

Springfield Park District BOARD MEETING

MINUTES

Wednesday, April 17, 2013

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, April 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, Jannazzo and Wojcicki Jimenez *

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

Trustees Elect Grant Hammer & Robin Schmidt also in attendance. They will be sworn in at the May Board Meeting.

Minutes of Previous Meetings

Minutes of the March 20, 2013 Regular Board Meeting were presented. It was moved by Noll and seconded by Wojcicki Jimenez that they be approved as presented. All approved by voice vote: 5 voting yes and 0 voting no. Motion passed.

Minutes of the February 27, 2013 Special Board meeting were presented. It was moved by Jannazzo and seconded by Wojcicki Jimenez that they be approved as presented. All approved by voice vote 5 voting yes and 0 voting no. Motion passed.

* Trustee Reardon joined the meeting.

Public Comment

Larry Estep, addressed the Board with concerns regarding accreditation at the Zoo. President Sgro asked Talon Thornton, Director of the Henson Robinson Zoo to respond to his concerns: 1) The mentor assigned to the zoo has been appointed and is currently out of the country, but has been in contact with the Zoo and up to date on status. 2) The bridge repairs are being addressed and corrected by park maintenance. 3) Quarantine building project is moving forward and will continue to do so. The AZA accreditation committee understands funding was an issue. 4) Animal Rescue/Lethal Force Issue: The drill was completed with a response time of 10 minutes & 11 seconds which was good. However, coincidentally an officer was close to the zoo which

resulted in an artificially lower response time. Therefore, Talon will pursue a lethal force policy with zoo staff and present to Board in May. Park Police have agreed to work with zoo staff regarding lethal force training. Talon agreed to keep the Board up to date with weekly reports.

BUILDINGS & CONCESSIONS

ADA Chair Lifts for Pools

Chair Noll moved to accept the Bid of \$16,694 for five ADA chair lifts for Eisenhower, Veterans and Nelson Center Pools from Lincoln Equipment, Inc. Motion was seconded by Jannazzo. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez – yes and Sgro – yes Motion passed 6 voting yes 0 voting no.

Agreement with Ace Sign for LED Sign at Bergen Park

Chair Noll moved to execute agreement with Ace Sign to Install and maintain a high resolution LED sign at Bergen Park. Motion was seconded by Jannazzo. Roll Call vote: Flickinger – no Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez – yes and Sgro yes Motion passed 5 yes and 1 no

RFP for Concessionaire at Washington Park Iron Spring

Chair Noll moved to authorize Staff to pursue RFP for Concessionaire at Iron Spring in Washington Park. Motion was seconded by Flickinger. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez – yes and Sgro – yes Motion passed 6 yes and 0 no

Babbling Brook Stream Feature at Southwind Park

Chair Noll moved to accept the final design plans and authorize construction of the babbling brook stream feature for Southwind Park. Legal Counsel, Dan Wright, noted that the original agreement with the Foundation on this project has not been signed by the Foundation. This agreement must be signed before moving forward with this project. Motion was seconded by Jannazzo. Roll Call vote: Flickinger- yes Jannazzo – yes Noll Reardon – present Wojcicki Jimenez –yes and Sgro – yes Motion passed 5 yes 1 present

LIAISON COMMITTEE

No Action Taken

LONG RANGE PLANNING COMMITTEE

Agreement with Knight Engineering

Trustee Noll moved to accept staff's recommendation to enter into a professional services Agreement with Knight Engineering in the amount not to exceed \$6,000 for the correction of cross slopes on the Bunn to Lost Bridge Trail. Motion was seconded by Reardon. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez – yes and Sgro – yes Motion passed 6 yes -0 no

GRANTS & MARKETING

Contract with Comcast to Market Summer Jamboree & Other Summer Programs

Chair Wojcicki Jimenez moved to authorize staff to execute contract with Comcast to market Summer Jamboree and other summer programs. Motion was seconded by Jannazzo. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – present Wojcicki Jimenez – yes and Sgro – yes. Motion passed 5 yes 1 present

Contract with EZ Links

Chair Wojcicki Jimenez moved to authorize staff to execute contract with EZ Links. This would be for one season. Motion was seconded by Jannazzo. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez – yes Sgro – yes Motion passed 6 yes 0 no

RECREATION COMMITTEE

No Action Taken

FINANCE & PERSONAL COMMITTEE

Statement of Claims

The Statement of Claims was presented by Chair Jannazzo. She noted questions were answered at the committee meeting. Chair Jannazzo moved to approve the Statement of Claims as presented. Motion was seconded by Noll. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez – yes and Sgro – yes Motion passed 6 yes – 0 no

Taxable Tax Anticipation Warrants

Chair Jannazzo moved to accept an Ordinance authoring the Issuance of Taxable Tax Anticipation Warrant in Anticipation of Collection of Taxes Levied for the Year 2012 by the

Board of Trustees of the Springfield Park District for corporate purposes. Motion was seconded by Reardon. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez – yes and Sgro – yes Motion was passed 6 yes 0 no

Authorize Request for Proposals for Annual Audit Services

Chair Jannazzo moved to authorize requests for proposals for annual audit services. Staff hopes to have new auditor in place by June, 2013. Motion was seconded by Noll. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez- yes and Sgro – yes 6 yes – 0 no

Washington Park Caretaker Resolution

Chair Jannazzo moved to Accept Resolution # 384-13 which declares the upstairs as a non-recreational area and the agreement for a caretaker. Motion was seconded by Noll. Trustee Flickinger would like a cost analysis of the apartment space but agreed the Board could move ahead with the agreement. Roll Call vote: Flickinger – abstain Jannazzo – yes Noll – yes Reardon- yes Wojcicki Jimenez – yes and Sgro – yes. Motion passed 6 yes 1 abstention

BUSINESS

Annexation of Property

President Sgro presented Ordinance #1293-13 regarding annexation of property. It was moved by Jannazzo and seconded by Reardon. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez – yes Sgro – yes Motion passed 6 yes 0 no

IDOT Resolution to Approve Lane Closure for Senior Olympics

It is necessary for the Park District to accept an IDOT Resolution to approve lane closure to accommodate 5 and 10K cycling course on June 1, 2013 for Senior Olympics. Same resolution was approved last year. Motion by Trustee Reardon and seconded by Flickinger. Roll Call vote: Flickinger – yes Jannazzo – yes Noll – yes Reardon – yes Wojcicki Jimenez – yes and Sgro – yes Motion passed 6 yes - 0 no

ADJOURNMENT

There being no further business to come before the Board it was moved by Jannazzo and seconded by Reardon, and approved by voice vote that the meeting was adjourned at approximately 6:05 p.m.

Joint Building & Concessions, Liaison, Long Range Planning, Grants & Marketing and Recreation Committee

MINUTES April 11, 2013

Present: Trustees Jannazzo, Noll, and Wojcicki Jimenez
Absent: Trustees Flickinger and Reardon
Others Present: President Sgro, Harms, McKinley, Bartolozzi, Staff, Public & Media

Buildings & Concessions Committee

Accessible Chair Lifts for Eisenhower, Veterans and Nelson Center Pools Bids were received April 8, 2013 for five accessible chair lifts for Eisenhower, Veterans and Nelson Center Pools. Of the three plan holders only one submitted a bid. Lincoln Equipment, Inc. submitted a bid in the amount of \$16,694.00 for the 5 lifts. Elliott McKinley noted the bid came in under budget. Architect Chuck Pell and staff recommend accepting the bid from Lincoln Equipment, Inc. SRA Funds will be used for this project.

Ace Sign to place a Sign at Bergen Park

Derek Harms explained staff had been previously directed by the Board to work with Dennis Brinquet Ace Sign Company on an agreement to place high resolution LED signage at Bergen Park. The Agreement presented to committee with one change, which was the size of the logo to 3 x 15. The committee clarified that the monthly utility costs were the Park District responsibilities along with the one-time fee to move utilities (\$440.00). Brinquet estimated the monthly utility expense would be \$15 noting LED is very cost efficient Ace Sign Company would provide the sign installation, stonework and landscape. . Ace Sign Company would secure sponsorships to offset expense, but content would be 80% Park District and 20% sponsor related. Contract will be reviewed and presented to the full Board for execution.

Concessionaire at Iron Springs in Washington Park

The District is currently in need of a new vendor for the Iron Springs concession area in Washington Park. Centrum Café, who ran the Stand last season, has given written notice they do not wish to operate the concession this year. Derek Harms asked the Foundation if they wanted to operate the facility. The Foundation was unable to accept; therefore, staff prepared and presented an RFP to committee. The RFP will require the vendor to pay monthly utility bills. RFP will be presented to the full Board for approval.

Final Design Plans for Babbling Brook at Southwind

Elliott McKinley explained the Board had accepted the Babbling Brook for Southwind Park in concept and now Marc Miller, Assistant Supervisor, was working with donors on design items and cost. He also shared a letter from IL Public Health stating no special permits or licenses would be required. Marc Miller then presented drawings of the plans and explained the project was within the \$25,000 budget

and to be paid for in full by the Foundation. LLCC is also working on the project assisting with construction of the bridge and the water source. The ongoing maintenance costs should be minimal. Project will include 102" of tricking water and a possible backup water source provided through the existing irrigation system.

Liaison Committee

Staff Report

Informational Report Only

Long Range Planning Committee

Contract with Knight Engineering as Requested by IDOT to Correct Slopes on Bunn Lost Bridge Trail

Elliott McKinley reported it is necessary to remove and replace the non-compliant ADA trail in front of Southeast High School per IDOT. Knight Engineering has agreed to offer their services (\$6,000) and we will use in-house labor to remove concrete, add curbing and correct slopes. Once corrections have been made IDOT will sign off on the projects. Funding is available for this project in the Operating Budget.

Request for Proposal Botanical Architect & Engineer

Elliott McKinley reported the Park District was awarded a museum grant for HVAC, pathway lighting and open air amphitheater. Cost of the project is \$318,000 and 100% funded with a 50/50 draw, meaning we can request 50% reimbursement once 50% of the project is completed and the remaining 50% once the project is complete. \$150,000 will come from 2012 S&I Fund / boiler replacement to support museum grant. Staff suggests moving forward with the RFP to select an Architect/Engineer for this project.

De Minimus Letter for Washington Park Bridges

Elliott McKinley explained it is a formality and a requirement of the Board to prepare a de minimus letter to send to IDOT for their files regarding the Washington Park Bridges. Committee agrees letter is appropriate for President Sgro's signature.

Presentation by Jackie Peeler RE: Zoo Garden Area / Master Gardeners

Jackie Peeler, a master gardener, presented the Committee with a plan to provide a children's garden at the Zoo. The Henson Robinson Zoo and the University of Illinois Extension Master Gardeners would partner to create a children's garden for visitors at the zoo. The garden would include a reading area covered area, raised beds, accessible paths, salad bar and worm bed. They are to looking for interested parties /groups to see if there is enough interest in the project.

Grants & Marketing Committee

Staff Report

Derek Harms reported that the Illinois Energy now" DCEO – Public Sector Energy Efficiency Program was received and closed out. He also noted traffic on our website had gone down most likely due to the separate golf site was up and running.

Presentation by Comcast – Marketing Opportunity

Bruce Wilson of Comcast presented the Board with a marketing opportunity designed to fight childhood obesity. The campaign “Let’s Get Moving” offers the Park District advertising opportunities for upcoming events through various advertisement spots, and promotional give-aways a \$31,000 value. The Park District’s financial commitment would be \$1,000 is the primary sponsor with their financial commitment \$30,000. The committee asked legal if they could give a verbal commitment to Comcast to move forward. Legal Counsel said a vote at the Board Meeting would be required but we could begin with the credit application Comcast requires to expedite the process once the Board would approve. The contract would also require Comcast to purchase \$400.00 worth of program registrations that would be given away during the Jamboree. Harms noted that the \$600.00 difference would be funded through movies that would normally have been spent on an ad in the Illinois Times.

EZ Links – Marketing Opportunity

Staff presented a free marketing opportunity for the four golf courses that would give the District national exposure and compete against golfnow.com . Tee time bookings will be integrated into the Park District’s Point of Sale system. Harms suggested using the service for one year and tracking the business acquired through EZ Links to determine if they should extend the agreement. The first year would be for free. Legal Counsel will review the agreement.

Recreation Committee

Zoo Accreditation Update

Talon Thornton, Zoo Director, reported to the Committee on the accreditation status. Bruce Ferry is 99 percent done with the design of the quarantine building, but the building won’t be complete by July. Committee supports moving with bid information as soon as possible. A severe weather drill was performed this week. Talon was very happy with this performance. A dangerous animal escape is planned for next week. The drill will include a call to 911 and Park Police (both will be informed of the drill prior to the call). Although AZA will not provide acceptable response times, based on the results of the drill, staff will determine if the response was within acceptable limits. If the response is too long, staff will seek Board approval on a lethal force policy that will require zoo staff to be trained in the use of a shot gun and implement lethal force if a dangerous animal escapes. Painting of the cougar and bear buildings still needs to be done but waiting for the new budget and personnel. There is approximately 90 left before accreditation. President Sgro asked Thornton to report to the Board (email) every two weeks to keep them apprised of the progress/status.

Adjournment

There being no further business to come before the Board it was moved by Jannazzo and seconded by Wojcicki Jimenez to adjourn the meeting at 6:40 p.m. The motion was unanimously approved.

Finance & Human Resources Committee

MINUTES

Monday April 15, 2013

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

Members Present: Trustee Jannazzo, Wojcicki Jimenez (remote attendance)

Others Present: President Sgro; Vice President Noll; Flickinger; Legal Counsel, Dan Wright; Staff & media

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

Authorizing \$400,000 ATW in Anticipation of OSLAD Reimbursement

Chair Jannazzo explained that April and May are traditionally fiscally challenging ----- due to the tax disbursement schedule. Further challenging financial resources the District is waiting for reimbursement on \$400,000 OSLAD grant. Due to these circumstances, the District requests a short term loan with an interest rate of 1.48% and no additional fees from INB. Other financial institutions were approached but their interest rates were nearly double. Staff will present a balanced budget to the Board at a later date.

Request for Proposals for Annual Audit Services

Chair Jannazzo explained that Lawrence Travis, the District's previous auditor, has retired and the District needs to advertise for a new auditor. A RFP has been sent to Legal Counsel for review and should be ready for approval at the Regular April Board meeting. RFP for new auditor should be advertised beginning to mid May and the audit should begin by mid-July with a report to the Board around October.

Staff Report / Finance & Human Resources Committee

Chair Jannazzo stated the budget was \$580,000 ahead as of the end of February. President Sgro asked about areas showing decreases from this time last year (ie: Erin's Pavilion and Golf pro shops) and if the areas are under performing or if fees should be evaluated and possibly raised. Director Harms pointed out the weather has been a big contributing factor for golf and fees are annually reviewed. Sgro also noted concerns with Nelson Center's fees and expenses and suggested surveying other such facilities in the area to make sure our fees are in line.

It was noted that Stratton & Reichert is working on policies and procedures manual. This will be addressed after the union negotiations are done. Some of the policies have been discussed in negotiations.

Resolution RE: Washington Park Pavilion Caretaker

Director Harms explained that Legal Counsel is preparing a Resolution for Board approval and would state the upstairs at the Washington Park Pavilion is a non-recreational area. This would allow the District to have a caretaker live on premise and perform the caretaker duties. The caretaker job is a non-paying position.

ADJOURNMENT

There being no further business to come before the Board it was moved by Jannazzo and seconded by Noll and approved by voice vote that the meeting adjourn at approximately 5:55 p.m.