

**Springfield Park District
BOARD MEETING**

**MINUTES
Thursday, June 19, 2014**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, June 19, 2014 at 5:30 p.m. at the Bunn Administrative Office, 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: Vice President Noll, Trustees Flickinger, Jannazzo, Schmidt, and Wojcicki Jimenez

Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Mark Bartolozzi, Director of Finance/HR; Lynn Saputo, Director of Recreation; Dan Wright, Legal Counsel; media and Staff.

Minutes of Previous Meeting

Minutes of the May 15, 2014 Regular Board Meeting were presented. It was moved by Jannazzo and seconded by Noll to approve the May 15, 2014 Board Meeting minutes as presented. All approved by voice vote.

BUILDINGS & CONCESSIONS

Staff Report

Informational items only.

Platform Court Repairs

Trustee Noll explained there are necessary repairs to be made to the platform court due to fire damage. Trustee Noll moved to authorize Park Board President to execute a contract with Total Platform Tennis, LLC in the amount of \$12,700 to repair the platform tennis courts. Trustee Flickinger seconded the motion. The Board asked staff to investigate a safer way to control heat in the warming hut.

Roll Call: Flickinger – yes, Jannazzo – yes; Noll – yes; Schmidt – yes; Wojcicki Jimenez – yes & Sgro - yes

RFP for Veterinarian Services

Staff will go out for Requests for Proposals and report back to the Board. No Board action is necessary.

Dreamland Event “Rib, Rhythm & Blues– July 5, 2014

Trustee Noll moved to authorize staff to issue a permit to allow Billy Bishop to serve alcohol during the Rib, Rhythm and Blues Festival to be held at Dreamland Park on Saturday, July 5, 2014. The motion was seconded by Trustees Schmidt.

Roll Call: Flickinger – yes, Jannazzo – yes; Noll – yes; Schmidt – yes; Wojcicki Jimenez – yes & Sgro - yes

McDrew Tennis & Jazz Festival

Trustee Noll moved to authorize staff to issue a permit to allow Kevin McDermott to serve alcohol during the McDrew Tennis and Jazz Festival to be held at the Velasco Tennis Center on Saturday, August 5, 2014. It was seconded by Schmidt.

Roll Call: Flickinger – yes, Jannazzo – yes; Noll – yes; Schmidt – yes; Wojcicki Jimenez – yes & Sgro - yes

LONG RANGE PLANNING

Staff Report

Informational items only.

Engineer for Washington Park Bridges

Trustee Flickinger moved to authorize staff to negotiate a contract with Knight Engineering Architects for design and construction engineering services for the replacement of the Washington Park Bridge and a Spillway.

Roll Call: Flickinger – yes, Jannazzo – yes; Noll – yes; Schmidt – yes; Wojcicki Jimenez – yes & Sgro – yes

Staff will bring this item back to the Board once negotiations are complete by August for consideration.

LIAISON

Staff Report

Informational items only.

RECREATION

Staff Report

Informational items only.

GRANTS & MARKETING

Staff Report

Informational items only.

FINANCE

Staff Report

Informational items only.

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 Flickinger.

Roll Call: Hammer – yes; Jannazzo – yes; Noll – yes; Schmidt – yes; Wojcicki Jimenez – yes

Carillon Roof Repairs

Trustee Jannazzo moved to authorize staff to transfer \$8,000 in the 2012 Capital Improvement budget from Account 6201-30-01 to Account 6199-30-01. Motion was seconded by Flickinger.

Committee of the Whole

Contract Approval Process

Additional information needed before taking back to Committee.

BUSINESS

President Sgro presented Ordinance #1307-14 through #1312-14 regarding annexation of property. It was moved by Wojcicki Jimenez and seconded by Jannazzo to Approve Ordinance #1307-14 through #1312-14 as presented.

Roll Call: Flickinger – yes, Jannazzo – yes; Noll – yes; Schmidt – yes; Wojcicki Jimenez – yes & Sgro - yes

ADJOURMENT

There being no further business to come before the Board
It was moved by Schmidt and seconded by Wojcicki Jimenez to adjourn
the meeting at 5:48 p.m.

MINUTES
**Committee of the Whole, Buildings & Concessions
and Finance & HR Committee Meeting**
June 16, 2014, 2013 – 5:30 p.m.

Present: Trustees, Jannazzo, Noll, Schmidt, Wojcicki Jimenez
Others Present: President Sgro, Derek Harms, Executive Director; Mark Bartolozzi, Director of Finance & HR; Elliott McKinley, Director of Parks; Lynn Saputo, Director of Recreation & staff

A Committee of Whole, Buildings & Concessions, and Finance & HR Committees was held on Monday, June 16, 2014, at 5:30 p.m. at the John F. Linxwiler Administrative Center.

COMMITTEE OF THE WHOLE

Executive, Director Harms, requested the Board to establish an amount that he could be authorized to execute contracts without Board approval. Harms suggested the amount of \$20,000 since it was the current bid limit. The Board was not comfortable with that amount and felt more discussion and research would be necessary before moving forward.

BUILDINGS & CONCESSIONS

Staff Report
Informational Items Only

Paddle Courts Repairs

Director of Parks, Elliott McKinley and Dan Wright, Legal Counsel explained to the Committee that staff plans to present a contract to the Board at the June Board meeting with Total Platform Tennis, LLC for repairs to Washington Park Paddle Ball Courts. Cost of contract for repairs: \$12,700. There are three funding sources: (1) Insurance: \$37,425 (2) Grant – as applied for by Dan Kepner: \$15,000 and (3) Donations received from Tennis enthusiasts: \$10,000. Insurance funds will be used for the court repair. Contract and rebuilding the warming hut using force labor. Grant and donations funds will be used for extensive maintenance repairs through contract with Total Platform Tennis & the Parks Foundation.

RFP for Veterinarian Services

Executive Director Harms explained that staff would like to put out a Request for Proposal (RFP) for veterinarian services at the Henson Robinson Zoo. Currently we have White Oaks West (Greg Hurst and his associate) but the contract expires the end of August. Service contracts are a maximum of 3 years and require Board approval for renewal.

July 5th Dreamland Event – Alcohol Request

Trustee Schmidt introduced Billy Bishop and he explained about his upcoming event to be held at Dreamland Park on July 5th and his request to serve alcohol. This is the first year for this event. Mr. Bishop (one of the original promoters of Juneteenth) explained it would be a grown up event to promote harmony. Mr. Bishop has coordinated his event with park maintenance and police departments and will provide the necessary insurance documents (\$1,000,000 Special Event Certificate naming the Park District as an additional insured).

McDrew Tennis & Jazz Festival – Alcohol Request

Staff requests Board approval to serve alcohol at the 40th Annual McDrew Tennis & Jazz Festival, which will be held at the Washington Park Tennis Center on August 15, 2014. Insurance will be provided.

FINANCE & PERSONNEL 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. There will be some follow up to questions that were sent to staff through email.

Carillon Roof Repair Funding Source

Mark Bartolozzi, Director of Finance, explained that \$8,000 in funding will be allocated from the 2012 S & I to a new account for roof repairs. Repairs could begin as soon as possible and take four weeks to complete.

There being no further business to come before
the meeting adjourned at 6:37 p.m.

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

MINUTES

June 12, 2014 at 5:30 p.m.

Members Present: Flickinger, Hammer, Jannazzo, Noll, Schmidt and Wojcicki Jimenez

Others Present: Executive Director, Derek Harms; Director of Parks, Elliott McKinley; Director of Finance/HR, Mark Bartolozzi; Lynn Saputo, Director of Recreation, Staff & Media

A Joint Meeting of the Long Range Planning, Liaison, Recreation and Grants & Marketing was held on Thursday, June 12, 2014 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

Long Range Planning

Staff Report

Trustee Flickinger shared a proposal prepared by Donald O'Neal, a professor at the U of I to assist the park board to develop a long range strategic plan (attached). The committee will review the proposal and would like Mr. O'Neal to address the committee next month to discuss in more detail. Funds are available for this service in the 2014 Bond issue.

Updates given by Elliott McKinley, Director of Parks, included: (1) Overlay project in Lincoln Park will begin June 13th and should be complete by June 18th. The park district partnered with the City of Springfield for this project. A press release will be issued. (2) Carillon Roof Repairs – Contractor is addressing leak in the roof. Funds are available in the 2012 S & I Savings from the Equipment Lease Agreement. (3) We are receiving positive results from the Maintenance re-structure changes recently made at the Zoo.

Engineer for Washington Park Bridges

McKinley, Director of Parks, informed the Board that six very qualified proposals were received regarding Engineering services for the replacing of the two bridges, replacement of dam/spillway and excavation of west lagoon in Washington Park. Staff plans to take their recommendation to the Board at the Regular June Board meeting.

Liaison Committee

Staff Report

Executive Director Harms informed the Board that since last month's meeting, the Park District has refunded the Airport Authority \$2,793 in property taxes (Stuart Park). Director of Recreation, Lynn Saputo, is working with Mike Olinger, SAA, to prepare signage to recognize the Airport Authority.

Recreation Committee

Staff Report

Informational items only.

Grants & Marketing Committee

Staff Report

Executive Harms highlighted a couple funding items: (1) The Garden Club awarded the Zoo \$500 for planting beds throughout the zoo and (2) Macy's Heart your Park awarded the Park District \$250 that will go toward Washington Park. Director of Recreation, Lynn Saputo, noted she was on FOX t.v. to promote programs and upcoming events.

ADJOURNMENT

There being no further business to come before the Committees the meeting adjourned at 6:08 p.m.