

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, October 16, 2014

A meeting of the Springfield Park District Board of Trustees was held on Thursday, October 16, 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: Trustees: Flickinger, Hammer, Jannazzo, Noll, Schmidt, Wojcicki Jimenez and President Sgro

Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Mark Bartolozzi, Director of Finance / HR; Dan Wright, Legal Counsel; Michelle Knox, Wind Solar USA; Butch Elzea; Ann Tucker and media

Minutes of Previous Meeting

Minutes of the September 18, 2014 Regular Board Meeting were presented. It was moved by Schmidt and seconded by Jannazzo to approve the August 21, 2014 Board Meeting minutes as presented. All approved by voice vote.

BUILDINGS & CONCESSIONS

Staff Report

Informational items only.

Consultant for Penguin Building

Informational item only.

AT & T Easement Fayette Bridge Project

It was moved by Trustee Noll to grant easement to AT&T for the Fayette Bridge Project. It was seconded by Jannazzo.

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

Bunn Park Easement

Staff and Legal Counsel are reviewing the current easement for property located at 2531 South 13th Street near Bunn Park and plans to have a recommendation by the November board meeting.

Lincoln Park Facilities

Informational item only.

Wind Turbine Retrofit

Trustee Noll asked the Board to reconsider the motion he made last month to accept the bid from Wind Solar USA citing the wind turbine is part of an ICEF grant which requires the park district to maintain the wind turbine in good working condition for 20 years or repay the grant money awarded. Trustee Hammer moved to authorize staff to negotiate and execute a contract with Wind Solar USA and accept the bid in the amount of \$48,010.00 for the retrofit of the Southwind Park Wind Turbine. Funding will be from the 2014 Bond and \$12,500 donation from Springfield Parks Foundation. Butch Elzea addressed the board to voice his concerns. Roll Call: Flickinger – yes; Hammer – yes; Jannazzo – no; Noll – yes; Schmidt – yes; Wojcicki Jimenez – no; and Sgro – yes

RECREATION

Staff Report

Informational item only.

LIAISON

Staff Report

Informational items only.

LONG RANGE PLANNING

Staff Report

Information items only.

Long Range Plan

Director Harms informed the Board that Don O’Neal had submitted an executive summary, which included the mission statement and five goals as determined by the three strategic meetings the board and staff recently conducted. Harms will review and share with the Board.

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 Noll.

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

Annual Audit

Trustee Jannazzo moved to accept the annual audit. The motion was seconded by Schmidt.

President Sgro & Vice President Noll thanked the Finance Director and staff for their strong efforts. Bartolozzi, Director of Finance/HR, acknowledged his staff.

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

BUSINESS

Vice President Noll presented Ordinance #1318-14 regarding annexation of property. It was moved by Jannazzo and seconded by Noll to Approve Ordinance #1318-14 as presented.

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

ADJOURNMENT

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

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

MINUTES

October 14, 2014 at 5:30 p.m.

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

Others Present: President Sgro, Executive Director, Derek Harms; Director of Parks, Elliott McKinley; Director of Finance/HR, Mark Bartolozzi & Staff

A Joint Meeting of the Finance, Recreation, Buildings & Concessions, Long Range Planning, Liaison and Grants & Marketing was held on Thursday, October 14, 2014 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

Finance

Annual Audit

J.D. Stewart, Jim Hogge and Kristi Corpin with Eck Schaffer, Punke, LLC, CPA presented the annual audit to the Board.

Statement of Claims / Visa Bills

Trustees' questions regarding Statement of Claims and Visa Bills were answered.

Recreation Committee

Staff Report

Informational items only.

Buildings & Concessions

Bunn Park Easement

Patricia Boston, Pastor of Living Waters Christian Ministries, asked the Board to consider renewing the easement, which has been in place since 1994, the on property located at 2531 South 13th Street (International Church of the Foursquare Gospel). Boston also asked the Board to consider correcting the "drop off" for safety reasons. Staff added the easement would not affect the golf course. Living Waters Christian Ministries hopes to close on the property November 21, 2014.

AT&T Easement Fayette Bridge Project

AT&T submitted a draft agreement for the Board's consideration for an easement for the Fayette Bridge project. They have also submitted a payment in the amount of \$3,151.00 per park district ordinance. Jeff Antonacci, Hoelscher Engineering, stated he hoped to have the bridge started by August, 2015 and substantially complete by December, 2015 ahead of winter. City won't allow the park district to start our bridge project until theirs is done.

Trustee Hammer left the meeting while in progress.

Consultant for Penguin Building

Director Harms explained that we budgeted \$157,000 (from the 2012 & 2104 bond funds) to replace the holding area for the penguins. The board will need to determine how they would like proceed with either replacing the holding building with the \$157,000 set aside in bond funds or to take on a much larger project and add to the exhibit (with additional money from fundraising, which will need to be determined. Staff has reached out to a private consultant to solicit a proposal to guide the district through this process, including potential design options and identifying associated costs.

Lincoln Park Facilities

Director Harms shared a concern he received from a constituent regarding the condition of restrooms in Lincoln Park during a recent cross country meet. Elliott McKinley stated the maintenance department has since fixed the locks. Harms suggested implementing a policy to require large events to pay for porta potties to be placed on site for their event or pay for staff to work during the event to ensure restrooms are clean and stocked.

Long Range Planning

Long Range Plan

Director Harms received a report from Don O'Neal and would be sharing it with the Board soon. Trustee Flickinger thanked the Board and staff for their time and commitment to the Long Range Plan.

Liaison Committee

Staff Report

Director Harms attended the Parks Foundation meeting held on October 14. He presented the Board with minutes from the meeting, which included a list of the 2015 Officers:

President: Peter Graham Vice President Jennifer Aholt Treasurer: Loren Bennett
Secretary: Karen Barber

Grants & Marketing Committee

Staff Report
Informational Only.

ADJOURNMENT

There being no further business to come before
the Committees the meeting adjourned at 7:11 p.m.

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MINUTES
Committee of the Whole
October 1, 2014 – 5:30 p.m.

Trustees Present: President Sgro, Trustees Flickinger, Hammer, Jannazzo, Noll, Schmidt, and Wojcicki Jimenez,

Staff Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Mark Bartolozzi, Director of Finance & HR; Lynn Saputo, Director of Recreation; facility and program managers, and key staff

The first of three strategic planning meetings was held at Erin's Pavilion, 4965 South 2nd Street. University of Illinois at Springfield professor, Donald O'Neal, Ph.D. led the discussion. The group broke into three sub groups and discussed the purpose of the Springfield Park District, and who should be its customers in an effort to develop a mission statement for the agency.

The meeting concluded at 8:10 p.m.

MINUTES
Committee of the Whole
October 6, 2014 – 5:30 p.m.

Trustees Present: President Sgro, Trustees Flickinger, Hammer, Jannazzo, Noll and Schmidt

Staff Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Mark Bartolozzi, Director of Finance & HR; Lynn Saputo, Director of Recreation; Joe Hills, Treasurer, facility and program managers, and key staff

The second of three strategic planning meetings was held at Erin's Pavilion, 4965 South 2nd Street. University of Illinois at Springfield professor, Donald O'Neal, Ph.D. led the discussion. The group broke into three sub groups and discussed the agency's strengths, strategic issues and goals.

The meeting concluded at 8:30 p.m.

MINUTES
Committee of the Whole
October 9, 2014 – 5:30 p.m.

Trustees Present: President Sgro, Trustees Flickinger, Hammer, Jannazzo, Noll, Schmidt, and Wojcicki Jimenez,

Staff Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Mark Bartolozzi, Director of Finance & HR; Lynn Saputo, Director of Recreation; Joe Hills, Treasurer; facility and program managers, and key staff

The third of three strategic planning meetings was held at Bunn Administrative Office, 2500 South Eleventh Street. University of Illinois at Springfield professor, Donald O'Neal, Ph.D. led the discussion. The group broke into three sub groups and discussed a competitive analysis including Springfield Park District's competition, weaknesses, opportunities and threats. The groups also further defined and quantified some of the goals. Mr. O'Neal will provide an executive summary to the Board.

The meeting concluded at 8:15 p.m.

Special Meeting

MINUTES

October 27, 2014 – 12:00 noon

Roll Call:

President Sgro called the meeting to order at 12:00 noon and requested roll call.

Members Present: Hammer, Noll, Wojcicki Jimenez and Sgro

Others Present: Director, Derek Harms; Director of Parks, Elliott McKinley; Director of Finance/HR, Mark Bartolozzi; and Lynn Saputo, Director of Recreation and media

It was moved by Wojcicki Jimenez and seconded by Hammer that Trustees Jannazzo and Schmidt remotely attend the meeting. The motion was unanimously approved by a voice vote.

Trustees Jannazzo and Schmidt joined the meeting via telephone.

Ordinance # 1319-14 Declaring as Surplus and authorizing the sale of Personal Property

Director Harms explained there are four components that will no longer be needed when the retrofit of the wind turbine is complete. Staff would like to sell these components to an outside company but first must declare as surplus property. Legal counsel has reviewed and approve the ordinance. Trustee Jannazzo asked if Illinois Clean Energy Community Foundation is aware of this. Director Harms explained that he contacted Gabriela Martin, Program Officer. She confirmed that ICEF is in agreement with this approach. Harms further explained that upon approval of this ordinance staff would negotiate and execute a contract to resell the surplus property. Trustee Noll moved to Adopt Ordinance #1319-14 with the declaration of surplus property. The motion was seconded by Trustee Hammer.

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

There being no further business to come before the Board

It was moved by Wojcicki Jimenez and seconded by Hammer to adjourn the meeting at 12:06.