

Joint Long Range Planning, Liaison, Recreation, Buildings & Concessions, And Grants & Marketing Committee Meeting

MINUTES **July 11, 2013**

Present: President Sgro, Vice President Noll, Trustees Flickinger, Hammer, Jannazzo, and Schmidt
Others Present: Legal Counsel, Dan Wright; Acting Director Derek Harms; Director of Parks, Elliott McKinley; and Director of Finance & HR, Mark Bartolozzi;

A Joint Committee Meeting of the Springfield Park District Board of Trustees was held on July 11, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

It was moved by Jannazzo and seconded by Noll that Trustee Wojcicki Jimenez remotely attends the meeting. The motion was unanimously approved by a voice vote.

LONG RANGE COMMITTEE

Staff Report

Director of Parks, Elliott McKinley recapped the report highlighting the status of the Washington Park Tennis Courts project. Six of the twelve courts are complete. The Park District is also receiving 12 free nets (surface material provider promotional item) and the fencing around the courts will be repaired and painted black.

Trustee Flickinger informed the board members that members of the committee will get together to brainstorm and hold discussion to determine planning and priorities. Future meetings will include all trustees and possibly the public. President Sgro asked if a facilitator should be hired. Trustee Flickinger responded no, not yet.

Layout of Potential Roadway Names with Park Locations and 911 Addressing of Sangamon Valley Bike Trail

Director of Parks, Elliott McKinley explained resolutions previously approved by the Board to rename park roads in honor of past trustees had triggered discussions with Mike Lopez of Sangamon County 911 System, to properly identify park roads within park district location. Mr. Lopez also noted the current addresses used in park district printed material and on-line do not reflect the correct 911 addresses. Lopez could assist the District with the process of 911 addressing system on the Sangamon Valley Bike Trail. Markers had previously been placed on the trail and would pinpoint an area if an incident occurred so the 911 could be used more effectively.

Traffic Direction on Williams Boulevard

Acting Director Harms began the discussion by stating the Feldkamp traffic change has been tabled and not discussed at tonight's meeting. Jeff Antonacci, Knight Engineers presented and explained two alternatives:

1) Replace the "Do Not Enter" sign with "No Outlet" sign. This would warn traffic wishing to proceed westbound that there is no place for them to go once they reach the intersection, and thus would be forced to turn around (as they normally would at a small cul de sac) or to go the wrong way on one of the intersecting legs. Removal of the existing striping along with a new striped pedestrian lane would be needed to complete this option.

2) Switch the N/S Williams Boulevard connector at the west intersection to two-way operations (currently one-way up hill). This would allow vehicles to proceed westbound on Williams Boulevard and the two-way connector would allow for an outlet thus eliminating the need for signing of No Outlet in this area. The pavement markings as described in Option 1 above would still be required.

Many residents from the Washington Park area were in attendance and voiced concerns ranging from difficulty to getting to homes, speeding vehicles, foot traffic, poor signage and lack of police presence. Committee plans to hold further discussion before making a recommendation.

LIAISON COMMITTEE

Staff Report

Trustee Schmidt reported she and Trustee Flickinger attended the Park Foundation meeting and thought the Foundation and Park Board are working well together. Schmidt asked that staff compile a list of groups affiliated with the park district so the Board members can meet and work with these groups.

Cooperation Agreement RE: Illinois Senior Olympics

Acting Director Harms presented the Board with a Cooperation Agreement with the Illinois Senior Olympics. The Senior Services of Central Illinois, a not for profit corporation of Springfield, IL will be taking over the operation of the Senior Olympics. Karen Schainker, Director of Senior Service Center is very excited to keep the program local. Shainker has been working with Derek Harms and Deborah Staley to finalize the agreement along with a budget. If the program experiences a loss, the deficit would be split by the Park District and Senior Services. If the program realizes revenue, that money would go back into the program. The contract has been reviewed and approved by legal and will be presented to the Board at the July Board meeting.

RECREATION COMMITTEE

Proposed USTA Tournament

Trustee Hammer reported that the USTA is proposing a junior tournament to be held throughout the city in 2015. They are anticipating approximately 500 participants. Park District facilities would be adequate for such a tournament once the current repairs are completed. Tom Kelly would like permission to coordinate such a tournament. Committee was in favor.

SUSA Booster Club

Trustee Hammer explained that SUSA would like to merge with another swim club. Many of their members have sent emails in support of the potential merger. There are a couple of petitions currently being circulated in support and not in support of a potential merger. Ken Lemaster addressed the Board and stated he felt the petition in support of the merger may have people signing in error. The members of the Board asked that all petitions (for and against) be brought to the Board. Discussion will be held after all petitions are received. It was noted a special meeting may be scheduled for this matter due to the time sensitivity.

Bike & Hike Days

Trustee Hammer would like the Board to consider the expansion of Bike & Hike Days in Washington Park. He suggested 2 hours during the weekdays possibly after work to allow families a safe exercise alternative. Acting Director Harms will put together a couple designs to address traffic flow and report back to the Board.

BUILDINGS & CONCESSIONS COMMITTEE

Nelson Center Concessionaire

Acting Director Harms informed the Board the Park District received proposals for privatizing the concessions at Nelson Center. Staff would recommend initiating a concession agreement similar to the Iron Springs agreement with Mike Ogwal, Natural Health & Healing Institute. Mr. Ogwal, a certified Nutrition Specialist, is very interested in offering healthy selections as well as offering health seminars at no additional fee. He is also offering 30% of gross profits to the Park District. Harms has checked his references and all were positive.

HRZ Quarantine Building

Bruce Ferry presented drawing and cost projections of the redesigned building to the board. The estimated cost is still over budget. It was the consensus of the board to review the list to see if staff could do anything to reduce the fee. They also feel we should start the bidding process and see if it will come in under budget. Director of Parks, McKinley added that these are all cost estimates and it is possible to come in under the projection Mr. Ferry has given. If the bids still come in over budget, it may be possible to talk with the bidder and see if we can work together to bring it to within budget. This would also help with the timetable and show the accreditation committee we are still progressing forward.

Rotary Park Drainage

Director of Parks McKinley and Trustee Hammer explained the issue the west side homeowners of Rotary Park are having with flooding. Martin Engineering has provided a proposal to address the concerns. There is no historical data on this area, no earlier complaints, and no changes have been (other than trees) which would have changed the water flow. One of the homeowners is willing to pay \$3,000 toward repairs with the stipulation to begin work immediately. Fees for Martin Engineering services (\$3,000) would be available in Administration's Professional Services.

GRANTS & MARKETING COMMITTEE

Staff Report

Acting Director Harms reported a ribbon cutting for Centennial Park would be planned by the end of August. He also announced there was a new Marketing team for the park district. The Board was interested in upcoming meeting dates and may wish to attend. There will be a pickleball tournament this weekend at Iles Park.

ADJOURNMENT

There being no further business to come before the committee it was moved by Hammer and seconded by Schmidt to adjourn at 7:07 p.m.

Joint Finance & Personnel Committee Meeting

MINUTES July 15, 2013

Present: President Sgro, Vice President Noll, Trustees Flickinger, Hammer, Jannazzo, Schmidt and Wojcicki Jimenez

Others Present: Legal Counsel, Dan Wright; Acting Director Derek Harms; Director of Parks, Elliott McKinley; and Director of Finance & HR, Mark Bartolozzi;

A Joint Committee Meeting of the Springfield Park District Board of Trustees was held on July 15, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

FINANCE & PERSONNEL COMMITTEE

Staff Report

Director of Finance & HR Bartolozzi reported the annual financial audit is going well. Acting Director Harms added Cheryl Martin with Kerber, Eck & Braeckel will be in the office this Friday (July 19th) for staff interviews regarding the forensic audit. Bartolozzi also explained the cash flow statement the Board will now receive on a monthly basis which will help the Board keep better track of the budget.

Statement of Claims

Statement of Claims was presented. Questions included: 1) Broadcast music in public places and if there was a less expensive option. 2) Evaluate reason for calls to King Tech and if staff could provide technical support for some of the more routine matters and 3) Cost analysis for products that provide the District with the most cost effective service/merchandise. Statement of Claims will be presented to Board at the July 17th Board Meeting.

Equipment Lease/Purchase Agreement

Acting Director Harms explained the Park District would like to enter into an Equipment Lease with TCF Equipment Finance, Inc. for Golf and Park Maintenance. This purchase is in the current budget and will be charged to the "Equipment Purchase" account – 5350. This would be for a 36 month lease to purchase with a 3 year warranty and a \$1.00 buyout at the end of the period with a favorable rate. Rates were compared and a traditional bank loan was not a better deal. Legal counsel is in the process of reviewing the agreement.

Policy Manual

Acting Director Harms updated the Board regarding the Policy Manual. The manual should be complete and out for review within the next two weeks and implementation to begin August/September.

Committee of the Whole

President Sgro led the discussion regarding setting the criteria for the Executive Director job search. Sgro identified three main topics for discussion: 1) A timetable; 2) Job Description and process; and 3) Brief Executive Session. Trustee Hammer suggested applicants be required to submit a letter of interest, reference, salary requirements, etc. to expedite the application process. The Board discussed appointing a neutral person to receive the applications and answer applicant's questions.

Executive Session

Adjourn to Executive Session: It was moved by Wojcicki Jimenez to adjourn to Executive Session – 5 ILCS 120/2(c)(1) Seconded by Hammer. Executive Session began at 6:30 p.m.

Adjournment

There being no further business to come before the Board. The meeting was adjourned.

Springfield Park District

BOARD MEETING

MINUTES

Wednesday, July 17, 2013

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, July 17, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center, 2500 South 11th Street, Springfield, Illinois.

Roll Call

President Sgro called the meeting to order at 5:30 p.m. and requested roll call.

Members Present: President Sgro, Vice President Noll, Trustees Flickinger, Hammer, Jannazzo and Schmidt

Others Present: Derek Harms, Acting Director; Dan Wright, Legal Counsel; Elliott McKinley, Director of Parks; Mark Bartolozzi, Director of Finance / HR; Joe Hills, Treasurer; Staff, media and public

It was moved by Jannazzo and seconded by Schmidt that Trustee Wojcicki Jimenez remotely attend the meeting. The motion was unanimously approved by a voice vote.

Minutes of Previous Meeting

Minutes of the June 3 Special Board Meeting and June 17 Regular Board Meeting were presented. It was moved by Jannazzo and seconded by Hammer that the minutes be approved as presented. All approved by voice vote: 7 voting yes 0 voting no. Motion passed.

Public Comment

Residents of the Washington Park area addressed the board regarding the possible traffic pattern change. The audience was split for and against changing the traffic pattern. Safety seemed to be the

biggest concerns for both sides. President Sgro thanked the public for the comments and said the matter would be further discussed later in the meeting.

RECREATION

Possible USTA Tournament

Chair Hammer explained Tom Kelly is proposing a junior tennis tournament to be held in 2015. He would anticipate 500 participants. Discussions continue.

SUSA Booster Club

President Sgro informed the Board staff was in the process of negotiating a contract with Bill Schalz, Academy Swim Club. Acting Director Harms added it was close to finalization and there was a possibility of presenting the contract at a Special Board meeting prior to the Regular August Board Meeting.

Bike & Hike Days / Washington Park

Chair Hammer informed the Board he has been working with staff to increase the number of Bike & Hike days in Washington Park. He suggested a couple of hours weekdays possibly late afternoon to early evening to allow families a safe exercise alternative.

Traffic Direction on Williams Boulevard

The Board welcomed comments from the public regarding the two traffic pattern options offered at Washington Park.

1) Replace the "Do Not Enter" sign with "No Outlet" sign. This would warn traffic wishing to proceed westbound that there is no place for them to go once they reach the intersection, and thus would be forced to turn around (as they normally would at a small cul de sac) or to go the wrong way on one of the intersecting legs. Removal of the existing striping along with a new striped pedestrian lane would be needed to complete this option.

2) Switch the N/S Williams Boulevard connector at the west intersection to two-way operations (currently one-way up hill). This would allow vehicles to proceed westbound on Williams Boulevard and

the two-way connector would allow for an outlet thus eliminating the need for signing of No Outlet in this area. The pavement markings as described in Option 1 above would still be required.

Trustee Noll moved to accept proposal #2 and it was seconded by Trustee Schmidt for the purpose of discussion. After much discussion, Trustee Noll requested to withdraw his motion. It was the consensus of the Board that no motion is made at the present time and discussion will continue at a future meeting.

Suggested Layout of Potential Roadway Names within Park District Locations & 911 Addressing of Sangamon Valley Bike Trail

Director of Parks, Elliott McKinley informed the Board Mike Lopez of Sangamon County 911 System met with the Long Range Planning Committee regarding re-naming of parks roadways in honor of past trustees. He also discussed how to properly identify park addresses with 911 addresses. Current park addresses used by the park district would work but the 911 address would be more accurate. Lopez could assist the District with the process of 911 addressing system on the Sangamon Valley Bike Trail by using the previously placed markers.

BUILDINGS & CONCESSIONS

Contract with Natural Health Institute for Concession Services at Nelson Center

Chair Noll explained Mike Ogwal, Director of the Natural Health & Healing Institute submitted a proposal to provide concession services at three concession areas at Nelson Center and would pay the District 30% of sales. Mr. Ogwal is interested in providing healthy snack options and also to educate patrons about good nutrition. Acting Director Harms added that his references have been checked and all positive. It was moved by Noll to authorize staff to negotiate and implement a contract with Natural Health Institute for Concession Services to include all three concession areas located at Nelson Center and seconded by Hammer.

Roll Call Vote: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt – yes, Wojcicki Jimenez - yes, Sgro - yes

Quarantine Building at Henson Robinson Zoo

Chair Noll explained to the Board that Bruce Ferry, Architect revised the Specifications for the Quarantine Building but was still over budget by nearly \$25,000. After much discussion and input by staff the committee decided to advertise for bids. If the bids came in close to budget it is not uncommon to meet with the low bidder to negotiate modifications to stay within budget based on legal counsel advice. It was moved by Noll to accept the plan as presented by Bruce Ferry and authorize staff to advertise for bids for the quarantine building at the Henson Robinson Zoo and seconded by Schmidt.

Roll Call Vote: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt - yes, Wojcicki Jimenez - yes, Sgro - yes

Rotary Park Drainage

Acting Director Harms informed the Board that staff is researching the drainage concerns of residents living near Rotary Park. No action was taken.

FINANCE

Cooperative Agreement with Senior Services of Central Illinois regarding Senior Olympics

Acting Director Harms explained he and Deborah Staley have completed work with members of the Senior Services Center regarding their taking over the operation of the Senior Olympics and keeping the program local. The agreement has been reviewed by Park District legal counsel, Dan Wright. It was moved by Schmidt to Approve the Cooperative Agreement with Senior Services of Central Illinois Senior Olympics and seconded by Jannazzo.

Roll Call Vote: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt – yes, Wojcicki Jimenez - yes, Sgro - yes

Equipment Lease / Purchase Agreement

Acting Director explained the Park District would like to purchase maintenance equipment for the golf and general maintenance departments using a lease to purchase agreement. Legal Counsel, Dan Wright has received and is finalizing the agreement with the finance company and at present does not foresee any problems. Funds for this lease purchase are in the General & Golf Operating budget. It was moved by Jannazzo to approve Resolution #388-13 as amended

Roll Call Vote: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt – yes, Wojcicki Jimenez - yes, Sgro - yes

Statement of Claims

The Statement of Claims was presented by Chair Jannazzo. Chair Jannazzo moved to approve the Statement of Claims as presented. Motion was seconded by Noll.

Roll Call Vote: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt - yes, Wojcicki Jimenez - yes, Sgro - yes

Policy Manual

Acting Director Harms informed the Board the Park District policy manual is almost complete and will be presented next month for approval.

COMMITTEE OF THE WHOLE

President Sgro led the discussion regarding Executive Director requirements and the advertisement of the position. She hoped to be ready to begin advertising within the next couple of weeks.

BUSINESS

Possible Release of Executive Session Minutes

Legal Counsel, Dan Wright, presented Resolution #387-13 regarding the Release of Executive Session minutes. It was moved by Jannazzo to approve Resolution #387-13 as presented by Legal Counsel releasing closed session minutes to include: March 28, 2013; April 8, 2103; May 9, 2013; May 13, 2013; May 13, 2013; May 15, 2013; June 3, 2013 and June 13, 2013. Closed session minutes not eligible for release due to a need for confidentiality as of July 2013 include: February 11, 2013; February 13, 2013 and July 15, 2013. Motion was seconded by Hammer.

Roll Call Vote: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt - yes, Wojcicki Jimene - yes, Sgro - yes

Election of Vice President of the Board of Trustees

President Sgro explained it is necessary for the Board to vote on a vice president of the Board and asked for nominations from the board. It was moved by Hammer moved to elect Gray Noll as the Board's vice president and seconded by Jannazzo.

Roll Call Vote: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt - yes, Wojcicki Jimenez - yes, Sgro - yes

ADJOURMENT

There being no further business to come before the Board

It was moved by Jannazzo and seconded by Hammer to adjourn the meeting at 6:17 p.m.