

**NOVEMBER 8, 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, November 8, 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 6:02 pm with the following members present: Ayres, Hosford, Poling, Steinys, Thoman, Ludemann

Absent: None

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

There were 15 members of the public in attendance.

Commissioner Hosford led the pledge to the flag.

PUBLIC COMMENTS

- Tom Bohanek told the Board he hopes they do the right thing.

CONSENT AGENDA

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the consent agenda which included:

- Minutes of the October 11, 2017 Park Board of Commissioners Regular Meeting
- Minutes of the October 28, 2017 Park Board of Commissioners Special Meeting
- Bills and Claims Check Numbers 97257-97331 Totaling \$367,284.40 with Check Number 97289 Voided Totaling \$0.00 Voided and Bank Drafts 348-373 Totaling \$33,902.87
- Interim Check Numbers 97241-97256 Totaling \$38,684.88; Bank Drafts 321-345 Totaling \$ 79,003.44 with Bank Draft 332 Voided
- October 13, 2017 Payroll Check Numbers 500213-500223 Totaling \$3,192.62 and Direct Deposits 20977-21045 Totaling \$58,572.13
- October 27, 2017 Payroll Check Numbers 500224-500234 Totaling \$3,839.89 and Direct Deposits 21047-21116 Totaling \$56,398.88
- Cash Report September, 2017.

Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Steinys-Yes, Thoman-Yes, Poling-Yes, Hosford-Yes, Ludemann-Yes. Motion Carried.

STAFF REPORTS

Prior to the staff reports, Commissioner Ludemann presented Jon Stratton with a Resolution from Senator Bertino-Tarrant congratulating him for receiving the IAPD Citizen Volunteer of the Year Award.

A. Executive Director

- No one attended the public meeting that was held at 5:30 pm this evening to show the color for the new recreation center. Since there were no comments or attendance, we will move forward with the colors presented.
- Staff is working towards the GMAX and the net zero grant.

- PDRMA was on site for a mock audit of the parks and our first loss control audit will take place in 2018.
- The last all staff training of 2017 is scheduled to take place at Four Seasons Maintenance Shop next week.

B. Director of Finance & I.T.

- A representative from PMA presented a cash flow analysis to the Board.

C. Director of Parks & Planning

- The Village Green playground replacement is underway, sled hills are up, restrooms have been winterized and staff has been working on tree and brush removal.

D. Director of Recreation

Grinchmas on the Green is taking place at the end of the month, be sure to stop by for the tree lighting.

1. Active Adults

Manager Whalen presented program highlights and financial statistics for the 2017 Active Adults program and changes planned for next year.

COMMITTEE COMMENTS

A. Capital & Development

No report.

B. Finance & Liability Committee

Commissioner Ayres reported that the committee reviewed the budget and it will be presented this evening, there is going to be a change in the vision plan and health insurance increased 4.5%.

C. Personnel & Policy

Commissioner Poling said the committee is working on updating a few sections of the Board Policy Manual and revising the form used for the executive director evaluation.

D. Recreation and Marketing

No report.

E. Governance and Accountability

Commissioner Ludemann said that 7 applications were received for the Board vacancy and the per policy a special meeting for interviews has been scheduled. The interviews will take place Monday, November 20 at the Rec/Admin Center at 6:00pm.

ACTION ITEMS

A. IAPD Credentials Certification

A motion was made by Commissioner Ayres that the Park Board of Commissioners designate Commissioner Mary Kay Ludemann to serve as delegate, Commissioner Mimi Poling to serve as 1st alternate, and Commissioner Bill Thoman to serve as 2nd alternate to the Annual Business Meeting of the Illinois Association of Park Districts to be held on Saturday, January 20, 2018 at 3:30 pm in the Grand Ballroom of the Hilton Hotel, 720 S. Michigan Avenue in Chicago, Illinois. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Steinys-Yes, Hosford-Yes, Thoman-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

B. Ordinance Number 2017-06 Tax Levy

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve Ordinance 2017-06 as presented. Seconded by Commissioner Poling. Roll Call: Steinys-Yes, Poling-Yes, Ayres-Yes, Thoman-Yes, Hosford-Yes, Ludemann-Yes. Motion Carried.

C. F350 Truck Purchase

A motion was made by Commissioner Steinys that the Park Board of Commissioners approve the Director of Parks and Planning to purchase the proposed Ford F350 from Bob Ridings Fleet Sales for \$32,320.00. Seconded by Commissioner Thoman. Roll Call: Steinys-Yes, Thoman-Yes, Hosford-Yes, Poling-Yes, Ayres-Yes, Ludemann-Yes. Motion Carried.

D. Village of Plainfield & Plainfield Park District Springbank Trail Intergovernmental Agreement

A motion was made by Commissioner Hosford that the Park Board of Commissioners approve the Intergovernmental Agreement for Bike and Pedestrian Trail with the Village of Plainfield and authorize the Board President to execute such agreement. Seconded by Commissioner Steinys. Roll Call: Hosford-Yes, Steinys-Yes, Poling-Yes, Thoman-Yes, Ayres-Yes, Ludemann-Yes. Motion Carried.

E. Nature's Crossing

Per previous Board directive staff has reviewed the project with the Army Corp of Engineers. There is not a conservation easement therefore no permit will be required if material is removed from site or stored upland from drainage area. Director Rooks-Lopez informed the Board that per Board direction, she met with Bill Alstrom, Highway Commissioner of the Wheatland Township, on site Monday to review the site and determine if there is any assistance to be offered by the Township. As a result of the meeting Mr. Alstrom asked if the Park District could clear out the vegetation and then meet with him later in the winter to look at what is going on in the ditch. Director Rooks-Lopez said Mr. Alstrom thinks the Township can help us with some excavating to see if they can get the water to flow. Mr. Alstrom said there is a cost sharing grant that is available through Wheatland Township that is awarded in January. The excavation would take the drain back to the original grade as approved by the Village of Plainfield's engineer when the subdivision was approved and developed. Director Rooks-Lopez said that if the excavation occurs we will need to remove the sediment off site. The Board discussed possible legal ramifications of excavating or not; who is responsible for the repair; will this be setting a precedent; what work would be done by the Park District and the Township; a timeline for repairs; how the grant works and whether excavating will solve the issue and the unique situation this presents. Director Rooks-Lopez stated that there is no guarantee that the fix being proposed will solve the problems the homeowners are experiencing.

A motion was made by Commissioner Poling that the Park Board of Commissioners direct staff to move forward with the excavation in Nature's Crossing to take the drain back to the original grade as approved by the Village of Plainfield's engineer and to remove the sediment off site with the lowest qualified quote after all efforts being made in working with Wheatland Township on restoration and applying for and receiving the Will County Storm Water Management grant does not resolve the issue. Seconded by Commissioner Hosford. Roll Call: Poling-Yes, Hosford-Yes, Ayres-Abstain, Steinys-Abstain, Thoman-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

A. Website Revision Update

Manager Vargas updated the Board on the status of the website revision and presented the new design.

NEW BUSINESS

A. Budget Presentation

Members of the leadership team presented their respective sections of the FY2018 budget to the Board.

B. Board/Staff Goals Workshop

The Board set Monday, November 27, 2017, 7:00 pm at the Plainfield Township Community Center for a Board/staff workshop.

C. Plainfield Park District & Romeoville Cooperative Park Efforts

Executive Director Capalbo informed the Board that he and Director Rooks-Lopez met with representatives from the Romeoville Recreation Department to discuss potential cooperative park developments. Executive Director Capalbo said that area of the District was identified in the master plan as being an underserved area and this is a way we can service our residents. Romeoville is planning to redevelop 2 parks and we would work with them by contributing \$75,000 per park. The park signage would have both District logos and we would have access to programming there with Romeoville handling the maintenance. Executive Director Capalbo asked the Board for direction and the consensus was to continue working with the Romeoville Recreation Department on the projects.

BOARD INITIATIVES

A. Establishment of Monthly Committee Meetings

<u>Capital & Development</u>	December 4, 2017 at the Rec/Admin Center, 4:00 pm
<u>Finance & Liability</u>	Does not need to meet.
<u>Personnel & Policy</u>	December 4, 2017 at the Rec/Admin Center, 3:00 pm
<u>Recreation & Marketing</u>	December 5, 2017 at the Rec/Admin Center, 5:00 pm
<u>Governance & Accountability</u>	Does not need to meet.

Recap Of Board Initiatives

- Get a projected cost for engineering at Nature’s Crossing
- Continue working with Romeoville Recreation Department for cooperative parks

COMMISSIONER COMMENTS

- Commissioner Poling said she is thrilled about receiving the energy grant and appreciates all the work that went into preparing it. Commissioner Poling said she is looking forward to Grinchmas on the Green and is going to display her gingerbread house at the event. Commissioner Poling added that she is hopeful the new website will be great.
- Commissioner Steinys wished everyone a Happy Thanksgiving.

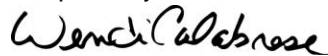
ADJOURN

A motion was made by Commissioner Poling that the Park Board of Commissioners adjourn the meeting at 8:20 pm. Seconded by Commissioner Thoman.

Ayes – 6 Nays – 0

The meeting was adjourned at 8:20 pm.

Respectfully Submitted,



Wendi Calabrese
Secretary