

**MINUTES OF THE AUGUST 12, 2015
PARK BOARD OF COMMISSIONERS MEETING**

CALL TO ORDER/ ROLL CALL / PLEDGE

President Ludemann called the August 12, 2015 Park Board of Commissioners meeting to order at 6:05 pm. There were approximately 7 people in attendance.

Board members present: Ayres, Hurtado, Ludemann, Newton, Poling, and Steinys

Absent: None

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

Commissioner Hurtado led the pledge.

PUBLIC COMMENTS

- Vicky Polito said that although she was unable to attend, the Meari park dedication was a wonderful thing.
- Jerry Meehan thanked Carlo Capalbo, Jen Rooks-Lopez and everyone who helped with the park dedication and said that it was a very healing experience for his family.

CONSENT AGENDA

Moved by Hurtado that the board approve the consent agenda which included minutes of the July 8, 2015 Park Board of Commissioners special meeting/public hearing; minutes of the July 8, 2015 Park Board of Commissioners regular meeting; interim check numbers 92722-92887 totaling \$315,604.96 with check numbers 92758, 92832, &92871 totaling \$0.00 voided with direct deposits totaling \$193,681.57; bills and claims check numbers 92888-92979 totaling \$219,867.81; bond issue disbursements check number 1029 totaling \$38,224.76 and the Treasurer's Report June, 2015. Seconded by Newton. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

- The Ottawa Street Pool closes Sunday. For the month of June the District received \$250 from Marco's Pizza.
- There is a school horse show at NTEC Saturday at 9:00 am.
- Kiosk art has been updated at Renwick, Eaton, Northwest Community, Norman Greenway and Van Horn Woods Parks.
- The soccer fields are done and work will begin on the football fields next week.
- The auditors will be on site beginning August 31.
- A meeting is scheduled with Superintendent Abrell to discuss District 202/PPD facility usage and maintenance.
- The DuPage River Trail bid opening was held July 31 and the bids came in under budget.

COMMITTEE REPORTS

A. Capital & Development

The executive director said this committee will need to schedule a meeting this month.

B. Finance & Liability

No report.

C. Personnel & Policy

Commissioner Poling said the committee has been working on the executive director job description and a cell phone policy.

COMMITTEE REPORTS (continued)D. Recreation & Marketing

The executive director said this committee will need to schedule a meeting this month.

E. Governance & Accountability

No report.

ACTION ITEMS

A. Seeking a Motion to Approve Resolution 2015-06 (A Resolution to Enter Into a Recreational Lease with Commonwealth Edison Company for PIN #s 06-03-24-100-006; 06-03-24-300-001; 06-03-24-300-004; 06-03-24-400-002; 06-03-28-100-004; 06-03-28-100-005; 06-03-28-200-002; 06-03-28-300-002; 06-03-28-300-003; 06-03-32-200-002; 06-03-32-300-002; 06-03-32-400-002 & 06-03-33-100-001)

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve Resolution 2015-06 to enter into a Recreational Lease with Commonwealth Edison Company for PIN #s 06-03-24-100-006; 06-03-24-300-001; 06-03-24-300-004; 06-03-24-400-002; 06-03-28-100-004; 06-03-28-100-005; 06-03-28-200-002; 06-03-28-300-002; 06-03-28-300-003; 06-03-32-200-002; 06-03-32-300-002; 06-03-32-400-002 & 06-03-33-100-001. Seconded by Commissioner Ayres. Commissioner Steinys asked if the PIN #s were for all the properties leased. The Executive Director said they are from 2 expiring leases and the PIN#s are now being combined into one lease. Commissioner Steinys said the prior to the Executive Director staff was looking at putting all the ComEd agreements into one. The Executive Director said that the ComEd rep we work with never mentioned that and he had no knowledge of that until this point. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Abstain. Motion Carried.

B. Seeking a Motion to Reject Bid #1020 – Various Asphalt Repairs and Replacements at Various Park District Locations

A motion was made by Commissioner Hurtado that the Park Board of Commissioners reject all bids for bid number 1020-Variou Asphalt Repairs and Replacements. Seconded by Commissioner Ayres. Commissioner Steinys questioned why sealcoating is going out to bid and why it isn't being done in house. The Director of Planning said that staff has not done sealcoating in the past. The Executive Director said we currently don't have the means to perform that work in house and that in the future when looking at capital items staff will investigate purchasing the equipment and bringing some of these projects in house. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

C. Seeking a Motion to Approve Award Bid #1021 – Prescribed Fall Burns at Various Park District Locations

A motion was made by Commissioner Poling that the Park Board of Commissioners award the bid to Tall Grass for \$17,450.00 and approve the Director of Planning to execute the appropriate agreements. Seconded by Commissioner Newton. Commissioner Steinys questioned why we this isn't done in house since it has to be done all the time and that we should have a fire brigade and trained staff to do our own burns. President Ludemann said there is a lot more involved with prescribed burns than is reasonable to expect our staff to take on. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

D. Seeking a Motion to Award Bid #1022 – Tree Replacements at Various Park District Locations

A motion was made by Commissioner Ayres that the Park Board of Commissioners award the bid to Beary Landscape for \$18,887.50 and approve the Director of Planning to execute the appropriate agreements. Seconded by Commissioner Poling. Commissioner Steinys said that we should start producing our own trees on some of the property we have so we don't have to purchase trees. Commissioner Poling said there is a lot involved with running a tree nursery, with pruning, a lot of attendance to them while growing. Commissioner Steinys said that staff needs to get trained and keep things in house. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

E. Seeking a Motion to Approve the Executive Director Job Description

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the Executive Director Job Description as presented. Seconded by Commissioner Kazmark. Commissioner Poling said that on page 2 there is a note that needs to be removed. Commissioner Steinys asked what salary classification 8 is and who sets it. The

Executive Director said the salary classifications were presented last year by Interim Executive Grodsky and the board approved them. Commissioner Steinys asked for an organization chart and a listing of the staff in the positions. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

F. Seeking a Motion to Approve the Plainfield Township Park District Mission, Vision, and Values

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve Our Mission, Our Vision and Our Values for the Plainfield Park District as presented. Seconded by Commissioner Newton. Commissioner Steinys said he doesn't see enough in the statements about accountability to the tax payers and the mission statement should be a strong statement. Commissioner Poling asked Commissioner Steinys what he thinks the mission statement should be. Commissioner Steinys said it should be better in the choice of words and what is there is not strong. Commissioner Kazmark said that her understanding of mission statements is that they should be short, impactful and easy to remember. Commissioner Ludemann said she feels the statements cover everything that we are trying to do. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

G. Seeking a Motion to Approve Ordinance Number 2015-04 (An Ordinance Establishing Procedures for Closed Sessions)

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve Ordinance 2015-04 as presented. Seconded by Commissioner Newton. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

There was no new business.

BOARD INITIATIVES

- Look into establishing a tree nursery.
- Send the organization chart with a staff breakdown to the board.

COMMISSIONER COMMENTS

- Commissioner Hurtado thanked Executive Director Capalbo and the staff for doing a great job at the PFC Andrew Meari Memorial Park dedication.
- Commissioner Poling complimented the new kiosk art.
- Commissioner Steinys said the PFC Andrew Meari Memorial Park dedication was fantastic.
- President Ludemann thanked the district staff for the nice event for the Meari Park dedication and added that the park is beautiful.

SEEKING A MOTION TO GO INTO EXECUTIVE SESSION

A motion was made by Commissioner Hurtado that the Park Board of Commissioners go into executive session at 6:43 pm as permitted under the Open Meetings Act under 5 ILCS 120/2 (c)(1) the employment compensation, discipline, performance or dismissal of specific employees; and 5 ILCS 120/2 (c)(2) collective negotiating matters between the public body and its employees or their representatives and 5 ILCS 120/2 (c)(21) discussion of minutes of meeting lawfully closed under this Act to reconvene. Seconded by Commissioner Ayres. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

SEEKING A MOTION TO RECONVENE IN OPEN SESSION

A motion was made by Commissioner Hurtado that the Park Board of Commissioners reconvene in open session at 7:15 pm. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

ACTION FOR ITEMS IN EXECUTIVE SESSION

A. Seeking a Motion to Approve the June 10, 2015 Executive Session Minutes and that they Remain Closed Until the Next 6 Month Review

A motion was made by Commissioner Poling that the Park Board of Commissioners approve the June 10, 2015 executive session minutes and that they remain closed until the next 6 month review. Seconded by Hurtado. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

B. Seeking a Motion to Approve the June 24, 2015 Executive Session Minutes and that they Remain Closed Until the Next 6 Month Review

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve the June 24, 2015 executive session minutes and that they remain closed until the next 6 month review. Seconded by Steinys. Roll Call: Ayres-Yes, Hurtado-Yes, Ludemann-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

C. Seeking a Motion to Release Closed Session Minutes as Presented

No action taken.

D. Seeking a Motion to Destroy Closed Session Recordings as Presented

No action taken.

ADJOURN

A motion was made by Commissioner Steinys to adjourn the meeting at 7:17 pm. Seconded by Kazmark. Ayes-7 Nays-0

Respectfully Submitted,

Wendi Calabrese, Secretary