

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, November 17, 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 Nelson Center – Franklin Room, 1601 North 5th 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, Metcalf, Schmidt, Senor-Moore
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 & Public

Minutes of the October 20, 2016 Regular Board Meeting were presented.

Motion: To approve the October 20, 2016 Regular Board Meeting minutes as
presented

Moved by: Trustee Hammer

Seconded by: Trustee Senor-Moore

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

Staff Report

Motion: Approve NARCAN Policy

Moved by: Trustee Hammer

Seconded by: Trustee Senor-Moore

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

BUILDINGS & CONCESSIONS

Staff Report

Informational items only.

Water Utility Easement at Douglas Park

Tabled: Request for Water Utility Easement at Douglas Park with Meyer's Commercial Real-Estate Management

LIAISON COMMITTEE

Staff Report

Informational items only.

LONG RANGE PLANNING

Staff Report

Informational items only.

Architect for Penguin Exhibit

Motion: Approve Contract with WDM Architects P.A. in the amount \$48,000 (10% of project cost) for design and bid letting of Penguin Exhibit at the Henson Robinson Zoo, pending legal review.

Moved by: Trustee Hammer

Seconded by: Trustee Metcalf

Discussion: There was some discussion regarding AZA accreditation regulations be followed.

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

Motion Passed: 6 Ayes 0 Nays

RECREATION

Staff Report

Informational Items Only.

Golf Rates for 2017

Motion: Approve Golf Rates for 2017

Moved by: Trustee Metcalf

Seconded by: Trustee Senor-Moore

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

Request to Serve Alcohol at Platform Tennis Association Tournament

Motion: Approve Permit with Springfield Platform Tennis Association to serve alcohol during December 3 Tournament at the Platform Tennis Courts

Moved by: Trustee Metcalf

Seconded by: Trustee Schmidt

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

Eagle Scout Orienteering Project at Centennial Park

Motion: To Approve Elliot Neal’s Eagle Scout Orienteering Project in Centennial Park

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

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

BUSINESS

Credentials Certificate for IAPD Board Meeting

Motion: Action to Adopt Credentials Certificate for IAPD Board Meeting

Moved by: Trustee Evans
Seconded by: Trustee Schmidt

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

Property Annexation

Motion: Approve Ordinance # 1375-16 through #1378-16 RE: Property Annexation

Moved by: Trustee Evans
Seconded by: Trustee Schmidt

Discussion: N/A

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

Grants & Marketing

Staff Report

Informational items only.

FINANCE & PERSONNEL

Staff Report

Informational Items Only.

Resolution #402-16 RE: An Estimated 2016 Property Tax Levy

Motion: Adopt Resolution #402-16 RE: An Estimated 2016 Property Tax Levy

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

Purchases with S & I Bond Funds / Three Items: (1) Half Ton Pick Truck (2) Ford Explorer SUV and (3) Replacement Window Frames/Funshop Building

Half Ton Pick Up Truck for General Maintenance

Motion: Approve Purchase of a Half Ton Pick Up Truck Utilizing \$22,706 from 31-01-6253 and \$3,522 from Line Item 30-01-6211

Moved by: Trustee Evans

Seconded by: Trustee Metcalf

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

Ford Explorer SUV for General Maintenance

Motion: Approve Purchase of Ford Explorer SUV utilizing: 30-01-5805 - \$8,683.19; 30-01-6211 - \$1,404.00; 32-01-6278 - \$8,793.83; 32-01-6284 - \$5,083.75; 32-01-6286 - \$2,052.60; 32-01-6294 - \$329.63; 32-01-6296 - \$445.00; 32-01-6315 - \$753.00 Total - \$27,545

Moved by: Trustee Evans

Seconded by: Trustee Schmidt

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

Replace Window Frames for Funshop

Motion: Approve Replacement window frames for Funshop utilizing: \$2,304.04 from Line item 30-01-6217

Moved by: Trustee Schmidt
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

Statement of Claims

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

Moved by: Trustee Evans
Seconded by: Trustee Metcalf

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

ADJOURNMENT

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

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

MINUTES

November 9, 2016 at 5:30 p.m.

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

Members Absent: Trustee Schmidt

Others Present: President Sgro; 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 Committee of the Whole, Buildings & Concessions, Liaison, Long Range Planning, Grants & Marketing, Finance & Personnel and Recreation Committees was held on November 9, 2016 was held at 5:30 p.m.

Committee of the Whole

ADA Transition Plan – John McGovern

John McGovern, Recreation Accessibility Consultants, gave an overview of the transition plan. He is working with Tod Stanton, Design Perspectives, to coordinate plans. They will be in town in December to check out sites. *(Memo Attached)*

NARCAN

Chief Nargelenas explained a law was passed regarding Police and Fire departments to establish a policy procedure to administer NARCAN either by shot or nasal spray to counteract a heroin overdose. Chief is waiting for information from Public Health Department regarding obtaining NARCAN, who would pay and if there are any grant options. Staff would ask the Board to approve a NARCAN plan at the November Board meeting.

Liaison

Staff Report

Informational only.

Long Range Planning

Staff Report

Elliott McKinley Director of Parks, gave a brief update on the following:

- Bridge work is moving forward and hope to open for traffic Thanksgiving to mid-December
- Pickleball courts at Douglas Park are approximately 75% complete
- BMX upgrades, lights and fixtures converted to LED complete
- Maintenance Department continues with winter closings
- WDM, Penguin Exhibit Phase I Exhibit/Holding Building: Legal is reviewing the AIA Agreement

Grants & Marketing

Staff Report

Informational only.

Finance & Personnel Committee

Staff Report

Finance

Stephen Flesch, Director of Finance & Administration, reported:

- Tax Revenues – final payments are expected this month
- Out of State travel – Zoo employees RE: Wolf class
- New report RE: Expenditure analysis was included in Finance report

Personnel

Informational only.

Resolution #402-16 RE: An Estimated 2016 Property Tax Levy

Stephen Flesch, Director of Finance & Administration, provided a spreadsheet and analysis regarding levy, which will request the maximum amount allowed. Staff would ask the Board to approve Resolution #402-16 at the November Board meeting.

S & I Bond Purchases

Half Ton Pickup Truck – General Maintenance: Budgeted Funds from 2014 S & I

This purchase does not require Board approval. Funding was previously approved and appropriate

S & I Bond Purchases

Half Ton Pickup Truck – General Maintenance: Requires Approval for Line Item Transfer

This purchase will require Board approval. Staff would like to utilize funds saved from another purchase to cover the deficit. Staff would ask the Board to approve a purchase at the November Board meeting.

S & I Bond Purchases

Ford Explorer SUV – General Maintenance – Unbudgeted and Unappropriated, Requires Approval

This purchase will require Board approval. The vehicle we are replacing will be shifted to the messenger during the day and the park ranger in the evening. Board asked staff to inquire if this is the most efficient vehicle and report findings next week at the Board meeting.

S & I Bond Purchases

Replace Window Frames at Funshop – Unbudgeted and Unappropriated, Requires Approval

Staff explained this is a necessary repair and use savings from Pre-School programs. Staff would ask the Board to approve a purchase at the November Board meeting.

Statement of Claims / Visa Bill

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

Recreation Committee

Staff Report

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

- Ball crews are closing facilities for the season
- Thanked staff for making Halloween events successful
- Park District won a series of Illinois Times "Best of" awards
- Golf rounds are up
- Special Rec held a highly attended dance

Review Golf Rates & Golf Operations

Lynn Saputo, Director of Recreation, explained staff wanted to streamline golf fees for a more consistent fee structure. The passes would present more versatile options and promote mega pass sales. Staff is also proposing Bergen close December 15th for the winter and open in the spring;

a concession agreement with Lance Flurry similar to the one at Pasfield; and promote Flury to Assistant Pro with him reporting to Head Golf Professional, Paul Loutzenhiser. Staff would like to appoint a LPGA professional to work at Bergen March through December. Flury would help promote new employee to help manage the course. Staff would also like to implement foot golf, which can run simultaneously during the golf season.

Alcohol Request RE: Platform Tennis Association Tournament:

Staff explained this a request to serve alcohol during the platform tennis association's annual tournament. Proper insurance has been provided by the association. Staff would ask the Board to approve their request at the November Board meeting.

Elliott Neal, Eagle Scout Project

Eagle Scout, Elliott Neal, is proposing construction of three orienteering courses: Centennial, Iles and Southwind Parks. All park locations are located on a bus line. Plans include placement of 8" cardboard tubes with markers, which will not hinder maintenance procedures, maps and the complete course online. Neal has approached 20 potential business sources, which would which cost approximately \$50 per point. Pending Board approval, Neal would like to complete surveying in December, begin installation in the spring and open to the public late spring early summer. The Board was interested in the project.

Buildings & Concessions Committee

Water Utility Easement at Douglas Park

Steve Meyers, Meyers Management (Egizzi Property) asked the Board for consideration of a water main easement at Douglas Park for maintenance water feedback. Their contractor suggested routing the waterline on the south side of the building, which is on park district property. Information was sent with easement ordinance application, fee and plat drawings to be completed for Board consideration pending legal review. This easement will have little to no impact to part properties or activities.

Blue Ridge Lake Club Lease Agreement

To be discussed in Executive Session.

Retire to Executive Session

It was moved by Trustee Evans and seconded by Trustee Hammer to move to Executive Session at 6:25 p.m. All approved by voice vote.

Arise from Executive Session

It was moved by Trustee Jannazzo and seconded by Trustee Senor-Moore to arise from Executive Session at 7:00 p.m. No action was taken.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 7:00 p.m.



recreation accessibility
consultants, llc

TO: Derek Harms, Executive Director, Springfield Park District

FROM: John N. McGovern, President, Recreation Accessibility Consultants, LLC

SUBJECT: TRANSITION PLAN UPDATE

DATE: November 7, 2016

Thanks for the invitation to the Board of Trustees committee meetings on November 9. Please accept this status report of our efforts to develop a transition plan for Park District properties.

The Americans with Disabilities Act

Title II of the Americans with Disabilities Act (ADA) applies to all of the 89,004 units of state and local government, including the Springfield Park District. This comprehensive federal civil rights law became effective January 26, 1992. The ADA imposes requirements regarding policies, programs, new facilities, and facilities that existed before the ADA became effective.

One of the requirements regarding existing facilities is to conduct an access audit of those facilities. This requirement is found at section 35.105 of the title II regulation. We carried out this task for the Park District in 2009, auditing 59 sites and facilities. We identified every access deficit at every site, and recommended retrofit work to make those sites compliant.

However, the title II regulation makes it clear that not necessarily every existing site must be made accessible. Instead, the program at the site must be accessible. Think broadly when discussing programs. For example, playgrounds are a program that the Park District makes available to its residents. Therefore, following the title II requirements, not necessarily every existing playground must be retrofit for access.

What is, however, the right number? The title II regulation is silent on that issue. We have always recommended a minimum of one of three, with those being made accessible dispersed throughout the community.

For example, if 30 Springfield parks have playgrounds, we would strive to find ten that are accessible, or with moderate renovation, can be made accessible. We would grid these ten out throughout Springfield so that every resident would be close to an accessible playground.

This discussion is the heart of the second key requirement for existing sites and facilities. The District must develop a transition plan that identifies retrofit work and phases the work over a

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reasonable time. The number of years selected should balance the ADA mandate with existing District resources.

Found at section 35.150(d) of the title II regulation, this requirement includes four elements:

- A description of every deficit (found in our 2009 site reports)
- A description of how that deficit will be removed (found in our 2009 site reports)
- The identification of the person responsible for barrier removal (found in the 2009 site reports), and
- The date by which barrier removal will occur (this has not been completed)

The transition plan requirement was not implemented by the District in 2009. It is for this reason that we return to assist the Park District.

The 50 Sites

We evaluated every site, including employee work areas. New design standards were published in 2010, but we knew they were coming and used them before they were a standard.

In our work, we also applied smart practices used by park districts to meet or exceed the minimum requirements for access. We have since met with you and other District staff to gain an understanding of where work has occurred since 2009.

Our Status Today

We have moved all of the identified access deficits into an Excel spreadsheet. We have also started to phase the retrofit work. We typically use three phases, and each is described below.

PHASE ONE: this typically includes two types of work. The first is retrofit work that can be accomplished with existing District fiscal and human resources. Maintenance falls into this category. The second is work that was completed between 1992 and today, but did not meet the accessibility requirements.

PHASE TWO: this typically includes retrofit work at recreation spaces such as playgrounds, swimming facilities, sports courts, sports fields, ice rinks, and other such spaces, as these are new to the design standards as of 2010.

PHASE THREE: this typically includes two types of work. The first is work that is costly or complex, or involves another partner entity. The second is for areas that are not yet the subject of a final and enforceable design standard, such as trails.

Another task coming up in the next two months is the preparation of cost references for planning purposes. These are for planning only, as a cost estimate cannot be determined until a final design has been approved by the District. That is not within our scope.

A final step is the gathering of public feedback. This is a requirement of the ADA regulation. At the least we would recommend one or two public feedback forums, where we would, with District staff, present our findings. We'd then seek the access preferences and priorities of your residents. This big picture discussion does *not* get into the details of access at every District site.

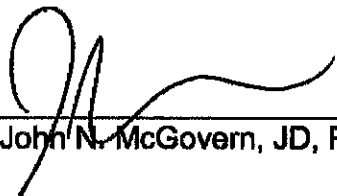
Coordination

We are also coordinating with Tod Stanton at Design Perspectives. Neither a transition plan or master plan should exist in a vacuum. As the Springfield Park District Board of Trustees acts on plan recommendations, we will incorporate your actions to the extent we can in our transition plan.

Conclusion

Our work started well. We believe you'll find the transition plan format to be very useful. If there are any questions, please call me at 224/293-6451.

Submitted by



John N. McGovern, JD, President

JNM/SPRINGFIELD PARK DISTRICT REPORT 201601