478 totaling \$314,344.06 with check numbers 963889, 96395, 96421, 96431, 96432, 96433, 96434, 96453, & 96470 totaling \$0.00 voided with direct deposits totaling \$173,369.32; bills and claims check numbers 96479-96555 totaling \$161,878.52 with check numbers 96480, 96481, 96482,m 96483, 96484, 96485, 96486, 96487, 96488, 96489, 96490, 96491, 96499, 96500, 96501, 96502, 965278, 96528, 96529, 96530, 96531, 96532, 96533, 96547, & 96553 totaling \$0.00 voided; and the February 2017 Treasurer's Report. Seconded by Commissioner Ayres. Roll Call: Hurtado-Yes, Ayres-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

Executive Director Capalbo commended Manager Bartlett on the Easter activities, thanked PEMA and the Plainfield Police Department for their assistance and also thanked Tommy Brooks and Kris Most for participating as the Easter Bunny. Executive Director Capalbo updated the Board on upcoming programs and work taking place in the parks.

1. ADA Transition Plan Review

Executive Director Capalbo presented the ADA Transition Plan and spreadsheet of project progress to the Board. Executive Director Capalbo stated that 1310 barriers were identified in the plan and in 2016 we handled 64 modifications and to date of 431 the barriers have been remedied which equates to 33% of the plan completed. Executive Director Capalbo said the in 2017 we have plans to remedy at least 31 barriers and 77 are pending. Executive Director Capalbo stated that as part of Distinguished Agency process the District needs an approved ADA plan that is reviewed yearly. Executive Director Capalbo stated that the plan is being put on the District's website tomorrow and we are asking for public input and that the public will also have a chance to review and give input on the plan at a public meeting on April 26. Executive Director Capalbo also said that District staff and leadership team have had the opportunity to review and give input on the plan. Executive Director Capalbo asked the Board if they had any comments or questions and there were none. Executive Director Capalbo said that in 2010 the Board approved ACT Services to develop the plan; however; the Board never formally adopted it and to complete the process he would like to have the Board formally adopt the plan at the May meeting.

B. Director of Parks & Planning

1. Parks Summary

Director Rooks-Lopez presented a report of the parks department activities during the past year and what upcoming plans and changes are coming in the department this year.

COMMITTEE COMMENTS

Finance & Liability

Executive Director Capalbo said the committee met and discussed facility funding, financial planning services and the appointment of the Risk Management Coordinator.

Personnel & Policy Committee

Commissioner Poling reported that the committee reviewed the Park Code Ordinance and discussed whether we should create a security camera policy.

ACTION ITEMS

A. Inclusive Contract for Architectural and Construction Management Services

A motion was made by Commissioner Ayres that the Park Board of Commissioners award the Contract for Architectural and Construction Management services to Wight Construction Services for 7.5% Architectural Services and 3% Construction Management Services. Seconded by Commissioner Poling. Roll Call: Ayres-Yes, Poling-Yes, Hurtado-Abstain, Kazmark-Yes, Newton-Yes, Steinys-Abstain, Ludemann-Yes. Motion Carried.

B. Ordinance Number 2017-02 (Asset Disposal)

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve Ordinance 2017-02, an ordinance authorizing the sale and/or disposal of Park District owned property. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Steinys-Yes, Ayres-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

C. Bid for (2) New 2016/17 (15) Passenger Buses

A motion was made by Commissioner Hurtado that the Park Board of Commissioners award the alternate bid to Midwest Transit in the amount of \$95,756.00 for (2) 2017 Ford F350 Passenger Buses and approve the Director of Parks & Planning to execute the appropriate agreements. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Steinys-Yes, Ayres-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

D. Appointment of Risk Management Coordinator

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the appointment of Carlo Capalbo, Executive Director, as the Risk Management Coordinator for 2017. Seconded by Commissioner Kazmark. Roll Call: Ayres-Yes, Kazmark-Yes, Hurtado-Yes, Newton-Yes, Poling-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. IPRA Environmental Report Card

Director Rooks-Lopez informed the Board that as part of the Distinguished Agency process the District is required to assess its' Environmental Stewardship Practices on an annual basis. Director Rooks-Lopez said she completed the IPRA Environmental Report Card which is used to score our commitment to environmental stewardship. Director Rooks-Lopez stated that the District has a score of 57% which is passing; however; there are a number of areas that can be quickly improved on including developing an environmental committee, including language in purchasing to promote the use of environmentally friendly cleaning products, to encourage patrons and staff to recycle and to discourage idling of vehicles.

B. Procedure for Disposal of F750

The Board discussed how to dispose of the F750 and the consensus was to sell it at a base bid or auction value starting at \$23,000.00.

C. New Recreation Facility Funding

The Board discussed funding options and the amount to dedicate towards the new facility. After the discussion, the consensus was to dedicate \$10.8 million dollars to the project. During the discussion, Wight Construction presented an opportunity for grant from the Illinois Clean Energy Foundation that we could apply for to be used to make a building net zero energy. The Board discussed submitting for the grant and the consensus was to pursue the grant.

BOARD INITIATIVES

- Dispose of the F750.
- Pursue the Net Zero Energy grant opportunity for the new recreation facility.
- Recreation facility funding will be \$10.8 million dollars.

COMMISSIONER COMMENTS

A. President

1. Commissioner Recognition

President Ludemann presented appreciation plaques to outgoing Commissioners Newton and Hurtado and thanked them for their service to the District.

- Commissioner Ayres thanked the public for attending the meeting and congratulated Commissioner Newton on being elected to the Village of Plainfield Board of Trustees.
- Commissioner Hurtado thanked the Board and also thanked Executive Director Capalbo for advancing the District.
- Commissioner Kazmark said that she and her sons attended the Flashlight Egg Hunt and they had a lot of fun.
- Commissioner Newton thanked the staff who have stuck around for as long as they have and feels bad for those who have gone away for whatever reason and said that he appreciates them very much.
- Commissioner Poling read the following statement: "On a personal note, I want to share about the loss to the Park District of Marge Rice this week. Marge, on her 80th birthday last year went sky diving. She was about to embark on a world cruise for 16 days when she died. She was active at the Community Center in game day trips, exercise classes, Red Rovers – but more profoundly she made sure every new participant had a place to play cards or games and introduced around the room. If someone didn't know how to play she was immensely patient and kind in teaching them. She was a role model. This was not a job – this was who she was. We will deeply miss her and the Park District Active Adult Program will miss her for a very long time.

EXECUTIVE SESSION

There was no executive session.

ADJOURN

A motion was made by Commissioner Ayres to adjourn the meeting at 7:41 p.m. Seconded by Commissioner Steinys.

Ayes – 5 Nays – 0

The meeting was adjourned at 7:41 pm.

Respectfully Submitted,



Wendi Calabrese, Secretary