

**September 14, 2016 Plainfield Township Park District  
Park Board of Commissioners Regular Meeting**

The regular monthly meeting of the Park Board of Commissioners, Plainfield Township Park District, was held on Wednesday, September 14, 2016 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 6:02 pm with the following members present: Ayres, Kazmark, Newton, Poling, Steinys, Ludemann

Absent: Hurtado

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

There were 6 members of the public in attendance.

Commissioner Kazmark led the pledge to the flag.

PUBLIC COMMENTS

*Commissioner Hurtado arrived at 6:04 pm.*

Ania Mlynarczyk, a resident of Spangler Farms subdivision addressed the Board with a list of concerns which included keeping restrooms open year-round, more restrooms in parks, more bike paths, information on a new recreation building, improvements to the existing splash pad and plans for the future for additional splash pads.

CONSENT AGENDA

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve the consent agenda which included minutes of the August 10, 2016, Park Board of Commissioners meeting; minutes of the August 31, 2016 Ad Hoc Referendum Committee meeting; interim check numbers 95240-95345 totaling \$396,181.39 with check numbers 95262, 95298, 95317, & 95335 totaling \$0.00 voided with direct deposits totaling \$113,304.18 and bills and claims check numbers 95346-95452 totaling \$369,651.98 with check numbers 95366, 95367, 95368, 95369, 95370, 95371, 95372, 95373, 95374, 95375, 95376, 95377, 95378, 95379, 95386, 95387, & 95447 totaling \$0.00 voided. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Steinys-Yes, Ludemann-Yes Motion Carried.

STAFF REPORTS

A. Executive Director

1. Employee Recognition

The Executive Director recognized the following employees for being selected as POPP Stars during the months of May, June and July for exhibiting Pride, Ownership, Professionalism and Performance while performing their jobs.

- May POPP Star - Melanie Carroll (Guest Services)  
Melanie was chosen for assisting a customer via telephone who was experiencing a problem at one of our parks. Melanie provided direction to the resident to contact the non-emergency number for the Plainfield Police. She took it a step further and offered to make the call for the resident. This was an act of going above and beyond, displaying all 4 values of P.O.P.P.
- June POPP Star - Betty Swank (Guest Services)

Betty was chosen because she takes pride by always being available and helpful to participants. She takes ownership by keeping the facility clean, and waters the plants on the weekends that she is not working. She goes beyond her responsibilities to help whenever she can.

- July POPP Star - Brett Smith (Parks Supervisor)  
Brett was chosen because he takes pride in offering help and additional support to staff, he took ownership in getting free ice from the Fire Department to keep water cold for staff on some really hot days. He is always positive and professional when dealing with staff.

The Executive Director gave a verbal report:

- Community Appreciation Day is Saturday, September with events at the Rec/Admin Center from 10a-2p and that evening at 6:30p, The Incredibles will be shown at Bott Park.
- Fall programs have started.
- A listing of volunteer opportunities for the Board was distributed and volunteering will count towards points for the Distinguished Board Member program.
- Staffing: Paul Pluth the new Accountant was introduced. Jill Boreham, the Human Resources Manager started working on Monday. Ed Konkel from the parks department is retiring Friday and a tree has been planted in his honor at Eaton Preserve. Ads have been placed for a maintenance employee and a maintenance specialist. Hiring is taking longer than anticipated as we haven't received many qualified applicants.
- There was a meeting with V-3 regarding the I-55 interchange and we expressed our concerns for the impact it will have on Four Seasons Park.
- There was a meeting with Nicor representatives to discuss how their replacement work will impact the Fort Beggs Trail.

#### B. Director of Recreation

##### 1. Day Camp

Supervisor Anderson presented a recap of 2016 summer day camp and highlighted some changes planned for 2017.

##### 2. Community Outreach

Manager Bartlett presented Community Outreach statistics from summer 2016 and discussed ideas being planned for implementation in 2017.

### COMMITTEE COMMENTS

#### A. Capital & Development – Chair – Commissioner Newton

The committee met to review the 2016 capital items, started looking at 2017 capital items and was informed that the Van Horn Dog Park will be undergoing renovations this winter and will be closed. Participants will be directed to the dog Park at Clow Stephens Park.

#### B. Finance & Liability – Chair – Commissioner Ayres

The committee looked at employee health insurance contributions, salary classifications and the FY 2017 budget process.

#### C. Personnel & Policy – Chair – Commissioner Kazmark

The committee discussed three items which are on the agenda this evening; amendments to the Employee Policy Manual with a change in the sick leave section and adding a child bereavement policy and also a Confined Space Policy which will become an appendix in the Risk Management Policy and Procedure Manual. The committee received a draft copy of the Administrative Policy Manual and will review it over the next several months.

#### D. Recreation & Marketing – Chair – Commissioner Poling

The committee was presented with summer program statistics and is looking for direction from the whole Board in regard to community outreach programming.

#### E. Governance & Accountability – Commissioner Ludemann

No report.

F. Ad Hoc Referendum – Co-Chairs - Commissioner Ayres & Newton

The committee met to discuss the referendum message, the upcoming community meetings, website and ways to get information to the community.

ACTION ITEMS

A. Amend Employee Policy Manual – Child Bereavement Act

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the addition of Section 3-17 Child Bereavement Leave Act to the Employee Policy Manual as presented. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

B. Amend Employee Policy Manual – Sick Time

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the amended Section 3-3 Sick time of the Employee Policy Manual as presented. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

C. Confined Space Policy

A motion was made by Commissioner Poling that the Park Board of Commissioners approve the Confined Space Policy as presented and that it be added to the Risk Management Policy and Procedure Manual. Seconded by Commissioner Hurtado. Roll Call: Poling-Yes, Hurtado-Yes, Ayres-Yes, Kazmark-Yes, Newton-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

D. Intergovernmental Agreement with School District 202

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the Master Intergovernmental Agreement between the Plainfield Community Consolidated School District 202 and Plainfield Township Park District as presented and that it replace all previous or similar agreements regarding such. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Steinys-Yes, Hurtado-Yes, Kazmark-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Closed Session Minutes

Action was taken after closed session.

B. Facility Feasibility Study Presentation

Tod Stanton, Design Perspectives presented the results of the Facility Feasibility Study to the Board.

*Commissioner Kazmark excused herself and left the meeting at 7:30 pm.*

BOARD INITIATIVES

Research what other Park District's do in terms of community outreach programming and what multi day festivals are they involved in within the community.

COMMISSIONER COMMENTS

- Commissioner Poling said that she liked the last newsletter "From the Executive Director".
- Commissioner Steinys asked if anyone followed up with Ms. Hess after the last meeting. Executive Director Capalbo said staff has contacted her. Commissioner Steinys asked about the warning signs by the new pedestrian bridge. Director Rooks-Lopez said that we are working with the Village to get the signage and warning lights installed.
- Commissioner Ludemann wished Executive Director Capalbo a happy 2<sup>nd</sup> anniversary, his anniversary date was September 8.

### EXECUTIVE SESSION

A motion was made by Commissioner Hurtado to go into Executive Session at 7:35 pm as permitted under the Open Meetings Act under:

- 5 ILCS 120/2 (c)(5), the purchase or lease of real property including discussing whether a particular parcel should be acquired;
- 5 ILCS 120/2.(c)(6), the setting of a price for sale or lease of property owned by the public body;
- 5 ILCS 120/2.(c)(1)The appointment, employment, compensation discipline, performance, or dismissal of specific employees of the public body;
- 5 ILCS 120/2.(c)(21) discussion of minutes of meeting lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes to reconvene. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Steinys-Yes, Ayres-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

### RECONVE IN OPEN SESSION

A motion was made by Commissioner Hurtado that the Board reconvene in open session at 8:51 pm. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Steinys-Yes, Ayres-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

### ACTION FOR ITEMS IN EXECUTIVE SESSION

- A motion was made by Commissioner Poling that the Park Board of Commissioners approve the July 19, 2016 closed session minutes and that they remain closed. Seconded by Commissioner Steinys. Roll Call: Poling-Yes, Steinys-Yes, Ayres-Yes, Hurtado-Yes, Newton-Yes, Ludemann-Yes. Motion Carried.
- A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the August 10, 2016 closed session minutes and that they remain closed. Seconded by Commissioner Hurtado. Roll Call: Steinys-Yes, Hurtado-Yes, Ayres-Yes, Newton-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

### ADJOURN

A motion was made by Commissioner Steinys to adjourn the meeting at 8:58 p.m. Seconded by Commissioner Ayres. Ayes – 6 Nays – 0  
The meeting was adjourned at 8:58 pm.

Respectfully Submitted,



Wendi Calabrese  
Secretary