

**Joint Liaison, Recreation, Buildings & Concessions
and Grants & Marketing Committee Meetings**

MINUTES

August 15, 2013

Present: Trustees Hammer, Jannazzo, Noll & Wojcicki Jimenez
Others Present: President Sgro; 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 August 15, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

LIAISON COMMITTEE

Staff Report

Acting Director Harms reported the Sr. Olympics agreement, which the Park Board previously approved, has now also been approved by the Sr. Service Center.

RECREATION COMMITTEE

Bike & Hike Expansion at Washington Park

Trustee Hammer explained proposed newly expanded Bike & Hike days at Washington Park will be presented to the Board at the August Regular Board meeting. They would begin September 3 and run Monday through Friday until September 27, 2013 from 4:00 – 8:00 p.m. on a trial basis using a modified route. The modified route would still allow access to the playground, tennis courts, pavilion, gazebo and Botanical Gardens. This would be implemented on a trial basis and the Board would review how it is received after the trial period to determine if it would continue. It was noted that Chad Rickman, the concessionaire operating The Stand, was aware of the Bike & Hike expansion and the modified loop.

BUILDINGS & CONCESSIONS COMMITTEE

Nelson Center Concessionaire

Acting Director Harms reported Staff is working with Mike Ogwal, Natural Health & Healing Institute and our Legal Counsel to implement a contract for the concessions at Nelson Center.

HRZ Quarantine Building

Acting Director Harms reported bid results for the Quarantine Building came in over budget, but the bids were close so bids were accurate for the building we had bid. Staff recommends sticking with a budget of \$125,000 and with the advice from legal counsel, work with the lowest bidder to see if we can bring the project within our budget.

Rotary Park Drainage

Director of Parks, Elliott McKinley explained to the Board the letter submitted by Martin Engineering Company confirms the area in questions does have good surface drainage and flows as the design intended. Due to several residential sump pumps discharging in the area has caused a much larger volume of water (other than just surface drainage) and is causing water to stand until it slowly releases to the north. It was also noted by Martin Engineering upon inspection of the property, the north inlet on Santa Clara, concrete has been dumped into the inlet blocking approximately 75% of the capacity of the inlet. The Park District will contact the City regarding this matter.

Renewal of:

(1) Springfield Youth Hockey Association Agreement to use Nelson Center

(2) Lincoln Land High School Hockey Agreement to use Nelson Center;

(3) Springfield Figure Skating Club Agreement to use Nelson Center

(4) Robert Morris University Agreement to use Nelson Center

Acting Director Harms and Bruce Blanshan, Manager of Nelson Center, explained the four user groups (Springfield Youth Hockey Association; Lincoln Land High School Hockey; Springfield Figure Skating Club and Robert Morris University) agreements have been prepared with the new hourly rate and were ready to be presented to the Board at the regular monthly meeting for approval.

Advertise for Request for Qualifications A/E Services for the Washington Park Botanical Gardens Grant Project

Director of Parks, Elliott McKinley, informed the Board staff would like to ask the Board at the regular meeting for authorization to Advertise for Qualifications for Architecture & Engineering Services for the Washington Park Botanical Gardens Grant project. The Grant was applied for and received for work on the boiler, lighting, amphitheater and path.

GRANTS & MARKETING COMMITTEE

Staff Report

Acting Director Harms reported a ribbon cutting for Centennial Park is planned for Thursday, August 22. The newly developed Marketing Team organized this event.

ADJOURNMENT

There being no further business to come before the committee
it was moved to adjourn.

**Joint Finance & Personnel
Committee Meeting**

**MINUTES
August 19, 2013**

Present: Trustees Hammer, Jannazzo, Noll, Schmidt & Wojcicki Jimenez
Others Present: President Sgro, Legal Counsel, Dan Wright; Director of Parks,
Elliott McKinley; Director of Finance & HR, Mark Bartolozzi;
Bruce Stratton; Justin Reichert; Joe Hills, Treasurer & media

A Joint Committee Meeting of the Springfield Park District Board of Trustees was held on August 19, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

FINANCE & PERSONNEL COMMITTEE

Staff Report

Director of Finance & HR Bartolozzi reported cash flow and bank balances for the month of June. He also informed the committee the audit is ongoing; a 3-5 year analysis of IT expenses is being done and Moody's is re-rating all of their clients.

Statement of Claims

Statement of Claims was presented and questions answered as well as VISA bill statements. Both will be presented to Board at the August 21st Board Meeting for approval.

Employee Manual

Finance / HR Director Bartolozzi asked Justin Reichert to explain to the Committee two items in the Personnel Manual: "Vacation Time" and "Whistle Blower Policy." The Whistle Blower Policy would encourage valid claims to be brought to the attention of the appointed Ethics Officers (possibly a trustee) to investigate. The employee bringing forth the claim would be protected by the Park District. Some trustees voiced interest in making it mandatory to report and it was confirmed it could be added to the policy if the Board choose to do so. Bruce Stratton added this policy was not set in stone and could be modified over time. The Vacation Policy would only apply to non-union employees. Years of service accrual rates have not changed. Employees have been allowed to carry forward time without a cap. The new policy would not allow employees to carry more than one years' vacation time accrued. Bruce Stratton said time earned cannot be taken away but can be ordered to be taken off by a certain date. TruPay (the company that prepares the Park District payroll) will be consulted for possible "alerts" to be added to payroll checks to help employees keep track of time that needs to be taken before lost. President Sgro asked for something in writing for both Vacation Time and Whistle Blower Policy to be presented at Board level Wednesday (Board Meeting) to be

voted upon and put into place. Discussion regarding the entire policy manual will need to continue and it was suggested it be broken down into sections (ie: pages 1-30, 31-60, etc). Corrections and questions should be sent to Justin Reichert and Derek Harms. Trustee Wojcicki Jimenez did request an organizational chart since the policy manual refers to job titles as she pointed out they should be referred to consistently.

Quarantine Building

Director of Parks, Elliott McKinley, reported the bid results for the Quarantine Building came in over budget with the lowest one at \$142,755. Legal Counsel has advised staff against negotiating the overall price down with the lowest bidder. The only thing that could be negotiated at this point would be a payment plan. In order to bring the price down, it was suggested re-specifications as opposed to re-design of the building. It was suggested support groups & related facilities (ie: Zoological Society, Parks Foundation and Animal Hospitals) should be approached to see if they would be interested in making a donation toward the building. Trustee Schmidt will approach the Society and Foundation. Re-specifications will be discussed with architect, Bruce Ferry as well as the fee he will charge for such work.

Executive Director Job Description

Legal Counsel, Dan Wright, presented a job description for the Executive Director position with Jeff Wilday, a partner at his firm. This description is much more detail than what appeared in the paper. Trustees are asked to send comments and concerns to Dan Wright prior to the Board meeting.

Southwind Park Sundial Project

Elliott McKinley, Director of Parks, explained an agreement was previously signed with the Parks Foundation and the Kiwanis Club for the Sundial Project in Southwind Park. The Foundation has now asked the Park District to donate labor. Legal Counsel, Wright, stated the amount of labor should not break competitive bidding laws. President Sgro added the Rotary group cannot do this without the Park District's assistance. Maintenance should be able to complete in September well under the \$20,000 in-kind donation amount of labor & time. Regular staff would complete the work during regular hours with no overtime. Estimated amount in labor would be around \$2,500. Materials would be purchased by the Foundation.

Zoo Director Update

Finance /HR Director informed the committee the application processed has closed and interviews will be setup within the next couple of weeks.

Adjournment

There being no further business to come before the Board. It was moved by Jannazzo to adjourn the meeting and seconded by Noll to adjourn the meeting at 6:55 p.m.

**Springfield Park District
BOARD MEETING**

MINUTES

Wednesday, August 21, 2013

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, August 21, 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, Wojcicki Jimenez

Others Present: Mark Bartolozzi, Director of Finance/HR; Dan Wright, Legal Counsel; Elliott McKinley, Director of Parks; Justin Reichert & Bruce Stratton, HR; Staff, media and public

Minutes of Previous Meeting

Minutes of the August 5, 2013 Special Board Meeting and July 17, 2013 Regular Board Meeting were presented. It moved by Flickinger and seconded by Noll to approve the August 5th Special Minutes as presented and the July 17th Regular Board Meeting as amended by Trustee Flickinger. All approved by voice vote: 7 voting yes 0 voting no. Motion passed.

Public Comment

None at this time.

RECREATION

Bike & Hike Days / Washington Park

Chair Hammer announced expansion of the Bike & Hike Days will begin September 3, 2013 and run through September 27, 2013 with the modified route allowing the public to still be able to access the playground, tennis courts, pavilion, Botanical Gardens and Carillon. The extended bike & hike days are on a trial basis and the Board will review any comments received to determine the future of the extended program.

BUILDINGS & CONCESSIONS

Staff Report

Eisenhower Pool will re-open on September 3, 2013 as scheduled.

Nelson Center Concessionaire

Staff will continue to negotiate and implement a contract with Mike Ogwal of Natural Health & Healing Institute for Concession Services to include all three concession areas located at Nelson Center.

Quarantine Building at Henson Robinson Zoo

Chair Noll explained at their last meeting the Board should seek alternate funding sources to assist with Quarantine building since it is still over budget. Trustee Schmidt reported she had met with the Parks Foundation. They were not in a position to give the amount of money that is needed to make up the difference. Schmidt suggested the Board make a formal request to the Parks Foundation so the Foundation can plan for funding future projects. She also informed the Board the Zoological Society did not respond to her email and the "Friends of the Zoo" had no significant funds available. It was moved by Noll to reject the bids and re-bid the Quarantine Building and seconded by Flickinger. Additional savings should still be sought by not changing the design but the scope of the project. It was noted by Director of Parks, McKinley, that no additional fee will be charged by Bruce Ferry; only the cost involved would be if engineering required additional drawings and detailed specifications and it would be at an hourly fee. Roll Call Vote: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt - yes, Wojcicki Jimenez - yes, Sgro - yes

Rotary Park Drainage

Update by Trustee Hammer. Still working with Martinginer Engineering and staff to explore any possibilities available to address residents concerns.

Renewal of:

- (1) **Springfield Youth Hockey Association to use Nelson Center**
- (2) **Lincoln Land High School Hockey Agreement to use Nelson Center**
- (3) **Springfield Figure Skating Club Agreement to use Nelson Center**
- (4) **Robert Morris University Agreement to use Nelson Center**

Chair Hammer & Bruce Blanshan informed the Board the four user group agreements have been prepared with the new hourly rate. Agreements were previously reviewed at committee level and minor typos have been corrected. It was moved by Noll and seconded by Schmidt to approve all four agreements.

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

Authorize Staff to Advertise Request for Qualifications A/E Services for the Washington Park Botanical Gardens IDNR Museum Grant Project

It was moved by Noll and seconded by Flickinger that the Board approve Staff be authorized to Advertise for Qualifications & Engineering Services for the Washington Park Botanical Gardens

Grant Project. Grant was applied for and received for work on the boiler, lighting, amphitheater and paths.

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

FINANCE

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

Employee Manual

Vacation Time

Justin Reichert, HR Consultant, explained the vacation time policy to the Board. Two options were presented. After much discussion it was moved by Noll to approve Option 2 "One year to use time above accrual max" with additional statement at end of Section 1 that "no employee shall receive pay in lieu of taking earned vacation time;" strike "Additional" in the heading of Section 5 and replace with the word "replacement"; delete from the first sentence, Section 5, "be allowed an additional day of vacation" and replace with "not have a vacation day deducted from that holiday." Motion to approve the vacation policy as amended by Noll and seconded by Jannazzo.

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

Motion to allow/grant one year for those employees carrying in excess of the maximum amount of vacation that is allowed by policy to use the amounts of excess vacation unless otherwise approved by policy. Moved by Jannazzo and seconded by Schmidt.

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

Whistle Blower Policy

Reichert further explained the Whistle Blower Policy, which would also be included in the Employee Manual, is to encourage employees to come forward with legitimate reasons when there is knowledge of wrongdoing. The policy follows state law. It was moved by Jannazzo and seconded by Schmidt to include Whistle Blower Policy in Employee Manual as presented.

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

Employees are required to report to Ethics officer. Ethics Officer is the Finance / HR Chair.

Executive Director Job Description

Legal Counsel, Dan Wright, presented the Board with a job description for the Executive Director position. It was moved by Jannazzo and seconded by Hammer to approve the job description as presented by legal counsel.

Roll Call Vote: Flickinger - no, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt - yes, Wojcicki Jimenez - yes, Sgro - yes

Southwind Park Sundial Project

Chair Jannazzo explained the Foundation has asked the Park District to donate labor for completion of the sundial project in Southwind Park. It was moved by Jannazzo and seconded by Hammer for the Park District to supply labor to core and set forms only for the sundial project in Southwind Park.

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

Zoo Director Update

Mark Bartolozzi, Director of Finance & HR, informed the Board staff would be meeting August 22, 2013 to review the applications for the Zoo Director position.

BUSINESS

No Business

ADJOURMENT

There being no further business to come before the Board
It was moved to adjourn the meeting at 6:46 p.m.

Long Range Planning Committee Meeting

MINUTES **August 26, 2013**

Present: Trustees Flickinger, Hammer, Jannazzo, Noll & Schmidt
Others Present: President Sgro; Director of Finance & HR, Mark Bartolozzi; and
Director of Parks, Elliott McKinley

A Committee Meeting of the Springfield Park District Board of Trustees was held on August 26, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

Chair Flickinger led the Long Range Planning Committee in a discussion regarding the conditions of park properties, trees and signage (presentation of pictures). He noted money is tight but we need to maintain our current properties and would like to make a long term and short term projects list. President Sgro suggested a five year plan but broken down by year would be helpful in preparing for the bond issue (list of items to be fixed and a list of LRP ideas). Copies of the 2005 MasterPlan were provided for trustees to review and send ideas to Trustee Flickinger.

ADJOURNMENT

There being no further business to come before the committee
it was moved to adjourn.

Special Meeting

MINUTES

September 12, 2013 - 5:30 p.m.

Roll Call:

President Sgro called the meeting to order at 5:35 p.m. and requested roll call.

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

Others Present: Acting Director, Derek Harms; Director of Parks, Elliott McKinley; Director of Finance/HR, Mark Bartolozzi; Bruce Ferry Architect; and Staff

Accept Bid for Construction of Quarantine Building at Henson Robinson Zoo

Director of Parks, Elliott McKinley, explained that that bids from the rebid of the Quarantine Building came in lower by rescaling the scope of work. Bruce Ferry, architect, presented a letter recommending the low bidder, Cloyd Builders, who submitted a base bid of \$113,488.00 with an alternate bid of \$1,863.00 (alternate bid will provide additional natural light for the animals). It was moved by Noll to authorize staff to transfer \$83,100 from 2012 capital budget account number 30-01-6209 to the 2012 capital budget account number 30-01-6218 to fund the construction of the Quarantine Building at the Henson Robinson Zoo and seconded by Schmidt. Roll Call: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - yes, Schmidt - yes, Wojcicki Jimenez - yes, Sgro - yes

Trustee Noll then moved to Authorize staff to accept the lowest bid from Cloyd Builders, including the alternate #1 to construct a Quarantine Building at the Henson Robinson Zoo in the amount of \$115,351.00 to be funded from the 2012 Capital budget account number 30-01-6218 and Seconded by Jannazzo.

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

There being no further business to come before the Board

It was moved by Hammer and seconded by Schmidt to adjourn the meeting at 5:40 p.m.