

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, March 20, 2014

A meeting of the Springfield Park District Board of Trustees was held on Thursday, March 20, 2014 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, and Wojcicki Jimenez

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

Minutes of Previous Meeting

Minutes of the February 20, 2014 Regular Board Meeting were presented. It moved by Jannazzo and seconded by Wojcicki Jimenez to approve the February 20, 2014 Board Meeting minutes as presented. All approved by voice vote.

Public Comment

Robert Gekas presented the Board with a potential Eagle Scout Project. He presented information explaining how he would like permission to begin fundraising \$10,000 to light the Washington Spring. Once funds are raised the work would be completed by Don Evans. Mr. Gekas has three years to complete the fundraising and complete the lighting project as an Eagle Scout project. He also discussed other possible projects which would like a plaque from Ace Company for \$4,000, drilling to make the spring operational for \$4,000 and placement of restrooms near The Stand for \$37,000. The Board will discuss the proposal further in the Building & Concessions committee.

LIAISON

Staff Report

Informational items only.

LONG RANGE PLANNING

Staff Report

Informational items only.

Elliott McKinley, Director of Parks, informed the Board the Quarantine Building was about 30 from completion.

Carillon Master Plan

Robin Austin, Carillonneur, informed the Board the master plan had been delayed until April to obtain additional information and will be brought to committee for review, then to the Carillon Society for their review and then back to the Board for approval.

RECREATION

Staff Report

Trustee Hammer explained the Board would like to expand Bike & Hike Days in Washington Park. Maintenance staff would put up barricades for the modified loop and police or possibly a ranger would take the barricades down. After some discussion regarding hours and advertising of the extended day, Trustee Hammer moved to expand the Bike and Hike Days at Washington Park including the "modified loop" for a trial period in April and May on Mondays, Tuesday and Wednesdays from 4:00 p.m. until 6:00 p.m. It was seconded by Schmidt.

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

GRANTS & MARKETING

Staff Report

Informational items only.

BUILDINGS & CONCESSIONS

Staff Report

Informational items only.

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 Hammer.

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

Capital Budget

Trustee Jannazzo moved to approve the 2014 Capital Project list. Motion was seconded by Trustee Hammer. (List attached)

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

Audit Committee

Since the recent audit, the Board has discussed forming an audit committee which would include 2 trustees and at least two citizens with financial backgrounds. Trustee Jannazzo moved to form an Audit Committee to consist of Park Board President, Leslie Sgro; Trustee and Finance Chair Tina Jannazzo; Robert Cockrell from Bank of Springfield; and Mark Polistina, Finance Director with the State of Illinois. Both Mr. Cockrell and Mr. Polistina have confirmed this appointment with their employers with no problems. The motion was seconded by Wojcicki Jimenez.

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

Year End Fund Transfers

Trustee Jannazzo made the following motions regarding year end fund transfers:

- Authorize staff to transfer from the 2010 Site and Improvement Fund, to close the fund into the 2012 Site and Improvement Fund in the amount of -\$199,400.54.
Motion was moved by Trustee Jannazzo and seconded by Wojcicki Jimenez
Roll Call Vote: Flickinger – yes; Hammer – yes; Jannazzo – yes; Noll – yes; Schmidt – yes; Wojcicki Jimenez – yes; Sgro - yes

- Authorize staff to transfer \$729,038 from the general fund into the following funds to reduce negative fund balances:
 - \$ 13,603 to Police Fund
 - \$ 312,702 to IMRF Fund
 - \$ 200,615 to Workers Comp Fund
 - \$ 165,889 to Liability Fund
 - \$ 36,229 to Rink Fund

Motion was moved by Trustee Jannazzo and seconded by Trustee Noll

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

Proposed Budget & Appropriation Ordinance #1304-14

Trustee Jannazzo made the motion to Approve to put on file for 30 days the proposed budget and appropriation Ordinance #1304-14. The motion was seconded by Trustee Schmidt.

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

Ordinance #1303-14 RE: GO Limited Tax Park Bonds

Mr. Dan Forbes, Speer Financial, addressed the Board and explained that the successful bid was received from Hutchinson Shockey. Trustee Jannazzo moved for Consideration and action on Ordinance # 1303-14 providing for the issue of \$1,650,000 General Obligation Limited Tax Park Bonds, Series 014, of the District, for the payment of land for parks, for the building, maintaining, improving and protection of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, and providing for the levy of a direct annual tax to pay the principal and interest on said bond. The motion was seconded by Trustee Hammer.

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

BUSINESS

None at this time

COMMITTEE OF THE WHOLE

It was moved by Jannazzo and seconded by Schmidt to retire to executive session per Open Meetings Act 2(c)1 at 6:19 p.m. All approved by voice vote.

Buildings & Concessions and Finance & Human Resource Committee Meeting

MINUTES

Monday, March 18, 2013

A meeting of the Springfield Park District Board of Trustees was held on March 18, 2013 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

Members Present: Jannazzo, Hammer, Noll, Wojcicki Jimenez

Others present: Trustees Sgro & Flickinger; Executive Director, Derek Harms; Director of Parks, Elliott McKinley; Director of Finance/HR, Mark Bartolozzi; and Linda Douglas Williams

Buildings & Concessions Committee

Staff Report

Informational Items Only

Finance / HR Committee

Staff Report

Informational Items Only

Statement of Claims / Visa Bills

The Statement of Claims was presented and questions answered by Staff. Committee will recommend it for approval at the regular Board meeting March 20th.

Capital Budget

Director of Finance, Mark Bartolozzi, explained that the Board would be asked to adopt an Ordinance to sell Bonds and Authorize project list to spend bond funds at the March Board Meeting.

Audit Committee

Trustee Jannazzo informed the Board of two likely candidates to serve on the Audit Committee. She asked trustees to submit any names of candidates they would like to be considered.

Year End Fund Transfers

Director of Finance, Mark Bartolozzi, informed the Board they will be asked to approve year end transfers at the upcoming Board meeting. These transfers will be for the upcoming budget.

Operating Budget

Director of Finance, Mark Bartolozzi recapped the three year budget summary and answered questions.

Public Comment

Linda Douglas Williams addressed the Board concerning the possible closure of Eisenhower Pool during the summer months (June, July & August) like last year. Williams is an advocate of keeping Eisenhower Pool open during the summer months. Director Harms said closure of Eisenhower Pool is still being considered. A tentative budget is planned to be placed on file at the March Board meeting. Harms, Bartolozzi and Williams will meet prior to the final approval of the budget to review figures.

Due to the time, the Board decided not to conduct a Committee of the Whole meeting but to add it to the Thursday Regular Board Agenda.

ADJOURNMENT

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

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

MINUTES

March 13, 2014 at 5:30 p.m.

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

Others Present: Executive Director, Derek Harms; Director of Parks, Elliott McKinley; Director of Finance/HR, Mark Bartolozzi; Bob Wesley, Citizens' Efficiency Commission; Jeff Fulgenzi, Springfield Sangamon County Regional Planning Commission and media

A Joint Meeting of the Liaison, Long Range Planning, Recreation, Grants & Marketing and Committee of the Whole was held on Thursday, March 13, 2014 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

Liaison Committee

Staff Report

Elliott McKinley informed the Board he had emailed a survey regarding the Long Range Transportation Plan 2040 Update. He is also working with staff to post this link to our website for users to participate in the survey as well.

McKinley also gave a written reminder to the Board regarding an upcoming public meeting scheduled by IDOT for Improvement of Business Loop I-55 / South 6th Street. The meeting will be held on Thursday, April 3, 2014 at the Route 66 Hotel & Conference Center.

Bob Wesley, Citizens' Efficiency Commission

Bob Wesley (CEC) and Jeff Fulgenzi (Springfield Sangamon County Regional Planning Commission) attended the meeting to highlight recommendations specifically for the Park District. The CEC for Sangamon County is an independent, advisory body established by referendum in 2010, with the purpose of improving "local government effectiveness by identifying opportunities for improved cooperation, coordination and reduction of duplication of services among local governments in Sangamon County." Various jurisdictions throughout the county worked together to appoint its 23 members. The SSCRPC is at times also called upon to assist the Citizens' Efficiency Commission in its work. He advised the Board there would be two referendum questions regarding the commission. 1) Asking if the whether the CEC should continue for 36 months and 2) asking if candidates currently serving on the CEC should continue.

Stuart Park and Kennedy Park Lease

Executive Director, Harms explained to the Board that he, Leslie Sgro and Gray Noll have been meeting with the members of the Airport Authority regarding leases for Stuart and Kennedy Parks. Harms suggested the Park District reimburse the Airport Authority for taxes collected last year (approximately \$16,000) as a starting point for a new contract and develop a long-term agreement. The Board asked for more information before making a recommendation.

Long Range Planning

Staff Report

Trustee Flickinger expressed concerns regarding proper procedures for inclement weather since we are nearing the tornado season. Director Harms informed the Board procedures are addressed in the recently approved Employee Manual and they are also being reviewed with the Facility Management Team.

Carillon Master Plan

The Carillon Master Plan is nearing completion. It will be presented to the Park in April for introduction and discussion, then to the Carillon Board and then back to the Park Board for approval.

Recreation Committee

Staff Report

Informational Items Only

Bike & Hike Days

Trustee Hammer informed the Board he has been working with Director Harms regarding additional Bike & Hike days using the modified loop on Mondays, Tuesdays and Wednesdays during the months of April and May from 4:00 – 6:00 p.m. This will not affect The Stand as it won't open until after Memorial Day. The Board suggested a trial period to see how this would be received by the public and asked staff to monitor feedback.

Grants & Marketing Committee

Staff Report

Informational Items Only

Committee of the Whole

Capital Projects

Director Harms would like the Board to review the 2014 Capital Requests list. Further discussion of the list can be held at the Finance meeting scheduled March 19th and would like the Board to vote on the list at the March Board meeting.

ADJOURNMENT

There being no further business to come before the Board the meeting adjourned at 7:03 p.m.

CEC Wrap-up : Springfield Park District Liaison Committee

General Comments:

- The CEC was established by referendum with over 62% voting in support in 2010. Its volunteer members have issued numerous recommendations for local governments to achieve better services at lower cost.
- The CEC issued its final report in January, summarizing themes and recommendations.
- A renewal of the CEC as a smaller body will be on the ballot in the March 18th primary, in two referendum questions, one asking whether the CEC should continue for 36 months, and one asking whether the following candidates slate of candidates should comprise the continued CEC: Larry K. Bomke, Robert Wesley, Karen Hasara , Jackie L. Newman , J. D. Sudeth , Jim Donelan , Joan Walters, Robert Plunk, Joshua Collins.
- Local units of government are encouraged to vote yes for these referenda.
- The CEC learned that local governments will need a "new way of doing business" to keep up with rising costs. Several recommendations provide tools for improving "back office" functions and reducing costs, and are applicable for the Park District

Specific Recommendations of Interest for Park District:

- **Leaders' Peer Networks**

The CEC recommended that formal, regular meetings of local leaders in like positions be established as a venue for cooperative actions and sharing best practices and advice. The village presidents group has officially been established as the Regional Leadership Council.

The Park District may wish to consider peers with which it could establish a network or send a representative to RLC meetings for educational purposes.

- **Energy Efficiency Programs**

The CEC provided an educational report related to energy efficiency funding opportunities available to local governments. It recommended that local jurisdictions review the educational materials it provided, and consider projects on which they can utilize energy efficiency funding to upgrade government facilities.

The Park District may wish to review these resources and see whether any energy efficiency resources available would be appropriate for its use.

- **Infrastructure Equipment Inventory Recommendation**

The CEC expanded an existing equipment inventory for infrastructure maintenance sharing. Some sharing of equipment already occurs, and townships annually inventory their road maintenance equipment. The CEC anticipates that increased communication related to existing equipment, if utilized by local departments, could lead to reduced costs for equipment purchases and rentals.

The Park District should utilize this resource when capital equipment needs arise.

- **Alternative Fuels Recommendation**

The CEC recommended that the larger jurisdictions within the county continue or initiate, as appropriate, alternative fuel conversion programs for their light-duty and heavy-duty fleet vehicles.

The Park District may wish to consider discussions with Springfield or Sangamon County to join in procurement efforts for propane-based police cars.

- **Parts Inventory Recommendation**

A large volume of fleet-related expense in local jurisdictions results from parts procurement. The CEC recommended that local jurisdictions consider alternative parts management systems for their fleet maintenance operations, and that local governments consider cooperating in a "hub-and-spokes" fashion to allow the benefits of a parts management system to be accrued by jurisdictions that handle a lesser volume of equipment.

The Park District should discuss with Springfield the opportunity to share in the parts inventory system for which it recently contracted.

- **Procurement**

The CEC recommended that local government purchasing agents and administrators review opportunities for savings on joint purchasing through existing purchasing cooperatives; aligning both commodity and capital purchasing schedules through increased communication and an online interface; and considering joint bids and procurements of materials through the City of Springfield, Sangamon County, or other large organizations.

The Park District should review examples and discuss opportunities for combined procurement with larger entities.

- **Higher Education**

The CEC recommended that local governments and institutions of higher education in the region identify opportunities of mutual benefit such that the teaching and learning that occurs has a practical application for the agencies that serve Sangamon County citizens, and establish a work group to coordinate and facilitate action that takes advantage of these opportunities.

The Park District may wish to reach out to local colleges and universities for technical assistance when needed.

- **Shared Administration**

The CEC recommended that local governments cooperatively review opportunities for collaborative administrative functions, improved financial management, and automated and shared payroll and accounts payable systems.

The Park District should follow efforts to increase sharing of administrative personnel and consider joining in these efforts.

- **Law Enforcement**

The CEC thoroughly examined alternatives related to the on-going regional conversation on law enforcement functions and recommended that law enforcement agencies:

Expand technological improvements to eliminate dated, hand-written records processes and duplication of labor; Create a shared regional task force for highly specialized functions including training, crime scene investigation, major cases, tactical forces, and similar activities; Create shared divisions for regional administrative support, records, and evidence, potentially adding other support functions; Consolidate select municipal departments into combined local departments to manage scarce resources; Engage the services of an independent consultant, working in conjunction with the Regional Leadership Council and any group that follows on with the CECs work, to conduct a thorough analysis of Springfield Police Department-Sangamon County Sheriff's Office consolidation that builds upon the CEC's existing work.

The Park District should consider opportunities for merging its police force with an existing entity.