

**OCTOBER 11, 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, October 11, 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 6:00 pm with the following members present: Ayres, Poling, Kazmark, Steinys, Thoman, Ludemann

Absent: Hosford

Staff present: Carlo Capalbo, Executive Director, Wendi Calabrese, Executive Assistant/Secretary, Maureen Nugent, Director of Finance & IT/Treasurer, Jen Rooks-Lopez, Director of Parks & Planning, Cheryl Crisman, Director of Recreation

There were 9 members of the public in attendance.

Commissioner Kazmark led the pledge to the flag.

PUBLIC COMMENTS

- Tom Bohanek asked if there was any new information about the drainage situation at Nature's Crossing.
- Chris Rosso asked if there would be construction fencing up during the entire duration of the construction of the new recreation center and if any trees would be removed.

CONSENT AGENDA

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the consent agenda which included minutes of the September 13, 2017 Park Board of Commissioners Regular Meeting; bills and claims check numbers 97178-97240 totaling \$180,036.13 with check number 97191 totaling \$0.00 voided and bank drafts DFT298-318 totaling \$15,125.63; interim check numbers 97141-97177 totaling \$207,333.15; bank drafts DFT238-239, DFT241-242 & DFT273-297; September 10, 2017 payroll check numbers 500190-500202 totaling \$3,790.37 and direct deposits 20837-20909 totaling \$53,346.54; September 24, 2017 payroll check numbers 50023-500212 totaling \$3,777.78 and direct deposits 20748-20836 Totaling \$55,895.23 and Prior Bank Draft Numbers DFT9-248 (Not Sequential) Totaling \$187,235.39 August, 2017; and the Treasurer's Report August, 2017. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres-Yes, Thoman-Yes, Poling-Yes, Kazmark-Yes, Ludemann-Yes. Motion Carried.

*Commissioner Hosford arrived at 6:06 pm*

STAFF REPORTS

A. Executive Director

- Executive Director Capalbo informed the Board of upcoming the upcoming Legal Symposium on November 9 and the Soaring to New Heights Conference January 18-20.
- This will be a busy weekend, the IAPD Best of the Best Gala, recreation center groundbreaking Saturday and Coldwater Park dedication on Sunday.
- PDRMA held a training class "A Supervisors Role in Risk Management on Monday at the District.
- Executive Director Capalbo presented a new color scheme for the recreation center to the Board. Commissioner Steinys asked if we could see a 3D rendering of how the building will look from the street. The Board discussed the new coloring and the consensus was that it looked good.
- The Board chose October 28 at 9:00 am for a park tour/special meeting leaving from the Rec/Admin Center.

Director of Finance & I.T.

There was a successful bond sale today.

Director of Parks & Planning

Director Rooks-Lopez updated the Board on the current park projects.

B. Director of Recreation

1. Ottawa Street Pool

Manager Dunfee presented swim lesson enrollment figures, annual pass sales and financial statistics for the Ottawa Street Pool 2017 season and changes planned for next year.

COMMITTEE COMMENTS

A. Capital & Development

Commissioner Thoman said the committee discussed the 2017 capital plan, some capital submissions for 2018 and the potential for a referendum in the future. There are a few items on today's agenda.

B. Finance & Liability Committee

Commissioner Ayres said the committee talked about the bond sale and levy which are both on the agenda.

C. Personnel & Policy

Commissioner Poling said the committee discussed committee meetings and structure, will be reviewing the form to evaluate the executive director and saw a staffing plan.

D. Recreation and Marketing

Commissioner Kazmark said the committee was presented with a draft of the new website and recreation programming statistics. Executive Director Capalbo said the committee also talked about a still frame camera to capture the construction of the recreation center and staff is looking into it.

E. Governance and Accountability

Commissioner Ludemann said the committee met with the Executive Director for his annual review.

ACTION ITEMS

A. Bond Ordinance Number 2017-05

Commissioner Ludemann stated that a proposal had been received from Robert W. Baird & Co., Inc., Milwaukee, Wisconsin, for the purchase of \$9,520,000 general obligation park bonds approved at the November 8, 2016, referendum and to be issued by the District pursuant to Section 6-4 of the Park District Code for the purpose of improving neighborhood parks, improving and equipping parks and park facilities and building and equipping a new recreation center and improving the site thereof, providing for the levy of a direct annual tax sufficient to pay the principal and interest thereon.

The purchase price was \$9,945,830.28 with maturities ranging from 2020-2030 with a rate of interest of 3% and a true interest rate of 2.4101%.

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve Ordinance 2017-05, an ordinance providing for the issue of \$9,520,000 general obligation park bonds, series 2017, of the Plainfield Township Park District, Will and Kendall Counties, Illinois, for the purpose of improving neighborhood parks, improving and equipping parks and park facilities and building and equipping a new recreation center and improving the site thereof, providing for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds, and authorizing the sale of said bonds to Robert W. Baird & Co., Inc., Milwaukee, Wisconsin. Seconded by Commissioner Thoman. Roll Call: Ayres-Yes, Thoman-Yes, Poling-Yes, Hosford-Yes, Steinys-Yes, Kazmark-Yes, Ludemann-Yes. Motion Carried.

B. Resolution 2017-04

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve Resolution 2017-04, a resolution authorizing the President to execute a license agreement with Wheatland Township. Seconded by Commissioner Poling. Roll Call: Steinys-Yes, Poling-Yes, Thoman-Yes, Hosford-Yes, Kazmark-Yes, Ayres-Yes, Ludemann-Yes. Motion Carried.

C. Alternate Mower Purchase

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the Director of Parks and Planning to purchase the 4500 Ventrac Tractor instead of two (2) 6' zero turn mowers. Seconded by Commissioner Thoman. Roll Call: Steinys-Yes, Thoman-Yes, Ayres-Yes, Poling-Yes, Kazmark-Yes, Hosford-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

A. Nature's Crossing

Director Rooks-Lopez said the Army Corps of Engineers went through their records and they don't show any conservation on the property. Director Rooks-Lopez said that we can dredge the creek with some restrictions on where the equipment would be situated and what are concerned about what we would do with the material. Executive Director Capalbo said he has reached out to Bill Alstrom, Wheatland Township Supervisor and is looking into when the Will County Storm Management Committee is meeting. The Board discussed the drainage and flooding situation and the consensus was to put the item on the November agenda as an action item.

NEW BUSINESS

A. 2017 Levy Presentation

Director Nugent presented a draft of the 2017 levy to the Board.

B. Budget Presentation Special Revenue Funds

Executive Director Capalbo and Director Nugent presented a draft of the special revenue funds to the Board.

1. 2018 Capital Improvement Plan

Director Rooks-Lopez presented a draft of the 2018 Capital Improvement Plan to the Board.

C. Commissioner Resignation

A motion was made by Commissioner Poling that the Park Board of Commissioners accept Commissioner Kazmark's letter of resignation effective October 31, 2017 and wish her the best of luck in her future endeavors. Seconded by Commissioner Ayres. Ayes-7 Nays-0 The motion carried.

D. Executive Session Minutes September 13, 2017

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the September 13, 2017 executive session minutes and that they remain closed. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Steinys-Yes, Kazmark-Yes, Poling-Yes, Thoman-Yes, Hosford-Yes, Ludemann-Yes. Motion Carried.

BOARD INITIATIVES

A. Establishment of Monthly Committee Meetings

<u>Capital &amp; Development</u>	Does not need to meet.
<u>Finance &amp; Liability</u>	Chairperson Ayres will contact Executive Director Capalbo to set a date.
<u>Personnel &amp; Policy</u>	November 1 at the Rec/Admin Center, 11:00 am

Recreation & Marketing

Chairperson Hosford will contact Executive Director Capalbo to set a date.

Governance & Accountability

November 6 at the Rec/Admin Center, 4:30 pm

The Board discussed how to fill the newly created vacancy and set a timeline for applications and discussed how to advertise for the vacancy.

B. Recap of Board Initiatives

- October 28 Park Tour/Special Meeting leaving from Rec/Admin Center at 9:00 am. Include Nature's Crossing and Kendall Ridge on the tour.
- Put Nature's Crossing on the November agenda as an action item.
- Attend the Will County Storm water Management meeting.
- The application deadline for the board vacancy is November 3 at noon. Application pick up will begin on October 16.

COMMISSIONER COMMENTS

- Commissioner Ayres congratulated the staff and Board on passing the Distinguished Agency review; thanked staff on their work on the bond sale and Manager Dunfee for the OSP presentation.
- Commissioner Hosford thanked staff for their work on Distinguished Agency and said good bye to Commissioner Kazmark.
- Commissioner Kazmark thanked the staff for accomplishing Distinguished Agency and said she is happy where the District is right now.
- Commissioner Poling said that she is sad to see Commissioner Kazmark go and for the board to lose her expertise. Commissioner Poling said she is thrilled about Distinguished Agency and it caps off a year of fabulous things including the bond rating, passing the referendum and the building.
- Commissioner Steinys said to continue progressing.
- Commissioner Thoman thanked everyone for their work on Distinguished Agency and wished Commissioner Kazmark well.
- Commissioner Ludemann thanked Commissioner Kazmark for her work on the board; is excited about the bond sale; thanked the Avery Preserve volunteers; thanked everyone for working on Distinguished Agency and is looking forward to seeing Jon Stratton receive the volunteer of the year.

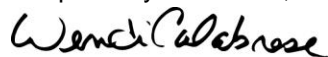
ADJOURN

A motion was made by Commissioner Hosford that the Park Board of Commissioners adjourn the meeting at 8:12 am. Seconded by Commissioner Steinys.

Ayes – 7 Nays – 0

The meeting was adjourned at 8:12 pm.

Respectfully Submitted,



Wendi Calabrese  
Secretary