

**MINUTES OF THE SEPTEMBER 9, 2015
PARK BOARD OF COMMISSIONERS MEETING**

CALL TO ORDER/ ROLL CALL / PLEDGE

President Ludemann called the September 9, 2015 Park Board of Commissioners meeting to order at 6:00 pm. There were approximately 7 people in attendance.

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

Absent: Kazmark (*Arrived at 6:12 pm*)

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 Steinys led the pledge.

PUBLIC COMMENTS

- Carolyn Martens addressed the board regarding the weeds and condition of Electric Park. Ms. Martens distributed photos to the board (attached for the record). The board asked Ms. Martens to leave her contact information so staff could follow up with her.
- Vicky Polito saw the request from the HOA in the board packet online and mentioned that there are park district's that use cameras in the parks. Ms. Polito said she sympathizes with the residents but would not want to see an amenity removed if only a few in the neighborhood are requesting it.
- John Smolar, Vice President Cambridge Run Homeowner's Association addressed the board regarding illegal activities that are taking place in their neighborhood park and that the neighborhood is unable to use the park because of the activities. Mr. Smolar said that he was at the meeting on behalf of the association to request that the basketball hoop be removed from the park. President Ludemann said that the board will be discussing the request later in the meeting.
- Eartha Hess said that there have been problems at Kendall Ridge Park and she has seen that the Joliet Police have been there and that the picnic tables are gone. Ms. Hess asked when the picnic tables would be returned. The Executive Director stated that the Joliet Police contacted the District about the issues occurring in that park and asked that the picnic tables be removed for the time being to see if that alleviates any of the problems. Ms. Hess suggested that the Park Board look at the growth and consider changes that the District could provide and suggested having advisory committees.

CONSENT AGENDA

Moved by Hurtado that the board approve the consent agent which included minutes of the August 12, 2015 Park Board of Commissioners regular meeting; interim check numbers 92980-93129 totaling \$375,735.67 with check numbers 93017, 93041, 93078, & 93188 totaling \$0.00 voided with direct deposits totaling \$104,979.06; bills and claims check numbers 93130-93225 totaling \$179,540.56; with check numbers 93145, 93146, 93147, 93148, 93149, 93150, 93151, 93152, 93153, 93154, 93155, 93163, 93164, 93181 totaling \$0.00 voided; and the Treasurer's Report July, 2015. Seconded by Steinys. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

- Executive Director Capalbo highlighted several fall programs that are beginning.
- The leadership team will submit a report card with the next month's board packet regarding the goals and objectives that were established for FY 2015A.
- Thursday, November 19 is the date that has been secured for a board self-evaluation with IAPD and Peter Murphy. Please hold that date open for a special meeting.

- The South Suburban Park & Recreation Professional Association (SSPRPA) Community Leadership Banquet is on Thursday, November 5th at Prairie Bluff Golf Course in Lockport. Invitations have been sent to our Legislators.
- Commissioners interested in attending the IAPD/IPRA Soaring to New Heights Conference held in January should let Executive Assistant Calabrese know no later than December 1st so we can take advantage of the early bird registration rates.
- Encouraged all to participate in the IAPD Board Development program by completing the form provided.

B. Director of Recreation

1. Summer Program Presentations

a. Ottawa Street Pool

Recreation Manager Andy Dunfee presented the year-end figures for the Ottawa Street Pool, highlighted programs, discussed changes made in the 2015 season and possible changes for 2016.

b. Day Camp

Recreation Supervisor Anne Wierzbicki presented a wrap up of the summer day camp program, including enrollment figures, budget and changes that were made in the 2015 program.

c. Outreach/Special Events

Recreation Manager Misty Bartlett presented highlights from Games on the Go, Family Recess, and Movies in the Park and plans for 2016.

Director of Recreation Cheryl Crisman presented income, expense and attendance figures for the Patriotic Picnic. Director Crisman said that this year we were invited to participate in the National Night Out, the annual DARE Night was held at the Ottawa Street Pool, and staff participated in Cruise Nights on Tuesday evenings in Downtown Plainfield. Director Crisman said that during the summer there were 69 community outreach opportunities where the public could learn about the Park District.

COMMITTEE REPORTS

A. Capital & Development

Commissioner Newton said that the items discussed by the committee are action items and can be discussed at that point on the agenda.

B. Finance & Liability

Commissioner Hurtado said that we are looking in to PDRMA which could save the District approximately \$50,000.

C. Personnel & Policy

Commissioner Kazmark said that the committee reviewed the Cell Phone Policy that is being considered this evening and began reviewing the Risk Management Policy and Emergency Operations Policy. Commissioner Poling asked the commissioners to review the Risk Management and Emergency Operations Policies and give their input to the committee.

D. Recreation & Marketing

Commissioner Kazmark said the committee discussed a lot of the items that were presented by staff this evening during their presentations and brainstormed some ideas for programs and sponsorships to explore for the future.

E. Governance & Accountability

No report.

ACTION ITEMS

A. Asphalt Bid

A motion was made by Commissioner Hurtado that the Park Board of Commissioners award the bid to Denler Asphalt Inc. in the amount of \$69,765.50 and approve the Director of Planning to execute the appropriate agreements. Seconded by Commissioner Newton. Commissioner Hurtado asked if there was only 1 bidder for the project. The Executive Director replied that yes, there were 2 bids but 1 was submitted late so it was not opened. Commissioner Steinys asked if there were contract agreements or specifications the board could take a look at and if they are bonded and if the contract could be sent to commissioners. Director Rooks-Lopez said the company is bonded and references were checked. Commissioner Poling said the bid specs were sent to the board. Commissioner Ludemann asked Director Rooks-Lopez if she could email the IDOT specs to the commissioners. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

B. Concrete Bid

A motion was made by Commissioner Newton that the Park Board of Commissioners award the bid to Fuerte Systems, Inc. in the amount of \$49,341.20 and approve the Director of Planning to execute the appropriate agreements. Seconded by Ayres. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Abstain, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

C. Vehicle Purchases

i. Dump Truck Purchase

A motion was made by Commissioner Newton that the Park Board of Commissioners authorize the Director of Parks to purchase one 2016-Ford F-450 regular cab 4x4 chassis dump truck using Illinois State Purchase #4017340 through Bob Ridings Ford of Taylorville, Illinois for a total price of \$37,505.00. Seconded by Commissioner Ayres. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

ii. Stake Bed Crew Cab Purchase

A motion was made by commissioner Newton that the Park Board of Commissioners authorize the Director of Parks to purchase one 2016 Ford F-350 two wheel drive crew cab pickup with lift gate using Illinois State Purchase #4017340 through Bob Ridings Ford of Taylorville, Illinois for a total price of \$34,860.00. Seconded by Commissioner Ayres. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

iii. Dump Truck Purchase

A motion that the Park Board of Commissioners authorize the Director of Parks to purchase a new 2016 Ford F-250 4x4 crew cab pickup using Illinois State Purchase #4017340 through Bob Ridings Ford of Taylorville, Illinois for a price of \$27,055.00. Seconded by Commissioner Ayres. Commissioner Steinys asked if the truck is gas or diesel. The Executive Director said it is a gas vehicle. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

D. Cell Phone Policy

A motion was made by Commissioner Poling that the Park Board of Commissioner approve the Cellular Telephone Policy as presented. Seconded by Commissioner Hurtado. Roll Call: Ayres-Yes, Hurtado-No, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

E. Resolution 2015-07 (Amendment to Articles of Agreement for Special Recreation Association)

A motion was made by Commissioner Kazmark that the Park Board of Commissioners approve Resolution 2015-07 as presented. Seconded by Commissioner Hurtado. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. Park District Risk Management Agency (PDRMA)

The Executive Director said the finance and liability discussed changing our liability insurance to PDRMA which would combine our liability insurance and workers compensation if we were accepted. Executive Director Capalbo said the District could see a savings of approximately \$59,000 by doing so. Executive Director Capalbo asked the Board if they were interested in pursuing acceptance into PDRMA before staff begins the process. The Board consensus was to continue moving forward with the PDRMA membership process.

B. Master Plan/Capital Improvement Presentation

Tod Stanton, Design Perspectives gave a 5 year capital plan overview as part of the master plan to the Board. During the presentation, Mr. Stanton identified priority projects, trail and park connections, use transfer and a projected capital budget over the next 5 years.

C. HOA Request

John Smolar, Vice President Cambridge Run Homeowner's Association said that the residents suggested turning the pad where the basketball court is located into hopscotch, four square or some type of similar activity where younger children could play. Mr. Smolar said that the HOA board authorized him to inform the Park District that they would be willing to assist with the repainting of the pad do the District would not have to bear the entire cost. The Board discussed the issues brought by the HOA and the need to create a policy that would address park requests. The consensus of the Board was to temporarily remove the basketball backboard from Cambridge Run Park and to have District representatives attend the November HOA meeting to hear resident concerns

BOARD INITIATIVES

- Personnel & Policy meet to set policy for Park requests
- Staff follow up with Carolyn Martens re: Electric Park weeds
- Staff follow up with Eartha Hess re: Caton Ridge West
- Email IDOT Specs for asphalt
- Identify and remove noxious weeds in parks
- Continue moving forward with PDRMA membership process
- Temporarily remove basketball backboard from Cambridge Run Park. Attend Cambridge Run HOA meeting in November to hear resident concerns

COMMISSIONER COMMENTS

- Commissioner Ayres thanked the residents for coming to the meeting and the recreation staff for their presentations with the great information.
- Commissioner Ludemann thanked the residents for bringing their concerns to the board, thanked staff for their wonder presentations and wished Executive Director Capalbo a happy 1 year anniversary.
- Commissioner Poling said she knew Mrs. Martens would be at the meeting this evening to talk about the weeds at Electric Park. Commissioner Poling said that because of her background in horticulture she is aware of an illegal list of weeds called the noxious weeds and some of them are in the photos of the weeds in Electric Park. Commissioner Poling said we are responsible, not just the District but all residents to control the noxious weeds in our own yards. Commissioner Poling asked staff to come up with long term solutions and procedures to diminish noxious weeds in the parks. There was a Board consensus to move ahead with developing procedures to diminish noxious weeds.
- Commissioner Steinys asked whether or not Electric Park was just paved with asphalt. Executive Director Capalbo said that Electric Park West was paved. Commissioner Steinys asked what type of concrete is going to be used on the project that was awarded tonight. Director Rooks-Lopez described the type of concrete being used.

SEEKING A MOTION TO GO INTO EXECUTIVE SESSION

A motion was made by Commissioner Kazmark that the Park Board of Commissioners go into executive session at 8:16 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; 5 ILCS 120/2 (c)(5) the purchase or lease of real property for the use of the public body; 5 ILCS 120/2(c)(6) the setting of a price for sale or lease of property owned by the public body; 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 9:20 pm. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-Yes. Motion Carried.

ACTION FOR ITEMS IN EXECUTIVE SESSION

A motion was made by Commissioner Newton that the Park Board of Commissioners approve the August 12, 2015 executive session minutes and that they remain closed until the next 6-month review. Seconded by Ayres. Roll Call: Ayres-Yes, Hurtado-No, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

A motion was made by Commissioner Poling that the Park Board of Commissioners approve and release the Executive Session minutes from 2004 - January 28; February 11 & 25, March 24, May 26, June 9 & 23, August 11 & 25, September 22, October 13 & 27, November 23 and December 8; 2005 - January 12 & 25, February 23, March 9 & 23, April 13, May 11 & 25, June 8 & 20, August 10, September 14 & 28, October 12 & 26, November 9, and December 14; 2006 - January 11 & 25, February 22 & 27, March 8, April 26, May 10 & 24, June 14 & 28, July 26, August 9 & 23, September 27, November 8 & 21, and December 13; 2007 - January 10 & 24, February 14 & 28, April 11, May 23, June 13 & 27, July 25, August 22, September 12, November 14; 2008 - March 12, June 11 & 24, July 9, August 13, September 10 & 24, and December 10; 2009 - January 28, February 25, March 11, May 13, July 8 & 22, September 9, November 4 & 11, and December 9; and 2010 – January 13. Seconded by Ayres. Roll Call: Ayres-Yes, Hurtado-No, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

A motion was made by Commissioner Newton that the Park Board of Commissioners approve and keep closed the Executive Session Minutes from 2004 - March 10, April 14 & 28, May 12, July 14 & 28, September 8, and November 23; 2006 - March 8, July 12, and October 25; 2007 – March 14 & 28; April 25, May 9, July 11, September 26, October 10, December 12 & 28; 2008 – January 9, February 13, March 26, May 28, August 27, and November 12. 2009 - January 28, February 25, March 11, May 13, July 8 & 22, September 9, November 4 & 11, and December 9 and that they remain closed until the next 6 month review. Seconded by Poling. Roll Call: Ayres-Yes, Hurtado-No, Kazmark-Yes, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No. Motion Carried.

A motion was made by Commissioner Newton that the board approve that the verbatim recordings for those Minutes approved by the preceding Motions be destroyed. Seconded by Ayres. Roll Call: Ayres-Yes, Hurtado-No, Kazmark-Abstain, Ludemann-Yes, Newton-Yes, Poling-Yes, Steinys-No.

ADJOURN

A motion was made by Commissioner Poling that the Park Board of Commissioners adjourn the meeting at 9:25 pm. Seconded by Ayres. Ayes-7 Nays-0

Respectfully Submitted,



Wendi Calabrese, Secretary