



**MINUTES OF THE FEBRUARY 11, 2015
PARK BOARD OF COMMISSIONERS MEETING**

The monthly meeting of the Board of Commissioners, Plainfield Township Park District, was held on Wednesday, February 11, 2015 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.

There were approximately 20 people in attendance.

Board members present: Ayres, Ludemann, Newton, Poling, Silosky, Steinys

Absent: Hurtado

Staff members present: Carlo Capalbo, Executive Director

Doug Booth, Director of Communications and Marketing

Wendi Calabrese, Executive Assistant

Gene Coldwater, Director of Parks

Cheryl Crisman, Director of Recreation

Maureen Nugent, Director of Finance and Human Resources

Matt Campbell, Attorney

Commissioner Poling lead the pledge.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

A motion was made by Commissioner Silosky that the Park Board of Commissioners approve the consent agenda which included minutes of the January 14, 2015 Park Board of Commissioners meeting; interim check numbers 91403-91465 totaling \$133,140.94 with check number 91436 totaling \$0.00 voided with direct deposits totaling \$108,737.04; bills and claims check numbers 91466-91556 totaling \$493,544.69 with check numbers 91471, 91505, 91511, 91515, 91517, 91518, 91519, 91520, 91521 & 91522 totaling \$0.00 voided; and the treasurer's report December, 2014. Seconded by Commissioner Ayres. President Ludemann asked if there was any discussion. Commissioner Steinys said that the minutes didn't reflect that he said the Church of the Good Shepherd Park was not on the master plan survey and would like the minutes amended. Commissioner Silosky withdrew her motion. Commissioner Ayres withdrew his motion. Commissioner Silosky made a motion to approve the consent agenda with the amended minutes. Seconded by Ayres. Roll Call: Ayres-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

The Executive Director told the Board that the comprehensive plan preparation is under way and the Delphi Committee has met twice with the next meeting scheduled for February 19. The Executive Director reminded the Board about the workshop scheduled on February 18 and said there will be a Town Meeting for citizen input on February 25. The Executive Director commended Emily Brooks for securing a \$7,000 donation from the Lions Club for the ADA path at Four Seasons Park and also thanked the Lions Club. The Executive Director said that the new Director of Planning, Jennifer Rooks-Lopez will be starting to work on February 23. The Executive Director said that he would like to schedule a Board workshop for a bridge plan for planning for the next six months. The Board selected Wednesday, March 18 at the Recreation/Administration Center at 6:00 pm for the workshop.

B. Recreation Manager / Equestrian Center1) Normantown Equestrian Center Business Plan Presentation

The Recreation Manager/Equestrian Center presented the Board with a business plan for the Equestrian Center as well as a brief history of the center, the riding lessons, camps, special events and boarding options that are offered there. During the presentation the Recreation Manager said she applied for a grant through the Illinois Equine Industry Research and Promotion Board and was awarded \$12,000 which will be used towards building shelters for the horses. Commissioner Poling asked if staff has considered composting the manure from the equestrian center. The Recreation Manager said that it is her understanding that people don't want to use the horse manure because it has high nitrogen levels. Commissioner Steinys asked if the District grows any of its own hay and agrees with Commissioner Poling that the District should look into composting. The Director of Parks said that up until this season the District grew some hay. Commissioner Steinys asked if the Com Ed ROW could be used to extend the riding trail. The Executive Director said that staff has looked into it and the boarders would prefer a looped trail which couldn't be done on the ROW. Bob Sharkey commended the Recreation Manager on the great job she is doing at the equestrian center and how much the people who volunteer there are learning life goals and that it is good place for kids. Brenda Morse said a lot of good things have been done at NTEC and thinks there are still ways to cut costs there.

C. Director of Finance, H/R & IT1) 6 Month Budget Review Presentation

The Director of Finance, Director of Parks, Director of Communications and Marketing and Director of Recreation informed the Board of where the District is after 6 months of the budget and whether we are on target to meet our financial goals through the fiscal year end June 30, 2015.

ACTION ITEMSA. Seeking a Motion to Consider a Donation to Plainfield Township for the Giving Tree Donor Wall at the Plainfield Township Community Center

The Park District attorney stated that last month one of the commissioners asked to consider this at tonight's meeting. The attorney stated that after further review it would not be appropriate to do this because it is not an intergovernmental agreement, this is more fundraising and a taxing body shouldn't support another taxing body in a fundraiser although individual commissioners could donate. President Ludemann said a donation form is in the packet if anyone would like to donate. Commissioner Steinys said he would put up \$100 to donate a leaf and issued a challenge to the other commissioners to do the same. The motion failed due to a lack of a motion.

B. Seeking a Motion to Approve the 2015 Athletic Field/Facility Allocation and Usage Policy

A motion was made by Commissioner Silosky that the Park Board of Commissioners approve the 2015 Athletic Field/Facility Allocation and Usage Policy. Seconded by Commissioner Ayres. Commissioner Steinys said there were a few things he would like to see added to or changed in the policy. Commissioner Steinys said that in the Fee Payment section it should state that invoices must be paid "in full" within 30 days of issuance and that finance charge for late fees be changed from 1.5% per month to "20%". Commissioner Steinys said that in the Restroom section "and at the end" should be added to the last sentence. Commissioner Steinys said he didn't see anything about using structures or concession stands in the policy because the concession stand agreement is a separate agreement. The Executive Director said that currently groups are not charged fees for storage or use of the concession stand. Commissioner Silosky said that the groups built the concession stands and should be able to use them. There was further discussion on concession stand, structure and

field use. After discussion, a motion was made by Commissioner Steinys that the Park Board of Commissioners approve the 2015 Athletic Field/Facility Allocation and Usage with the following amendments:

Page 9 – Change - Invoices must be paid within 30 days of issuance to Invoices must be paid in full within 30 days of issuance.

Page 9 – Change - A finance charge of 1.5% per month to 20% per month.

Page 10 – Add a sentence to the top paragraph. The use of any structure or shelter located on Park District property would require usage or rental fees.

Page 10 – Restrooms section – Change the end of the second to last sentence from clean all restrooms during their event and at the end of their event. There was no second. The motion failed due to lack of a second. A vote was taken on the original motion. Roll Call: Ayres-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-No. Motion Carried.

C. Seeking a Motion to Approve an Ordinance Variance – Village Green

The Executive Director recommended the Board table the action item until staff meets with the requester. A motion was made by Commissioner Poling to table a motion to approve an ordinance variance for the Village Green. Seconded by Ayres. Roll Call: Ayres-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

NEW BUSINESS

A. Board Committees

The Executive Director said he would like the Board to consider forming the following standing committees:

- Finance and Liability
- Capital and Development
- Personnel and Policy
- Recreation and Marketing

The Executive Director said a fifth standing committee that would govern Board actions is also recommended and that this committee shall be automatically seated with the Board President and Vice-President serving as the chair and co-chair and will be established as Governance and Accountability. President Ludemann said that at the next meeting the Board can consider establishing the committees at the next meeting. Commissioner Poling asked for a schedule for the committee meetings.

BOARD INITIATIVES

- Schedule a board workshop on March 18 at 6:00 pm at the Recreation Administration Center
- Evaluate composting and manure removal at NTEC
- Compile a schedule for the Board committees
- Work with the Art League on their Village Green request

COMMISSIONER COMMENTS

- Commissioner Ayres thanked staff for their work on the evening's presentations.
- Commissioner Newton thanked Emily Brooks and the Lions Club for raising funds for the ADA path at Four Seasons Park. The Executive Director said that this project was part of the ADA plan but thanks to the fundraising work is being started sooner than was originally planned.

- Commissioner Steinys thanked Emily Books and the Lions Club for raising funds for the ADA path at Four Seasons Park. Commissioner Steinys thanked the Village of Plainfield for their donation towards the Patriotic Picnic fireworks.
- President Ludemann thanked Emily Brooks and the Lions Club for raising funds for the ADA path at Four Seasons Park. President Ludemann congratulated the Program Manager for Equestrian Services for being awarded a grant for the shelters and thanked the Village of Plainfield for their donation towards the Patriotic Picnic fireworks.

EXECUTIVE SESSION

A motion was made by Commissioner Steinys at 7:36 p.m. that the Park Board of Commissioners enter into executive session as permitted under the Open Meetings Act under 5 ILCS 120/2.(c)(2) collective negotiating matters between the public body and its employees or their representatives to reconvene. Seconded by Commissioner Ayres. Roll Call: Ayres-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

A motion was made by Commissioner Silosky that the Park Board of Commissioners reconvene in open session at 7:53 p.m. Seconded by Commissioner Newton. Roll Call: Ayres-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Silosky-Yes, Steinys-Yes. Motion Carried.

ACTION FOR ITEMS DISCUSSED IN EXECUTIVE SESSION

No action was taken.

ADJOURN

A motion was made by Commissioner Steinys to adjourn the meeting at 7:54 p.m. Seconded by Ayres. Ayes-6 Nays-0

The meeting was adjourned at 7:54 p.m.

Respectfully Submitted,



Wendi Calabrese, Secretary