

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Thursday, October 15, 2015 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, October 15, 2015 at 5:30 p.m. at the John F. Linxwiler Administrative Office, 2500 South 11<sup>th</sup> Street, Springfield, Illinois.

**Roll Call**

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

Members Present: Trustees: Evans, Hammer, Jannazzo & Metcalf  
& President Sgro

Members Absent: Trustees Noll & Schmidt

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

**Minutes of the September 17, 2015 Regular Board Meeting were presented.**

Motion: To approve the September 17, 2015 Regular Meeting minutes as presented.

Moved by: Trustee Jannazzo

Seconded by: Trustee Metcalf

All approved by voice vote.

**Minutes of the September 10, 2015 Special Board Meeting were presented.**

Motion: To approve the September 10, 2015 Special Meeting minutes as presented.

Moved by: Trustee Jannazzo

Seconded by: Trustee Hammer

All approved by voice vote.

**Public Comment**

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

## COMMITTEE OF THE WHOLE

### Annual Audit

Motion: Accept the Annual Audit

Moved by: Trustee Jannazzo

Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: 5 Ayes 0 Nays

## BUILDINGS & CONCESSIONS

### Staff Report

Informational items only.

### Request to Serve Alcohol at Platform Tennis Association Event held on October 24, 2015

Motion: Authorize staff to issue a permit to Platform Tennis Association to serve alcohol  
              During clinics and exhibition match on October 24, 2015 at the Washington Park  
              Tennis Center

Moved by: Trustee Jannazzo

Seconded by: Trustee Hammer

All approved by voice vote.

Discussion:

Cron Mueller, Platform Tennis Association, was in attendance to answer any questions and confirmed the only children that would be present would be those of participants.

**Request to have fireworks display at Festival of Lights at Erin's Pavilion on November 8, 2015**

Motion: Authorize staff to issue a permit to the India Association for fireworks display on November 8, 2015 for the Festival of Lights at Erin's Pavilion

Moved by: Trustee Jannazzo  
Seconded by: Trustee Hammer

All approved by voice vote.

Discussion: N/A

**RECREATION**

**Staff Report**

Informational items only.

**Execute an Agreement with EZ Links for all four Golf Courses**

Motion: Authorize staff to execute a 3 year inventory exchange agreement with EZ Links for point of sale & online tee reservation system for all four golf courses pending legal approval.

Moved by: Trustee Metcalf  
Seconded by: Trustee Jannazzo

Discussion:

Dan Wright, Legal Counsel and Stephen Flesch, Director of Finance will review any changes.

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

Motion Passed: 5 Ayes    0 Nays

**LIAISON**

**Staff Report**

Informational Only.

**GRANTS & MARKETING**

**Staff Report**

Informational items only.

**FINANCE & PERSONNEL**

**Staff Report**

Stephen Flesch, Director of Finance informed the Board that the move to Comcast for our phone system will be within the next couple of weeks.

**Execute a Lease Agreement with Watts Copier Service for Nelson Center**

Motion: Authorize staff to execute a 3 year lease agreement with Watts Copier Service for Nelson Center in the amount of \$98 a month

Moved by: Trustee Jannazzo

Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: 5 Ayes    0 Nays

**Statement of Claims**

Motion: To approve the Statement of Claims as presented by President Sgro

Moved by: Trustee Jannazzo

Seconded by: Trustee Evans

Discussion: N/A

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

Motion Passed: 5 Ayes 0 Nays

**LONG RANGE PLANNING**

**Staff Report**

Informational items only.

*5:57 p.m. Media entered meeting in progress*

**Execute Professional Services Agreement for Comprehensive Parks & Recreation Master Plan**

Motion: Authorize staff to execute a professional services agreement for compressive Parks & Recreation Master Plan with Design Perspectives Inc. in the amount of \$100,000. \$95,956 is appropriated for this purpose in the 2014 S & I Fund (31-01-6229) and \$4,044 is unallocated funds to be used from the 2012 Bond Fund (30-01-5805)

Moved by: Trustee Metcalf

Seconded by: Trustee Hammer

Discussion:

Discussion was held regarding:

- The "Termination" clause remaining in the agreement. Legal Counsel confirmed it is standard procedure
- President Sgro asked that Executive Director Harms share timetable for masterplan.
- Bond money set aside for the master plan was short \$4,044 due to previous expenses incurred for development of the Strategic Plan. The remaining funding needed made up

from other capital projects completed under budget. This led to a conversation regarding fund balances from projects which finish at a lower fee than budgeted. Executive Director Harms will review and develop plans to use the remaining funds as part of the 2016 bond process. He will also consider staff recommendations for expenditures. Trustee Jannazzo stated is very important to use the masterplan to guide for future planning and expenditures.

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

Motion Passed: 5 Ayes    0 Nays

### **BUSINESS**

N/A

### **ADJOURNMENT**

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

**Joint Committee of the Whole, Buildings & Concessions,  
Recreation, Liaison, Grants & Marketing, Finance & Personnel  
and Long Range Planning Committees**

**MINUTES**

**October 8, 2015 at 5:00 p.m.**

Members Present: Trustees Jannazzo, Metcalf, Noll and Schmidt

Members Absent: Trustees Evans & Hammer

Others Present: Leslie Sgro, President; Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Stephen Flesch, Director of Finance & Administration; Paul Loutzenhiser, Head Golf Professions & representatives from Eck, Schafer & Punke, LLP

A Joint Meeting of the Committee of the Whole, Buildings & Concessions, Recreation, Liaison, Grants & Marketing, Finance & Personnel and Long Range Planning Committees.

**Committee of the Whole**

Presentation of Annual Audit

Jim Hogge and Christy Corpin with Eck, Schafer & Punke, LLP presented the Board with the final draft and letters regarding the annual audit. A summary of report was given and questions answered.

*5:10 p.m. Trustee Hammer entered the meeting in progress.*

**Buildings & Concessions Committee**

Staff Report

Informational Only.

Platform Tennis Association request to serve alcohol during clinics & exhibition match on October 24<sup>th</sup> at the Washington Park Tennis Court

Staff is diligently working to secure insurance is in place prior next week's Board meeting for possible approval of this event.

The India Association request to have a fireworks display on November 8<sup>th</sup> for the Festival of Lights at Erin's Pavilion

Director Harms informed the Board that Central States Fireworks is the company being secured by India Association to put on the fireworks display and the Park District has had a good history with their fireworks displays. Staff will recommend approval at this month's Board meeting.

**Recreation Committee**

Staff Report

Director Harms, gave an update on the following:

- Recent successful events / projects:
  - Touch a Truck
  - Ribbon cutting for compass and fountain at the Carillon
  - Introduction to public of new Carillonneur, Carlo Van Ulft
  - Completion of the train depot at the Henson Robinson Zoo
  - Further, Feather, Fin Fall Fling with the Ornament Unveiling also at the zoo
- Preparation for the Jack-o-Lantern Spectacular is just around the corner with the carve on the 10<sup>th</sup> & 11<sup>th</sup> and the spectacular on the 16<sup>th</sup> & 17<sup>th</sup> in Washington Park

EZ Links Golf Contracts for point of Sale and online tee reservation system

Paul Loutzenhiser, Head Golf Professional informed the Board that Golf would like Board to consider executing a 3 year agreement with EZ Links for point of sale and online tee reservations for all four courses with the following contract changes:

- EZ Links will get 1 tee time per day per course instead of the 2 previously given
- EZ Links eliminated annual fees

Staff will recommend approval of contract at this month's Board meeting.

**Liaison Committee**

Staff Report

Trustee Schmidt reminded the Board of the upcoming Foundation meeting on Tuesday, October 13<sup>th</sup> at noon. She also asked trustees to share neighborhood association meeting times with the Board. Director Harms informed the Board he had a speaking engagement for the Downtown Rotary Club.

**Grants & Marketing Committee**

Staff Report - Grants

Director Harms informed the Board of current Grants:

IL Public Health Grant - 50% off new AED (\$457)

Rotary Park Grant for improvements at conservation area at the Zoo (\$2,000)



Staff Report – Marketing

New Marketing & Special Events Coordinator, Rachel Douglas, has started employment with the District and is working with all areas

Nelson Center is working on a partnership with the Chicago Blackhawks to promote hockey a youth program.

**Finance & Personnel Committee**

Staff Report

Finance

Stephen Flesch, Director of Finance gave a brief review of the finance report and updates on the following:

- New phone system with Comcast
- Researching if beneficial to refinance 2007 & 2008 Bond Issues
- BINA (Bond Information Notification Act) will be presented at the November Board meeting.

Personnel

Informational Only.

*6:02 p.m. President Sgro left the meeting in progress.*

Copier Contract – Nelson Center

Stephen Flesch reported that the current provider for copier services at Nelson Center is Watts. Service record has been good but we have been we are experiencing higher service bills. Staff will recommend going to a lease agreement for a \$98 monthly fee, which would include maintenance services.

Statement of Claims / Visa Bills

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

**Long Range Planning Committee**

Staff Report

Director of Parks, Elliott McKinley, gave an update regarding the following:

Purchases made from grant funding

Cart path project at Lincoln Greens Golf Course

Comprehensive Master Plan

Director Harms explained that staff would like to present an agreement from Design Perspectives at the October Board meeting for Board's approval in the amount of \$100,000. Some of the S & I funds set aside for this project were used for the development of our "Strategic Plan" so staff will be requesting approval to transfer other bond funds to cover the deficit.

**Adjournment**

There being no further business to come before the Board  
The meeting was adjourned at 6:28 p.m.