

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, July 21, 2016 – 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Thursday, July 21, 2016 at 5:30 p.m. at the Botanical Gardens, 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: Trustees: Evans, Hammer, Metcalf, Senor-Moore, Schmidt and 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; Rob Cross, Legal Counsel, Staff, Jeff Antonacci, Knight Engineers, Todd Miller, Springfield Sliders and Staff

Minutes of the June 16, 2016 Special Board Meeting & Regular Board Meeting were presented.

Motion: To approve the June 16, 2016 Special Board Meeting & June 16, 2016 Regular Board Meeting minutes as presented.

Moved by: Trustee Metcalf

Seconded by: Trustee Schmidt

All approved by voice vote.

Public Comment

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

RECREATION

Staff Report

Lynn Saputo, Director of Recreation, informed the Board of upcoming events:

- The Zoo is planning a popup activity with the Pokemon craze for Wednesday, July 27th (5-8 pm) with partnership with a local radio station.
- Music in the Park with the Funshop's 40th Anniversary celebration will be held in Lincoln Park on Sunday, July 24th
- Brew at the Zoo will be Saturday, July 23rd

Director Harms added the National Recreation and Parks Association Conference will be held October 5-8, 2016 in St. Louis. Staff has sent the Board information regarding the conference and are asked to confirm if they would like to attend.

Agreement with Springfield Sliders, L.L.C.

Motion: Authorize Staff to Execute Multi-Year Agreement with Springfield Sliders, L.L.C. for use of Robin Roberts Stadium for Collegiate Level Baseball Program

Moved by: Trustee Metcalf
Seconded by: Trustee Schmidt

Discussion: Director Harms acknowledged Todd Miller, owner of the Springfield Sliders.

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

Motion Passed: 6 Ayes 0 Nays

Concession Policy

Concession Policy was tabled. Lynn Saputo, Director of Recreation, will get additional information and present to the Board next month.

Permit for Riverside Stables 2016 Haunted Hayride at Riverside Park

Motion: Authorize Staff to Issue Permit to Riverside Stables for 2016 Haunted Hayride at Riverside Park

Moved by: Trustee Mecalf
Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: 6 Ayes 0 Nays

Permit for Alcohol at the McDrew Tennis & Jazz Festival

Motion: Authorize Staff to Issue Permit for Alcohol at the McDrew Tennis & Jazz Festival to be held August 20, 2016

Moved by: Trustee Metcalf
Seconded by: Trustee Schmidt

Discussion: The Board discussed re-evaluating the park district's alcohol in the parks ordinance

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

Motion Passed: 6 Ayes 0 Nays

LONG RANGE PLANNING

Staff Report

Informational Items Only.

Temporary Easement for Washington Park Bridges & Spillway Project

Motion: Authorize Staff to Execute Temporary Easement Agreement with Otto Baum for Washington Park Bridges & Spillway Project

Moved by: Trustee Hammer
Seconded by: Trustee Evans

Discussion: Trustee Evans voiced his concern regarding the sides of the new walkway be properly prepared with rock and soil for the safety of park patrons. Jeff Antonacci informed the Board the path should be opened Monday or Tuesday (July 25 or July 26) and the bridge would then be closed for work.

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

Motion Passed: 6 Ayes 0 Nays

BUILDINGS & CONCESSIONS

Staff Report

Informational items only.

FINANCE & PERSONNEL

Staff Report

Informational Items Only.

Multi-Year Agreement with Watts

Motion: Authorize Staff to Execute Multi-Year Agreement with Watts for Purchase of Copier / Fax in the amount of \$2,520.00 per year for three years.

Moved by: Trustee Evans
Seconded by: Trustee Senor-Moore

Discussion: Stephen Flesch, Director of Finance provided additional estimates but stated the staff recommendation remained the same.

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

Motion Passed: 6 Ayes 0 Nays

Statement of Claims

Motion: To approve the Statement of Claims & Visa Bills as presented by Trustee Evans

Moved by: Trustee Evans
Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: 6 Ayes 0 Nays

GRANTS & MARKETING

Staff Report

Trustee Evans asked that staff research the IAPD Energy grant.

LIAISON

Staff Report

Information items only.

BUSINESS

Semi Annual Review & Possible Release of Executive Session Minutes

Motion: To Release Executive Session Minutes from the February 23, 2016 and March 16, 2016 meetings but the minutes from the February 23, 2016 and March 2, 2016 meetings remain confidential.

Moved by: Trustee Evans
Seconded by: Trustee Senor-Moore

Discussion: Legal Counsel, Rob Cross explained items discussed in minutes of the December 20, 2015 and March 2, 2016 meetings were still open topics and would not recommend releasing at this time, but minutes from the February 23, 2016 and March 16, 2016 discussed items which were closed and would be appropriate to release at this time.

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

Motion Passed: 6 Ayes 0 Nays

Prevailing Wage Ordinance

Motion: Adopt Ordinance #1361-16 RE: Prevailing Wage Ordinance

Moved by: Trustee Metcalf
Seconded by: Trustee Evans

Discussion: Director Harms reminded the Board that the figures used for the Prevailing Wage were last year's numbers and once the IDOL released the updated numbers, staff would update the ordinance and present to the Board for approval.

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

Motion Passed: 6 Ayes 0 Nays

ADJOURNMENT

There being no further business to come before the Board, it was moved by Trustee Senor-Moore and seconded by Trustee Evans that the meeting adjourned at 5:53 p.m.

**SPRINGFIELD PARK DISTRICT
MINUTES OF MEETING
EXECUTIVE SESSION**

February 23, 2016

Location: Bunn Administrative Office

Adjourn to Executive Session:

President Sgro called for motion to enter Executive Session pursuant to Section 2(c)(3) and 2(c)(1) of the Open Meetings Act. On motion by Trustee Evans, second by Trustee Hammer and all voting yes by voice vote the Board adjourned to Executive Session.

Present: President Sgro and Trustees: Evans, Hammer, Jannazzo, Metcalf and Schmidt

Absent: None

Other Present: Derek Harms, Executive Director & Dan Wright, Legal Counsel

- The Board discussed the approach to selecting a new Park Board Trustee to fill the vacant seat from former Trustee Gray Noll. The Board agreed to interview all ten candidates at a date to be determined.
- Executive Director Derek Harms left the meeting.
- The Board discussed the rating system to evaluate the Executive Director.
- No action was taken.

Arise from Executive Session

There being no further business to discuss in Executive Session it was moved by Trustee Jannazzo and seconded by Trustee Hammer to arise from executive session.

**SPRINGFIELD PARK DISTRICT
MINUTES OF MEETING
EXECUTIVE SESSION**

**Wednesday, March 16, 2016
Location: Bunn Administrative Office**

Adjourn to Executive Session:

President Sgro called for motion to enter Executive Session pursuant to Section 2(c)(1) of the Open Meetings Act. On motion by Trustee Jannazzo, second by Trustee Schmidt and all voting yes by voice vote the Board adjourned to Executive Session at 6:07 p.m.

Present: President Sgro and Trustees: Jannazzo, Metcalf and Schmidt
Trustee Hammer attended remotely

Absent: Trustee Evans

Other Present: Derek Harms, Executive Director & Dan Wright, Legal Counsel

- The Board Discussed how they would like to manage general counsel moving forward given Dan Wright will no longer be with Brown, Hay & Stephens.
- The Board discussed the benefit of staying with a large firm such as Brown, Hay & Stephens.
- The Board agreed Brown, Hay & Stephens has done an excellent job for the Park District.
- The Board was in agreement to stay with Brown, Hay & Stephens
- No Action was taken.

Arise from Executive Session

There being no further business to discuss in Executive Session it was moved by Trustee Jannazzo and seconded by Trustee Schmidt to arise from executive session.

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

MINUTES

July 13, 2016, 2016 at 5:30 p.m.

Members Present: Trustees Evans, Hammer, Metcalf & Schmidt

Members Absent: Trustee Jannazzo & Senor-Moore

Others Present: President Sgro; Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Stephen Flesch, Director of Finance & Administration; Lynn Saputo, Director of Recreation; Justin Reichert, Labor Counsel; Staff; Media and Public

A Joint Meeting of the Finance & Personnel, Long Range Planning, Buildings & Concessions, Recreation, Grants & Marketing and Liaison Committees was held on Wednesday, July 13, 2016 was held at 5:30 p.m.

Finance & Personnel Committee

Staff Report

Finance

Informational Only.

- Freedom of Information: None
- Status Report of Managed Network Services Agreement with CDS:
 - Contract executed last month as approved by Board (June, 2016)
 - Support began in April. Statement of Claims amount will reflect charges from April to present
 - Staff is very happy with service received
- Status of Workers Comp Hi-Lo Program:
 - Received a refund of \$372,000 due to claim activity being down
 - Next adjustment period December, 2016
- Status of FY 16 Audit
 - Field work completed
 - Positive feedback from auditors
- Watts Copier / Fax Proposal
 - Current fax machine is down and old enough it cannot be upgraded

- Watts recommends upgrading copier with fax capabilities for approximately \$500 more yearly
- Multi-year contract requires Board approval
- Board asked that another quote be obtained before moving forward

- Out-of-State Travel for District Employees (Zoo)
 - Out of state travel to Nebraska & Missouri for AZA National Conference and Red Wolf Conference
 - Park policy does not requires Board approval but does require Board notification

- Change Order on Lincoln Greens Cart Path Improvements
 - Amount Budgeted \$ 100,000.00
 - Original bid amount for 3 holes \$ 88,064.80
 - Fee to add 1 additional hole \$ 17,925.30
 - Total amount for 4 holes \$ 105,990.10
 - Staff would like to use the contingency fund to cover the additional expense of 5,990.10
 - No Board action is necessary, informational only.

Personnel

Informational Only.

James Coleman was recognized for 5 years of service

Prevailing Wage Ordinance

Ordinance #1361-16 regarding the Prevailing Wage will be presented at the July Board meeting for approval. Current wages for July 2015 have been used for the Ordinance. Once rates have been updated by the Illinois Department of Labor, staff will make the updates and return to the Board for approval.

Statement of Claims / Visa Bills

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

Long Range Planning Committee

Staff Report

Elliott McKinley, Director of Parks informed the Board of the following:

- Work has begun on the Washington Park Bridge project with only slight weather related delays. A 10' ADA compliant concrete walkway will be completed before closing of the bridge.

- An easement for placement of a jobsite trailer for engineer and progress meetings has been requested by Otto Baum. The temporary construction easement has been reviewed and approved by legal counsel and will be presented to the Board for approval at the July Board meeting.
- Updated 2016 Capital Project Gantt Chart & Schedule
- Deck Hockey in Lincoln Park: Deck Hockey have come into Lincoln Park with rink, hockey goals, etc. to begin construction. Park District maintenance helped unload items and removed the nets and standards on existing courts. It is the park district's responsibility to install lighting, which is pending CWLP approval to begin construction.

Buildings & Concessions Committee

Staff Report

Informational Items Only.

Recreation Committee

Staff Report

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

- Sean Dickerson, Supervisor of Recreation, has been working on an 80 team girls' softball tournament through the Convention & Visitors Bureau, which will utilize numerous ball park district ball fields.
- Carter's Drive Donation: Carter's Drive 2015 raised funds for a new pool slide for Nelson Center. The order took eight weeks to get in and then it couldn't be mounted on the existing base and would require closing the pool to install. So instead, it will be advertised as a "coming soon" event and installed for next season.

Sliders Agreement

A tentative three year agreement for operations with the Sliders will be presented to the Board for approval at the July Board meeting. Contract includes: 22 home games and allows opportunities for non-baseball events with appropriate individual approval. Other contract modifications include:

- Rent from \$300/game to \$400
- Annual automatic 3% increase
- Sliders will pay for security
- Sliders will pay for cleaning Administrative building & Clubhouse
- Sliders will fund all security with Park District Officers receiving the first opportunity to work hours

Concession Policy

Lynn Saputo, Director of Recreation, prepared a Concession Policy (Attached) for Profit and Non-Profit organizations. Proposed policy:

Large Venture

- For Profit Business Venture Permits would pay a concession fee of 10% of the gross revenue
- For Non-Profit Organizations hosting large profit ventures would pay a concession fee in the sum of 7% of the gross revenues

Booth Venture

- For Profit Business for food concessions or sundry vendor permits would pay a one-day event concession booth fee of \$150.00
- For Non-Profit Organizations would pay a one-day event concession both fee of \$105.00

Staff was asked to compare percentage rates and flat fees to other local agencies and present to Board before approval.

Riverside Stables Haunted Hayride Permit for October 2016

Lynn Saputo, Director of Recreation, reported that the Riverside Stables would once again like to hold their annual Haunted Hayride event in Riverside Park for five weekends (Fridays & Saturdays) beginning September 30 through October 29. Using the proposed concession policy, and last year's numbers provided by Riverside Stables, this year's proposed fee would be \$88,000 as compared to \$1,763. Staff was asked to provide comparable fee structures before presenting to the Board at the July meeting.

Alcohol Request at Washington Tennis Center on August 20, 2016 for McDrew Tennis & Jazz Festival

Staff requests Board approval to serve alcohol at the 42nd Annual McDrew Tennis & Jazz Festival, which will be held at the Washington Park Tennis Center on August 20, 2016. Insurance will be provided.

Grants & Marketing Committee

Staff Report - Grants Informational Only.

Staff Report – Marketing

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

- The Park District is up to 7,000 followers on Facebook
- Many activities coming up: Employee Picnic at the Zoo; Brew at the Zoo; Kid's Family Music Fest & 40th Anniversary Celebration for Funshop.

Liaison Committee

Staff Report

Derek Harms, Executive Director, informed the Board the following:

- The Foundation Board meet and they have two new members: Janine Toman & Rianne Hawkins.
- Regional Planning Commission: Stop Gap is resuming projects
- Expression Swing has been installed at Washington Park.

Committee of the Whole

Retire to Executive Session per Open Meetings Act 2(c)(2) at 6:30 p.m.

2016 Concession Policy Update:

Existing Concession Fee structure –

For Profit Organizations

The concessionaire agrees to pay the Springfield Park District a concession fee in the sum of 12% of the net revenue (net revenue is defined as total sales less cost of products and sales tax) within 30 days following the month in which concession revenue is received. Concessionaire agrees to maintain such permanent written records as shall be required by the Springfield Park District to verify total gross sales and deductible expenses. (Bunn Administrative Offices – 2500 South 11th Street, Springfield, IL 62703)

Non For Profit Organizations

The Springfield Park District recognizes and appreciates the role that local non-for-profits play within the Springfield community. Therefore, concessionaires who are established as an organized 501(c)3 will not be subject to the standard concession fees. Proceeds realized by a non-for-profit concessionaire from the sale of any food, soft drink, or other merchandise shall be for the benefit of that club/organization.

New Proposed Concession/Vendor Commission Fee Structure –

LARGE VENTURE

Large For Profit Business Venture Permits (Examples; Color Run, Inflatable 5k, Riverside Stable Haunted Hay Rides)

The concessionaire agrees to pay the Springfield Park District a concession fee in the sum of 10% of the gross revenue.

Non-Profit Organizations hosting large profit ventures –

The Non-Profit Organization agrees to pay the Springfield Park District a concession fee in the sum of 7% of the gross revenues.

BOOTH VENTURE

Food Concessions and/or Sundry Vendor Permits (Examples; Food stands at special events, souvenir sales)

The concessionaire agrees to pay the Springfield Park District a one-day event concession booth fee in the amount of \$150.00

Non-Profit Organizations hosting food and/or sundry concessions –

The Non-Profit Organization agrees to pay the Springfield Park District a one-day event concession booth fee in the amount of \$105.00