

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Thursday, December 15, 2016 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, November 17, 2016 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, Schmidt, Senor-Moore  
And Sgro

Members Absent: None

Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks;  
Lynn Saputo, Director of Recreation; Stephen Flesch, Director of Finance  
& Administration; Rob Cross, Legal Counsel, Staff & Public

**Minutes of the November 17, 2016 Regular Board Meeting were presented.**

Motion: To approve the November 17, 2016 Regular Board Meeting minutes as  
presented

Moved by: Trustee Schmidt

Seconded by: Trustee Evans

All approved by voice vote.

**Public Comment**

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

**FINANCE & PERSONNEL**

**Staff Report**

Informational Items Only.

**Workers Comp Insurance**

Motion: Authorize Staff to Renew High Low Rating Program with Midwest for Workers Comp Insurance

Moved by: Trustee Jannazzo

Seconded by: Trustee Metcalf

Discussion: N/A

Roll Call: Evans: Aye    Hammer: Aye    Jannazzo: Aye    Metcalf: Aye  
                 Schmidt: Aye    Senor-Moore: Aye    Sgro: Aye

Motion Passed: 7 Ayes 0 Nays

**Ordinance #1380-16 RE: Levying & Assessing the Taxes for 2016**

Motion: Adopt Ordinance 1380-16 RE: Levying & Assessing the taxes for 2016

Moved by: Trustee Jannazzo

Seconded by: Trustee Evans

Discussion: N/A

Roll Call: Evans: Aye    Hammer: Aye    Jannazzo: Aye    Metcalf: Aye  
                 Schmidt: Aye    Senor-Moore: Aye    Sgro: Aye

Motion Passed: 7 Ayes 0 Nays

**Ordinance #1381-16 RE: Abatement Ordinance**

Motion: Adopt Ordinance #1381-16 RE: 2016B Bond Debt Service Abatement Ordinance

Moved by: Trustee Jannazzo

Seconded by: Trustee Evans

Discussion: N/A

Roll Call: Evans: Aye    Hammer: Aye    Jannazzo: Aye    Metcalf: Aye  
                 Schmidt: Aye    Senor-Moore: Aye    Sgro: Aye

Motion Passed: 7 Ayes 0 Nays

Ordinance Regulating the Reimbursement of Travel, Meals & Lodging Expenses

Motion: Adopt Ordinance #1379-16 RE: Regulating the Reimbursement of Travel, Meals & Lodging Expenses

Moved by: Trustee Jannazzo

Seconded by: Trustee Hammer

Discussion: N/A

Roll Call: Evans: Aye    Hammer: Aye    Jannazzo: Aye    Metcalf: Aye  
             Schmidt: Aye    Senor-Moore: Aye    Sgro: Aye

Motion Passed: 7 Ayes 0 Nays

**Statement of Claims**

Motion: To approve the Statement of Claims as presented by Trustee Jannazzo

Moved by: Trustee Jannazzo

Seconded by: Trustee Schmidt

Discussion: N/A

Roll Call: Evans: Aye    Hammer: Aye    Jannazzo: Aye    Metcalf: Aye  
             Schmidt: Aye    Senor-Moore: Aye    Sgro: Aye

Motion Passed: 7 Ayes 0 Nays

**BUILDINGS & CONCESSIONS**

**Staff Report**

Informational items only.

**Water Utility Easement at Douglas Park**

Motion: Approval of Water Utility Easement at Douglas Park with Meyer's Commercial Real-Estate Management

Moved by: Trustee Evans

Seconded by: Trustee Schmidt

Discussion: N/A

Roll Call: Evans: Aye    Hammer: Aye    Jannazzo: Aye    Metcalf: Aye  
             Schmidt: Aye    Senor-Moore: Aye    Sgro: Aye

Motion Passed: 7 Ayes 0 Nays

## LIAISON COMMITTEE

### Staff Report

Informational items only.

## LONG RANGE PLANNING

### Staff Report

Informational items only.

## GRANTS & MARKETING

### Staff Report

Director Harms informed the Board he would like to have a meeting/retreat late January/early February for further discussion of the Masterplan.

## RECREATION

### Staff Report

Lynn Saputo, Director of Recreation, informed the Board Riverside Stables submitted the commission payment from their Haunted Hayrides event. She also informed the Board of upcoming events: a farewell open house for Zoo Director, Jackie Peeler, tentatively set for January 9<sup>th</sup> and event at Erin's Pavilion December 22<sup>nd</sup> with Ryan Helm, Board members are asked if they would like to speak.

## COMMITTEE OF THE WHOLE

### Staff Report

Motion: Approve Collective Bargaining Agreement with AFSCME effective May 1, 2016 through April 30, 2019

Moved by: Trustee Schmidt

Seconded by: Trustee Evans

Discussion: Director Harms highlighted the main changes in the Collective Bargaining Agreement with AFSCME including date, wage increases based on CPI as with a minimum of 2% and a maximum of 4%, drug testing policy, and probationary periods were extended for full time and season employees.

Roll Call: Evans: Aye    Hammer: Aye    Jannazzo: Aye    Metcalf: Aye  
             Schmidt: Aye    Senor-Moore: Aye    Sgro: Aye

Motion Passed: 7 Ayes 0 Nays

## **BUSINESS**

### **2017 Board Meeting Dates**

Motion: Approval of 2017 Board Meeting Dates

Moved by: Trustee Hammer

Seconded by: Trustee Jannazzo

Discussion: Director Harms explained the 2017 meeting dates were determined using the same schedule as last year with the Board meetings being held the third Thursday of the month and Committee meetings the Wednesday prior to the Board meeting. Three dates were modified due to existing conflicts. (2017 Schedule Attached)

All approved by voice vote.

## **ADJOURNMENT**

There being no further business to come before the Board, it was moved by Trustee Hammer and seconded by Trustee Senor-Moore that the meeting adjourned at 5:50 p.m.

# Springfield Park District Board and Committee Meetings 2017 Schedule

/2017 meeting dates.doc/



## Committee Meetings

(Buildings & Concessions, Long Range Planning, Liaison, Recreation, Grants & Marketing and Finance)

<u>Month</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Address</u>
January	11	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
February	8	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
March	8	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
April	12	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
May	10	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
June	*8 Thur	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
July	12	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
August	9	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
September	13	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
October	11	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
November	8	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
December	13	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St

Committee meetings will be held on Wednesday the week prior to Board meeting

## Board Meetings

<u>Month</u>	<u>Date</u>	<u>Time</u>	<u>Location</u>	<u>Address</u>
January	*17 Tues	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
February	16	5:30 pm	<i>Erin's Pavilion</i>	<i>4965 South 2<sup>nd</sup> St.</i>
March	16	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
April	20	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
May	18	5:30 pm	<i>Eisenhower Pool</i>	<i>2351 E. Cornell</i>
June	15	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
July	20	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
August	17	5:30 pm	<i>Washington Park Pavilion</i>	<i>1501 South Grand, W.</i>
September	21	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
October	19	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St
November	16	5:30 pm	<i>Nelson - Franklin Room</i>	<i>1601 North 5<sup>th</sup></i>
December	*20 Wed	5:30 pm	Bunn Admin Offices	2500 S 11 <sup>th</sup> St

Meetings will be held the 3<sup>rd</sup> Thursday of each month

\*Date has been moved due to conflicts

*All meetings are subject to change*

Approved: 12-15-16

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

**MINUTES**

**December 7, 2016 at 5:30 p.m.**

Members Present: Trustees Evans, Hammer, Jannazzo, Metcalf, Schmidt & Senor-Moore

Members Absent: President Sgro

Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks;  
Stephen Flesch, Director of Finance & Administration; Lynn Saputo,  
Director of Recreation; Staff & Media

A Joint Meeting of the Finance & Personnel; Buildings & Concessions, Liaison, Long Range Planning, Grants & Marketing; Recreation; and Committee of the Whole was held on December 7, 2016 was held at 5:30 p.m.

**Finance & Personnel Committee**

**Staff Report**

**Finance**

Stephen Flesch, Director of Finance & Administration, gave a brief recap of his report.

**Personnel**

Stephen Flesch, Director of Finance & Administration, informed the Board there would be out of state travel by Golf Maintenance Employee, Dan Crumrine and there was an accrual payout for Charlie Phillips, who was a seasonal employee for golf maintenance over the past 30 years.

**Workers Compensation Insurance Bid Results**

Chris Leming, R.W. Troxell, presented and explained the pros and cons of several options for workers compensation insurance for the coming year including Midwest, Brick Street, IPARKS and ICRMT. Mr. Leming recommended the Hi/Lo Program through Midwest, which ranges from \$266,000-\$427,000. The second option would be a conventional program through Brick Street for \$339,369. Both companies would offer similar coverage, it would be the Board's decision. Staff has been very happy working with Midwest. The current contract with Midwest expires mid-December so a vote at the December Board meeting is necessary to continue coverage.

Levy Ordinance 2016 Payable 2017

Stephen Flesch, Director of Finance & Administration informed the Board the District needs to file a Levy Ordinance for 2016 taxes. Staff would ask the Board to approve Ordinance #1381-16 at the December Board meeting

Ordinance #1381-16 RE: 2016B Bond Debt Service Abatement Ordinance

Stephen Flesch, Director of Finance & Administration informed the Board the District would also need to file Ordinance #1381-16 abating the tax levied for 2016 to pay debt service on the General Obligation Park Bonds. Staff would ask the Board to approve Ordinance #1381-16 at the December Board meeting

Ordinance #1379-16 RE: Regulating Travel, Meals & Entertainment Expenses

Stephen Flesch, Director of Finance & Administration informed the Board House Bill 4379 was passed requiring the District to put an ordinance in place regulating practices for regulating and reimbursing travel, meals and entertainment expenses. Staff would ask the Board to approve Ordinance #1379-16 at the December Board meeting.

Statement of Claims / Visa Bill

Trustees' questions regarding Statement of Claims were answered.  
Visa bill have not yet been received.

**Buildings & Concessions Committee**

Staff Report

The Board was informed that Springfield Prairie Property has completed an application, submitted plat map, description and submitted payment for a water utility easement at Douglas Park. Legal Counsel is reviewing the application and staff will ask the Board for consideration and approval at the December Board meeting.

**Liaison**

Staff Report

A general discussion was held regarding the status of funds raised for another dog park.



## **Long Range Planning**

### **Staff Report**

Elliott McKinley Director of Parks, informed the Board that Washington Park Bridge Project: is experiencing a slight delay due to weather. Anticipated opening around Christmas to the end of the year.

Derek Harms, Executive Director asked Board members to complete and turn in the conceptual plans for the Masterplan. Tod Stanton, Design Perspectives is working with all data received for future meetings.

## **Grants & Marketing**

### **Staff Report - Grants**

Informational only.

### **Staff Report – Marketing**

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

- Commercials with Capital Radio Group have begun to promote new golf rates
- Management of the website will move to LRS on December 20, 2016.
- The Winter/Spring Brochure through IL Times will be ready for Distribution December 22<sup>nd</sup>
- Caroling at the Carillon will be Sunday, December 11<sup>th</sup> from 3:#0 – 4:30 p.m.

## **Recreation Committee**

### **Staff Report**

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

- The Park District is partnering with HSHS/St. John's Hospital, FitClub & Scheels on a new initiative "GO 217". The fitness program is to encourage resident of the 217 area code to get moving for fitness and better health. Kickoff will be December 22<sup>nd</sup> at Erin's with guest spokesperson Olympian, Ryan Held.
- Winter brochure will include new programs to include: Little Blackhawks Hockey program & Sustainability class at Erin's Pavilion for 5<sup>th</sup>-8<sup>th</sup> graders.
- Jackie Peeler, Zoo Director will be leaving her position mid-January. Staff is reviewing applications for her position

### **Committee of the Whole**

#### **Collective Bargaining**

To be discussed in Executive Session per Open Meeting Act 2(c)(2)

### **Retire to Executive Session**

It was moved by Trustee Evans and seconded by Trustee Schmidt to move to Executive Session at 6:40 p.m. All approved by voice vote.

### **Arise from Executive Session**

It was moved by Trustee Evans and seconded by Trustee Jannazzo to arise from Executive Session at 7:19 p.m. No action was taken

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned