

**Springfield Park District
BOARD MEETING**

MINUTES

Wednesday, July 17, 2014

A meeting of the Springfield Park District Board of Trustees was held on Thursday, July 17, 2014 at 5:30 p.m. at the Botanical Garden, 1740 West Fayette, 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; Rob Cross attending for Dan Wright, Legal Counsel; Joe Hills, Treasurer; Staff, media and public

Minutes of Previous Meeting

Minutes of the June 19, 2014 Regular Board Meeting were presented. It was moved by Jannazzo and seconded by Noll that the minutes be approved as presented. All approved by voice vote: 7 voting yes 0 voting no. Motion passed.

LONG RANGE PLANNING COMMITTEE

Staff Report

Informational items only

Long Range Plan

Trustee Flickinger led the discussion regarding hiring Don O'Neal to guide the Board to complete a strategic plan. After much discussion, Trustee Flickinger moved to accept the proposal from Don O'Neal to assist the District in the development of the strategic plan. Mr. O'Neal will work with staff and begin work in the fall.

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

Land Use Agreement Centennial Park

Trustee Flickinger moved to authorize the Park Board Present to execute the temporary construction easement and the long term easement for easement for drainage into Centennial Park for the Centennial Point Subdivision development as drafted by staff and legal counsel. The motion was seconded by Jannazzo.

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

Trustee Flickinger explained to the Board that he is made the motion to bring the item before the Board for a vote. However, he chose not to vote yes on the issue due to his concerns about subdivision development.

City Road Project near Rotary Park

Elliott McKinley, Director of Parks, informed the Board of a proposed project for road improvement by the City of Springfield at Lenhart Road and Iles Avenue that may require an easement at Rotary Park. This project is proposed as a grant project using IDOT and Federal funds to provide a turn-a-bout, widening the roadway and the addition of sidewalk in the project area. Trustee Hammer asked Director Harms to follow up with the City to see if the sidewalks could connect with the bike path.

LIAISON COMMITTEE

Staff Report

Informational items only

Enos Park

Trustee Schmidt moved to temporarily close Enos and Gehrmann Parks at dusk during the period of July 17, 2014 to December 31, 2014. The motion was seconded by Hammer. The time change would serve as a tool to assist the park and city police in deterring some of the unwanted activity that has been occurring recently and would be reviewed after the trial time. Lynn Saputo, Director of Recreation will work on incorporating signage to inform the public.

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

A letter from Sam Cahnman, Alderman, showing his support for the change in the closing time of Enos and Gehrmann Park is attached.

RECREATION

Staff Report

Informational items only.

BUILDINGS & CONCESSIONS

Staff Report

Informational items only.

Bid Let

Chair Noll explained there are three projects staff would like to proceed with the bid process.

- Botanical Museum Grant
- Rink II Radiant Heat
- Wind Turbine Retrofit

The Board agreed staff should proceed. No vote was necessary.

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 as presented. The motion was seconded by Schmidt.

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

Vacation Policy

Director Harms requested the Board consider amending the previously approved portion of the personnel manual regarding the use of vacation time. the current policy does not allow for an extension after the first 12 months of implementation (August 2013). It was noted some staff had a great deal of time remaining, several vacation requests were denied due to high work loads during this transitional year. Staff requested the Board consider a 180 extension. Trustee Jannazzo moved to amend the vacation policy approved by the Board on August 21, 2014 by allowing an additional 180 days to use vacation time in the first year of the implementation. This will mirror the long term vacation policy outlined in the employee manual and approved by the Board. The motion was seconded by Hammer.

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

Audit Committee

Trustee Jannazzo provided the Board with the guidelines, duties and responsibilities of the Audit Committee. (*Copy attached*) Jannazzo moved to approve the Audit Committee Charter. The motion was seconded by Hammer

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

COMMITTEE OF THE WHOLE

Barker Park

Informational item only.

Lincoln Park Encroachment

The Board will continue discussions how to proceed with the real estate property encroaching on Lincoln Park. Staff will meet with the parties involved and report back to the Board.

Contract Approval Process

Pending additional discussion

BUSINESS

Semi-Annual Review and Possible Release of Executive Session Minutes

Rob Cross, partner of Dan Wright, Legal Counsel, attended the meeting. He explained that Dan has reviewed executive session minutes up for review and determined they should remain confidential for the same reasons the Board held the discussion in closed session. No executive session minutes were released.

Adopt Prevailing Wage Ordinance 1313-14

President Sgro presented Ordinance #1313-14 regarding the prevailing wage. It was moved by Trustee Jannazzo and seconded by Hammer to approve ordinance #1313-14

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

Normally the ordinance is presented to the Board at the June Board meeting, but due to an oversight it was moved back to July. Filing and publication of the ordinance will be immediate upon approval.

Ordinance #1314-14 RE: Property Annexation

President Sgro presented Ordinance #1314-14 regarding annexation of property. It was moved by Noll and seconded Jannazzo to approve ordinance #1314-14 as presented.

Roll Call Vote: Flickinger - yes, Hammer - 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 Hammer to adjourn the meeting at 6:02 p.m.

MINUTES
**Committee of the Whole, Buildings & Concessions
and Finance & Personnel Committee Meeting**
July 14, 2014 – 5:30 p.m.

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

Lincoln Park Encroachment

Director Harms explained the park district recently learned of an encroachment issue at Lincoln Park. The realtor for the seller, discovered the legal description was not the same as the yard property lines indicated on Sangamon County GIS and contacted District Legal Counsel, Dan Wright. Elliott McKinley, Director of Parks, is working with legal counsel and both the seller and potential buyer of the property in question. Legal Counsel offered the following options:

- 1) Demand abatement of encroachment (be willing to file suit for injunctive relief if the property owner refuses)
- 2) Sell property to the encroaching party. The Park Code permits the District to sell less than 3 acres to a private party upon Court approval. Park District would need to file a petition to approve the sale and can estimate associated fees and negotiate them into the purchase price.

The Board held a lengthy discussion (realtor, seller and potential buyer were in attendance) regarding the best solution to this situation. No decision was made. Staff will work with legal and the realtor and report back to the board on a timely fashion.

Barker Park

Director of Parks, Elliott McKinley, gave an update regarding Barker Park:

- Applied for a variance to build driveway on Halifax has been approved by the City Zoning Commission and will go to the City Council for final approval on August 19th, 2014. It is currently rock and will be paved, as required, when funds are available.
- Current park signs (two posts/low profile) are not permanent.
- Martin Engineering is doing a hydrology report
- Six acres will be seeded.

It was noted that the neighborhood association is excited about the potential dog park in Barker Park.

Prevailing Wage Ordinance

Dan Wright, Legal Counsel, explained due to a staff oversight, the Prevailing Wage Ordinance was not presented at the regular June Board meeting. Instead it will be presented for Board approval at

the July Board meeting. Anticipated passage of the ordinance will be July 17th and filed as required on July 18, 2014.

Contract Approval Process

Director Harms reported to the board he has contacted a number of other park districts to inquire their contract approval policies. Most have an ordinance in place authorizing executives purchasing authority. The board would determine the level of authority given to the director. The board had some questions about the appropriate level of authority that should be given to the director. It was the consensus of the board that some level of written authority is appropriate. Harms will work with legal counsel to prepare an ordinance for the board's consideration.

BUILDINGS & CONCESSIONS

Staff Report

Informational Items Only

Botanical Museum Grant Bid Let

Director of Parks, Elliott McKinley, informed the board bid documents were prepared by Johnson Engineering and Massie Massie for the museum grant. Funds are available (\$318,630) in the 2012 Bond Issue and reflected in the cash flow. This project allows for a 50% completion draw for funds and is reimbursed for 100% of total cost upon completion.

Rink II Radiant Heat – Bid Let

Director of Parks, Elliott McKinley, informed the board staff would like to seek bids for radiant heat in Rink II of the Nelson Center. Frank Merris has prepared bid documents designed to expand in the future. Funds (\$60,000) are available in the 2012 bond issue and in the cash flow. Anticipated completion by the end of October, 2014.

Wind Turbine Retrofit – Bid Let

Director of Parks, Elliott McKinley, informed the board staff would like to seek bids for the Wind Turbine in Southwind Park. McKinley has been working with Johnson Engineering and ICEF to put together bid specifications for the work. The tower can be retrofitted and communication system power transfers and controls modified. Funding of \$25,000.00 available in the 2014 Bond Issue. Anticipated completion by end of December, 2014. The Parks Foundation has agreed to fund up to \$25,000.00 to complete this project.

FINANCE & PERSONNEL COMMITTEE

Staff Report

Mark Bartolozzi, Director of Finance and HR gave a brief summary of the Finance Report and informed the committee that the audit has begun.

Statement of Claims / Visa Bills

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

Vacation Policy

Director Harms requested the recently approved vacation policy approved at the August 2013 board meeting be modified to allow more time to be used. Staff is asking the Board to consider a 180 day extension for staff to use the accumulated vacation time.

Audit Committee

Trustee Jannazzo provided the committee with a draft of the minutes from the June 30, 2014 Audit committee meeting went over the highlights discussed. Also presented was the Audit Committee Charter outlining the purpose and duty of the Charter.

There being no further business to come before
the meeting adjourned at 6:56p.m.

Springfield Park District
Board of Trustees
Audit Committee Charter

Purpose

The purpose of the Audit Committee ("Committee") is to assist the Springfield Park District Board of Trustees ("Board"), in fulfilling its responsibility of oversight of the Springfield Park District's ("District") financial audit process and interact with District management during the remediation of identified financial reporting and internal control deficiencies. The Committee will serve in an advisory capacity and all final action is reserved for the Board.

Composition of the Committee

The Committee shall be comprised of two Trustees and at least two non-Board members with expertise in governmental financial reporting and/or internal controls. The Board shall nominate and approve all members of the Committee. Each member shall serve a term of two (2) years subject to termination or renewal at the Board's sole discretion.

Meetings of the Committee

The Committee shall meet three times a fiscal year (early June to prepare for the audit, early/mid September or October to review the audit and present to Board, early February to prepare for budget and ensure recommendations are being followed) or more frequently as it shall determine necessary to carry out its duties and responsibilities. The Committee may ask members of management or others to attend to provide pertinent information as necessary. The Committee will maintain minutes of its meetings and report to the Finance and Human Resources Committee of the Springfield Park District Board of Trustees. All meetings of the Committee shall be subject to the provisions of the Illinois Open Meetings Act, 5 ILCS 120.

Duties and Responsibilities of the Committee

The following are within the authority of the Committee:

1. *Negotiate and recommend a contract and oversee the work of the auditors*
2. *Resolve any disagreements between management and the auditor regarding financial reporting*
3. *Screen and recommend to the Board all auditing and non-audit services*
4. *Seek any information it requires from employees all of whom are directed to cooperate with the Committee's requests or external parties*
5. *Meet with District management, external auditors, or outside counsel, as necessary*

The Committee will carry out the following responsibilities:

1. *Review and approve the Audit Committee charter*

2. *Review significant accounting and reporting issues, including complex or unusual transactions and highly judgmental areas, and recent professional and regulatory pronouncements, and understand their impact on the financial statements*
3. *Review, with management and the external auditors, the results of the audit including any difficulties encountered*
4. *Review the annual audit, and comment on the sufficiency of the audit*
5. *Review the management letter and findings before release and consider the accuracy and completeness of the information*
6. *Consider the effectiveness of the audit's review and assessment of the organization's internal control system*
7. *Understand the scope of auditors' review of internal control over financial reporting, and obtain reports on significant findings and recommendations, together with management's responses*

Nothing contained in this charter is intended to create, or should be construed as creating any responsibility or liability of the members of the Committee, except to the extent otherwise provided under applicable federal or state law.

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

MINUTES

July 10, 2014 at 5:30 p.m.

Members Present: Trustees Flickinger, Hammer, Jannazzo and Schmidt

Others Present: President Sgro; Director of Parks, Elliott McKinley (presided over meeting)
Director of Finance/HR, Mark Bartolozzi; Lynn Saputo, Director
of Recreation & Captain Jonathon Davis & representatives from EPNIA

A Joint Meeting of the Long Range Planning, Liaison, Recreation and Grants & Marketing was held on Thursday, July 10, 2014 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

Long Range Planning

Staff Report

Informational items only.

Long Range Plan

Trustee Flickinger introduced Don O'Neal to the Board. Mr. O'Neal explained the strategic planning process and how he would guide the park district toward the same goals / focus. He is not comfortable sharing strategic plans of organizations he has assisted due to confidentiality, but would give contact names of organizations as references. He also suggested good sources to contact would be John Kelker of the United Way and The Regional Planning Commission. There is much to be determined before beginning the planning such as: who will be included (ie: Board, Staff other agencies, etc.) and number of participants and number of meeting & times.

Land Use Agreement Centennial Park

Director of Parks, Elliott McKinley, explained Martin Engineering, on behalf of the land development company, need a drainage easement. As part of the easement request, the Park District has hired engineers to verify the impact on the park district, the verification reports findings were that minimal impact would occur from the additional drainage; therefore, staff would recommend agreeing to this easement / land use request.

City Road Project near Rotary Park

Director of Park, Elliott McKinley, shared with the committee members a proposed project for road improvement by the City of Springfield at Lenhart Road and Iles Avenue. This project is

proposed as a grant project using IDOT and Federal funds to provide a turn-a-bout, widening the roadway and the addition of sidewalk in the project area. The City will be conducting public meetings for this project beginning in September, 2014.

Liaison Committee

Staff Report

Trustee Schmidt asked if staff could assist in planting of the community garden at Cox Park. The garden, which had become overgrown, had been dedicated in previous years to Mayor Karen Hasara. A group of her family members and friends had cleaned out the area. Director of Parks, Elliott McKinley, said he would ask Chad Scaife, Washington Park Botanical Gardens Director, to plant the area with low maintenance plants. Funding could come out of plant materials or through the CACC with Marc Miller.

Enos Park

Captain Jonathon Davis, Park District Police; Michelle Higgenbotham and Dawn Mobley, Enos Park Neighborhood Improvement Association addressed the Board regarding concerns with park activities. There has been an increase in vandalism in the Enos Park area. Captain Davis informed the committee that special details have been established by park and city police as well as the security employed by the Enos Park Neighborhood Improvement Association (EPNIA). Higgenbotham and Mobley, representatives of the EPNIA, requested the Park District consider closing the park (at dusk) and post more signage (ie: no alcohol allowed in the parks). Currently Park District parks are open until 10:30 p.m. except Carpenter and Gurgens Parks which close at dusk. Higgenbotham and Mobley asked that these requests also be implemented at Gehrman Park due to its close proximity to Enos so the activity didn't just shift from one park to the other. It was noted that the EPNIA has been working with the park district to make the park a safer, more family friendly environment for the community. TIF Funds have been received for projects to enhance the park and association continues to secure funding through city TIF funds for future projects.

Recreation Committee

Staff Report

Trustee Hammer is still interested in identifying underutilized tennis courts and repainting them for multi-sport purposes.

Grants & Marketing Committee

Staff Report

Informational items only.

ADJOURNMENT

There being no further business to come before
the Committees the meeting adjourned at 6:35 p.m.

\\Joint 71014.docx\



CITY OF SPRINGFIELD, ILLINOIS

SAM CAHNMAN
ALDERMAN - WARD 5

July 15, 2014

The Honorable Leslie A. Sgro, President
Springfield Park District Bd. Of Trustees
#7 Wienold
Springfield, IL 62711

The Honorable Sara Wojcicki Jiminez, Trustee
Springfield Park District Board
1700 South Park
Springfield, IL 62704

The Honorable Gray Herndon Noll, V. Pres.
Springfield Park District Board
1031 S. MacArthur Blvd.
Springfield, IL 62704

The Honorable Grant Hammer, Trustee
Springfield Park District Board
4304 Lavendar Lane
Springfield, IL 62711

The Honorable Ted Flickinger, Trustee
Springfield Park District Board
2013 Maryknoll Place
Springfield, IL 62704

The Honorable Robin Schmidt, Trustee
Springfield Park District Board
33 Brighton Road
Springfield, IL 62702

The Honorable Tina Jannazzo, Trustee
Springfield Park District Board
1033 South Walnut
Springfield, IL 62704

The Honorable Derek Harms, Secretary
Springfield Park District Board
2500 South 11th Street
Springfield, IL 62703

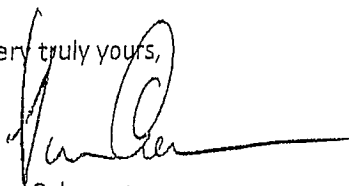
Dear President Sgro, Vice-President Noll, Trustees Flickinger, Jannazzo, Jiminez, Hammer, Schmidt, and Secretary Harms:

I am writing to you as the city of Springfield Alderman who represents the areas including Enos Park and Gehrman Park in the Springfield Park District.

I am in strong support of the request by the Enos Park Neighborhood Improvement Association (EPNIA) to the Board of Trustees to amend Park District Ordinance No. 209-83 to change the closing time of these two parks to dusk. Enos and Gehrman are small neighborhood parks which would be unlikely to provide any real recreational value to neighborhood residents after dark. Instead, after dark, they become a place for groups to hang out and engage in illegal activities or create disturbances of the peace. I believe changing the closing time of these parks to dusk would enhance neighborhood safety and peace and quiet, and I urge you to do so.

Thank you for your consideration.

Very truly yours,

A handwritten signature in black ink, appearing to read 'Sam Cahnman', with a long horizontal flourish extending to the right.

Sam Cahnman

samcahnman@yahoo.com

SJC/jb

Cc: Michelle Higginbotham, President, EPNIA
Dawn Mobley, Vice-President, EPNIA