

**MAY 10, 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, May 10, 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 6:20 pm with the following members present: Ayres, Poling, Steinys, Ludemann

Absent: Hurtado, Kazmark

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

There were 12 members of the public in attendance.

Commissioner Ayres led the pledge to the flag.

INSTALLATION OF NEWLY ELECTED COMMISSIONERS

Secretary Calabrese swore in Rob Ayres, Ridgley Ann "Mimi" Poling as Park Board Commissioners for 6 year terms and Bill Thoman as a Park Board Commissioner for an unexpired 2 year term.

ROLL CALL

The following members present: Ayres, Poling, Steinys, Thoman, Ludemann

Absent: Kazmark

ELECTION OF BOARD OFFICERS

A. President

Commissioner Poling nominated Commissioner Ludemann for President. Seconded by Commissioner Ayres. Commissioner Ludemann accepted the nomination. Commissioner Steinys nominated Commissioner Poling for President. There was no second. Roll Call: Poling-Yes, Ayres-Yes, Steinys-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

B. Vice-President

Commissioner Steinys nominated Commissioner Poling for Vice-President. Seconded by Commissioner Ayres. Commissioner Poling accepted the nomination. There were no other nominations. Roll Call: Ayres-Yes, Poling-Yes, Steinys-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

V. Appointments

A. Board Secretary

A motion was made by Commissioner Ayres to appoint Wendi Calabrese as Secretary. Seconded by Commissioner Poling. Roll Call: Ayres-Yes, Poling-Yes, Steinys-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

B. Board Treasurer

A motion was made by Commissioner Ayres to appoint Maureen Nugent as Treasurer. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Steinys-Yes, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

C. Park District Attorney

A motion was made by Commissioner Ayres to appoint Kavanagh, Grumley and Gorbald, LLC as the Park District's general counsel. Seconded by Commissioner Poling. Roll Call: Ayres-Yes, Poling-Yes, Steinys-Abstain, Thoman-Yes, Ludemann-Yes. Motion Carried.

D. Official Newspaper for the Park District Publications

A motion was made by Commissioner Steinys to appoint the Enterprise as the official newspaper for the Park District publications. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres-Yes, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

E. Secondary Newspaper for the Park District Publications

A motion was made by Commissioner Steinys to appoint the Herald News as the secondary newspaper for the Park District publications. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

Executive Director Capalbo said that at this point the Governance and Accountability Committee is Commissioner Ludemann and Commissioner Poling and asked the Commissioners to let the president know if they are interested in a specific committee so that the appointments can be made next month.

PUBLIC COMMENTS

Ed Arter from the Riverfront Foundation asked for an update on the DuPage River Trail Bridge since it will be utilized during Plainfield Fest.

CONSENT AGENDA

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the consent agenda which included minutes of the April 12, 2017 Park Board of Commissioners regular meeting; interim check numbers 96556-96713 totaling \$395,251.76 with check numbers 96567, 96615, 96616, 96617, 96618, 96619, 96620, 96621, 96652, 96656, 96666, 96667, 96668, 96669, 96670, 96671, 96672, 96673, 96674, 96675, 96676, 96677, 96695, 96696, totaling \$0.00 voided with direct deposits totaling \$107,776.30; bills and claims check numbers 96714, 96734 totaling \$82,325.97 with bank drafts #01-07 totaling \$2,903.81; the Treasurer's report March, 2017 and April 2017. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Steinys-Yes, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

- The Executive Director updated the Board on preparation for summer programs, the Foundation wine and beer tasting, board vacancy status, general operations and thanked Commissioner Steinys for attending the dance recital and commended Supervisor Offerman and the dance staff for a great job on the recital.
- Commissioner Steinys asked why the water bills from NTEC seemed higher than normal. Executive Director Capalbo said that staff can compare the bills with last year's and report back to the Board.

B. Director of Recreation

1. Basketball Presentation

Recreation Manager Dunfee presented statistics from this year's basketball program, program highlights and changes planned for the program next year.

COMMITTEE COMMENTS

Personnel & Policy

Commissioner Poling reported that the committee reviewed the Park Code Ordinance and Crisis Management and Emergency Response Plan. Commissioner Poling pointed out page 12 in the Crisis Management Plan which deals with how the Board should respond.

Governance & Accountability

Commissioner Ludemann said the committee met to discuss the vacant Board seat and to get the vacancy posted and applications available.

ACTION ITEMS

A. ADA Transition Plan

Executive Director Capalbo reported that a public input meeting for the ADA Transition Plan was held on April 26 and Commissioner Steinys was the only person in attendance; staff also had the opportunity to review and give input to the plan. A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the 2011 ADA Transition Plan developed by ACT Services, Inc. as presented and formally review again in 5 years. Seconded by Commissioner Poling. The Board discussed accountability for inspections and work done and how often a new plan should be prepared. Commissioner Thoman called the question. Roll Call: Ayres-Yes, Poling-Yes, Steinys-Yes, Thoman-Yes, Ludemann- Yes. Motion Carried.

B. Crisis Management and Emergency Response Plan

A motion was made by Commissioner Poling that the Park Board of Commissioners approve the Crisis Management and Emergency Response Plan as presented and add as an addendum to the Risk Management Policy and Procedure Manual. Seconded by Commissioner Ayres. Roll Call: Poling-Yes, Ayres-Yes, Steinys-Abstain, Thoman-Yes, Ludemann-Yes. Motion Carried.

C. Park Code Ordinance – Ordinance Number 2017-03

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve Ordinance 2017-03, the Park Code Ordinance, as presented to replace Ordinance 2001-01 and 2001-04 and any subsequent revisions. Seconded by Commissioner Poling. Roll Call: Ayres-Yes, Poling-Yes, Steinys-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

D. Financial and Advisory Services

A motion was made by Commissioner Ayres that the Park Board of Commissioners engage the services of Speer Financial for financial advisory (Debt Issuance)services and authorize the Director Finance & I.T. to terminate financial services with Ehlers. to Seconded by Commissioner Steinys. Representatives from Speer Financial gave a brief presentation of the services they offer to the Board. Roll Call: Ayres-Yes, Steinys-Yes, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

E. Kendall Ridge Park/Playground Equipment Purchase

A motion was made by Commissioner Ayres that the Park Board of Commissioners authorize the purchase of equipment from Cunningham Recreation / Game Tim for \$44,870.26 and approve the Director of Parks and Planning to execute the appropriate agreements. Seconded by Commissioner Thoman. Roll Call: Ayres-Yes, Thoman-Yes, Poling-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

There was no new business to discuss.

BOARD INITIATIVES

- Review the NTEC water bills.
- Personnel & Policy will review the field usage policy.

COMMISSIONER COMMENTS

- Commissioner Ayres welcomed Commissioner Thoman to the Board.
- Commissioner Thoman said it is a pleasure to be here and is looking forward to serving on the Board the next few years.
- Commissioner Steinys said one of the emails he received with policies had unreadable portions and asked why. The other Board members said they had no trouble reading the email. The Executive Director said he could resend the message
- Commissioner Ludemann thanked everyone who ran for the Board and thanked staff for applying for and receiving the \$40,000 grant for playground equipment. Commissioner Ludemann said she attended the Legislative Reception and Conference and encouraged the Board to attend IAPD's Boot Camp.

Executive Director Capalbo congratulated Leslie Anderson and Wendi Calabrese for passing their Certified Park and Recreation Professional (CPRP) certifications.

SEEKING A MOTION TO ADJOURN

A motion was made by Commissioner Steinys that the Park Board of Commissioners adjourn the meeting at 8:04 pm. Seconded by Commissioner Ayres.

Ayes – 5

Nays – 0

The meeting was adjourned at 8:04 pm.

Respectfully Submitted,



Wendi Calabrese

Secretary