

**JULY 12, 2017 PLAINFIELD TOWNSHIP PARK DISTRICT
PARK BOARD OF COMMISSIONERS MEETING MINUTES**

The regular monthly meeting of the Park Board of Commissioners, Plainfield Township Park District, was held on Wednesday, July 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 6:04 pm with the following members present: Ayres, Poling, Kazmark, Thoman, Ludemann

Absent: Steinys

Staff present: Carlo Capalbo, Executive Director, Wendi Calabrese, Executive Assistant/Secretary, Maureen Nugent, Director of Finance & IT/Treasurer, Cheryl Crisman, Director of Recreation

There were 8 members of the public in attendance.

Commissioner Ayres led the pledge to the flag.

INSTALLATION OF NEWLY APPOINTED COMMISSIONER

Secretary Calabrese swore in Rebecca Hosford as Park Board Commissioner for the unexpired 2 year term created by Commissioner Newton's resignation to serve until the 2019 consolidated election.

ROLL CALL

The following members were present: Ayres, Hosford, Kazmark, Poling, Thoman, Ludemann

Absent: Steinys

PUBLIC COMMENTS

Tom Bohanek addressed the Board regarding 2 drainage ditches in the West Norman Greenway behind his home, stating that they are filled and not draining causing his sump pump to run all the time. Executive Director Capalbo informed the Board that he and Director Rooks-Lopez have been working with the Village of Plainfield and Mr. Bohanek to resolve the issue. Executive Director Capalbo told the Board that the Village thought the problem was with the culvert and we are obtaining quotes for that at this time so we can proceed. Vicky Bohanek said that the sump pump at her home runs every 20 seconds because the drain is to filled in.

CONSENT AGENDA

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the consent agenda which included minutes of the June 14, 2017 Park Board of Commissioners regular meeting; June 26, 2017 Park Board of Commissioners Special Meeting; interim check numbers 96845-96855 totaling \$45,487.66 with check numbers 96867 & 96868 totaling \$0.00 voided; interim draft numbers 0000069-0000095 totaling \$83,062.14; with direct deposits totaling \$206,209.66; bills and claims check numbers 96856-96937 totaling \$230,576.25 and bank draft numbers 0000096-0000132 totaling \$62,217.12; and the Treasurer's report May 2017. Seconded by Commissioner Thoman. Roll Call: Ayres-Yes, Thoman-Yes, Hosford-Yes, Kazmark-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

STAFF REPORTS

Commissioner Steinys arrived at 6:15 p.m.

A. Executive Director

- Executive Director Capalbo informed the Board of the IAPD 5th Annual Family Picnic on August 26 and asked for responses by mid-August; the solar grant application has been submitted; PDRMA was at the District on Monday and are pleased with our progress in the parks area; the pool has had 2 reviews and both went well; Plainfield Fest has been relocated to downtown and

the Village Green and because of that the District had to relocate several shelter and room rentals. Executive Director Capalbo thanked the Board for attending the Patriotic Picnic and thanked all the staff that worked.

- Director Nugent informed the Board that the accounting specialist began employment Monday; additional finance software training is being scheduled for staff and a budget kick-off meeting will be held at the beginning of August.
- Director Crisman thanked the Board for attending the Patriotic Picnic; gave an update of Games on the Go; 39 riders participated in the NTEC school show and reminded all that Parkies Last Blast is being held Saturday at Pelican Harbor and portions of the admission will go to LCSRA.
- Executive Director Capalbo gave an update on the recreation facility. The Board discussed the interior changes, solar panels and the façade color. After the discussion, the consensus was to talk to Wight about additional color options for the facility and for the Executive Director to find out about SRAC rebates.

B. Director of Recreation

1. Early Childhood

Manager Anderson presented enrollment and financial statistics from this year's Great Adventures for Preschoolers program, highlights and changes planned for next year.

COMMITTEE COMMENTS

None of the committees met; however; Executive Director Capalbo stated that meetings will be scheduled for all of the committees prior to the August Board meeting.

ACTION ITEMS

A. Remove Resolution Number 2017-01 From The Table

A motion was made by Commissioner Steinys that the Park Board of Commissioners remove Resolution Number 2017-01 from the table. Seconded by Commissioner Poling. Roll Call: Steinys-Yes, Poling-Yes, Ayres-Yes, Hosford-Yes, Kazmark-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

B. Resolution Number 2017-01

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve Resolution Number 2017-01. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres-Yes, Hosford-Abstain, Kazmark-Yes, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

C. Asset Disposal Ordinance Number 2017-04

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve Ordinance Number 2017-04. Seconded by Commissioner Kazmark. Roll Call: Steinys-Yes, Kazmark-Yes, Ayres-Yes, Hosford-Yes, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

D. Safety Policy Statement

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

E. Purchasing Policy Revision

A motion was made by Commissioner Kazmark that the Park Board of Commissioners approve Section 2.18, Purchasing from the Administrative Policy Manual as presented and that all other policies in conflict with this policy are hereby repealed. Seconded by Commissioner Steinys. Roll Call: Kazmark-Yes, Steinys-Yes, Ayres-Yes, Hosford-Yes, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

F. Purchase of Playground Equipment: Harvest Glen Park

A motion was made by Commissioner Steinys that the Park Board of Commissioners authorize the purchase of equipment from Playworld Systems/Reese Recreation for \$35,000.00 and approve the Director of Parks & Planning to execute the appropriate agreements. Seconded by Commissioner Thoman. Roll Call: Steinys-Yes, Thoman-Yes, Ayres-Yes, Hosford-Yes, Kazmark-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

G. Harvest Glen Park Improvement Bid Number 1035

A motion was made by Commissioner Thoman that the Park Board of Commissioners award the base plus alternate A to D & J Landscape, Inc. for \$12,539.82 and approve the Director of Parks & Planning to execute the appropriate agreements. Seconded by Commissioner Poling. Roll Call: Thoman-Yes, Poling-Yes, Ayres-Yes, Hosford-Yes, Kazmark-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

H. Website Company Redesign and Services

A motion was made by Commissioner Ayres that the Park Board of Commissioners award IDEA Marketing the website redevelopment at a cost of \$19,520.00 (for an estimated 160 hours of design work) and authorize the Marketing Manager to execute the contract, pending legal counsel's review. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Steinys-Yes, Hosford-Yes, Kazmark-Yes, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. Special Closed Session Minutes June 26, 2017

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the June 26, 2017 special closed session minutes and that they remain closed. Seconded by Commissioner Thoman. Roll Call: Steinys-Yes, Thoman-Yes, Ayres-Yes, Hosford-Yes, Kazmark-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

B. Employee Recognition

Executive Director Capalbo informed the Board that Gene Coldwater has retired after 24 years of service to the District. Executive Director Capalbo said that as part of our internal policy, a bench and plaque will be placed in the Village Green Park to recognize his service. Executive Director Capalbo asked the Board if they wanted to do anything additional for him such as naming a park because of his longevity at the District. The consensus was to have the Capital and Development discuss the idea and bring a recommendation to the Board.

BOARD INITIATIVES

- Look into additional color options for the recreation facility and SRAC rebates.
- Capital & Development will discuss employee recognition and bring a recommendation to the Board.

COMMISSIONER COMMENTS

- Commissioner Ayres welcomed Commissioner Hosford to the Board and thanked the staff for their work on the Patriotic Picnic.
- Commissioner Poling said she enjoyed the Patriotic Picnic and said that she attended a Games on the Go last week and enjoyed seeing the program. Commissioner Poling commended Executive Assistant Calabrese for her redirection of the press at the Patriotic Picnic when they

were looking for Village officials. Commissioner Poling said that this shows how important it is to impress upon people that we are not just the Village of Plainfield.

- Commissioner Steinys welcomed Commissioner Hosford to the Board and thanked the staff for their work on the Patriotic Picnic.
- Commissioner Hosford thanked everyone for their welcome and is excited to be here.
- Commissioner Ludemann welcomed Commissioner Hosford and thanked the staff for their work on the Patriotic Picnic.

SEEKING A MOTION TO ADJOURN

A motion was made by Commissioner Steinys that the Park Board of Commissioners adjourn the meeting at 7:31 pm. Seconded by Commissioner Hosford. Ayes – 7 Nays – 0

The meeting was adjourned at 7:31 pm.

Respectfully Submitted,



Wendi Calabrese
Secretary