

**MINUTES OF THE DECEMBER 14, 2016
PARK BOARD OF COMMISSIONERS REGULAR MEETING**

The regular monthly meeting of the Park Board of Commissioners, Plainfield Township Park District, was held on Wednesday, December 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 6:03 pm with the following members present: Ayres, Hurtado, Kazmark, Poling, Steinys, Ludemann

Absent: Newton

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

There were 2 members of the public in attendance. Commissioner Ayres led the pledge to the flag.

PUBLIC COMMENTS

There were no public comments.

CONSENT AGENDA

A motion was made by Commissioner Poling that the Park Board of Commissioners approve the consent agenda which included minutes of the November 2, 2016 Board of Commissioners workshop; minutes of the November 9, 2016 Board of Commissioners regular meeting; interim check numbers 95619-95835 totaling \$856,384.44 with check numbers 95633, 95651, 95668, 95678, 95692, 95693, 95699, 95700, 95701, 95702, 95703, 95704, 95705, 95706, 95707, 95708, 95709, 95710, 95711, 95712, 95713, 95714, 95721, 95722, 95730, 95764, 95792, 95809, & 95826 totaling \$0.00 voided with direct deposits totaling \$111,555.44; bills and claims check numbers 95836-95920 totaling \$1,169,864.30 with check numbers 95844-95857 & 95870 totaling \$0.00 voided; the October 2016 treasurer's report; and the November 2016 treasurer's report. Seconded by Commissioner Hurtado. Roll Call: Poling-Yes, Hurtado-Yes, Ayres-Yes, Kazmark, Steinys-Yes, Ludemann-Yes. Motion Carried.

STAFF REPORTS

A. Executive Director

- Executive Director Capalbo informed the Board that the bond sale took place to Chase.
- A recap of the District's holiday programming was given and Deputy Chief Stratton was thanked for his participation of the 3 nights at Journey to the North Pole as Santa. Former Commissioner and Foundation member Wayne Ford was also thanked for his participation as Santa at other District holiday programs.
- The snow removal plan is in place and going well and invasive species and ash tree removal is in progress. Commissioner Poling asked if any of the ash trees could be saved. Director Rooks-Lopez responded that there is one ash tree at the Village Green that she is watching.
- Sled hills are open and ready for use and parks department team members will begin making ice at the rinks after the 1st of the year, weather permitting.
- The last 2016 weekly update will be sent on December 16 and the Board packet for the January 11 meeting will be delivered on January 4 or 5.

COMMITTEE COMMENTS

A. Capital & Development

Commissioner Steinys reported that the committee reviewed the park replacements and capital plan for 2017.

B. Finance & Liability

Commissioner Ayres said the committee reviewed the non-major funds in the budget and where the funding comes from.

C. Personnel & Policy

Commissioner Kazmark said the committee reviewed the Wellness Policy and Travel Reimbursement Policy being presented this evening and that the committee is in the process of reviewing the Administrative Policy Manual.

D. Recreation & Marketing

No report.

E. Governance & Accountability

No report.

ACTION ITEMS

A. 2017 Meeting Schedule

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the 2017 schedule for the regular monthly meetings of the Plainfield Township Park District as presented. Seconded by Commissioner Steinys. Roll Call: Ayres-Yes, Steinys-Yes, Hurtado-Yes, Kazmark-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

B. Wellness Policy

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

C. Ordinance 2016-08 Travel Reimbursement Policy

A motion was made by Commissioner Hurtado that the Park Board of Commissioners approve Ordinance 2016-08, Travel Reimbursement Policy as presented and that all other policies or parts of policies in conflict with the policy are hereby repealed. Seconded by Commissioner Steinys. Roll Call: Hurtado-Yes, Steinys-Yes, Ayres-Yes, Kazmark-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

D. Amend Section 10.1 of the Board of Commissioners General Practices Policy Manual

A motion was made by Commissioner Kazmark that the Park Board of Commissioners approve the amended Section 10.1 of the Board of Commissioners General Practices Policy Manual as presented and that all other policies or parts of policies in conflict with this policy re hereby repealed. Seconded by Commissioner Hurtado. Roll Call: Kazmark-Yes, Hurtado-Yes, Ayres-Yes, Poling-Yes, Steinys-Yes, Ludemann-Yes. Motion Carried.

E. FY 2017 Capital Improvement Plan

A motion was made by Commissioner Steinys that the Park Board of Commissioner approve the Capital Improvement Plan for Fiscal Year 2017. Seconded by Commissioner Ayres. Roll Call: Steinys-Yes, Ayres-Yes, Hurtado-Yes, Kazmark-Yes, Poling-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

There was no old business.

NEW BUSINESS

A. FY 2017 Budget

Director Nugent reviewed the FY2017 budget with the Board. Jill Mukushina, LCSRA was in attendance and updated the Board on program participation numbers, inclusions and program statistics.

B. Referendum Funding & Projects

The Board began discussion the bond sale and meet with Ehlers to prepare a timeframe. The Board discussed Four Seasons Park and planning for the future of it. The consensus was to proceed with an evaluation of the park.

Commissioner Hurtado excused himself and left the meeting at 7:48 pm.

BOARD INITIATIVES

- Send concept plan for Ridge Road with the weekly update
- Send an RFP for architect and construction manager for the recreation center and have presentations for the Board when top candidates are selected.
- Begin an evaluation of Four Seasons Park
- If there are any ash trees that can be saved, look into saving them.
- Research locations where ball fields could be developed
- Look into central location land swap with the Village

COMMISSIONER COMMENTS

- Commissioner Ayres wished everyone Happy Holidays, thanked staff for their efforts this year and congratulated the 2016 Cubs for winning the World Series.
- Commissioner Kazmark thanked everyone for their efforts with the referendum and that she is proud of everyone.
- Commissioner Poling said she is very happy with what we did with the 50th Anniversary celebration and really enjoyed the tree lighting and Santa's Workshop.
- Commissioner Steinys wished everyone a Merry Christmas and Happy New Year.
- Commissioner Ludemann thanked everyone for their work on the tree lighting, thanked Deputy Chief Stratton for volunteering as Santa at Journey to the North Pole, congratulated Director Nugent for attaining the GFOA award for the 11th consecutive year and wished everyone a Happy Holiday season and Happy New Year.

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. The Board consensus was that there was still need for the unreleased minutes to remain closed and confidential and would review them again in 6 months.

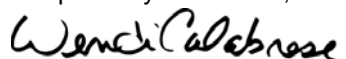
ADJOURN

A motion was made by Commissioner Poling to adjourn the meeting at 8:07 p.m. Seconded by Commissioner Ayres.

Ayes – 5 Nays – 0

The meeting was adjourned at 7:13 pm.

Respectfully Submitted,



Wendi Calabrese, Secretary