

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Wednesday, December 18, 2013**

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, December 18, 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 Wojcicki Jimenez

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

**Minutes of Previous Meeting**

Minutes of the November 20, 2013 Regular Board Meeting were presented. It moved by Jannazzo and seconded by Wojcicki Jimenez to approve the November 20, 2013 Board Meeting minutes as presented. All approved by voice vote.

**Public Comment**

Jeff Kaufman, Portable Sanitation Systems, asked for clarification of the recent bid opening regarding portable sanitation services, which would be voted on later this meeting. Mr. Kaufman thanked the board for their time and plans to again bid their services next bid cycle. Derek noted there was a material variance in the bid resulting in a non-responsive bid. Fiberglass was important to the District due to the high arson cases and non-flammable properties of fiberglass. The bid notice clearly asked for fiberglass prices which were not provided.

**BUILDINGS & CONCESSIONS**

**Nelson Center Concessions**

Chair Noll moved to authorize staff to negotiate and execute an amendment to the existing agreement with Ferzow LLC to include facility wide concessions operations at the Nelson Center. Motion was seconded by Jannazzo

Roll Call Vote: Flickinger – abstain; Hammer – yes; Jannazzo – yes; Noll – yes; Wojcicki Jimenez – yes; Sgro - yes

**Contract for Roof Repairs at the Carillon**

Chair Noll made the motion to authorize staff to accept quote from Western Waterproofing Company in the amount of \$7,880 to repair the roof at the Carillon. Motion was seconded by Flickinger.

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

**Portable Sanitation Services**

Chair Noll moved to accept the bid from Little Johnny's for portable sanitation and authorize staff to negotiate and execute a three year contract for services in compliance with ADA requirements. Motion was seconded by Hammer.

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

**LONG RANGE PLANNING**

**Botanical Garden Architect & Engineer**

Chair Flickinger moved to authorize staff to accept the professional Engineering services proposal from Johnson Engineering P.C. in the amount of \$28,000 for the development of designs, installation and construction bid documents for the components including the 2012 Museum Capital Grant project for the Botanical Gardens. Motion was seconded by Jannazzo.

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

**Mill Creek Phase II – Parcel First Right of Refusal**

Item was informational only. No further discussion or action was taken.

**Washington Park Bridge & Spillway Project – Contract Termination**

Chair Flickinger moved to authorize staff to terminate contract with Hoelscher Engineering for the Washington Park Bridge & Spillway project. Motion was seconded by Hammer.

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

**RECREATION**

**Staff Report**

Informational items only.

**LIAISON**

**Sangamon River Study**

Item was informational only. No further discussion or action was taken

### **Washington Park Memorial Bench Program**

Trustee Jannazzo moved to amend board action on August 17, 2011 to the following: Authorize the Springfield Parks Foundation to establish a memorial bench program that will create a standardized bench in all parks. Motion was seconded by Wojcicki Jimenez. Further discussion clarified Foundation will work with park district staff to determine three styles of benches.

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

## **GRANTS & MARKETING**

### **OSLAD Grant – Barker Park**

Chair Wojcicki Jimenez moved to authorize staff to withdraw the 2012 OSLAD Grant for Barker Property. Motion was seconded by Jannazzo.

Roll Call Vote: Flickinger – yes; Hammer – yes; Jannazzo – yes; Noll – no; 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 Vote: Flickinger – yes; Hammer – yes; Jannazzo – yes; Noll – yes; Wojcicki Jimenez – yes; Sgro - yes

### **Ordinance #1301-13 RE: 2007 Abatement**

Chair Jannazzo moved to approve Ordinance #1301-13 to abate the tax levy in 2013 for the payment of debt service on the 2007 Alternate Revenue Bond. The motion was seconded by Wojcicki Jimenez.

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

### **Ordinance #1302-13 RE: Tax Levy**

Director of Finance/HR, Mark Bartolozzi, informed the Board only one change was made between the workers compensation and the general funds with no overall change to the levy.

Chair Jannazzo moved to approve Ordinance #1302-13 to levy taxes for the fiscal year beginning May 1, 2014. The motion was seconded by Hammer.

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

### **Annual Audit**

Chair Jannazzo moved to accept the audit as issued by Eck, Schafer & Punke. Motion was seconded by Noll.

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

## **BUSINESS**

### **Adopt Credentials Certificate for IAPD Board Meeting**

President Sgro presented the credentials certificate for the IAPD Board meeting. It was moved by Jannazzo to adopt credentials certificate for the IAPD Board Meeting. Motion was seconded by Hammer.

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

### **Setting of Regular Park Board Committee & Board meeting dates for 2014**

President Sgro presented a proposed list of meeting dates for 2014.

It was moved by Hammer to approve the list of Board meeting dates for 2014. Motion was seconded by Jannazzo and approved by voice vote.

It was then moved by Noll to approve a list of Committee meeting dates for 2014. Motion was seconded by Grant and approved by voice vote.

## **ADJOURNMENT**

There being no further business to come before the Board  
It was moved by Jannazzo and seconded by Flickinger to adjourn  
the meeting at 6:00 p.m.

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

**MINUTES**

**December 16, 2013 at 5:30 p.m.**

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; and Staff

A Joint Meeting of the Recreation, Buildings & Concessions, Long Range Planning, Grants & Marketing, Liaison, and Finance Committees was held on Monday, December 16, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

**Grants & Marketing Committee**

**OSLAD Grant – Barker Park**

Interim Director, Derek Harms gave a brief background regarding the history of how the park district acquired the Barker Park property (attached). He then explained that staff has been working with IDNR regarding the 2012 OSLAD Grant. This is a matching grant which the park district originally planned to pay their 50% portion with a land match (Southwind Park) but unfortunately, doesn't fulfill the grant requirements. Without the land matching possibility, the park district is not in a financial position to continue the grant at this time. The park district discussed the possibility of a time extension and/or to reducing the scope of work.

Unfortunately, these would not be granted through IDNR. Staff's recommendation to the Board is to submit a written notice to IDNR to withdraw the grant. In doing so, the park district would be de-barred from IDNR grants for two cycles (2 years), but doesn't affect the status of existing grants or applying after the 2 year period. Staff further recommends scaling back the scope of the project and develop as a basic park and phase in components through possible bond funds. The Board was asked to attend a meeting of the neighborhood association January 9, 2014 at 7:00 p.m. at the Hazel Dell School for further discussion of the potential development project.

**Recreation Committee**

**Staff Report**

Informational Items Only

**Buildings & Concessions Committee**

**Nelson Center Concessions**

Interim Director Harms explained the previously selected concession vendor at Nelson Center did not fulfill the agreement so the contract was terminated. Nelson Center staff has since

received three proposals. Staff would recommend Ferzow, LLC with the Jr. Blues. Ferzow currently provides the concessions at the Jr. Blues games and the District does not receive a percentage of the revenue. With the Agreement they would provide 5% of gross revenue during Jr. Blues games and 15% all other times. Bruce Blanshan, General Manager of the Nelson Center, said they would be available to begin 30 days from the date of approval.

Contract for Roof Repairs at the Carillon

Elliott McKinley, Director of Parks, explained during the reconstruction of the upper belfry in the Carillon the roof on the 8<sup>th</sup> floor cabin level was in need of replacement. Several leaks have soaked in the insulation material and flashings over the keyboard have failed. Three local contractors were contacted for their evaluations and to provide quotes for replacement:

Western Waterproofing Company .....	\$ 7,880
Henson Robinson Company .....	\$ 16,940
R.D. Lawrence .....	No Bid

It is staff's recommendation to accept the lowest quote from Western Waterproofing Company in the amount of \$7,880 for this project. Project would be funded through the regular operating budget 2012/13 from Carillon's Maintenance of Structures account.

The Board asked if the Carillon Society had been asked about funding this repair. Carillonneur, Robin Austin, stated that although he cannot speak for the society, in the past, the Society has not been interested in supporting capital project expenses.

Portable Sanitation Services

The current three year term contract for portable sanitation services will soon expire. A Notice for Bids soliciting vendors ran in the State Journal-Register on November 27, 2013. Elliott McKinley, Director of Parks, recapped the bids received for three years of Portable Sanitation Service, which were received Monday, December 9, 2013. Two bids were received. (Bid tabulation attached):

Little Johnny's .....	3 year total: \$100,440
Portable Sanitation Systems .....	3 year total: \$ 96,000

Portable Sanitation Systems bid did not qualify due to the following:

- Bidders were asked to provide as part of their bid the price per unit for a fiberglass design as well as an alternate type. They did not provide a price for fiberglass units. The fiberglass design is important due to the level of vandalism and graffiti in our park systems. History has shown units other than fiberglass do not hold up to the abuse and when trying to clean off graffiti with the necessary chemicals this permanently damages the other (polyethylene type unites) and inevitably cost us much more for repairs and replacement not covered by the contract.
- Lack of documentation: The bid notice required a Certificate of Liability Insurance and a Bid Bond equal to 10% of the total bid in the form of a certified check, bank draft or bid bond payable to the Park District. Portable Sanitation Systems did not provide a Certificate of Insurance or a Bid Bond in the required form.

It is staff's recommendation to acknowledge that Portable Sanitation Systems is not a qualified bid and to accept the bid from Little Johnny's Inc. as the lowest responsible bidder in the total amount of \$100,440 over the course of a three year contract period.

Jeff Kaufman, Portable Sanitation Systems, was present at the meeting and added he provided the documentation after the bids were opened. He also questioned the need for fiberglass units and asked for clarification of ADA accessible and ADA compliant the next time the park district goes out for bid.

### **Long Range Planning**

#### **Staff Report**

Elliott McKinley, Director of Parks, informed the Board the weather has caused a mild set back with the quarantine building, but work should be completed mid- to the end of-January.

#### **Botanical Garden Architect & Engineer**

Director of Parks, Elliott McKinley, explained Statements of Interest were received until 4:00 p.m. on September 11, 2013 for Architectural and Engineering Services for the Museum Grant project at the Washington Park Botanical Gardens. A few phone calls were received and one letter of interest was received from Johnson Engineering, P.C. The Park District has established a very satisfactory working relationship with Johnson Engineering and met with after the close of the advertisement to discuss the project scope and negotiate a fee structure for their services. Johnson Engineering spent several weeks evaluating information for the grant and the current HVAC systems at the Botanical Gardens and submitted a Scope of Services Outline and Fee Proposal for professional engineering services regarding design and construction for the completion of the grant project. Staff recommends retaining the services of Johnson Engineering, P.C. for the amount of \$28,000 or 8.7% of the total project cost for the development of designs, installation and construction bid documents for the components included in the 2012 Museum Capital Grant project for the Botanical Gardens.

#### **Mill Creek Phase II – Parcel First Right of Refusal**

Elliott McKinley, Director of Parks, reported that during the Land Subdivision Committee meeting held on November 7, 2103 it was discovered in the review of the preliminary plat plans for development of the Mill Creek Subdivision/Phase II, according to the 2020 Springfield Comprehensive Plan, there is a designated neighborhood park (approximately 5 acres) within the proposed development. Under the City of Springfield Land Use Ordinance Section 153.158(c)(1) &(2) it makes reference to, "Public Use and Service Areas". This Ordinance provides that when a neighborhood park or recreation area is located in whole or part in the proposed subdivision, the city council shall require, as a condition of final plat approval, that space within the subdivision be reserved and not developed for a period not to exceed one year from the date of such final plat approval. Within the one year period, the appropriate agency (The Springfield Park District may acquire the reserved property in the manner provided by law. If the reserved site is not acquired and no legal action is filed within the one year period, the reservation shall become void and the site previously reserved may then be used for other purposes. This plat is still under review by the Land Subdivision committee and the Springfield

and Sangamon County Regional Planning Commission,. The final plat may be achieved in estimated 60-90 days; at which time the Park District will be notified of the final plat approval for development. No action at this time.

### **Liaison Committee**

#### **Staff Report**

Elliott McKinley, Director of Parks, provided a packet of information regarding the High Speed Rail project and the effects for the Springfield area, which he received at a meeting he attended on December 10, 2013.

#### **Sangamon River Study**

Derek Harms, Interim Director, reported to the Board that Massie Massie & Associates is assisting IDNR with a study of the Sangamon River in an effort to: (1) Receive National Water Trail designation through the National Park Service and (2) Generate greater support for new activities and funding for improvements. Since the Park District manages over 1,000 acres of land that borders the Sangamon River, they have been asked to participate in this study. McKinley will serve as the park district liaison to assist the efforts to obtain the National Water Trail designation. Trustee Jannazzo added Vern LaGessee would be happy to help. Trustee Flickinger offered to also attend if a Board member was asked to participate. No action at this time.

#### **Washington Park Memorial Bench Program**

Derek Harms, Interim Director explained about a present Memorial Bench Program that was authorized on August 17, 2011 and states "Authorize the Springfield Parks Foundation to establish a memorial bench program for a Washington Park that will create a standardized bench using recycle trees". This standardized bench, made of recycled trees, is no longer available as the vendor who custom manufactured the bench is no longer in business. Staff recommends the Board amend its previous action mandating the use of recycled lumber but continue the partnership with the Parks Foundation to offer and expand standardized memorial bench opportunities. A tiered approach will be offered to allow residents multiple options with different price points to memorialize loved ones not just in Washington Park but in all of our parks. The Foundation will charge a fee that will cover all direct expenses of purchasing and installing the benches plus a nominal fee the Foundation will collect as part of their fundraising efforts. The Foundation is in favor of this approach and welcomes the expansion of memorial opportunities.

### **Finance Committee**

#### **Staff Report**

Mark Bartolozzi, Director of Finance and HR gave a brief summary of the Finance Report.

Statement of Claims / Visa Bills

Trustees' questions regarding Statement of Claims and Visa Bills were answered. Trustee Wojcicki Jimenez asked for quarterly reports be provided by email to trustees to indicate when accounts are nearing total appropriated expenditure.

Ordinance #1301-13 RE: 2007 Abatement

Mark Bartolozzi, Director of Finance and HR informed the board that Ordinance #1301-13 regarding the yearly Abatement would be presented at the Board meeting Wednesday.

Ordinance #1302-13 RE: Tax Levy

Mark Bartolozzi, Director of Finance and HR informed the board that Ordinance #1302-13 regarding the Tax Levy would be presented at the Board meeting Wednesday.

Annual Audit

The Budget was presented at the last month's Finance meeting in a draft form and is now complete. Board and staff have had time to review and the auditors from Eck, Schafer & Punke, LLP were present to answer questions.

It was moved by Jannazzo and seconded by Wojcicki Jimenez to retire to executive session per Open Meetings Act 2(c)(1) (29) at 7:12 p.m. All approved by voice vote.

## Overview of Barker Park Development

### **Brief history of the Barker property**

- In 2005 the Barker family gifted 26 - 28 acres of land to the Park District with strict requirements to develop the land into a park within three years.
- The Park District began leasing the land to a local farmer to plant corn and soybeans.
- In 2009 the Park District contracted with Massie and Massie to develop a master plan for future park development.
- The District engaged the local neighborhood through a series of public meetings in an effort to solicit thoughts and ideas that were incorporated into the final master plan.
- After the master plan was developed, the Park District began seeking funding options.

### **OSLAD Grant**

- In 2012 the Park District submitted an application for a \$437,500 Grant through OSLAD to fund the development of Barker Park.
- In June 2012, the Park District was awarded an OSLAD Grant that would reimburse the Park District up to 50% of the total project costs, not to exceed \$236,700.
- Although the original grant proposed a land match to fund the District's portion of the grant, it was later determined that the land in question did not meet OSLAD grant requirements.
- Staff has evaluated the components that were included in the original grant proposal. Updated project costs to fulfill the grant requirements are estimated at nearly \$750,000 (see attached)
- Staff has discussed several options with OSLAD grant administrator. Unfortunately, the District does not qualify to reduce the scope and/or request an extension through IDNR.

### **Action plan moving forward**

- Regretfully, submit written notice to IDNR to release the grant.
- Greatly reduce the overall scope of the project.
- Break the project up into smaller sections that could be funded over multiple bond issues. (See attached for details)
  - Phase 1           \$51,000           2014 Bond
  - Phase 2           \$87,000           2016 Bond
  - Phase 3           \$60,000           2018 Bond
- Continue to seek alternative funding sources to support development costs.
  - Encourage a friends of "Barker Park" through the Parks Foundation
  - Embrace the local neighborhood in a grass roots fundraising effort
  - Work with UIS to identify possible funding opportunities
  - Continue to seek new possible grants

# Barker Park

## OSLAD Grant Development

### Costs Estimates

#### Mass grading

Last project for 20 acres of mass grading and site development was Centennial Park  
We had 3 bidders as shown below. This cost would reflect mass grading, parking area, driveway  
and pond development.

Truman Flatt	572,515
Sangamo Construction	642,522
Otto Baum	260,000
Average cost	<u>\$491,679</u>

#### Updated numbers on park components:

Trees	\$ 25,000
Prairie & Savanna Grasses	\$ 10,000
Turfgrass & Fertilizer	\$ 25,000
Shelter	\$ 25,000
Playground	\$ 62,500
Fishing Pier	\$ 20,000
Dog runs	\$ 35,000
<b>Total</b>	<b><u>\$202,500</u></b>

#### Professional expenses

Archeological study	\$ 2,500
A/E Fees	\$ 50,000
CPA	\$ 3,000
<b>Total</b>	<b><u>\$ 55,500</u></b>

**Grand Total**

**\$749,679**

**Barker Park**  
**Basic Park Development**  
**Cost Estimates**

**Phase 1**

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Engineering fees for Topo map, property survey and drainage	\$ 3,800
Grass seed and starter fertilizer	\$25,000
Rock drive and parking area	\$15,000
Site amenities ie; benches tables, garbage cans	\$ 3,500
Park Sign	\$ 4,500
<b>Total</b>	<b>\$51,800</b>

**Phase 2**

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Trees	\$25,000
Playground	\$62,500
<b>Total</b>	<b>\$87,500</b>

**Phase 3**

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Shelter	\$25,000
Dog Run (includes water line)	\$35,000
<b>Total</b>	<b>\$60,000</b>

**Grand Total for all phases** **\$199,300**

**BID OPENING**

Portable Sanitation Service

Monday December 9<sup>th</sup>, 2013 – 10 a.m.

Company	Base Bid	Bid By Unit	Cert. Of Ins.	Bid Bond	Fiberglass units	Accessible Units	1 Year	2 Years	3 Years
Little Johnmys Inc.1848 Mound Road Jacksonville, IL 62650			X	X	31 Units 27900.00 29760.00 31620.00	2 Accessible 3600.00 3720.00 3840.00	31500.00	33480.00	35460.00  3yr total \$100,440.00
Portable Sanitation Systems 6180 Industrial Drive New Berlin, IL 62670				Personal Check	None		32000.00	32000.00	32000.00  3yr total \$96,000.00

\*\* Portable sanitation bid was a flat bid of \$32,000.00 per year for Polyethylene construction, Jeff Kaufman indicated this was for 31 regular units and 2 accessible units.....