

**SPRINGFIELD PARK DISTRICT
Special Board Meeting**

MINUTES

Monday, June 3, 2013 – 12:00 noon

A Special meeting of the Springfield Park District Board of Trustees was held on Monday, June 3, 2013 at 12:00 noon at the John F. Linxwiler Administrative Center, 2500 South 11th Street/ Springfield, IL.

President Sgro called the meeting to order at 12:00 noon and requested roll call:

Present: President Sgro, Vice Present Noll, Trustees Flickinger, Jannazzo

Others Present: Attorney Dan Wright, Harms, McKinley, Bartolozzi, Legal Counsel Bruce Stratton, Rob Busby, Aquatics Operations Director/YMCA)

BUSINESS

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

Trustee Sara Wojcicki Jimenez joined the meeting at 12:01

YMCA's Rental of Veterans Memorial Pool

Acting Director Harms reported the YMCA has used the Park District's Veterans Memorial Pool the last three years for their swim team's practice and would like to continue. The YMCA would be assessed a fee of \$75/hour for approximately 2 hours, weekdays for approximately 9 weeks for a total of \$6,750.00. The District currently does not have a user-rate or a multi-use rate. The reduced fee was based on a history of use. Bruce Blanshan, Director of Nelson Center added the time of 7:30 – 9:30 a.m. on weekdays was before swim lessons and public swim. A certificate of Insurance will be provided and filed with the signed contract. It was noted the YMCA (both west and downtown locations) would reciprocate rental hours for the Park District if requested and the time & facility was available for a fee to the Park District. Motion by Jannazzo to approve the contract with the YMCA for use of Veterans Memorial Pool as presented and seconded by Flickinger. Roll Call vote: Flickinger – yes, Hammer – yes Jannazzo – yes Noll – yes, Wojcicki Sgro - yes 6 voting yes 0 voting no

Executive Session

Adjourn to Executive Session: It was moved by Jannazzo to Adjourn to Executive Session - 5 ILCS 120/2(c)(2) Seconded by Wojcicki Jimenez. Executive Session began at 12:10 p.m.

Adjournment

There being no further business to come before the Board
It was moved by Jannazzo and seconded by Flickinger to adjourn the meeting.

**SPECIAL BOARD MEETING
June 13, 2013 – 5:00 p.m.**

A Special Meeting of the Springfield Park District Board of Trustees was held on June 13, 2013 at 5:00 p.m. at the John F. Linxwiler Administrative Center.

Roll Call:

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

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

Retire to Executive Session at 5:00 p.m.

Arise from Executive Session. No action at this time. 5:32 p.m.

Adjourn Special Meeting at 5:35 p.m.

**Joint Recreation, Long Range Planning, Buildings & Concessions, Liaison,
Grants & Marketing and Finance & Personnel Committee Meeting**

**MINUTES
June 13, 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; Director of Finance & HR, Mark Bartolozzi; and Treasurer,
Joe Hills

A Joint Committee Meeting of the Springfield Park District Board of Trustees was held on June 13, 2013 at 5:35 p.m. at the John F. Linxwiler Administrative Center.

FINANCE COMMITTEE

Staff Report

Acting Director Harms acknowledged Carillon Festival and the 5K Color Blaze at Southwind Park. Both events were well attended and very successful. Work at the zoo continues in preparation for the accreditation.

SUSA Issues

Members of the SUSA Booster Club attended the meeting to address the Board regarding concerns. Booster Member, Ann Janes spoke on behalf of the group. Main concerns are as follows:

- Diminishing financial status of team (coaching staff has been reduced)
- Outdoor pool time has been reduced
- Reductions have effected swimmers
- Lack of support from the District

The SUSA parents voiced an interest in the merger of SUSA with another team owned by Bill Sholes (Academy Swim Club). The merger would allow SUSA to become a part of the Academy and would still be housed at Eisenhower Pool. The Academy would pay rent and the Park District would no longer have a deficit with SUSA. Parents asked permission to allow SUSA and the Academy to start discussions and report back to the Board for further discussion. Leslie thanked those in attendance for their support.

LONG RANGE PLANNING COMMITTEE

Washington Park Feldkamp Entrance

Acting Director Harms explained there has been some interest changing the current traffic flow on Feldkamp to a 2-way in Washington Park for easier access to and from "The Stand." The road was previously a 2-way but reduced to 1-way to eliminate cutting through the park. After much discussion, it was determined before making any changes the matter should be brought to the full board and neighborhood associations and public input should be considered. Item will be on June 17, 2013 Regular Board meeting agenda.

BUILDING & CONCESSIONS COMMITTEE

Staff Report

Acting Director Harms noted The Stand in Washington Park has been open since Memorial Day weekend. It is open 11:00 a.m. to 9:00 p.m. days a week. Nelson Center is privatizing their concession services. Requests for Proposals will be received until June 28th and will be brought to the Board in July for consideration.

Quarantine Building (Informational)

Bruce Ferry, Architect, addressed the Board regarding the design and drawings for the Quarantine Building. The design came in over budget. Ferry was asked to modify the design to stay within the budget. Modifications will be made and should be complete by end of June.

Fireworks Request at Southwind Park

Trustee Noll informed the Committee that Butch Elzea has requested permission to have fireworks at Southwind Park on Sunday, June 30, 2013. This would be after the Municipal Concert and kick-off the summer series.

LIAISON COMMITTEE

Staff Report

Acting Director Harms informed the committee staff is still working with Karen Shinker, Senior Service Center, and plan the Cooperation Agreement regarding IL Senior Olympics to bring to the Board in July.

Agreement for Private Figure Skating Instruction

Acting Director Harms presented an Agreement for Private Figure Skating Instruction which has been approved by Legal. Only change to note is #8: Uniform requirement which the Park District would supply and require instructor to wear.

GRANTS & MARKETING COMMITTEE

Staff Report

Status of Splash Pad in Comer Cox Park was discussed. There has been a delay due to the Parks Foundation requesting a wall instead of the required fence around the splash pad (similar to Southwind Park). Staff is currently trying to obtain a variance which will have a 4-6 week turnaround time.

Trustee Wojcicki Jimenez asked trustees to share any marketing ideas they may have to make up for a slow spring money-wise. President Sgro suggested punch cards for golf.

Marketing Intern Introduction

Robin Austin, Carillonneur, introduced Tish Cunningham a UIS Senior. She has assisted Robin with promoting Carillon festivities, Twitter account and Facebook. She will continue to help Robin through the summer. This is an unpaid internship.

FINANCE & PERSONNEL COMMITTEE

Staff Report

Bartolozzi noted: the Engagement Letter has been signed for the Forensic Audit to be performed by Kerber, Eck & Braeckel. A 30 day turnaround time is expected. Also noted, the Henson Robinson Zoo Director will be advertised in the State Journal-Register next week and is currently on the AZA website. The SUSA Head Coach to be advertised.

Prevailing Wage Ordinance #1297-13

This is a standard Ordinance done yearly. Legal Counsel has reviewed it and it will be presented at the June 17th Board Meeting.

Year-End Review – Informational

Director of Finance/HR, Mark Bartolozzi submitted a year-end review and answered any questions the committee had. It was noted that Police Account was over due to new recruits; and Veteran's Pool overtime wages were up due to Nelson Center being closed for repairs. New format changes will allow fund balances to be shared monthly by every fund. We are also beginning the year with a much better than anticipated fund balance of \$146,000.

Statement of Claims

Statement of Claims was presented with no questions. Will be presented to Board at the June 17th Board Meeting.

Annual Audit Request for Proposal

Director of Finance/HR, Mark Bartolozzi informed the committee that a Request for Proposal was sent out. We received three responses (2 proposals and 1 "no thank you") Mark will review the proposals with Trustee Jannazzo and present to the Board at their Regular Board meeting scheduled for June 17th.

COMMITTEE OF THE WHOLE

Executive Director

Discussion is in the preliminary stages to begin the search for a new Executive Director. President Sgro suggested to meet on a Saturday to determine the following: 1) Organizational Structure 2) Policy & Procedures and 3) Executive Director. She suggested the three items all need to be discussed either together or separately. Sgro will plan to meet with the IAPD as a starting point for a job description and then send the Board a timeline. Acting Director Harms will contact other park districts for job descriptions. The matter will continue to be discussed in the "Committee of the Whole" so all trustees will have input.

ADJOURNMENT

There being no further business to come before the committee it was moved by Hammer and seconded by Schmidt to adjourn at 7:30 p.m.

**Springfield Park District
BOARD MEETING**

**MINUTES
Monday, June 17, 2013**

A meeting of the Springfield Park District Board of Trustees was held on Monday, June 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, Schmidt and Wojcicki Jimenez

Others Present: Derek Harms, Interim Director; Dan Wright, Legal Counsel; Elliott McKinley, Director of Parks; Mark Bartolozzi, Director of Finance /HR ; Joe Hills, Treasurer; Staff, Media & Public

Public Hearing

President opened the meeting calling for a Public Hearing for Ordinance #1295-13 regarding the Fiscal Year 2013/14 Budget & Appropriation Ordinance. President Sgro asked for public comment. Linda Douglas Williams addressed the Board. Ms. Williams voiced concerns over the temporary closure of Eisenhower Pool during summer hours. She did not feel the closure offered the public a good alternative facility or would save the District money because many people would not use another Park District Pool. She also felt the closure was poorly communicated. President Sgro thanked her for her comments and closed the public hearing.

Minutes of Previous Meetings

Minutes of the May 15, 2013 Regular Board Meeting were presented. It was moved by: Schmidt and seconded by Grant that the minutes be approved as presented. All approved by voice vote: 7 voting yes 0 voting no. Motion passed.

Public Comment

Pinky Noll, Graham Murdock and Mr. & Mrs. Andrew Brown addressed the Board regarding the possible traffic pattern. Concerns raised included ineffective signage, cars not obeying stop signs, cut-through traffic, lack of sidewalks, speeding, and confusing to route for guests and deliveries. President Sgro thanked everyone for their comments.

RECREATION

SUSA Issue (Informational)

Ann Janes presented the Board with a check to the District in the amount of \$4,000. Funds were generated from their June 7-9, 2013 swim meet. They would like the funds to go toward the coaches' expenses for Nationals, paint supplies for an Eagle Scout project to paint the Nelson Center fence and toward the loss of gates receipts for any loss of revenue during the swim meet. Discussion regarding SUSA & Academy Swim Club merger continues.

LONG RANGE PLANNING

Vehicular Traffic Pattern at Washington Park

Trustee Flickinger stated after hearing the public's input earlier, the item will go back to committee for further discussion. The Board encouraged those in attendance to attend the next committee meeting scheduled for July 11th and to invite their neighbors as well. No action was taken.

BUILDINGS & CONCESSIONS

Quarantine Building / Henson Robinson Zoo (Informational)

Trustee Noll reported Bruce Ferry attended the June 13th Committee Meeting and presented the design and drawings for the new quarantine building. The design came in over budget so Ferry has been asked to modify the design and report back to committee.

Fireworks Request at Southwind Park – June 30, 2013

Trustee Noll informed the committee that Butch Elzea has requested permission to have fireworks at Southwind Park on Sunday, June 30, 2013. This would be after the Municipal Concert and kick-off the summer series. It was moved by Noll to grant permission to allow fireworks at Southwind Park on June 30, 2013 and Seconded by Flickinger.

Roll Call: Flickinger – yes Hammer – yes Jannazzo – yes Noll – yes Schmidt – yes
 Wojcicki Jimenez – yes Sgro – yes 7 voting yes 0 voting no

LIAISON COMMITTEE

Agreement for Private Figure Skating Instruction

Interim Director Harm explained the Liaison committee met June 13th regarding an agreement for private figure skating instruction had been revised and now ready for Board approval. Legal Counsel has reviewed and approved the agreement. Motion by Flickinger to approve agreement for Private Figure Skating Instruction and Seconded by Hammer.

Roll Call: Flickinger – yes Hammer – yes Jannazzo – yes Noll – yes Schmidt – yes
 Wojcicki Jimenez – yes Sgro – yes 7 voting yes 0 voting no

GRANTS & MARKETING COMMITTEE

Informational Only

FINANCE COMMITTEE

Prevailing Wage Ordinance #1297-13

Trustee Jannazzo presented Ordinance #1297-13 regarding the Prevailing Wage Ordinance and moved to Approve Ordinance #1295-13 as presented. It was seconded by Trustee Noll.

Roll Call: Flickinger – yes Hammer – yes Jannazzo – yes Noll – yes Schmidt – yes
 Wojcicki Jimenez – yes Sgro – yes 7 voting yes 0 voting no

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 Wojcicki Jimenez

Roll Call: Flickinger – yes Hammer – yes Jannazzo – yes Noll – yes Schmidt – yes
 Wojcicki Jimenez – yes Sgro – yes 7 voting yes 0 voting no

Annual Audit Request for Proposal

Chair Jannazzo reported two firms: May, Cocagne & King, P.C.; and Eck, Schafer & Punke, LLP; submitted proposals to perform the District’s annual audit. Both firms provided good references, had municipal experience and were qualified. Trustee Jannazzo moved to approve the firm of Eck, Schafer & Punke, LLP in the amount of \$15,000/2013; \$15,500/2014 and \$16,000/2015 with an option to renew for another two years if both parties agree. Seconded by Noll.

Roll Call: Flickinger – yes Hammer – yes Jannazzo – yes Noll – yes Schmidt – yes
Wojcicki Jimenez – yes Sgro – yes 7 voting yes 0 voting no

Fiscal Year 2013/14 Budget & Appropriation Ordinance #1295-13

Trustee Jannazzo moved to approve Ordinance #1295-13 regarding the FY 2013/14 Budget & Appropriation Ordinance. Motion was seconded by Noll. Trustee Flickinger would like to note he will not pay to borrow next year and will not approve a budget that reflects such. Leslie stated it is not the intent of the Board to borrow again.

Roll Call: Flickinger – yes Hammer – yes Jannazzo – yes Noll – yes Schmidt – yes
Wojcicki Jimenez – yes Sgro – yes 7 voting yes 0 voting no

COMMITTEE OF THE WHOLE

Executive Director (Informational)

President Sgro stated she will be back to the Board in July regarding an Executive Director’s job description.

BUSINESS

No Business

ADJOURNMENT

There being no further business to come before the Board
It was moved by Hammer and seconded by Schmidt to adjourn the meeting at 6:16 p.m