

**JANUARY 10, 2018 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, January 10, 2018 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, Hosford, Poling, Rausch, Thoman, Ludemann

Absent: Steinys

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 5 members of the public in attendance.

Commissioner Thoman led the pledge to the flag.

President Ludemann asked for a moment of silence in memory of former Executive Director Greg Bott.

PUBLIC COMMENTS

Mai Nguyen told the board she is a new resident of Plainfield and is at the meeting to learn more about the Park District.

CONSENT AGENDA

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

A .Minutes of the December 14, 2016 Park Board of Commissioners Meeting

B. Interim Check Numbers 95921-96153 Totaling \$770,327.15 with Check Numbers, 95934, 95944,95963, 95980, 96032, 96033, 96034, 96035, 96036, 96037, 96038, 96039, 96040, 96041, 96042, 96043, 96049, 96064, 96069, 96070, 96111 Totaling \$0.00 Voided with Direct Deposits Totaling \$160,107.76

C. Bills and Claims Check Numbers 96138-96153 Totaling \$13,300.84

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

STAFF REPORTS

A. Executive Director

- The Distinguished Agency pins were distributed to the board and the executive director encouraged anyone attending the state conference to wear the pin because we are one of forty-four park districts in the state with this distinction. The award plaque will be presented at the conference luncheon.
- A floral arrangement has been sent from the district and staff is being supportive of each other after Greg Bott's passing. Information for arrangements were sent and if you have any questions please ask.
- Executive Director Capalbo gave kudos to the parks department especially on Christmas Eve and New Year's Eve someone had to come in and plow and get the ice rinks ready for the public.

1. Department Directors

a) Director of Administrative Services

Director Calabrese said conference will be delivered by the end of the day Friday or Monday at the latest, we are waiting for our luncheon table number and activity information.

b) Director of Finance & IT

Director Nugent informed the board that complete budget binders will be presented in March and Matt Slocum, IT Administrator starts his position on Monday. Director Nugent informed the board that the District's Bond Compliance Officer is required to prepare a report reviewing the District's contracts and records to determine whether the Tax Advantaged Obligations comply with the applicable federal tax requirements. The report is included in the packet and no action needs to be taken.

c) Director of Parks & Planning

Director Rooks-Lopez said the parks department has been busy keeping up with snow and ice rinks; the sled hills are up and Christmas decorations are in the process of being taken down.

d) Director of Recreation

Director Crisman informed the board that there are 635 participants in the basketball program and 120 volunteer coaches; the dance program has 300 enrolled and save the date for the recital May 6. Director Crisman welcomed Beth Bruce as Athletics and Aquatics Coordinator and congratulated Heather Caldwell on her promotion to Guest Services Supervisor.

2. Presentations

a) Indoor Recreation Facility Interior

Representatives from Wight & Co. presented the layout, colors and design for the interior of the new recreation center.

b) Marketing Plan

Manager Vargas presented the 2018 Marketing Plan to the board along with social media user statistics and 2017 sponsorships. Manager Vargas distributed the Park Partner booklet the district is using to garner sponsorships for 2018.

c) NTEC Business Plan

Manager Bergman presented the 2018 Business Plan for NTEC and shared program information and statistics as well as new programs for 2018.

d) Goals & Objectives

The 2018 Goals and Objectives books were distributed as well as the final 2017 scorecards.

COMMITTEE COMMENTS

A. Capital & Development

No report.

B. Finance & Liability Committee

No report.

C. Personnel & Policy

Commissioner Poling said the committee reviewed Section 1-3 Non-Discrimination and Anti-Harassment Policy in the Employee Policy Manual because of the amended State Officials and Employee Ethics Act and the Illinois Human Rights Act that the District must adopt on or before January 15, 2018. The committee also began discussions about the need to create a Board procedure manual.

D. Recreation and Marketing

No report.

E. Governance and Accountability

No report.

ACTION ITEMS

A. Ordinance 2018-01 (An Ordinance for the Combined Annual Budget and Appropriation of the Plainfield Township, Park District, Will and Kendall Counties)

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve Ordinance 2018-01, the annual appropriation and budget ordinance for 2018. Seconded by Thoman. Roll Call: Ayres-Yes, Thoman-Yes, Poling-Yes, Hosford-Yes, Rausch-Yes, Ludemann-Yes. Motion Carried.

B. Board Member Conference Expenses

A motion was made by Commissioner Poling that the Park Board of Commissioners approve the Travel, Meal, and Lodging Request Form for Commissioner Hosford as presented. Seconded by Commissioner Thoman. Roll Call: Poling-Yes, Thoman-Yes, Ayres-Yes, Hosford-Abstain, Rausch-Yes, Ludemann-Yes. Motion Carried.

A motion was made by Commissioner Hosford that the Park Board of Commissioners approve the Travel, Meal, and Lodging Request Form for Commissioner Ludemann as presented. Seconded by Commissioner Poling. Roll Call: Hosford-Yes, Poling-Yes, Rausch-Yes, Ayres-Yes, Thoman-Yes, Ludemann-Abstain. Motion Carried.

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the Travel, Meal, and Lodging Request Form for Commissioner Poling as presented. Seconded by Commissioner Hosford. Roll Call: Ayres-Yes, Hosford-Yes, Thoman-Yes, Rausch-Yes, Poling-Abstain, Ludemann-Yes. Motion Carried.

A motion was made by Commissioner Ayres that the Park Board of Commissioners approve the Travel, Meal, and Lodging Request Form for Commissioner Rausch as presented. Seconded by Commissioner Poling. Roll Call: Ayres-Yes, Poling-Yes, Hosford-Yes, Thoman-Yes, Rausch-Abstain, Ludemann-Yes. Motion Carried.

A motion was made by Commissioner Hosford that the Park Board of Commissioners approve the Travel, Meal, and Lodging Request Form for Commissioner Thoman as presented. Seconded by Commissioner Ayres. Roll Call: Hosford-Yes, Ayres-Yes, Poling-Yes, Rausch—Yes, Thoman-Abstain, Ludemann-Yes. Motion Carried.

C. Anti-Harassment Policy

A motion was made by Commissioner Thoman that the Park Board of Commissioners approve the revisions to the Non-Discrimination and Anti-Harassment Policy in the Employee Policy Manual as presented and that all other policies or parts of policies in conflict with the policy are hereby repealed. Seconded by Commissioner Rausch. Roll Call: Thoman-Yes, Rausch-Yes, Ayres-Yes, Poling-Yes, Hosford-Yes, Ludemann-Yes. Motion Carried.

OLD BUSINESS

None.

NEW BUSINESS

A. Executive Session Minutes December 13, 2017

A motion was made by Commissioner Hosford that the Park Board of Commissioners approve the December 13, 2017 executive session minutes and the they remain closed. Seconded by Commissioner Rausch. Roll Call: Hosford-Yes, Rausch-Yes, Poling-Yes, Ayres-Yes, Thoman-Abstain, Ludemann-Yes. Motion Carried.

B. Recreation Center Naming

The Board discussed names for the new recreation center and the consensus was to get input from the community and bring suggestions back to the board for consideration. A name has to be selected by April at the latest.

BOARD INITIATIVES

A. Establishment of Monthly Committee Meetings

<u>Capital & Development</u>	Does not need to meet.
<u>Finance & Liability</u>	Does not need to meet.
<u>Personnel & Policy</u>	February 5 at the Rec/Admin Center, 2:00 pm
<u>Recreation & Marketing</u>	Does not need to meet.
<u>Governance & Accountability</u>	Does not need to meet.

Recap of Board Initiatives

- Target users for recreation center name suggestions.
- Send Net Zero grant information to Commissioner Ludemann to share with WJOL.

COMMISSIONER COMMENTS

- Commissioner Ayres thanked everyone for the informational presentations.
- Commissioner Hosford said she talked to Carlo about a group called Greentown that she is involved with. Commissioner Hosford said she has contacted our architect and District to present to that group.
- Commissioner Poling wished everyone a happy new year and is looking forward to conference.
- Commissioner Rausch said all the work that goes into preparing for the meetings is impressive and he appreciates and that as a board member and community member the new rec center is a great opportunity.
- Commissioner Thoman said he is excited that our recreation center will be the first government building in Will County to be Net Zero.
- Commissioner Ludemann wished everyone a happy new year, said she liked the snowman contest on Facebook and is also excited about the Net Zero status of the recreation center.

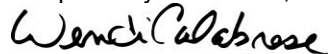
ADJOURN

A motion was made by Commissioner Hosford that the Park Board of Commissioners adjourn the meeting at 8:04 pm. Seconded by Commissioner Ayres.

Ayes – 6 Nays – 0

The meeting was adjourned at 8:04 pm.

Respectfully Submitted,



Wendi Calabrese
Secretary