

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, June 18, 2015 – 5:31 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Thursday, June 18, 2015 at 5:30 p.m. at the John F. Linxwiler Administrative Offices, 2500 South 11th Street, Springfield, Illinois. **(Following Special Meeting held at 5:30 p.m.)**

Roll Call

President Sgro called the meeting to order at 5:31 p.m. and requested roll call.

Members Present: Trustees: Evans, Hammer, Metcalf, Noll, Schmidt & President Sgro

Members Absent: Trustees: Jannazzo

Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Lynn Saputo, Director of Recreation; Stephen Flesch, Director of Finance & Administration; Dan Wright, Legal Counsel; Staff; media and public

Remote Attendance

It was moved by Trustee Noll and seconded by Trustee Hammer to allow Trustee Jannazzo to attend the meeting remotely as allowed by Open Meeting Act.

All approve by voice vote.

Unable to reach Trustee Jannazzo by phone ... the meeting continued with 6 trustees in attendance

Minutes of Previous Meetings

Minutes of the May 8, 2015 Special Board Meeting were presented. It was moved by Trustee Noll and seconded by Trustee Hammer to approve the May 8, 2015 Board Meeting minutes as presented. All approved by voice vote.

Minutes of the May 21, 2015 Regular Board Meeting were presented. It was moved by Trustee Hammer and seconded by Trustee Evans to approve the May 21, 2015 Special Meeting minutes as presented. All approved by voice vote.

Public Comment

President Sgro asked if anyone wanted to address the Board. No one addressed the Board.

LIAISON

Staff Report

Informational items only.

Trustee Schmidt informed the Board that Elliott McKinley, Director of Parks, had provided her with a new list of neighborhood associations. She'd be happy to share it with other trustees.

LONG RANGE PLANNING

Staff Report

Informational items only.

BUILDINGS & CONCESSIONS

Staff Report

Informational items only.

Trustee Noll noted that the Eagle Scout project is complete and an opening ceremony will be planned in the near future.

RECREATION

Staff Report

Informational items only.

Donation from All Weather Courts to Resurface and re-purpose the Stand Alone Tennis Courts at Lanphier into a Pickleball court

It was moved by Trustee Metcalf to accept donation from All Weather Courts to Resurface and repurpose the stand alone tennis court at Lanphier into a pickleball court. The motion was seconded by Trustee Schmidt.

Roll Call: Evans: Aye Hammer: Aye Jannazzo: Absent Metcalf: Aye
Noll: Aye Schmidt: Aye Sgro: Aye

6 Ayes 0 Nay 1 Absent

GRANTS & MARKETING

Staff Report

Informational items only.

FINANCE

Staff Report

Informational items only.

Stephen Flesch, Director of Finance & Administration highlighted fund balances are \$1.1 million better than last year. He also informed the Board that a training session regarding harassment for department managers was recently held and another session for all other employees will be next week.

Statement of Claims

The Statement of Claims was presented by Trustee Noll and trustees' questions answered. Trustee Noll moved to approve the Statement of Claims & Visa bills as presented. Motion was seconded by Trustee Schmidt.

Roll Call: Evans: Aye Hammer: Aye Jannazzo: Absent Metcalf: Aye
Noll: Aye Schmidt: Aye Sgro: Aye

6 Ayes 0 Nay 1 Absent

COMMITTEE OF THE WHOLE

Ordinance #1347-15 RE: FY 2016 Budget & Appropriation Ordinance

President Sgro noted that no public comment was received during the public hearing. Executive Director Harms also noted that no one came to the office to see a copy but it was on-line so public could inspect it without our knowledge. President Sgro thanked staff for a great job. It was moved by Trustee Hammer to Adopt Ordinance #1347-15 RE: FY 2016 Budget & Appropriation Ordinance. The motion was seconded by Trustee Evans.

Roll Call: Evans: Aye Hammer: Aye Jannazzo: Absent Metcalf: Aye
Noll: Aye Schmidt: Aye Sgro: Aye

6 Ayes 0 Nay 1 Absent

BUSINESS

PREVAILING WAGE ORDINANCE

It was moved by Trustee Noll to adopt Ordinance 31346-15 RE: Prevailing Wage Ordinance and seconded by Trustee Metalf.

Roll Call: Evans: Aye Hammer: Aye Jannazzo: Absent Metcalf: Aye
Noll: Aye Schmidt: Aye Sgro: Aye

6 Ayes 0 Nay 1 Absent

ADJOURNMENT

There being no further business to come before the Board
It was moved by Trustee Evans and seconded by Trustee Metcalf to adjourn
the meeting at 5:41 p.m.

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**Springfield Park District
SPECIAL BOARD MEETING**

MINUTES

Thursday, June 18, 2015 – 5:30 p.m.

A Special meeting of the Springfield Park District Board of Trustees was held on Thursday, June 18, 2015 at 5:30 p.m. at the John F. Linxwiler Administrative Offices, 2500 South 11th Street, Springfield, Illinois. **(Held Prior to Regular Meeting)**

President Sgro called the meeting to order at 5:30 p.m. and requested roll call.

Roll Call

Members Present: Trustees: Evans, Hammer, Metcalf, Noll, Schmidt & President Sgro
Members Absent: Trustee: Jannazzo
Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks;
Lynn Saputo, Director of Recreation; Stephen Flesch, Director of Finance
& Administration; Dan Wright, Legal Counsel; Staff; media and public

Remote Attendance

It was moved by Trustee Noll and seconded by Trustee Hammer to allow Trustee Jannazzo to attend the meeting remotely as allowed by Open Meeting Act.

All approve by voice vote.

Unable to reach Trustee Jannazzo by phone ... the meeting continued with 6 trustees in attendance.

Open Public Hearing

President Sgro opened the Public Hearing Regarding FY 2016 Budget & Appropriation Ordinance #1347-15, which had been on file for 30 days for public inspection. No changes had been made and no one addressed the Board.

Public Comment

President Sgro asked if anyone from the public would like to comment on the budget. No one addressed the Board.

Closed Public Hearing

President Sgro asked for a motion to close the Public Hearing. It was moved by Trustee Noll and seconded by Trustee Hammer to close the public hearing.

All approved by voice vote.

Adjournment

It was moved by: Trustee Hammer and seconded by Evans to adjourn the Special Meeting at 5:31 p.m.

All approved by voice vote.

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

MINUTES

**June 11, 2015 at 5:31 p.m.
*Immediately following Special Meeting***

Members Present: Trustees: Evans, Hammer, Metcalf and Noll
Members Absent: Trustees: Jannazzo & Schmidt and President Sgro
Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks;
Lynn Saputo, Director of Recreation; Stephen Flesch, Director of Finance
& Administration; Staff; and media

A Joint Meeting of the Liaison, Long Range Planning Buildings & Concessions, Recreation,
Grants & Marketing and Finance & Personnel was held on Thursday, June 11, 2015 at 5:31 p.m.
at the John F. Linxwiler Administrative Center.

Liaison Committee

Staff Report
Informational Only.

Long Range Planning Committee

Staff Report
Informational Only.

Elliott McKinley, Director of Parks, gave a brief update on the following:

- Barker Park: Ribbon Cutting – May 30th
Will discuss possible shelter with remaining funds
- Washington Park Bridges project are on track
- Carillon Pool and Compass: Resuming work since Carillon Festival is complete

Buildings & Concessions Committee

Staff Report
Informational Only.

Lynn Saputo, Director of Recreation, gave a brief update on the following:

- The Stand: Hour for the stand will be confirmed and posted on the website
- Trustee Noll would like Saputo to look in to adding a “search” option to the Park District website.

Recreation Committee

Staff Report

Lynn Saputo, Director of Recreation, gave a brief update on the following:

- Carillon Festival was very successful
- Pools and camps are open
- Nelson Center will execute a multi-year service contract with Watts for a new copier. Eliminating personal printers and using one printing source through the copier should prove to be more efficient.
- New Zoo Position: Director of Recreation, Saputo and Zoo Director, Jackie Peeler, have discussed and re-evaluated the recently vacant marketing position along with the open Curator position. Saputo and Peeler will work together to determine a new job description and advertise for a new Curator at this time.

Pickleball Court Donation – Lanphier Park

All Weather Courts has provided a written proposal (attached). They would like to donate the surface renovation to the Lanphier tennis courts, which will be converted into pickleball courts. The Judge family is asking the Park District to repair and paint the existing fence and consider signage acknowledging Dave Dewar, Founder of All Weather Courts. This would need formal action at the June Board meeting.

Grants & Marketing Committee

Staff Report

Lynn Saputo, Director of Recreation, gave a brief update of the following:

- Passport to Summer Fun: A new program where participants can collect stamps from various park district locations and events to win a t-shirt and sign up to win a grand prize for their family. Lynn is working with Channel 20 to promote the event.

Derek Harms, Executive Director, noted that the budget includes funding for a full time Marketing position and hopes to have the position filled within the next couple of months.

Finance & Personnel Committee

Staff Report

Stephen Flesch, Director of Finance gave a brief review of the finance report.

Statement of Claims / Visa Bills

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

Budget FY2016

Stephen Flesch, Director of Finance & Administration, informed the Board that the budget is currently on file for public inspection per the 30 days requirement. A Public Hearing will be held prior to the June Board meeting and then it will be presented for approval.

Adjournment

There being no further business to come before the Board
The meeting adjourned at 6:04 p.m.



Tennis & Recreational Surfaces

CORPORATE OFFICE 103 Main Street | PO Box 276 | Dawson, IL 62520-0276
WAREHOUSE 10188 Route 36 E. | Dawson, IL 62520-0276
P: 217.364.4433 F: 217.364.4436 tennisawc@aol.com
www.AllWeatherCourts.com

June 1, 2015

Springfield Park District
2500 5th Street
Springfield, IL 62703

Dear Park Board,

Our company & family would like to donate a surface renovation of the existing platform tennis at Lanphier Park. Our company was the contractor for the construction of the entire Park in the mid 70's. We are requesting with this donation to have signage depicting this for the Founder of our Company Dave Dewar. The design and location of sign specified by the Park District, at our costs. We feel this is a way to honor Dave and give back to the community.

We are proposing a conversion to a pickle ball court. Do to the growing popularity and the need for more courts in the city. We would be installing Premier Court (rubberized overlay), pickle ball posts, net, and a 3-tone surface (same as Isles Park).

The existing asphalt is cracked badly from age. The Premier Court includes a 25 year warranty from the manufacturer against cracking. The posts, net and surface would be the same as other recreational facilities at Springfield Parks.

The existing fence is in need of repair & painting to bring the facility to a playable standard with the renovation we have proposed. Due to the fact that we have never been involved in a repair for this type of fencing enclosure we would not be able to complete the fencing repair and painting.

There has been no maintenance of the facility since it was built. With this completed renovation the facility would be brought back to a better than new condition for many years of use once more.

We thank you for your time and considerations in this matter.

Sincerely,
The Richard and Angela Judge Family,
All Weather Courts, Inc.

**Springfield Park District
SPECIAL BOARD MEETING**

MINUTES

June 11, 2015 – 5:30 p.m.

A Special meeting of the Springfield Park District Board of Trustees was held on Thursday, June 11, 2015 at 5:30 p.m. at the John F. Linxwiler Administrative Offices, 2500 South 11th Street, Springfield, Illinois.

Roll Call:

Vice President Noll called the meeting to order at 5:30 p.m. and requested roll call.

Members Present: Trustees: Evans, Hammer, Metcalf and Noll
Members Absent: Trustees: Jannazzo & Schmidt and President Sgro
Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks;
Lynn Saputo, Director of Recreation; Stephen Flesch, Director of Finance
& Administration; Staff; and media

It was moved by Trustee Metcalf to authorize the Executive Director to execute various multi-year agreements with Comcast Cable for data and telecommunications services. The motion was seconded by Trustee Evans.

Roll Call: Evans: Aye Hammer: Aye, Jannazzo: Absent Metcalf : Aye
Noll: Aye Schmidt: Absent Sgro: Absent

4 Ayes 0 Nay 3 Absent

There being no further business to come before the Board
It was moved by Trustee Metcalf and seconded by Trustee Evans to adjourn the
meeting at 5:31 p.m

Springfield Park District

Comcast data and telephone service proposal FY16

Proposal is to replace AT&T data and telephone service with Comcast. In addition, Comcast will provide new telephone equipment. The service contracts will be site specific (to allow for layered installation). Board approval is required on these, as they are multi-year contracts (3 year terms).

Current situation

Currently, the District utilizes AT&T POTs, DSL, and U-Verse for its telecommunications and data services at almost all its locations. Erin's Pavilion and Bergen Park are the exceptions, as they have Comcast for data services.

- 1) POTs lines – these lines are being phased out (due to planned obsolescence) in their entirety. Accordingly, pricing has dramatically increased (44% over the past year), and will continue to increase until the lines are discontinued. These lines need to be replaced irrespective of the service provider.
- 2) Telephony hardware and systems – The various phone systems at the District are outdated (analog-based), and are not necessarily compatible from site to site. Each locale is a stand-alone phone system, with no interconnectivity. For example, to contact an individual at Nelson Center, you must hang up, and direct dial that locale. You cannot transfer callers between sites (you give them the phone number). The voicemail options are very limited.
- 3) Data lines – these are either DSL or U-Verse, depending upon the locale. Currently, the District experiences intermittent and slow connectivity depending upon the locale, and this is causing frequent delays with processing credit/debit transactions at our various locations. This is due to bandwidth restrictions inherent in the AT&T infrastructure. These delays are inconvenient for our customers, and create questions when dealing with our facilities' users. For example, a typical transaction at the Bunn Pro Shop will take as many as seven (7) separate swipes of a customer's card before the data will pick-up and transfer. The upload speed at Bunn is around 22 Mbps (40 would be considered "good") and the download speed is under 2 Mbps (15 would be considered "good")
- 4) Cost – the current configuration costs \$1,600 (data), plus \$4,400 (phone), for a total of \$6,000 per month.

Proposed situation

Upgrade all locations to Comcast Business Class, with the exception of a handful of remote locations where it is not cost effective to install the cabling (e.g. Riverside Park). Business class includes all data and telephony services. The new system is scalable and customizable.

- 1) POTs lines – non-existent.
- 2) Telephony hardware and systems - new handsets with a hosted combined voice management system. All locations will utilize the same voice system with site to site connectivity. For example, when a caller contacts Bunn for an issue, and then wishes to speak to Nelson Center, they can be transferred to that location, or a specific extension there, or anywhere else within the system. The voice management data is transmitted voice over internet protocol (VOIP), and where applicable, there will be software installed to help the call center employee (switchboard/receptionist) manage the system.
- 3) Data lines - the data will be transferred up to 50 Mbps (download) and 10 Mbps (upload), and should moderate the bandwidth variations that staff experienced with AT&T, because Comcast

is installing new infrastructure to support the addition of District locations. These speeds will be a substantial upgrade.

- 4) Cost – the installation of the infrastructure throughout the District's system will cost approximately \$135,000, however Comcast will bear the brunt of that cost. The cost to the District to install Comcast will be \$3,085. The monthly rate will be between \$3,758 and \$4,328 (depending upon level of service), which includes data and voice, lines, maintenance, 24x7 support and free local long distance nationwide and Canada. The savings on service should pay for the infrastructure costs to the district within a few months.

Alternatives

Staff has reviewed a similar proposal from **CallOne**, which was competitive, however this situation would have maintained the relationship with AT&T as data providers (CallOne is an AT&T reseller). The services from AT&T are considered substandard, which is cause, in part, for these changes being proposed. Staff also inquired about telephone systems with **Cisco**, who offered a similarly sophisticated phone system, however Cisco does not offer the data services which provide the site integration that Comcast has.

The installation fee for this is already appropriated in the 2014 S&I fund (Project #6231) (\$12K).

District Counsel (Dan Wright) has already vetted the contract documents.

Chris Mizera, Account Executive with Comcast is present at the Board meeting to discuss their proposal and answer any questions.

Staff recommends the Board review the documentation provided and as long as the Board is satisfied, plans to ask for authorization to execute the documents at the next available opportunity (presumably, the next Board meeting).

**Springfield Park District
SPECIAL BOARD MEETING**

MINUTES

June 17, 2015 – 12:00 Noon

A Special meeting of the Springfield Park District Board of Trustees was held on Wednesday, June 17, 2015 at 12:00 noon at the John F. Linxwiler Administrative Offices, 2500 South 11th Street, Springfield, Illinois.

Roll Call:

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

Members Present: Trustees: Evans, Hammer, Metcalf, Noll, Schmidt and Sgro
Members Absent: Trustee: Flickinger
Others Present: Derek Harms, Executive Director; Justin Reichert, Labor Counsel;
And the Media

Police Management Study:

Executive Director Harms presented three proposals from law enforcement agencies that could perform a management study of the police department. (attached)

IL Association of Chiefs of Police	\$ 12,000
Municipal Resources	24,800
International Assoc. of Chief of Police	25,000

Executive Director Harms informed the Board that he plans to contract with the IL Association of Chiefs of Police, to perform a management study of our police department and provide recommendations on how we can most effectively provide safety and security in our parks and facilities. The fee would be managed within the current police budget with funds realized primarily from salary savings. The fee of \$12,000 is under the Executive Director's authority of \$20,000, and therefore, would not require the Board to take action. Given no one on the Board expressed concern regarding this direction, Harms informed the Board he plans to proceed. President Sgro asked Director Harms to keep the Board apprised of any updates and suggested a future meeting with the Committee of the Whole.

Retire to Executive Session

It was moved by Trustee Metcalf and Seconded by Trustee Evans to retire to executive session per Open Meetings Act2(c)(1) & Act2(c)(11) at 12:15 p.m.

Roll Call: Evans: Aye Hammer: Aye Metcalf: Aye
Noll: Aye Schmidt: Aye Sgro: Aye

Arise from Executive Session

It was moved by Trustee Hammer and seconded by Trustee Metcalf to arise from executive session at 12:50 p.m.

No Action was taken.

There being no further business to come before the Board
The meeting was adjourned 12:51