

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, August 21, 2014

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, August 21, 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, Wojcicki Jimenez

Others Present: Derek Harms, Executive Director, Mark Bartolozzi, Director of Finance/HR; Dan Wright, Legal Counsel; Lynn Saputo, Director of Recreation, Staff, Public

Minutes of Previous Meeting

Minutes of the July 17, 2014 Regular Board Meeting were presented. It moved by Tina Jannazzo and seconded by Robin Schmidt to approve the July 17, 2014 Regular Board Meeting Minutes. All approved by voice vote.

Public Comment

Scott Hanauer spoke to the board concerning Bob Barrett not being allowed to be a swim coach. He feels that Bob should be allowed to coach as Bob is very passionate about coaching and while he is coaching he is still in the building performing other duties as necessary for the district. He stated we are losing coaches from Springfield High and Southeast High School next year and they are in desperate need of coaches. Derek addressed his issue and stated that we would speak with Bob Barrett and that our policy does allow employees to have outside employment as long as they do not conflict. Derek further explained that this is a staffing issue not a board issue.

BUILDINGS & CONCESSIONS

Staff Report

Install Radiant Heat in Rink II

Motion to accept the bid from Doyle Plumbing & Heating Co to install radiant heat in Rink II in the amount of \$46,575.00 and to authorize staff to negotiate and execute a contract pending legal review— Funding source 2012 S&I Account #6224-30-01

Moved by: Gray Noll Seconded by: Grant Hammer

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

Veterinarian Services at the Henson Robinson Zoo

Motion to accept the proposal from White Oaks West Animal Hospital to perform veterinarian services at the Henson Robinson Zoo and authorize staff to negotiate and execute a three year contract pending legal review.

Moved by: Gary Noll Seconded by: Robin Schmidt

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

Bridge & Spillway Replacement at Washington Park

Motion to accept the proposal from Knight Engineering for bridge and spillway replacements at Washington Park and to authorize staff to execute the related contracts. Funding Source: 2014 S&I account #6228-31-01

Moved by: Gray Noll Seconded by: Sara Wojcicki Jimenez

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

Agreement with Springfield Parks Foundation for Platform Tennis Courts Improvements in Washington Park

Motion to authorize staff to execute the agreement with the Springfield Parks Foundation to perform improvements to the Platform Tennis Court improvements in Washington Park

Moved by: Gray Noll Seconded by: Grant Hammer

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

Install Path Lighting, Amphitheater & HVAC System at the Washington Park Botanical Gardens

Motion to accept the proposal from Henson Robinson Co. to install path lighting, amphitheater and HVAC system at the Washington Park Botanical Gardens and authorize staff to negotiate and execute a contract pending legal review. Funding Source 2012 S&I Account #6216-30-01

Moved by: Gray Noll Seconded by: Grant Hammer

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

LONG RANGE PLANNING

Staff Report

Derek Harms informed Board that Don O'Neil wanted to have 3 or 4 meetings with the Board for planning work on the Masterplan, possibly beginning the last week of September. Derek will send out info to Board to check dates and availability of Board Members to set up the schedule.

LIAISON

Staff Report

RECREATION

Staff Report

ATM at the Nelson Center

Motion to authorize staff to execute a contract with Nu Source Financial Inc to install an ATM in the Nelson Center approved pending legal review. Sara Wojcicki Jimenez also requested that the board receive updates at 3 and 6 months.

Moved by: Grant Hammer Seconded by: Robin Schmidt

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

GRANTS & MARKETING

Staff Report

Sara Wojcicki Jimenez reminded the Board of a ribbon cutting for the Kid Friendly Zone sign initiative in partnership with the Department of Public Health on the 26th of August at the Washington Park playground at 5:00pm

Bike & Hike Days

Derek Harms reported that staff plans to implement permanent bike and hike days in September and May.

FINANCE

Staff Report

Statement of Claims

The Statement of Claims was presented by Chair Jannazzo. Chair Jannazzo moved to approve the Statement of Claims as presented. Motion was seconded by Grant Hammer.

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

Ordinance #1315-14 RE: Approval of Contracts & Authority to incur financial liability

Motion to approve ordinance 1315-14 Approval of contracts & Authority to incur financial liability.

Moved by: Tina Jannazzo Seconded by: Grant Hammer

Roll Call Vote: Flickinger - yes, Hammer - yes, Jannazzo - yes, Noll - no, Schmidt - yes, Wojcicki Jimenez - yes, Sgro - yes

COMMITTEE OF THE WHOLE

Ordinance #1316-14 RE: Unlawful construction, maintenance and encroachments upon property owned by the Springfield Park District, Sangamon County, Illinois

Motion to approve of ordinance 1316-14 Unlawful construction, maintenance and encroachments upon property owned by the Springfield Park District, Sangamon County, Illinois

Moved by: Gray Noll Seconded by: Grant Hammer

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

BUSINESS

ADJOURNMENT

There being no further business to come before the Board

It was moved by Grant Hammer & seconded by Robin Schmidt to adjourn the meeting at 6:05p.m.

**Committee of the Whole, Buildings and Concessions, Finance & Personnel
Committee Meeting
August 18th, 2014 at 5:30pm**

MINUTES

Present: Trustees Hammer, Jannazzo, Noll, Schmidt, Wokcicki Jimenez, Flickinger
Others Present: President Sgro, Derek Harms, Executive Director, Elliott McKinley;
Director of Parks/Planning, Mark Bartolozzi; Director of Finance, Lynn Saputo, Director of
Recreation, Dan Wright Legal Counsel, Staff

A Joint Meeting of the Committee of the Whole, Buildings and concessions, Finance and
Personnel Committees was held on Monday August 18th, 2014 at 5:30 p.m. at the John F.
Linxwiler Administrative Center.

Committee of the Whole

Property Encroachments

Derek Harms explained that he and legal had completed work on a ordinance- ordinance #1316-
14 "An ordinance regarding unlawful construction, maintenance and encroachments upon
property owned by the Springfield Park District, Sangamon County, Illinois" that was very
similar to what other Park District's in the area use to handle property encroachments on Park
District lands. He then asked Dan Wright to explain it to the Trustees. Leslie Sgro asked that
the board be notified before staff issued any citations and it was discussed with other board
members at the table and it was decided to let staff handle the process.

Tina Jannazzo asked for clarification of the language in Section 3, item I, in regards to fines, Dan
Wright responded to question saying the max per occurrence would be \$1,000.00.

Grant Hammer asked that we create a process to identify the encroachments as soon as possible.

Ted Flickinger asked for specific details on the encroachment issue at Lincoln Park.

Derek Harms informed the board that Dan Wright was working on a lease agreement for the
encroachment in Lincoln Park, stating that the encroachment wasn't on any land that was
currently used for recreation or that would possibly be used for recreation in the future. The term
of the lease would be for fifty (50) years and the lease will be ready for board approval at the
September meeting.

Buildings & Concession Committee

Staff report

Derek Harms informed the board that the Springfield Jaycees would like to donate the Jaycee
Activity Center located on the northwest corner of Bunn Golf Course, staff had toured the
building and were now checking into utility costs, upkeep, repairs and looking for uses for the
building, the one use that came to mind was as a banquet hall so that Bunn Golf Course could

use it at Golf Outings. Leslie Sgro asked that we have a mechanical and structural engineer look at the facility before proceeding.

2. Rink II Radiant Heat;

Elliott Recommended accepting the lowest bid of \$38,038.00 and their alternate bid of \$8,537.00 for a total of \$46,575.00 from Doyle Plumbing.

Gray Noll asked where the monies were coming from and what would be the completion date. Elliott responded that funding of \$60K was allocated in the 2012 Site & Improvement Fund and that if we executed the contract at the August board meeting the completion date would be the end of October 2014.

3. Wind Turbine Retrofit:

Elliott recommended accepting the lowest bid from Wind Solar USA in the amount of \$48,010.00

Representative from Tick Tock Energy (other bidder) were present at the meeting and spoke with the board about their product, stating they had been in business since 1988 and had installed more than 1800 turbines and that their turbine had been independently tested by a 3rd party the (SWCC – small wind certification council) and was ranked #1 in terms of reliability. Stated that the Ventera turbine from Wind Solar has not been tested by a 3rd party.

Sara also questioned the difference in price on Wind Solar's bid which reflects the sale of the existing turbine for \$12,500.00. It was noted by Leslie Sgro that she believed that they just wanted to show the sale, however it would have to be treated as a separate item, Dan Wright stated that we would have to do an ordinance for approval to sell surplus equipment in order to complete the sale of the existing turbine. So Wind Solar USA would in fact be paid the full amount of \$48,010.00. if the board accepted their bid.

Sara Wojcicki Jimenez asked if an approved lowest bid wasn't taken could we go with another higher bid? Leslie Sgro asked Dan Wright what would happen if we didn't take the low bid, Dan Wright responded with the Board has the right to reject any and all bids, but to not take the lowest responsible bidder would require a valid reason that each case would have different circumstances that would have to be examined.

Gray Noll asked Elliott McKinley why did you recommend Solar Wind Energy's bid over Tick Tock Energy's bid? Elliott responded with the fact that Wind Solar's bid was the lowest and that this was a rare situation where in fact both bidders' products were very compatible and that there was no advantage to reject the low bid from Wind Solar to accept Tick Tock's bid. There will be a Ventera technician on-site during installation to verify and validate the warranty. Ted Flickinger asked if Elliott had checked references. Wind Solar had supplied (4) references three of which were for solar installation and one turbine, Tick Tock's web-site provided all of their information. Lynn Saputo asked if the Ventera representative would take the place of an expert? And Elliott responded with yes it would be a certified installation.

Henson Robinson Zoo Vet Services:

Jackie Peeler noted that our current Vet was the only bidder, she had sent the request to all area vets and interns in the area. Gray Noll asked the length of the contract, Jackie responded with it is for three (3) years and that most prices had stayed the same and that some were actually lower. Jackie had requested two changes in the contract, the yearly review to be moved to December so that her budget could reflect necessary changes and the second one was that Dr. Hurst provide certificate of insurance.

Contract should be ready for approval at the August 21st, Board meeting

Henson Robinson Penguin Bldg:

Elliott McKinley stated that the architect Bruce Ferry had resigned from the project, He had asked Charles Pell, Architect to look at the scope of the project and see if it is something that he would want to do. Leslie Sgro noted that we hadn't sent out a RFP on an Architect in quite awhile and maybe we should do that. Derek Harms then asked Jackie Peeler about the safety of the birds. Jackie responded that the birds would be better off in the current exhibit until we had to move them while it was being renovated as they don't take change well. All agreed that the additional costs for proposals would be detrimental to the project.

Washington Park Bridge and Spillway replacement

Elliott McKinley announced that Knight Engineering was ready to move on Phase II. Jeff Antonacci from Knight Engineering was present and spoke to the board about their pleasure and excitement at being chosen to complete this project.

Leslie asked when we would actually enter the construction phase and how long it would take to complete. Mr. Antonacci stated that we would need to have it bid by August 1st of 2015 so that construction could begin and weather permitting be completed by December of 2015, completing both bridges in tandem.

Washington Park Platform Tennis Court Repairs

Dan Wright working on contract to make repairs. Would also include the Foundation accepting grant from United States Platform tennis assoc. and noted that we are holding 10K in contribution account that would need to be moved to the Parks Foundation as a separate contract for repairs to be made to the warming hut, repairs would be completed by our Force Labor.

Washington Park Botanical Gardens Museum grant project:

Elliott McKinley noted that we had received (4) four bids for this project. With the lowest bid received from Henson Robinson in the amount of \$245,000.00. with an alternate bid of \$1,885.00 for a total of 246,885.00. It was Elliott McKinley and the Engineer Darren Johnson from Johnson Engineering recommending that we accept Henson Robinson's bid. Derek Harms then stated that we would seek the Board's approval of this bid on the 21st of August, however the contract would not be ready for signatures. Leslie Sgro and Dan Wright agreed that this was fine and if passed by the Board the contract would be signed when it was ready. Leslie Sgro asked if this new HVAC system would be more efficient and save on utility costs, Elliott McKinley responded with the current boiler system was probably 70% efficient and that the new system would be 85% efficient.

Finance and Personnel Committee:

Staff Report

Sara Wojcicki Jimenez questioned an error on the monthly cash flow sheet for the 2006 Bond & Interest. The difference between the budgeted balance and the actual balance is off by \$90,000.00. Mark Bartolozzi responded with he believed it to be a formula error and that he would correct it.

Statement of Claims / Visa Bills

Sara Wojcicki Jimenez had received her copy at a late date and had outlined questions. Questions have been answered by staff.

Contract Approval Process

Derek Harms explained the new Ordinance 1315-14 Re: Ordinance regarding approval of contract and authority to incur financial liability, and the levels of authority and spending as well as contracts. Leslie Sgro wants the countersigned to be a board member or treasurer. Robin Schmidt would like a report to the Finance committee on a monthly basis.

ADJOURNMENT

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

MINUTES

Committee of LRP, Liaison, Recreation, Grants & Marketing
Committee Meeting
August 14th, 2014 – 5:30pm

Present: Trustees Hammer, Wojcicki Jimenez, Schmidt
Others Present: President Sgro, Derek Harms, Executive Director, Mark Bartolozzi, Director of Finance, Elliott McKinley, Director of Parks, Lynn Saputo Swofford, Director of Recreation. Bill Klein, resident

A joint meeting of the Long Range Planning, Liaison, Recreation and Grants and Marketing committees was held on Thursday August 14, 2014 at 5:30pm at the John F. Linxwiler Administrative Center.

Long Range Planning

Staff Report

Informational Items only

Barker Park

Elliott McKinley, Director of Parks reported that we had begun coring out the parking lots and that 6 acres had also been tilled and were ready to be seeded.

Paving Projects

Elliott McKinley, Director of Park reported that both Lincoln and Washington Parks had been re-stripped for pedestrian and bike lanes

Master Plan

Derek Harms, Executive Director reported that Don O'Neal would be ready to start the master plan in the fall and would like to start with an initial survey to our stakeholders, Leslie Sgro asked that we postpone the survey until the board has met with Mr. O'Neal to discuss further.

Liaison Committee

Staff Report

Informational items only

Derek Harms, Executive Director reported that the first year partnership with Senior Services was going well, they have a dozen sponsors to help offset expenses, 1 being the Orthopedic Center of Springfield with a \$20,000.00 sponsorship and that they believe next year this program should break even on expense and revenues.

Gehrmann Park

Derek Harms, Executive Director reported that the Neighborhood Association had worked with us on a project list for improvements to the park which include, new restroom bldg, walkways and updated park lighting for a total of \$100,000.00. TIF funds are available and the City has approved \$80,000.00 toward these projects. City legal counsel is drafting an agreement that will be reviewed by Dan Wright and presented to the board for consideration.

Lincoln Park

Benedictine University is putting together a proposal for an artificial turf soccerfield at Lincoln Park

Recreation Committee

Staff Report

Informational items only

Washington Park

Bill Klein, resident of district spoke and asked that we not cut down a dead oak tree just south of the tennis court building, would like to see the branches removed and the trunk left standing so that we could have a "chainsaw sculpture" in a tennis motif made from the 200-300 year old tree. Said we could approach the groups to pay for the sculpture. Mr. Klein also had complaints about the park being blocked off for events citing that he and other patrons could not get to the tennis court parking area. Would like a sign by the Wiggins Entrance stating "Entrance cannot be blocked for any reason". Leslie Sgro, Park Board President directed staff to look for any ordinance on blocking entrances and get back with Mr. Klein.

Lynn Saputo, Director of Recreation informed the committee that the vendor for "The Stand" in Washington Park terminated his agreement with us citing low traffic and lost revenue as the cause. Currently looking for a new vendor to complete this year. In the future we may consider asking Sparc or service troupes to host events and fundraisers so that "The Stand" would still be open and used and that maybe these groups would attract more traffic to the area.

Lynn Saputo, Director of Recreation informed committee that All Weather Courts had suggested that Rotary Park Tennis Courts would be the best site for an all purpose court. Leslie Sgro, Park Board President stated that Rotary was too heavily used and parking would be an issue and asked us to look at other courts that were underused so that we would draw traffic to these parks.

ATM Machine for Nelson Center

Lynn Saputo, Director of Recreation informed committee that she has identified a potential ATM vendor but they would require a 3 year agreement, requiring 105 transactions per month cost to Nelson Center \$315.00 per month = \$3,780.00 per year that we would need to budget for as a possible expense, if the transactions are more than 105 per month it is possible that we would recoup the

charge and possibly make a little money. Lynn also stated that there was a 1st year option to cancel contract if it wasn't being used as we hoped it would.

Grants & Marketing Committee

Staff Report

Leslie Sgro, Park Board President asked how play was doing on the Golf Courses, Derek Harms, Executive Director replied that is was doing okay and stated that we needed to remember that golf play according to a national trend was down. Leslie Sgro, Park Board President asked that we inform the golf maintenance employees that they are doing a great job and that the courses looked great.

Lynn Saputo, Director of Recreation reported that Facebook had made her change our page to a business page and that we now have 5400 followers, Leslie Sgro, Park Board President asked Lynn about setting up a Twitter and a Instagram page for the District.