

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Thursday, October 20, 2016 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, October 20, 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 5:30 p.m. and requested roll call.

Members Present: Trustees: Evans, Hammer, Jannazzo, Metcalf, 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 September 15, 2016 Regular Board Meeting were presented.**

Motion: To approve the September 15, 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.

## BUILDINGS & CONCESSIONS

### Staff Report

Informational items only.

### Convert Douglas Park Tennis Courts to Pickleball Courts

Motion: Authorize Staff to Accept Bid and Execute Contract with All Weather Courts Inc. for \$28,960.00 to convert Douglas Park Tennis Courts to Pickleball Courts, pending legal review

Moved by: Trustee Evans

Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: 6 Ayes 0 Nays

### Park District to Partner with Springfield Jaycees to Raise Funds RE: Pet Friendly Drinking Fountains

Motion: Authorize Staff to Partner with Springfield Jaycees to raise funds for pet friendly drinking fountains at Lincoln & Rotary Parks

Moved by: Trustee Evans

Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: 6 Ayes 0 Nays

## FINANCE & PERSONNEL

### Staff Report

Informational Items Only.

**Ordinance #1374-16 RE: Approval of Contracts & Authority to Incur Financial Liability**

Motion: Adopt Ordinance #1374-16 RE: Approval of Contracts and Authority to Incur Financial Liability

Moved by: Trustee Jannazzo

Seconded by: Trustee Evans

Discussion: N/A

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

Motion Passed: 6 Ayes 0 Nays

**Disburse Insurance Proceeds to Lowes Paving for Centennial Park Repairs**

Motion: Authorize Staff to Disburse Insurance Proceeds in the Amount of \$20,411.25 to Lowes Paving for Centennial Park Repairs

Moved by: Trustee Jannazzo

Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: 6 Ayes 0 Nays

**Ordinance #1373-16 RE: Sale of Surplus Property**

Motion: Adopt Ordinance #1373-16 RE: Sale of Surplus Property

Moved by: Trustee Jannazzo

Seconded by: Trustee Metcalf

Discussion: N/A

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

Motion Passed: 6 Ayes 0 Nays

5:39 pm ... Trustee Schmidt entered the meeting in progress

**Statement of Claims**

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

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

**LIAISON COMMITTEE**

**Staff Report**

Informational items only.

**Private Funding and Construction Agreement RE: Springfield Southwest Baseball Association Artificial Turf Upgrades to Schlitt Baseball Field**

Motion: Approval of Private Funding and Construction Agreement Regarding Springfield Southwest Baseball Association Artificial Turf Upgrades to Schlitt Park Baseball Field

Moved by: Trustee Schmidt

Seconded by: Trustee Jannazzo

Discussion: Director Harms acknowledged the sizeable donation made by the SSBA to finance this project. No Park District funds will be used on this project.

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

Motion Passed: 7 Ayes 0 Nays

**Angel of Hope Memorial Private Funding & Construction Agreement to Include Phase 3**

Motion: Approval of Amendment to include Phase 3 into the Original Private Funding & Construction Agreement Regarding Angel of Hope Memorial in Washington Park Botanical Gardens

Moved by: Trustee Schmidt

Seconded by: Trustee Evans

Discussion: Director Harms noted legal counsel had reviewed the contract. Revision to Paragraph 3: Stating Angel of Hope is completely responsible for funding.

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

Motion Passed: 7 Ayes 0 Nays

**RECREATION**

**Staff Report**

Informational Items Only.

**LONG RANGE PLANNING**

**Staff Report**

Informational items only.

**Grants & Marketing**

**Staff Report**

Informational items only.

## **BUSINESS**

### **Property Annexation**

Motion: Approve Ordinance # 1372-16 RE: Property Annexation

Moved by: Trustee Jannazzo

Seconded by: Trustee Schmidt

Discussion: Maps were made available to the public.

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

Motion Passed: 7 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 5:45 p.m.

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

**MINUTES**

**October 17, 2016 at 5:30 p.m.**

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

Members Absent: None

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 Liaison, Buildings & Concessions, Recreation, Long Range Planning, Finance and Personnel and Grants & Marketing Committees was held on Monday, October 17, 2016 was held at 5:30 p.m.

**Liaison Committee**

**Staff Report**

Director Harms reported the following was discussed at the Parks Foundation October 11<sup>th</sup> meeting:

- Approved a Resolution RE: Authorizing Park District Staff to handle cash receipts and collections on behalf of the foundation.
- Online donor donation platform replaces current system and helps fundraising efforts. The Park District will add a link to their website.

**Proposal for Artificial Turf at Schlitt Park**

Representatives from the Springfield Southwest Baseball Association are requesting a private funding and construction agreement for the installation of artificial turf to the senior ball field at Schlitt Park and other improvements at their expense. (Scope of Project attached). This is a \$200,000 - 250,000 project which SSBA plans to finance through Bank of Springfield and current funds. A drainage study would need to be completed prior to installation. Director Harms stated this project works with the Masterplan. SSBA does not think this will increase traffic in the neighborhood and stated parking has always been an issue, but use parking lot at the school for overflow parking. They would like to begin work late Fall of 2016 and begin play as early as Spring 2017. SSBA asks that they would have priority scheduling league play as well as tournaments to generate funding to help repay loan from B.O. S. They would also handle all the maintenance of the field inside the fences and the games would remain locked unless in use by SSBA or a Park District approved function. Staff would request Board to consider for approval at the October Board meeting.

### Proposal for Phase 3 Expansion of Angel of Hope Memorial in Washington Park

Funding for Phase II has been better than expected and Angel of Hope, NFP is include Phase 3 into the project. Staff would recommend approval at the October Board meeting of the amendment to the private funding and construction agreement once approved by legal counsel.

## **Buildings & Concessions Committee**

### Douglas Park Pickleball Bid Results

Elliott McKinley, Director of Parks, recapped the recent bid opening for the conversion of tennis courts into pickleball courts at Douglas Park. Eight companies were provided bid information, but only one company provided a bid. All Weather Courts, which have done similar work for the park district, submitted a bid in the amount of \$28,960. \$35,000 was budgeted for this project. Staff would request Board to consider for approval at the October Board meeting.

### Proposal for pet friendly drinking fountains at Lincoln Park and Rotary Park

The Springfield Jaycees has requested permission to begin fundraising to raise funds to install drinking fountains with pet friendly fountains attached at Lincoln and Rotary Parks. 100% of funds raised would go toward the purchase. (A list of tentative fundraising events is attached) Trustee Schmidt would like the Jaycees to continue to work with the Parks Foundation for fundraising efforts.

## **Recreation Committee**

### Staff Report

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

- Kudos to all the staff at the Botanical Gardens to make the Carve a huge success

Upcoming events:

- Gift of Hope Ribbon Cutting with Larry Lefferts will be held November 13
- Zoolie Ghoulie this weekend. New this year, a different park district department will be in attendance each night to promote their department.
- Golf rates and new golf programs will be proposed in November to the Board
- Springfield Sliders have a potential special event scheduled for next year

### Elliott Neal, Eagle Scout Project

Elliott Neal was unable to attend this month, but will present his proposal in November.



## **Long Range Planning Committee**

### **Staff Report**

Elliott McKinley, Director of Parks, informed the Board the Washington Park Bridge project is going well and other than a couple of rain delays has stayed close to schedule. The first bridge structures should be received by the end of October and the second one by the first of November. Once those are received and in place, paving will begin barring any weather delays.

## **Finance & Personnel Committee**

### **Staff Report**

#### **Finance**

Stephen Flesch, Director of Finance & Administration, reported IT progress includes:

- Replacement of 25 computers (not including time clocks)
- Installed sonic wall at Park District locations
- Wiring updates
- Police updates

#### **Personnel**

Stephen Flesch, Director of Finance & Administration, reported:

- HR hiring procedures working to diversify park district work force.
- Application tracking system has begun and is going well

#### **Changes to Statutory Bidding Requirements**

Stephen Flesch, Director of Finance & Administration, explained Ordinance #1374-16 regarding Approval of Contracts and Authority to Incur Financial Liability would supersede Ordinance #1314-14 and #1432-15. Changes include: 1) Bid amount from \$20,000 to \$25,000; 2) Level of authority for directors has increased; and 3) temporary expenditure authority to a subordinate employee when their direct supervisor is on an extended leave of absence 4) Approval of multi-year agreement. Purchases would still be reported to the Board following guidelines. Staff would request Board to consider for approval at the October Board meeting.

#### **Centennial Park Path Paving Repairs**

Centennial Park experienced damages during the Insane Inflatable 5K / Townsquare, LLC this past August. Their insurance company paid for the paving repairs but made the payment payable to the Springfield Park District, not the paving company. Staff is asking permission for the Park District to issue a payment to Lowes Paving in the amount of \$20,411.25 to pay for their services at no expense to the Park District.

Surplus Property

Staff is requesting Board approval of Ordinance #1373-16 regarding the sale of surplus park district property. Property has either been replaced or is no longer useful. Items are listed within the ordinance. Staff would request Board to consider for approval at the October Board meeting.

Statement of Claims / Visa Bills

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

**Grants & Marketing Committee**

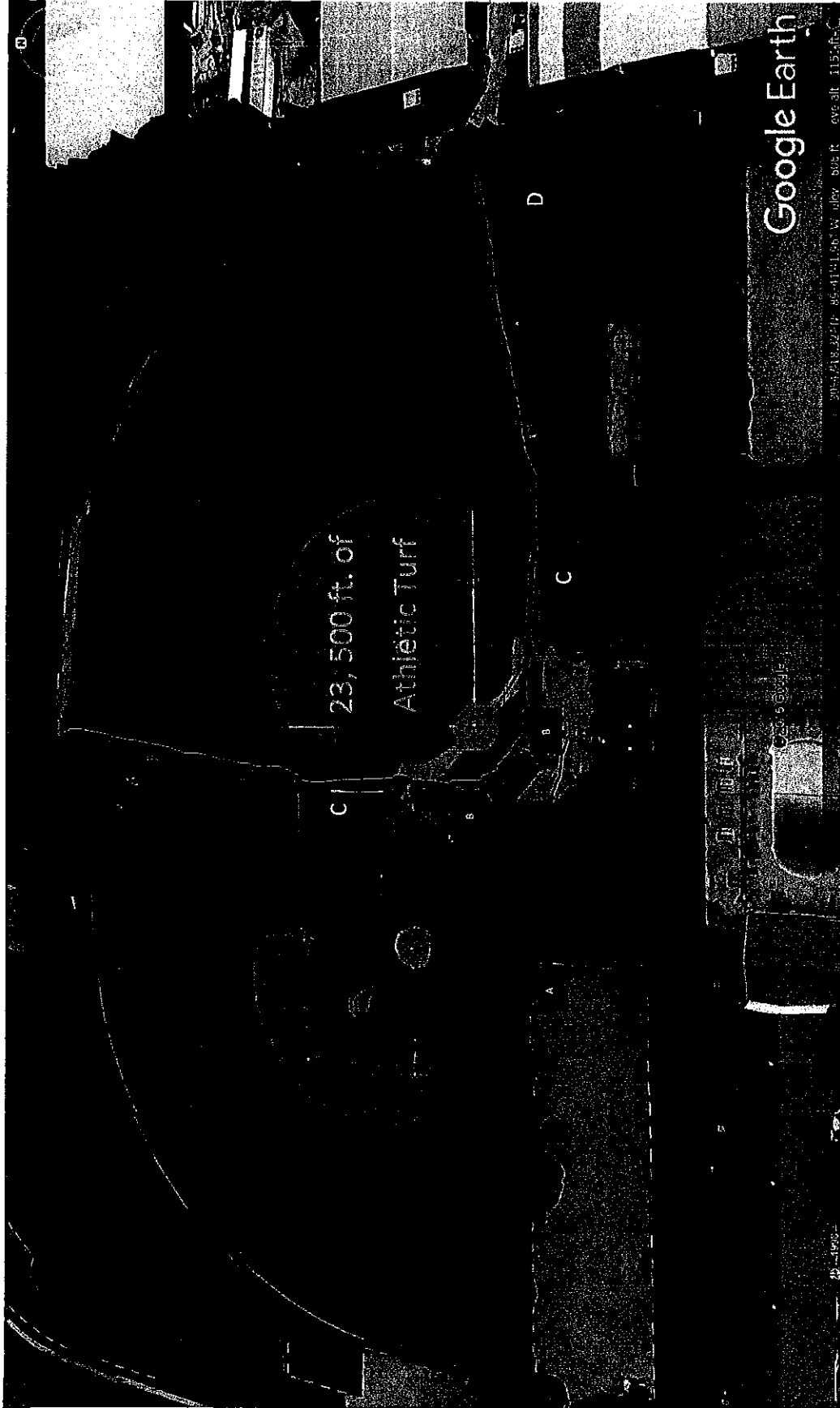
Staff Report

Informational Items Only.

**ADJOURNMENT**

There being no further business to come  
before the Board, the meeting adjourned at 6:48 p.m.

SCHLITT PARK SENIOR FIELD



- A. Enhanced Handicap Parking and Hard Surface Path to Spectator and Dugout Areas
  - B. Bleacher Relocated
  - C. Grassy Mound/Spectator Seating
  - D. Potential Retention/Drainage Area
- \*\*\*Other Upgrades: Dugout and Press Box cosmetic upgrades, Improve Bullpen Areas, New Scoreboard, Batting Cage Improvements

**Schlitt Park Turf Project**  
*Springfield Southwest Baseball Association*

**I. Scope of Project**

- a. Install Athletic Turf to Infield of Schlitt Senior Field
  - 23,500 square feet of turf
- b. Enclosure/Fencing of Entire Field
  - Installation of new 6' fencing from dugout to HR Fence
  - Improvement to fencing around home plate
  - Install gates at entrances to dugouts that are lockable
- c. Provide ADA Accessibility to Dugouts, Spectator Areas and Parking Lots
  - Designated Handicap Parking
  - Hard Surface walk ways from parking lot to spectator areas and dugouts
  - ADA Accessibility into Dugouts
- d. Cosmetic work to Dugouts and Press Box
  - Repair Press Box Roof
  - Fresh Paint on Press Box and Dugouts
- e. Improved Spectator Seating
  - Relocate Bleachers
  - Create Mound Seating Area down foul lines
- f. Create adequate Drainage/Retention for turfed area
  - Engineering and Design of Drainage plan to take water off turf infield and off property
  - System could be expanded to include other areas of park
- g. Other Field upgrades including New Wind Screens, Upgraded Scoreboard, Improvements to Batting Cage and Bullpen Areas, Portable Pitching Mound for Senior Field

**II. Project Costs/Funding/Timing**

- a. SSBA budgeted to spend \$200,000-\$250,000 on this project
- b. SSBA Loan for up to \$200,000 from Bank of Springfield along with SSBA Reserve Funds
- c. Work to begin late Fall 2016 with goal of having field playable by Spring 2017
- d. Some work to finished up in Spring 2017

**III. Maintenance of Field**

- a. SSBA will handle all maintenance of Schlitt Park Senior Field inside the fences
- b. Fence Gates would remain locked unless being used for an SSBA or SP District approved function

**IV. Scheduling of Field**

- a. SSBA would have priority with scheduling events at Schlitt Park
- b. SSBA League play would run from May-July and August-September
- c. Competitive Leagues and Tournaments would be played March/April and August-October

**V. Long Term Maintenance**

- a. Loan repaid through income generated from tournaments, competitive leagues and field rentals as well as Sponsorship Opportunities at both Schlitt and Rotary Park
- b. SSBA to develop plan to refurbish field when necessary (10 years)

**Pet fountain fundraising efforts – 100% of the proceeds from ALL fundraisers will be donated to pet fountains**

**Gofundme Page:**

<https://www.gofundme.com/2t2q2buj>

**Paws for the Cause: Celebrity Bartenders**

Wednesday November 9<sup>th</sup> – Craft Beer Bar

Facebook event: <https://www.facebook.com/events/345068712500930/>

5:30-8:30pm

Celebrity bartenders will be Robin Schmidt, Grant Hammer, Alderman Andrew Proctor, and Deb West from the morning show on 98.7 WNNS

**All About Wine Fundraiser**

Thursday December 8<sup>th</sup> – All About Wine

5:30-8:00pm

\$20 per person, includes two glasses of wine. \$15 of every registration will be donated to the pet fountains, \$5 of the registration will cover the two glasses of wine.

**Donation boxes**

All Gyros Stop Locations (three) and the Dew Chili Parlor

**It's a Wrap**

Saturday December 17<sup>th</sup> – Washington Park Pavilion

12:00-6:00pm

Members of the Springfield Jaycees will be wrapping presents for a fee and selling cookies & cocoa.

**Cost Estimate for 1 Drinking Fountain w/ Pet Fountain Attached**

1. Most Dependable drinking fountain.....	\$ 2,240.00
2. Pet fountain attachment.....	\$ 805.00
3. Shipping/ freight.....	\$ 270.00
4. Concrete slab.....	\$ 200.00
5. Curb stop & box.....	\$ 185.00
<b>Total .....</b>	<b>\$3,700.00</b>



# Quote

Quote	QTE36859
Date	10/3/2016
Page	1

5705 Commander Dr. Arlington, TN 38002-0587  
 (901) 867-0039 (800) 552-6331 Fax (901) 867-4008

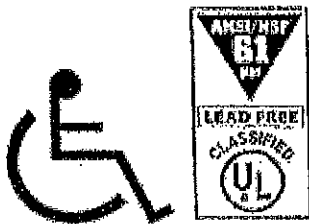
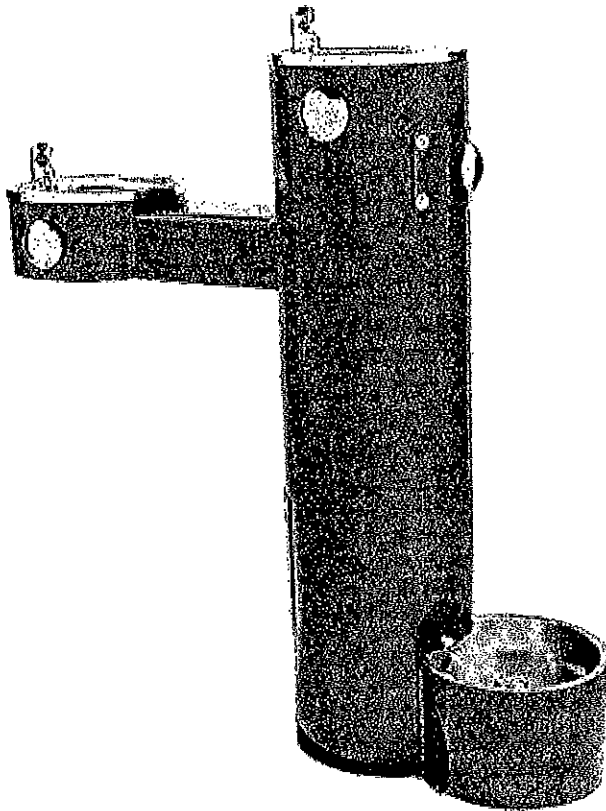
**Bill To:**  
 SPRINGFIELD PARK DISTRICT  
 2500 SOUTH 11TH  
 SPRINGFIELD IL 62703

**Ship To:**  
 SPRINGFIELD PARK DISTRICT  
 2500 SOUTH 11TH  
 SPRINGFIELD IL 62703

Purchase Order No.	Customer ID 217-602-9970	Shipping Method FEDEX FREIGHT	Payment Terms NET 30	Req Ship Date 0/0/0000	Master No. 79,389
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Quantity	Item Number	Description	UOM	Discount	Unit Price	Ext. Price
1	440 SMFA	440 SM WITH A FRONT APPROACH	EA		2,240.00	\$2,240.00
1	PET FTN ATT.SM	PET FOUNTAIN ATTACHED TO SM BI FTN.	EA		805.00	\$805.00

QUOTED BY ANGELA HORNE. APPROX. TIME TO PRODUCE IS 3 to 4 WEEKS PLUS SHIP TIME.  ONE YEAR WARRANTY. LABOR NOT INCLUDED PRICES SUBJECT TO CHANGE WITHOUT NOTICE Original	<b>Subtotal</b>	\$3,045.00
	<b>Freight</b>	\$270.00
	<b>Total</b>	\$3,315.00



440 SMFA & SMSSFA w/ optional pet fountain

Outdoor pet drinking fountains/ Pet Fountains are designed for parks, pet parks, pet clinics, home owners and associations or anywhere there is a thirsty pet. Made in the U.S.A

Downloads:

[PDF Drawing, AutoCad DWG, AutoCad DWF Specifications Operation Manual/ Submittal](#)

Description:

- Front Approach.
- Meets ADA Hi/Lo requirements.
- Push button requires less than 5lbs of pressure to operate.
- Vacuum breaker included for pet fountain.
- Available in one piece welded construction with standard 3/16" wall or standard 304 schedule 10 stainless steel.
- Solid engineering and intuitive design.
- Maintenance friendly and built "tank tough".
- Optional 10 stainless steel surface carrier is recommended for easier installation.
- Simple winterization if applicable.
- Supply connection stops above grade behind the access door.



**Cost Estimate for 1 Drinking Fountain w/ Pet Fountain Attached**

1. Most Dependable drinking fountain.....	\$ 2,240.00
2. Pet fountain attachment.....	\$ 805.00
3. Shipping/ freight.....	\$ 270.00
4. Concrete slab.....	\$ 200.00
5. Curb stop & box.....	\$ 185.00
<b>Total .....</b>	<b>\$3,700.00</b>



# Quote

Quote	QTE36859
Date	10/3/2016
Page	1

5705 Commander Dr. Arlington, TN 38002-0587  
 (901) 867-0039 (800) 552-6331 Fax (901) 867-4008

**Bill To:**  
 SPRINGFIELD PARK DISTRICT  
 2500 SOUTH 11TH  
 SPRINGFIELD IL 62703

**Ship To:**  
 SPRINGFIELD PARK DISTRICT  
 2500 SOUTH 11TH  
 SPRINGFIELD IL 62703

Purchase Order No.	Customer ID 217-502-9970	Shipping Method FEDEX FREIGHT	Payment Terms NET 30	Req Ship Date 0/0/0000	Master No. 79,389
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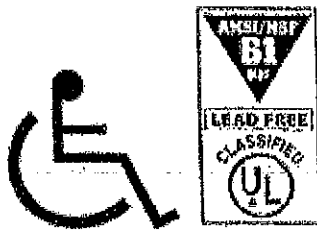
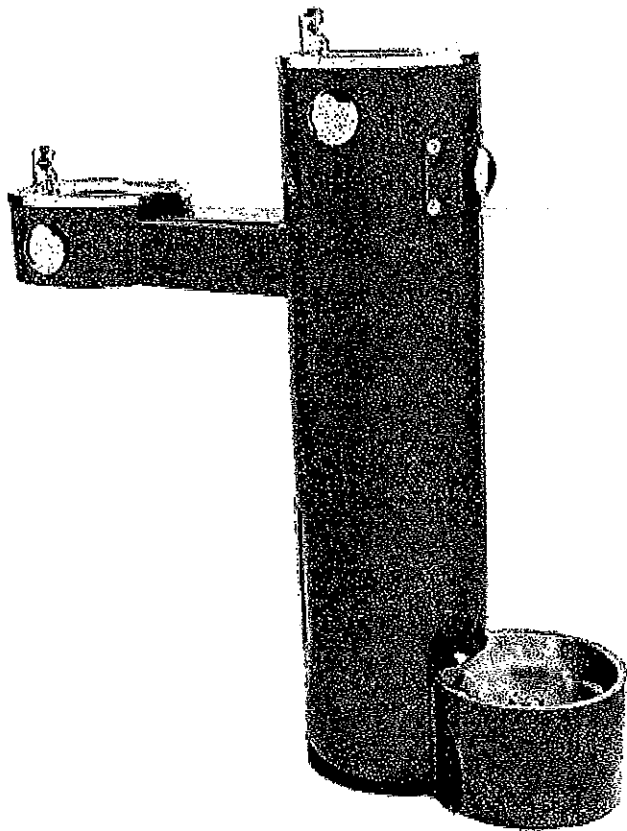
Quantity	Item Number	Description	UOM	Discount	Unit Price	Ext. Price
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1	PET FTN ATT.SM	PET FOUNTAIN ATTACHED TO SM BI FTN.	EA		805.00	\$805.00

QUOTED BY ANGELA HORNE. APPROX. TIME TO PRODUCE IS 3 to 4 WEEKS PLUS SHIP TIME.

ONE YEAR WARRANTY. LABOR NOT INCLUDED  
 PRICES SUBJECT TO CHANGE WITHOUT NOTICE

**Original**

<b>Subtotal</b>	\$3,045.00
<b>Freight</b>	\$270.00
<b>Total</b>	\$3,315.00



440 SMFA & SMSSFA w/ optional pet fountain

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Downloads:

[PDF Drawing, AutoCad DWG, AutoCad DWF Specifications Operation Manual/ Submittal](#)

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- Meets ADA Hi/Lo requirements.
- Push button requires less than 5lbs of pressure to operate.
- Vacuum breaker included for pet fountain.
- Available in one piece welded construction with standard 3/16" wall or standard 304 schedule 10 stainless steel.
- Solid engineering and intuitive design.
- Maintenance friendly and built "tank tough".
- Optional 10 stainless steel surface carrier is recommended for easier installation.
- Simple winterization if applicable.
- Supply connection stops above grade behind the access door.

## **MINUTES**

### **Committee of the Whole October 12, 2016 – 5:30 p.m.**

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

Members Absent: None

Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Stephen Flesch, Director of Finance & Administration,

A Committee of the Whole Meeting was held on Wednesday, October 12, 2016 at 5:30 p.m.

#### **Comprehensive Master Plan**

Trustees had an opportunity to discuss the previous presentation Tod Stanton and the staff of Design Concepts gave at the September Committee Meeting. Director Harms provided a list of amenities and asked the Trustees to prioritize and return to him. Information will then be discussed further to determine direction the Board will choose to take.

#### **Adjournment**

There being no further business to come before the Board  
The meeting was adjourned at 6:10 p.m.