

**JUNE 14, 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, June 14, 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 6:03 pm with the following members present: Ayres, Kazmark, Poling, Thoman, Ludemann

Absent: Steinys

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 Thoman led the pledge to the flag.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the consent agenda which includes minutes of the May 10, 2017 Park Board of Commissioners regular meeting; minutes of the May 24, 2017 Park Board of Commissioners special meeting; interim check numbers 96735-96749 totaling \$25,326.12 with payroll totaling \$125,117.67; bills and claims check numbers 96750-96844 totaling \$451,570.90 and bank drafts 48-67 totaling \$29,455.78. Seconded by Commissioner Poling. Roll Call: Ayres-Yes, Poling-Yes, Kazmark-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

- Executive Director Capalbo informed the Board that the pool is open; day camp is in full swing; and the active adult picnic will be held on June 28. Director Rooks-Lopez said that she is working with ComEd and Nicor to address difficulties experienced by the District with mowing easements due to the Nicor construction which is causing us to receive numerous resident complaints.

1. Risk Management & Wellness Awareness

Executive Director/Risk Management Coordinator Capalbo presented the progress with transitioning to PDRMA and highlighted training that has taken place, safety implementation and June Safety month activities. Human Resources Manager/Wellness Ambassador Boreham discussed the PATH program offered through PDRMA and wellness activities offered to employees.

B. Director of Finance & I.T.

1. Annual Financial Report

Jamie Wilkey, Partner, Lauterbach and Amen presented the presented the Comprehensive Annual Financial Report for the fiscal year ending December 31, 2016 to the Board.

B. Director of Recreation

1. Dance Presentation

Supervisor Offerman presented statistics from this year's dance program, program highlights and changes planned for next year.

COMMITTEE COMMENTS

Finance & Liability

Commissioner Ayres, Chair of the Finance and Liability Committee, said he and Executive Director Capalbo, and Treasurer Nugent, met with two firms regarding District investments. Bond proceeds from the 2017 bond sale and excess reserves from the District's operating accounts would be invested. After evaluating both firms, the Committee is recommending the board engage the services of PMA Financial Network and PMA Securities, Inc. They will be presenting later this evening.

Personnel & Policy

Commissioner Kazmark, Chair of the Personnel & Policy Committee met for a final review of the Administrative Policy Manual and discussed consolidating the Field Use and Facility and Shelter Rental Policies into one Rental Policy. The Committee also started working on a policy to include in the Board policy manual on filling vacancies when they occur.

ACTION ITEMS

A. Ordinance Number 2017-04 (Prevailing Wages)

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

B. Resolution 2017-01 (Investment Services)

Courtney E. Soesbe, Vice President|Sr. Relationship, PMA Financial Network and PMA Securities, Inc. gave an overview of the firm and its services to the Board. A motion was made by Commissioner Poling that the Park Board of Commissioners table Resolution 2017-01, a resolution for Investment Services until the July 12, 2017 regular Park Board of Commissioners Meeting. Seconded by Commissioner Thoman. Roll Call: Poling-Yes, Thoman-Yes, Ayres-Yes, Kazmark-Yes, Ludemann-Yes. Motion Carried.

C. Naperville Kayak

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the Kayak Permit Agreement with Naperville Kayak, LLC for the permitted usage of the various developed boat/canoe launches for kayak services and authorize the Executive Director to execute necessary agreement, pending District Counsel's review. Seconded by Commissioner Poling. Roll Call: Ayres-Yes, Poling-Yes, Kazmark-No, Thoman-Yes, Ludemann-Yes. Motion Carried.

D. Administrative Policy Manual

A motion was made by Commissioner Kazmark that the Park Board of Commissioners approve the Plainfield Township Park District Administrative Policy Manual as presented and that all other policies or parts of policies in conflict with this policy are hereby repealed, pending formal District counsel consent. Seconded by Commissioner Poling. Roll Call: Kazmark-Yes, Poling-Yes, Ayres-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

E. Kendall Ridge Playground

A motion was made by Commissioner Ayres that the Park Board of Commissioners award the base plus Alternate A2 to Hacienda Landscape, Inc. for \$149,158.00 and approve the Director of Parks and Planning to execute the appropriate agreements. Seconded by Commissioner Thoman. Roll Call: Ayres-Yes, Thoman-Yes, Kazmark-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

F. Nuisance Species Weed Management

A motion was made by Commissioner Ayres that the Park Board of Commissioners award Bid 1036: Nuisance Species Management to McGinty Brothers Inc. for \$40,332.50 and approve the Director of Parks and Planning to execute the appropriate agreements. Seconded by Commissioner Poling. Roll Call: Ayres-Yes, Poling-Yes, Kazmark-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

There was no old business to discuss.

NEW BUSINESS

A. Committee Redevelopment

Board Committees for 2016-2017 are:

	<u>Chairperson</u>	
Capital & Development	Commissioner Thoman	Commissioner Steinys
Finance & Liability	Commissioner Ayres	Commissioner Kazmark
Personnel & Policy	Commissioners Poling	Commissioner Thoman
Recreation & Marketing	Commissioner Kazmark	New Commissioner
Governance & Accountability	Commissioner Ludemann	Commissioner Poling

B. Interviews for Board Vacancy

The Board discussed the process for conducting interviews for the Board vacancy. A special meeting will be held on Monday, June 26 at 6:00 pm at the Recreation Administration Center. All 9 applicants will be contacted and interviewed at the special meeting with the time slots for interviews selected by a blind draw at the beginning of the special meeting.

C. Board General Practices Policy Manual Review (per Section 1.4 of the Manual)

Executive Director Capalbo said that per Section 1.4 of the Board Manual it is time for the yearly review. Executive Director Capalbo asked the Board to look at the manual and before July 4 submit any changes or additions to the manual so they can be adopted at the July meeting.

BOARD INITIATIVES

- Set a special meeting for Monday, June 26 and contact applicants for the Board vacancy.

COMMISSIONER COMMENTS

- Commissioner Ayres, Commissioner Kazmark and Commissioner Thoman said that the presentations tonight were very informative and thanked everyone for presenting.
- Commissioner Poling said she is looking forward to the mock Distinguished Agency review on Friday.
- Commissioner Ludemann thanked Director Nugent for the audit preparation and staff for their presentations.

EXECUTIVE SESSION

The semi-annual review of executive session minutes was scheduled per 5 ILCS 120/2.(c)(21). Attorney Campbell informed the Board that upon review of the unreleased executive session minutes, there was still a need for them to remain closed and confidential and none are being recommended for release at this review. Attorney Campbell told the Board that copies of the minutes were available if the Board chose to go into executive session. A motion was made by Commissioner Ayres that there is still a need for the unreleased minutes to remain closed and confidential and would review them again in 6 months. Seconded by Commissioner Kazmark. Roll Call: Ayres-Yes, Kazmark-Yes, Poling-Yes, Thoman-Yes, Ludemann-Yes. Motion Carried.

ADJOURN

A motion was made by Commissioner Poling that the Park Board of Commissioners adjourn the meeting at 7:42 pm. Seconded by Commissioner Thoman.

Ayes – 5 Nays – 0

The meeting was adjourned at 7:12 pm.

Respectfully Submitted,



Wendi Calabrese

Secretary