

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

MINUTES

September 12, 2013

Members Present; Flickinger, Hammer, Jannazzo, Noll, Schmidt, Wojcicki Jimenez

Others Present: President Sgro; Acting Director, Derek Harms; Director of Parks, Elliott McKinley; Director of Finance/HR, Mark Bartolozzi; Vern LeGessee, Chris Young and Staff

Grants & Marketing Committee

Staff Report

Acting Director Harms explained that the park district now has a marketing team. He asked Lynn Saputo, General Manager of Erin's Pavilion to lead the team. The team consists of park district full-time employees (Lynn Saputo, Kim Alexander, Sean Dickerson, Alexa Potts, Jeremy Bonnett, and Lance Flury, who meet monthly). Other employees serve on the team (ie: Annette Reese, Bob Barrett, Deb Clark & Robin Austin) as project pertain to the area. Projects currently include creation of: a logo; marketing procedures manual; and a PSA for all park district facilities and programs. Funding for marketing is not equal for all departments so they have discussed pooling funds and plan to work together to promote the park district events. An unpaid marketing intern will be working the team primarily with Lance Flury and the golf program. The team recently planned a ribbon cutting at Centennial Park and are in the process of planning one for the Velasco Tennis Center later this month. Their next meeting is scheduled for Monday, October 7th at 9:00 a.m. at Erin's Pavilion. Trustee Wojcicki Jimenez asked the Board to allow Acting Director Harms to approve logos and put them into place (once presented). The Board agreed that would be acceptable and asked the team to come back (possibly quarterly) with updates.

Fall Golf Specials

Acting Director Harms provided information regarding a possible fall golf special. It is very similar to the special implemented last year but includes the offer on the weekends as well. The fall special would run October 1, 2013 through December 15, 2013 and would be valid only when user purchases green fees and a cart. Discount rate would be \$9.25 for 18 holes and \$4.25 for 9 holes. Golf Professionals would discount cart rental rates by \$3.50/18 holes and \$1.50/9 holes and continue to pay 25% commission to the Park District for cart rental during this period. It was suggested if approved at the Regular September Board meeting, the Marketing team could help promote the special.

Liaison Committee

Centennial Park New Development

Trustee Schmidt informed the committee there was a meeting was held August 27, 2013 at 5:00 p.m. at Centennial Park for residents of the Centennial Park Place. Trustee Schmidt, as well as Elliott McKinley, Director of Parks; Vern LaGesse, Friends of Sangamon Valley; Joe Kath, IDNR Representative; and Chris Young, Naturalist were in attendance to hear the residents' concerns regarding the berm which backs up to their yards. It was explained that the Park District worked with IDNR on mitigation requirements (the berm) for the Franklin Ground Squirrel, which is in the area and is a threatened species. Neighbors in attendance were not happy with the aesthetics of the berm. Chris Young added that the plantings hadn't yet matured and would only grow more attractive in time. Other concerns included the park staying open until 10:30 p.m. with no lighting (no electricity in the park), vandalism and the additional traffic. It was noted the residents were informed that placing a park within a park so close to their homes would increase traffic flow.

Outdoor Smoking Practices

Chair Schmidt led discussion regarding potential banning or limiting smoking in our playgrounds. The City of Lincoln recently passed a smoking ban and the Taylorville Park District is planning to vote on a policy later this month. Currently the park district has a "smoke free zone" in Washington and Lincoln Park playgrounds. The committee discussed whether the same policy should be implemented in all playgrounds or if an ordinance should be put in place and how it would be enforced. It was determined the current signage seemed to be effective and staff should report back to the board with the cost to post similar signage in all playground areas. The Board would also like to get feedback from the maintenance department to see if cigarette butts in the playground area has been a problem.

Recreation Committee

Request to Serve Alcohol at Sangamon County Bar Association's Annual Softball Game

The Sangamon County Bar Association has requested to serve alcohol at their Annual softball game at Lincoln Park on September 21, 2013. The committee will recommend approval at the September Regular Board meeting.

Long Range Planning

Staff Report

Trustee Flickinger asked the Board to review the 2005 Long Range Planning Masterplan. He would like any comments forwarded to him and to schedule a meeting in the near future to discuss.

DeMinimis Letter Update

Elliott McKinley, Director of Parks, informed the Board a DeMinimis letter will be presented at the September Regular Board Meeting regarding the Replacement of the Bridge in Washington Park. Engineers will be present at the meeting to answer any questions.

Buildings & Concessions Committee

Staff Report

Acting Director Harms announced the Zoo has been reaccredited. The AZA will do a follow up in six months with the Zoo to follow the progress of the quarantine building.

Rotary Park Drainage

Trustee Hammer informed the committee they are looking for more cost effective options to the Rotary Park drainage issue.

There being no further business to come before the Board
the meeting adjourned a 7:05 p.m.

Finance & HR Committee Meeting September 16, 2013 – 5:30 p.m.

Present: Trustees, Hammer, Jannazzo, Noll, Wojcicki Jimenez
Others Present: President Sgro, Trustee Flickinger & Schmidt; Acting Director Harms;
Director of Parks, Elliott McKinley; Director of Finance & HR, Mark
Bartolozzi; Bruce Stratton; Justin Reichert & Staff

A Committee Meeting of the Finance & HR Committees was held on Monday, September 16, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

FINANCE & PERSONNEL COMMITTEE

Staff Report

Director of Finance & HR, Bartolozzi gave brief updates on the following:

- Forensic & annual audits are both ongoing
Cheryl Martin (Forensic Audit) should be ready to present her findings to the Board at the October Board meeting
- Staff is preparing an IT analysis of surrounding parks districts and District 186
- Staff is working with Insurance regarding workers compensation claims
- Zoo Director Update:
5 candidates were chosen to check references on and get additional information
1 candidate has withdrawn - an additional candidate may be chosen
Hope to begin interviews in the next couple of weeks
Talon's last day is September 18, 2013. Jackie has agreed to be the Interim Director.

Statement of Claims

Statement of Claims was presented and questions answered as well as VISA bill statements. Both will be presented to the Board at the September 18, 2013 Board Meeting for approval.

Employee Policy Manual

Justin Reichert explained to the Board corrections are still being implemented to the Employee Policy manual. Numerous items were discussed:

- Specific “Key employees” would not be listed in the manual but it would be noted on the job description
- FMLA requests should be evaluated on a case by case basis
- Most employees work 40 hours weekly, but a handful of employees (6) work 37.5 hours weekly. It is not beneficial to change the number of hours now but when those positions are replaced the new hours worked would be 40. Language in manual will include “usually 40 hour week”.
- Press Releases and FOIA’s will go through Executive Director
- Conceal & Carry law: Park District is a prohibited area for weapons
- Comp time is not given to exempt employees

It was noted the manual would be voted on as a whole document and attachments (ie: job description and forms mentioned in the manual) should be included. Trustee Jannazzo suggested the manual be reviewed every other year to stay current possibly when union contracts are reviewed. Trustee Wojcicki Jimenez would like employees to sign off upon receipt of manual. President Sgro would like Interim Director Harms to implement a roll out plan which could include a sign-off by employees. Trustee Jannazzo would like Justin to review the first 2 pages. Justin said the first 2 pages set a tone of firmness.

The manual will not be ready for approval at the September Board meeting.

Dates of Future Meetings

Acting Director Harms explained to the Board they were reviewing options for changing Committee and Board Meeting dates. Options were discussed and it was decided staff would need to further review how moving any of the set dates would affect the statement of claims and payment of bills. It was noted the next Finance Committee meeting is scheduled on a holiday (Columbus Day) and we may want to reschedule. Trustee Hammer also suggested moving the meeting location from time to time to another park district location,

There being no further business to come before the Board
the meeting adjourned at 6:40 p.m.

Springfield Park District

BOARD MEETING

MINUTES

Wednesday, September 18, 2013

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, September 18, 2013 at 5:00 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 5:00 p.m. and requested roll call.

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

Others Present: Derek Harms, Acting Director; 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 21, 2013 Regular Board Meeting were presented. It moved by Schmidt and seconded by Hammer to approve the August 21, 2013 Board Meeting minutes. All approved by voice vote: 5 voting yes 0 voting no. Motion passed.

Minutes of the September 12, 2013 Special Board Meeting were presented. It was moved by Wojcicki Jimenez and seconded by Noll to approve the September 12, 2013 Special Board meeting minutes. All approved by voice vote: 5 voting yes 0 voting no. Motion passed.

Public Comment

None at this time.

BUILDINGS & CONCESSIONS

Staff Report

Trustee Noll asked Talon Thornton to update the Board regarding the Zoo's accreditation status. Thornton announced the Zoo had received their accreditation, which is good for four years, from the AZA. He also informed the Board the quarantine building had been demolished and the AZA would like to be kept up to date on its progress. Thornton noted the AZA accreditation team will come to Springfield at their expense to present the plaque to the Zoo announce the Zoo accreditation status. President Sgro acknowledged Talon's serve to the Zoo and how grateful the Board was for his dedication and seeing this process through for reaccreditation. She wished him well in his future endeavors as it was Talon's last day with the Park District.

Rotary Park Drainage

There is no update at this time. The Board and staff are still searching their options. No action was taken at this time.

RECREATION

Request to Serve Alcohol at Sangamon County Bar Association's Annual Softball Game

Chair Hammer explained that the Sangamon County Bar Association holds an annual Softball game at Lincoln Park and has requested to serve alcohol. Hammer moved to approve their request to serve alcohol at their annual Softball tournament in Lincoln Park on September 21, 2013 Trustee Schmidt seconded.

Roll Call Vote: Hammer – yes, Noll – abstention , Schmidt – yes, Wojcicki Jimenez – yes, Sgro – yes

LIAISON

Staff Report

Elliott McKinley, Director of Parks, provided a copy of the newest version of the Bicycle Plan provided by the SATs committee and asked the Board to review in preparation for potential action in October. President Sgro added the report is very beneficial when preparing grants.

Smoking Practices

Chair Schmidt informed the Board at the last Liaison Committee meeting it was discussed if the Board should modify the current smoking practices at Washington and Lincoln playgrounds or if the currently policy was working effectively. Other agencies (Taylorville Park District & City of Lincoln) have recently passed Ordinance/Policy regarding smoking practices. There was discussion of expanding the current signage used in Lincoln and Washington Park playgrounds. Staff informed the Board it would cost approximately \$4,000 for signs and installation. Staff will look into the grant possibilities with the America Lung Association. No action was taken at this time.

Centennial Park New Development

Chair Schmidt reported on the previous meeting held on August 27, 2013 at Centennial Park with the residents of Legacy Lane regarding the berm and the Franklin Ground Squirrel situation. Trustee Schmidt would hope to continue to work with park district staff, IDNR representatives and the neighborhood residents to receive comments and would be interested to hear what a mitigation plan would include. No action was taken at this time.

Trustee Jannazzo entered meeting in progress.

LONG RANGE PLANNING

Staff Report

Chair Noll asked Elliott McKinley to explain the request to provide a condensed DeMinimis letter regarding Stanford Avenue Extension. Legal Counsel, Dan Wright, is reviewing the letter and checking for de minimis findings regarding the lagoon/drainage. President Sgro added previous negotiations were very extensive and she would like to see what was agreed upon kept in place. Sgro would like the easement kept in the agreement. No action was taken at this time.

Fayette Bridge Replacement DeMinimis Letter

Elliott McKinley, Director of Parks, explained the City of Springfield is looking at replacing a bridge in Washington Park and has asked the Park District to provide a DeMinimis letter. Kim Cummings, Cummings Engineers, provided preliminary plans. Cummings explained the double box culvert will be changed to a single larger opening culvert. Sanitary sewer runs below and a large portion of it will need to be replaced. Proposed riprap will be replaced around the structure for better and proper drainage providing less draining issues. New sanitary lines will be run away from the structure. Plans have been verbally approved. Temporary easement on each side and a road closure for crane and maintenance trucks will be needed. Minimal tree removal and replacement to current or better status will be provided. There will be no through traffic for approximately 6-8 months. The letter has been reviewed by our legal counsel. It was moved by Noll to approve the Fayette Bridge Replacement DeMinimis letter and seconded by Hammer. Roll Call: Hammer – yes, Jannazzo, yes, Noll – yes, Schmidt – yes, Wojcicki Jimenez – yes, Sgro – yes.

GRANTS & MARKETING

Fall Golf Special

Chair Wojcicki explained a Fall Golf Special was discussed the September 12, 2013 Liaison Committee. It is a very similar to the special offered last year but includes the weekends. The fall special, which would run October 1, 2013 through December 15, 2013, would be valid only when user purchases green fees and a cart. Discount rate would be \$9.25 for 18 holes and \$4.25 for 9 holes. Golf Professionals would discount cart rental rates by \$3.50/18 holes and \$4.25/9 holes and continue to pay 25% commission to the Park District for cart rental during this period. It was moved by Chair Wojcicki Jimenez to approve the Fall Golf Special as presented and seconded by Noll.

Roll Call: 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 & Visa bills as presented. Motion was seconded by Noll.

Roll Call: Hammer – yes, Jannazzo, yes, Noll – yes, Schmidt – yes, Wojcicki Jimenez – yes, Sgro – yes.

Employee Policy Manual

Chair Jannazzo informed the Board updates were still being made on the employee policy manual and it was not ready to approve at this point. No action was taken at this time.

Dates of Future Meetings

Chair Jannazzo and Acting Director, Harms informed the Board that Staff has no recommendation at this time to consolidate meetings but will continue to look for options. Trustee Hammer asked if there are any special requirements for the Board to meet at other park district locations. Acting Director Harms said we would just need to advertise and post the meeting notice with the locations. No action was taken at this time.

BUSINESS

No Business