

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Wednesday, March 16, 2016 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, March 16, 2016 at 5:30 p.m. at the John F. Linxwiler Administrative Offices, 2500 South 11<sup>th</sup> Street, Springfield, Illinois.

**Roll Call**

President Sgro called the meeting to order at 5:39 p.m. and requested roll call.

Members Present: President Sgro and Trustees: Jannazzo, Metcalf and Schmidt

Members Absent: Trustee Evans

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, public and media

**Request Remote Attendance**

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

All approved by voice vote.

Trustee Hammer joined the meeting ... 5 trustees in attendance

**Minutes of the February 23, 2016 Regular Board Meeting were presented.**

Motion: To approve the February 23, 2016 Regular Meeting minutes as presented.

Moved by: Trustee Jannazzo

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.

**BUILDINGS & CONCESSIONS**

**Staff Report**

Informational items only.

**Iles Park Proposal - Communication Tower**

Director Harms informed the Board that On Air Communications has not responded to the park district's offer, but will keep the Board informed.

**Local Public Agency Agreement for Federal Participation with IDOT**

Motion: To approve Local Public Agency Agreement for Federal Participation with IDOT

Moved by: Trustee Schmidt

Seconded by: Trustee Metcalf

Discussion: N/A

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

Motion Passed: 5 Ayes 0 Nays

**RECREATION**

**Staff Report**

Informational items only.

**Approval of Rate Adjustments**

As requested, staff benchmarked admission fees for local zoos, results are attached. Staff recommends the board approved the rate adjustments as presented.

Motion: To approve rate adjustments as presented.

Moved by: Trustee Metcalf

Seconded by: Trustee Jannazzo

Discussion: Staff benchmarked admission fees for local zoo as requested.

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

Motion Passed: 5 Ayes 0 Nays

**Deck Hockey Proposal – Patrik Levesque**

Director Harms informed the Board that Staff continues to work with Patrik to draft a potential contract. Trustee Jannazzo shared a lengthy list of her concerns. The committee will meet again to further discuss the proposal.

**Special Guests – Scott Selinger**

Scott Selinger and his daughter, Ella, presented the Board with a check in the amount of \$5,000 on behalf of Carter’s Drive. Funds have gone toward the purchase of lacrosse equipment and sports bags, which parents can rent for their child to use for the lacrosse program. Each bag is valued at \$300 and can be rented for \$125 (\$100 will be refunded when the equipment is returned). This year’s 8<sup>th</sup> Annual Golf Outing will be held on July 29, 2016 at Lincoln Greens.

**FINANCE & PERSONNEL**

**Staff Report**

Informational Only.

**Authorize Staff to Purchase SUV for Police Department**

The Police Department needs to replace the 4WD SUV which was auctioned off over the winter (surplus property as declared/approved by the Board). The new vehicle will provide the officers with the capability to transport into areas within the park system which they are currently unable to access (due to limiting factors such as rough terrain, or poor weather conditions). This vehicle was originally budgeted to be acquired during the current fiscal year. The original appropriation was \$25,000, which was to be funded by the Contribution Fund (Police sub-funds). The Revenue sources for these Police sub-funds are fines, court costs, tickets, etc., plus the proceeds from the sale of the four police vehicles sold at the surplus property auction over the winter. These sources total \$25,000. The new SUV, which will be acquired under State of IL bid, costs \$31,000. The remaining \$6,000 of costs over the contribution fund amount is planned to be funded by Police Department operating funds.

- The Police Department plans to retrofit the new SUV with equipment (light bars, radio, etc.) from the vehicles sold at the surplus property auction, thereby keeping set-up costs to a minimum.
- If, subsequent to purchase of the SUV, the Board should choose to no longer manage an in-house Police Department, this vehicle could easily be decommissioned as a Police vehicle, and utilized by the District for any variety of uses as needed.

Motion: To authorize staff to purchase a 2016 Ford all-wheel drive utility police vehicle for \$30,960.00 (under state contract), utilizing the combination of \$24,798.26 in contribution funds (police sub-funds), plus \$6,161.74 in Police Department operating expenditures.

Moved by: Trustee Jannazzo  
Seconded by: Trustee Schmidt

Discussion: N/A

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

Motion Passed: 5 Ayes 0 Nays

**Emergency Purchase of R-22**

Director of Finance, Flesch informed the Board that Staff had to make an emergency purchase of 40 units of R-22 for a total of approximately \$15,000 due to soft ice. The purchase was made with operating budget funds but was not budgeted. Executive Director Harms has authority to authorize the purchase but is required to inform the board during the next reporting cycle.

**Statement of Claims**

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

Moved by: Trustee Jannazzo  
Seconded by: Trustee Schmidt

Discussion: N/A

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

Motion Passed: 5 Ayes 0 Nays

**LIAISON**

**Staff Report**

Informational Only.

**LONG RANGE PLANNING**

**Staff Report**

Informational Only.

**GRANTS & MARKETING**

**Staff Report**

Informational items only

## COMMITTEE OF THE WHOLE

### Retire to Executive Session

It was moved by Trustee Jannazzo and seconded by Trustee Schmidt to retire to executive session per Open Meeting Act 2(c)(1) at 6:07 p.m. All approved by voice vote.

### Arise from Executive Session

It was moved by Trustee Jannazzo and seconded by Trustee Schmidt to arise from Executive Session. All approved by voice vote.

No action was taken.

## BUSINESS

None at this time.

## ADJOURNMENT

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

**Special Meeting**

**MINUTES**

**March 9, 2016 - 5:30 p.m.**

A Special meeting of the Springfield Park District Board of Trustees was held on Wednesday, March 9, 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: President Sgro, Trustees Evans, Hammer, Jannazzo, Metcalf  
Schmidt

Members Absent: None

Others Present: Executive Director, Derek Harms Elliott McKinley, Director of Parks;  
Lynn Saputo, Director of Recreation; Media and Public

Motion: To nominate Sierra Senor-Moore to fulfill the remainder of Trustee Gray Noll's term  
which will expire in 2017

Moved by: President Sgro  
Seconded by: Trustee Schmidt

Discussion: President and Trustees expressed appreciation of Trustee Noll's time on the Board  
and the number of qualified candidates that applied.

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

Motion Passed: 6 Ayes 0 Nays

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

**MINUTES**

**March 9, 2016 at 5:30 p.m.**

Members Present: Trustees Evans, Hammer, Jannazzo, Metcalf & Schmidt

Members Absent: None

Others Present: President Sgro, Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Lynn Saputo, Director of Recreation; Media and Public

A Joint Meeting of the Grants & Marketing, Buildings & Concessions, Recreation, Finance & Personnel, Liaison and Long Range Planning Committees was held on Wednesday, March 9, 2016 immediately following the Special Meeting.

*President Sgro excused herself after the Special Meeting to call potential trustees with the results of the Special Meeting held just prior to this meeting. She returned while meeting was in progress at 6:00 p.m.*

**Grants & Marketing Committee**

Staff Report - Grants  
Informational Only.

*5:44 p.m. Trustee Evans left the meeting while in progress.*

Staff Report – Marketing

Lynn Saputo, Director of Recreation, informed the Board she hosted a tour for Hotel Management frontline staff of select park district facilities. This information along with marketing emails will help promote park district functions. She also informed the Board that the monitors from Monitor Productions have been installed in all four pro shops and are being installed in other park locations. Advertising opportunities are still available.

Park District Logo

Staff asked the Board their input as to what they would like to see for the new Park District logo. Lynn Saputo, Director of Recreation will put together a sample and present to the Board.

## Buildings & Concessions Committee

### Local Public Agency Agreement for Federal Participation with IDOT

Jeff Antonacci, Knight Engineering, explained to the Board this agreement is necessary for the Park District to receive the federal funding. The park district is approved for 85% of the price. Still on schedule for Bid Opening for April 22, 2016.

### Iles Park - Proposed Communication Tower

Director Harms informed the Board there were no further updates since Option 1 was presented. Staff is waiting for a response and will keep the Board informed.

## Recreation Committee

### Staff Report

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

- Park District will be participating in the Capital Radio Group Kids Fest with a good representation of Park District events and demonstrations
- National Day (Youth Hockey & Figure Skating) were both well attended
- Facility guide will be published soon & summer brochure by mid-April

### Deck Hockey Proposal

Patrik Levesque, Dekhockey, presented a proposal to include deck hockey in Lincoln Park. The program is a form of ice hockey for all ages and abilities played on a special sport court constructed over existing tennis courts. Dekhockey would provide the structure, staff and determine scheduling for the facility. Dekhockey would pay the District an annual rental fee of \$4,000 and small percentage of their income. The District would provide utilities. The program has potential to lead participants into Nelson Center's current hockey program. Private business on park property and elimination of a leaves much more discussion by the Board before moving forward. President Sgro asked staff to work with Patrick Levesque and District Legal Counsel, Dan Wright, on a potential contract and present to Board for consideration.

*6:00 p.m. President Sgro left the meeting while in progress.*

### Annual Review of Rates

Director of Recreation, Lynn Saputo, presented the Board with potential rate adjustments for Recreation Programs, Admission and Membership Fees. Many areas did not submit increases after doing comparisons. Staff will be asking for Board Approval at the March meeting.

**Finance & Personnel Committee**

Staff Report

Finance

Informational Only.

Personnel

Informational Only.

Statement of Claims / Visa Bills

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

**Liaison Committee**

Staff Report

Informational Only.

**Long Range Planning Committee**

Staff Report

Elliott McKinley, Director of Parks

**Adjournment**

There being no further business to come before the Board  
The meeting was adjourned at 7:11 p.m.

## **Special Meeting**

### **MINUTES**

**March 2, 2016 - 5:15 p.m.**

A Special meeting of the Springfield Park District Board of Trustees was held on Wednesday, March 2, 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 5:15 p.m. and requested roll call.

Members Present: President Sgro, Trustees Evans, Jannazzo, Metcalf  
Schmidt

Members Absent: Trustee Hammer

Others Present: Executive Director, Derek Harms

It was moved by Trustee Jannazzo and seconded by Trustee Schmidt to retire to executive session per Open Meeting Act 2(c)(3) and 2(c)(6). All approved by voice vote

The Board conducted short interviews with potential Board candidates. (List attached)

It was moved by Trustee Hammer and seconded by Trustee Evans to arise from executive session.

#### **Business**

No Action was Taken

After the Board arose from Executive Session, it was moved by Trustee Metcalf and seconded by Trustee Hammer to adjourn the Special Meeting Board Meeting,

# Springfield Park District Park Board Trustee Interview Schedule

Date: Wednesday, March 2, 2016

Location: Bunn Administrative Offices  
2500 South 11<sup>th</sup> Street  
Springfield, Illinois

Anticipated Timeline:	5:15 PM	Board meeting called to order and adjourn to executive session
	5:20 PM	Janine Toman
	5:30 PM	Christopher Gasperin
	5:40 PM	Dominic Watson
	5:50 PM	Eugene O'Connor
	6:00 PM	Jennifer Aholt
	6:10 PM	Michael Varlotta
	6:20 PM	Rianne Hawkins
	6:30 PM	Sarah Maddox Graham
	6:40 PM	Sierra Senior Moore
	6:50 PM	David Wortman