

Special Meeting

MINUTES

May 8, 2015 – Noon

Roll Call:

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

Members Present: Flickinger, Hammer, Jannazzo, Noll, Schmidt and Sgro

Others Present: President Sgro; Executive Director, Derek Harms; Justin Reichert, Labor Counsel; Dan Wright, Legal Counsel; Jeff Wilday, Independent Investigator w/Brown Hay & Stephens

Trustee Wojcicki Jimenez entered the meeting in progress ... 12:05 p.m.

Retire to Executive Session

It was moved by Trustee Hammer and Seconded by Trustee Noll to retire to executive session per Open Meetings Act2(c)(1). All approved by voice vote.

Arise from Executive Session

It was moved by Trustee Wojcicki Jimenez and seconded by Trustee Hammer to arise from executive session. All approved by voice vote.

The Board provided updates to the public regarding the status of Jonathan Davis

There being no further business to come before the Board
The meeting was adjourned.

Special Meeting

MINUTES

**May 14, 2015 – 7:02
(Immediately followed Joint Committee Meeting)**

Roll Call:

President Sgro called the meeting to order at 7:02 p.m. and requested roll call.

Members Present: Flickinger, Hammer, Jannazzo, Noll, and Sgro

Others Present: President Sgro; Executive Director, Derek Harms; Director of Parks, Elliott McKinley; Director of Finance, Lynn Saputo; Director of Finance & Administration Stephen Flesch, Don Evans, C.J. Metcalf, Joe Hills and Staff

It was moved by Trustee Jannazzo to Authorize staff to place budget just discussed on file for public inspection for 30 days as required. The motion was seconded by Trustee Hammer.

Roll Call: Flickinger - Aye Hammer - Aye, Jannazzo - Aye, Noll - Aye, and Sgro - Aye

There being no further business to come before the Board
It was moved by Jannazzo and seconded by Hammer to adjourn the
meeting at 7:03 p.m

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

MINUTES

May 14, 2015 at 5:30 p.m.

Members Present: Flickinger, Hammer, Jannazzo and Noll

Others Present: President Sgro; Executive Director, Derek Harms; Director of Parks, Elliott McKinley; Director of Finance, Lynn Saputo; Director of Finance & Administration Stephen Flesch, Don Evans, C.J. Metcalf, Joe Hills and Staff

A Joint Meeting of the Liaison, Long Range Planning Buildings & Concessions, Recreation, Grants & Marketing and Finance & Personnel was held on Thursday, May 14, 2015 at 5:30 p.m. at the John F. Linxwiler Administrative Center.

Liaison Committee

Staff Report
Informational Only.

Long Range Planning Committee

Staff Report
Informational Only.

De minimis Letter Iles & Ash Street (High Speed Rail Under Pass)

Jim Moll, Hanson Professional Services "High Speed Rail Project", presented an overall proposed project for the Ash Street Underpass along Iles Park. The project would remove tracks on Third Street to Tenth Street to build a series of underpasses moving trains out of the downtown area. A well-lit upper and lower sidewalk would be provided on the South side of Iles Park on Ash Street.

Trustee Schmidt entered the meeting in progress ... 5:35

A pump station and three shafts would be necessary to allow for proper drainage in the southeast corner of Iles Park. The City of Springfield is asking for a permanent easement and in exchange give the park district a portion of land on Ninth Street contiguous with the Park. Scheduling will be determined once funding is received and should last two to three months. Trustees voiced concern about the time of construction and any loss of trees. The 2 or 3 trees effected by the

construction can either be relocated or replaced and the board can include wording in the letter to stipulate work months.

De minimis Letter: Iles & Archer Elevator Roads (Rotary Park – Road Improvements)

Last month Kristin Timmons, CMT Engineering presented a de minimus letter to the Board regarding Iles & Archer Elevator Roads. The letter has been modified to include a committee clause to relocate two trees as the Board requested. Staff will ask for Board approval at the May Board meeting.

Trustee Schmidt exited the meeting in progress ... 5:50

Public Comment

Troy Vilayhong, Robert Morris College, addressed the Board and presented a proposal to improve the baseball facilities at Chamberlain Stadium. He would like to work with the park district to improve the facilities to encourage more baseball programs utilize facilities in Springfield. President Sgro suggested Troy contact the parks foundation board to combine efforts for fundraising.

Buildings & Concessions Committee

Staff Report

Informational Only.

SOHO Event – Alcohol Request

Eric Welch, Director of SOHO addressed the Board and gave a brief description on their upcoming event. SOHO is a 501(c)(3) and will donate all proceeds of the event to current charities. The 10K event will begin at Stuart Park and utilize the Sangamon Valley Trail ending at Centennial Park on Saturday, June 6, 2015. At the conclusion of their race they are requesting a tent, small band and to serve alcohol and possibly a wine tasting by Coopers Hawk (still pending). They have host liquor and liability insurance in place for the event. This will be the 2nd annual 10k held on the trail and the first time to include alcohol at the conclusion of the race.

McDrew Tennis & Jazz Festival – Alcohol Request

Director Harms presented a request from Kevin McDermott to serve alcohol at their 41st annual McDrew Tennis Tournament at the Velasco Tennis Center in Washington Park on August 22nd. Liability insurance will be on file naming the Park District as an additionally insured. It was suggested that staff should follow up on events to make sure proper insurances are in place for all events.

Southwind Park – Fireworks Request

Southwind Park - Fireworks Request

Lynn Saputo, Director of Recreation, explained that the Springfield Municipal Band performs four concerts at Southwind Park and one of which will be held on June 14 on Flag Day. In the past, they have coordinated a fireworks display by Larry Lefferts, Central States Fireworks, and they would like to again this year. This event is very well received by the public. Permits and insurances are in place.

Southwind Park Concessions

Derek Harms, Executive Director, explained that a local individual has expressed an interest in selling concessions in Southwind Park. Concessions would not be linked to any specific event and staff would like the Board's input before moving forward with possible concessions in the park. Staff recommends doing a RFP to offer the community an opportunity to submit proposals. Discussion was held regarding how many vendors would be allowed in the park and it was suggested to make the RFP very generic in order to work with possible vendors and to include wording "at the Park District's discretion" and to include an obligation to vendors to keep the area free of litter. Staff will proceed with a RFP.

Recreation Committee

Staff Report

Lynn Saputo a brief update of upcoming activities.

Lanphier Park Request to Donate Pickleball Court

Lynn Saputo reported she has been working with All Weather Courts in an effort to provide the public with more pickle ball courts. All Weather Courts is interested in converting a small fenced in court (non-used platform tennis court) at Lanphier Park. They are proposing using a premier surface product (with a 25 year warranty) and striping the courts to be used for pickleball and naming the court after their father. This court could be dedicated for lessons. Illinois Pickleball Association have redirected their attention to converting Lincoln Park tennis courts for pickle ball courts leaving one court for tennis use. A maintenance agreement with All Weather Courts should be prepared and presented to the Board for approval at the May Board meeting.

Grants & Marketing Committee

Staff Report

Lynn Saputo shared a new marketing program that will be introduced beginning at the Jamboree. The Passport to Summer Fun would expand to future events and could earn participants a tee shirt and a chance to win a larger prize such as a Family Pool Party, Family Skating Party or a Family Zoo outing.

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. Trustees questioned issuing the payment of a uniform allowance to an employee. Director Harms responded it was pursuant to agency policy.

Review of Ordinance #1315-14: An Ordinance RE: Approval of Contracts & Authority to incur Financial Liability

Stephen Flesch explained staff's proposed changes to Ordinance #1315-14. Since implementing the ordinance in August of 2014, staff has suggested modifying spending authority for Maintenance Specialists/Shop Supervisors and the Director of Finance. In the proposed ordinance (see Section 2.), there is language intended to deal with purchases of highly specialized items or services:

"From time to time, it may be impractical (due to vendor specialization, etc.) to obtain three quotes. In such instances, the requestor shall provide adequate documentation as to the limiting circumstances. "

The Board requested the addition of specific language as to approval of such a variance within the framework of the ordinance to read as follows:

"From time to time, it may be impractical (due to vendor specialization, etc.) to obtain three quotes. In such instances, the requestor shall provide adequate documentation as to the limiting circumstances. Approval of Executive Director is required for such exceptions. "

Ordinance # 1342-15, with the above correction, will be presented to the Board for approval at the May Board meeting and once approved will replace Ordinance # 1315-14.

Committee of the Whole

Annual Budget for follow up discussion

President Sgro asked if there were any questions, since the last meeting regarding the proposed budget. Stephen Flesch, Director of Finance listed all the changes including language changes to the cover memo. Stephen reminded the board that while the Ordinance is on file for 30 days, changes can be made as needed. Changes requested by Committee of The Whole at the May 11, 2015 meeting, were implemented in Budget and presented to the committee as follows:

Wording in cover memo

- Page 3, fifth bullet point RE: incentive compensation plan; "Creation" was changed to "Proposed"
- Page 3, third bullet point from the bottom RE: additional training; "existing" was inserted in two places to clarify no new staff is being added for these purposes

Transfers

Additional inter-fund transfers were made from General Fund, to Rink and Unemployment Funds to provide support and improve the balances in those funds.

Adjournment

There being no further business to come before the Board
The meeting adjourned at 7:02 p.m.

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, May 21, 2015 – 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Thursday, May 21, 2015 at 5:30 p.m. at the John F. Linxwiler Administrative Offices, 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; Lynn Saputo, Director of Recreation; Stephen Flesch, Director of Finance & Administration; Dan Wright, Legal Counsel; Don Evans; C.J. Metcalf; Bob Walbaum; staff, media and public

Minutes of Previous Meetings

Minutes of the April 16, 2015 Regular Board Meeting were presented. It was moved by Trustee Jannazzo and seconded by Trustee Flickinger to approve the April 16, 2015 Board Meeting minutes as presented. All approved by voice vote.

Minutes of the April 22, 2015 Special Board Meeting were presented. It was moved by Trustee Jannazzo and seconded by Trustee Hammer to approve the April 22, 2015 Special Meeting minutes as presented. All approved by voice vote.

Resolution #392-15 in Recognizing Trustee Wojcicki Jimenez

President Sgro read aloud Ordinance #392-15 recognizing Trustee Sara Wojcicki Jimenez for her years of service as Park Board Trustee (2011-2015). It was moved by Trustee Jannazzo and seconded by Trustee Hammer that Ordinance #392-15 be approved as presented. All approved by voice vote.

Resolution #393-13 in Recognizing Trustee Flickinger

President Sgro read aloud Ordinance #393-15 recognizing Trustee Ted Flickinger for his years of service as Park Board Trustee (2011-2015). It was moved by Trustee Schmidt and seconded by Trustee Flickinger that Ordinance #392-15 be approved as presented. All approved by voice vote.

Swearing in of New Trustees: Hammer & Schmidt

Previous Legal Counsel, Robert Walbaum swore in newly elected trustees: Tina Jannazzo, Don Evans, and C.J. Metcalf and then President Sgro. They took their seats at the table and meeting continued.

Public Comment

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

LIAISON

Staff Report

Informational items only.

LONG RANGE PLANNING

Staff Report

Informational items only.

De minimis Letter for Road Improvements at Archer Elevator Road near Rotary Park

It was moved by Trustee Noll and seconded by Trustee Jannazzo to authorize Park President Sgro to execute the De minimis letter for road improvements at Archer Elevator Road near Rotary Park. (Letter Attached)

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

De minimis Letter for the Ash Street Underpass near Iles Park

I was moved by Trustee Noll and seconded by Trustee Hammer to authorize Park President Sgro to execute the De minimis letter for the Ash Street Underpass near Iles Park. (Letter Attached)

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

BUILDINGS & CONCESSIONS

Staff Report

Informational items only.

SOHO - Request to Serve Alcohol

Trustee Noll moved to authorize staff to issue a permit to allow SOHO to serve alcohol during their event on June 6, 2015 at Centennial Park. The motion was seconded by Trustee Jannazzo.

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

McDrew Tennis & Jazz Festival – Request to Serve Alcohol: August 22, 2015 (Washington Park Tennis Center)

Trustee Noll moved to authorize staff to issue a permit to allow Kevin McDermott to serve alcohol during the Annual McDrew Tennis and Jazz Festival to be held at the Velasco Tennis Center on Saturday, August 22, 2015. Motion was seconded by Trustee Schmidt.

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

Butch Elzea/Springfield Parks Foundation- Fireworks Request: June 14, 2015 (Southwind Park) with Municipal Band Concert

It was moved by Trustee Noll to authorize staff to issue a permit to allow a fireworks display at Southwind Park on June 14, 2015 following a Municipal Band Concert. The motion was seconded by Trustee Evans

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

Southwind Park Concession Request

Informational items only

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

Informational items only ... plan to submit proposal at June Board meeting.

GRANTS & MARKETING

Staff Report

Informational items only

FINANCE

Staff Report

Informational items only.

Comcast data & Telephone Service Proposal

Stephen Flesch, Finance Director, provided the Board with information regarding a proposed multi-year contract with Comcast for phone services. (Attached) Staff will present to the Board in June approval.

Statement of Claims

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

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

Adopt Ordinance #1342-15 Approval of Contracts & Authority to incur Financial Liability

Trustee Jannazzo moved to adopt Ordinance #1342-15 to supersede Ordinance #1315-14 regarding approval of contracts and authority to incur financial liability. Motion was seconded by Trustee Noll. Director Harms added there has been a language clarifications since presented to committee which states Executive Director's approval is required as the Board recommended.

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

BUSINESS

Property Annexations

President Sgro presented Ordinance #1343-15 and #1344-15 regarding annexation of property. It was moved by Trustee Jannazzo and seconded by Trustee Evans to Approve Ordinance #1343-15 & 1344-15 as presented. All approved by voice vote.

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 6:15p.m.

May 18, 2015

Mr. Nathan Bottom, City Engineer
City of Springfield Office of Public Works
Municipal Center West, Room 201
300 South 7th Street
Springfield, IL 62701

Re: Archer Elevator Road
Springfield, Illinois, Sangamon County
Section 02-00431-00-PV
FAU 8011 (Archer Elevator Road) at Iles Avenue

Dear Nathan:

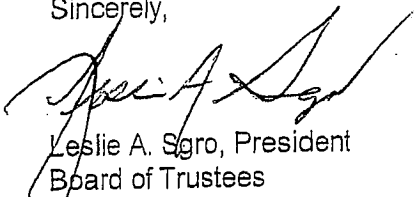
The Springfield Park District has reviewed proposed improvements for the Archer Elevator Road project along Rotary Park. We understand that the City requests right-of-way in the southeast corner of the park and a temporary easement along the east side of the park for roadway improvements, as shown in the attached exhibit.

Rotary Park is afforded special protections under Section 4(f) of the USDOT Act (recodified in 48 U.S.C. 303 and 23 U.S.C. 138). Under the provisions of Section 4(f), if a proposed transportation project would result in adverse effects to publicly owned parks or recreation facilities, the transportation agency must conduct an evaluation to demonstrate that there is no prudent and feasible alternative to using the 4(f) property. Accordingly, as a part of the Archer Elevator Road project, documentation has been prepared and will be reviewed by the Illinois Department of Transportation and Federal Highway Administration to ensure compliance with the Section 4(f) *de minimis* requirements.

The Springfield Park District concurs that acquisition of the right-of-way and temporary easement will not adversely affect the activities, features, and attributes that qualify Rotary Park for protection under Section 4(f) of the *Department of Transportation Act of 1966*.

The Springfield Park District understands that this letter will also serve as a project commitment for the relocation of the two existing trees that are currently located within the temporary easement area proposed for re-grading along Archer Elevator Road. The City of Springfield will coordinate the relocation with the Springfield Park District to determine the new location for the trees prior to initiation of Archer Elevator Road construction activities.

Sincerely,



Leslie A. Sgro, President
Board of Trustees
Springfield Park District

May 18, 2015

Mr. Nathan Bottom, City Engineer
City of Springfield Office of Public Works
Municipal Center West, Room 201
300 South 7th Street
Springfield, IL 62701

Re: Ash Street Underpass
Springfield, Illinois, Sangamon County
Section 14-00477-00-BR
FAU 7992 (Ash Street) at 10th Street Corridor/RR Underpass

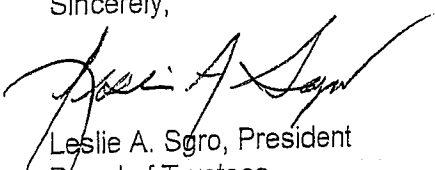
Dear Nathan:

The Springfield Park District has reviewed proposed improvements for the Ash Street Underpass along Iles Park. We understand that the City requests a variable width permanent easement in the southeast corner of the park for sewer and drainage improvements, as shown in the attached exhibit. The City has agreed to replace the trees in the easement with nine trees of a minimum 2-inch diameter. The tree types and location will be determined during design.

Iles Park is afforded special protections under Section 4(f) of the USDOT Act (recodified in 48 U.S.C. 303 and 23 U.S.C. 138). Under the provisions of Section 4(f), if a proposed transportation project would result in adverse effects to publicly owned parks or recreation facilities, the transportation agency must conduct an evaluation to demonstrate that there is no prudent and feasible alternative to using the 4(f) property. Accordingly, as a part of the Ash Street Underpass project, documentation has been prepared and will be reviewed by the Illinois Department of Transportation and Federal Railroad Administration to ensure compliance with the Section 4(f) *de minimis* requirements.

The Springfield Park District concurs that acquisition of the permanent easement will not adversely affect the activities, features, and attributes that qualify Iles Park for protection under Section 4(f) of the *Department of Transportation Act of 1966*.

Sincerely,



Leslie A. Sgro, President
Board of Trustees
Springfield Park District

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, except where required by code (e.g. fire alarm lines).
- 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).