

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, July 20, 2017 – 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Thursday, July 20, 2017 at 5:30 p.m. at the Bunn Administrative Office, 2500 South 11th Street, Springfield, Illinois.

Roll Call

Trustee Sgro called the meeting to order at 5:30 p.m. and requested roll call.

Members Present: Trustees: Evans, Hammer, Metcalf, and Senor-Moore

Members Absent: Trustees: Jannazzo & Schmidt

Others Present: President Sgro; 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, Media & Public

Minutes of the June 15, 2017 Regular Board Meeting were presented.

Motion: To approve the June 15, 2017 Regular Board & Special Board Meeting minutes as presented

Moved by: Trustee Evans

Seconded by: Trustee Metcalf

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.

Concession Policy Changes

Motion: Approve Concession Policy Changes

Moved by: Trustee Evans

Seconded by: Trustee Senor-Moore

Discussion: N/A

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

Motion Passed: Ayes: 5 Nays: 0

LIAISON COMMITTEE

Staff Report

Informational Items Only.

LONG RANGE PLANNING

Staff Report

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

- Paving projects to begin at Barker & Centennial Parks
- Construction for Penguin Exhibit mid-August with completion around mid-November

RECREATION

Staff Report

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

- Radio campaign for foot golf and parties continues
- Bruce Blanshan, General Manager of Nelson Center, gave a brief update on the chiller system. Reclaim and conversation are on hold until a proper way to proceed is determined. Dual Temp and Johnson Engineers are working on a solution to move forward with this project. Ice is still available in Rink 2 so programs continue.

FINANCE & PERSONNEL

Staff Report

Informational Items Only.

Range Ball Vending Machine at Lincoln Greens

Motion: Motion to authorize a re-appropriation of \$8,180 from 31-01-6237 (2014 Bond S&I) to Golf to replace the range ball vending machine at Lincoln Greens

Moved by: Trustee Hammer

Seconded by: Trustee Evans

Discussion: N/A

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

Motion Passed: Ayes: 5 Nays: 0

Replace HVAC System at Lanphier Park

Motion: Motion to authorize a re-appropriation of \$4,837 from 30-01-6212 (2012 Bond S&I) to Sports fields to replace the third HVAC system at Lanphier Park (front \ offices

Moved by: Trustee Hammer

Seconded by: Trustee Senor-Moore

Discussion: N/A

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

Motion Passed: Ayes: 5 Nays: 0

Statement of Claims

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

Moved by: Trustee Hammer

Seconded by: Trustee Metcalf

Discussion: N/A

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

Motion Passed: Ayes: 5 Nays: 0

GRANTS & MARKETING

Staff Report

Informational Items Only.

BUSINESS

Semi-Annual Review and Possible Release of Executive Session Minutes

Motion: To release Executive Session Minutes from March 3, 2016; November 9, 2016;
And February 16, 2017

Moved by: Trustee Evans
Seconded by: Trustee Metcalf

Discussion: N/A

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

Motion Passed: Ayes: 5 Nays: 0

Property Annexations

Motion: Adopt Ordinance #1406-17 thru #1408-17 RE: Property Annexation

Moved by: Trustee Hammer
Seconded by: Trustee Metcalf

Discussion: N/A

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

Motion Passed: Ayes: 5 Nays: 0

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 5:55 p.m.



Springfield Park District

www.springfieldparks.org

Concession Agreements and Vendor Add-On Fee Policy:

CONCESSION VENDOR ADD-ON FEES:

When an individual or groups permits park areas and facilities to host special events or fundraisers open to the public and they or a vendor plan to sell food and/or merchandise, they must add the Concession Vendor Fee to their park permit. Regular special event fees and park area rentals would still apply, but the Concession Vendor Fee would be an added amenity to their Special Event Permit. The fee structure will be as follows:

- A) 1 Vendor \$50.00
- B) 2-4 Vendors: \$75.00
- C) 5-8 Vendors: \$150.00
- D) Over 8 Vendors: \$250.00

A "Vendor" is defined as someone selling food, merchandise or services on-site at events for a fee. Non-profit organizations who are present to pass out their literature or do community outreach would not be considered a vendor and would not require a placard for the event.

Placards will be issued with Vendor Names and event dates for the amount of vendors that were reserved. Any vendor without a placard could be subject to an ordinance violation and issued a fine from the Springfield Park Police.

MULTI-DATE CONCESSION AGREEMENTS:

Independent Vendors wishing to provide goods or services in one of our Parks throughout the Recreation Season should submit a proposal between the months of January and March each year for Springfield Park District consideration. Proposals are taken on a first come, first serve basis. The Park District would review the proposal and determine whether to enter into a multi-date agreement. This agreement would outline location, dates, fees, requirements and regulations to be agreed upon by the vendor. Appropriate permits and placards would be issued in order for that vendor to sell goods, merchandise or services within our parks or facilities. The Springfield Park District reserves the right to deny any proposal.

GENERAL OFFICE

Bunn Park
2500 South Eleventh Street
Springfield, IL 62703
www.springfieldparks.org
phone: (217) 544-1751
fax: (217) 544-1811

ADMINISTRATION

Derek Harms, CPRP
Executive Director

Elliott McKinley
Director of Parks

Lynn Saputo
Director of Recreation
& Marketing

Stephen H. Flesch
Director of Finance &
Administration

TRUSTEES

Leslie A. Sgro
President

Tina Jannazzo
Grant Hammer
Robin Schmidt
Don Evans
C.J. Metcalf
Sierra Senor-Moore

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

MINUTES

July 12, 2017 at 5:30 p.m.

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

Members Absent: Trustee Hammer

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

A Joint Meeting of the Buildings & Concessions, Liaison, Long Range Planning, Recreation; Finance & Personnel; Grants & Marketing and Committee of the Whole was held on July 12, 2017 was held at 5:30 p.m.

Buildings & Concessions Committee

Staff Report

Informational only

Concession Policy Changes

Lynn Saputo, Director of Recreation, a new concession agreement and vendor add-on fee policy. Past agreements charged 12% of net revenue then 10% of gross receipts. The proposed policy would require small organizations / non-for-profits to pay a concession vendor fee according to the number of vendors selling food and/or merchandise. Regular special event and park fees would still apply. Vendors would then be given a placard to display. Non-for-profit organizations who are present to pass out literature or do a community outreach would not be considered a vendor and would not require a placard for the event. Multi-date concession agreements would be received on a first come/first served basis and considered on individual basis. Trustees asked wording be changed under "Concession Vendor add-on fees" from "small organization or non-for-profit" to "an individual or groups" and include "on-site at events" in the vendor description. Staff will revise and present for Board approval at the July Board meeting.

Liaison

Staff Report

Director Harms reported the Parks Foundation last met on July 11th. Discussion included the topic of donations for the proposed dog park at Washington Park. The Parks Foundation will send a letter to donors informing them of the change and suggesting alternative projects in which they could transfer their donation. All refund requests will be honored.

Annette Goditson addressed the board regarding concerns in the Washington Park area with individuals piling their yard waste on park property and blocking visibility. She doesn't feel it is the Park District's responsibility to pay to have the waste removed. She stated it is an ongoing problem and she willing to work District staff to alleviate the issue. Director Harms will set up a time to walk through the park to access the situation.

Long Range Planning

Staff Report

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

- Barker Park Paving projects
- Overlay projects in Washington and Centennial Parks
- Eisenhower Pool Diving Well: Bid awarded to Patterson Flooring
- Penguin building: signed contracts coordinating the move and to begin construction soon

Recreation Committee

Staff Report

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

- MIP event at Veterans Memorial Pool with a free swim
- Working with IDNR setting up staff to main an area at the fair
- Applications & testing for lifeguard positions to cover through the end of the year
- Brew at the Zoo: Asking Zoological Society if they would like to use this event for a kick off as a benefactor

Finance & Personnel Committee

Staff Report

Finance

Stephen Flesch, Director of Finance & Administration added:

A reappropriation of funds for Sports field and HVAC system replacement will be on the July agenda.

Personnel

Stephen Flesch, Director of Finance & Administration, had no further information to add to report.

Replace Range Ball Vending Machine at Lincoln Greens GC

Staff from Golf is requesting a re-appropriation of funds from 31-01-6237 (2014 Bond S&I). These funds were originally earmarked for the Bunn Golf Course irrigation system upgrades, which have been completed. There is \$8,687.50 left unused from this project. Golf would like to replace the range ball vending machine at Lincoln Greens, which has reached the end of its useful life. It continually experiencing breakdowns, and parts are becoming more scarce and expensive. The new machine will take cash as well as tokens. This request is for a re-appropriation of \$8,180.00, which require Board approval.

Statement of Claims / Visa Bill

Director Flesch presented the Statement of Claims for Board review.

Grants & Marketing

Staff Report – Grants

Informational only.

Staff Report – Marketing

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

- Fall brochure has been moved up in order to have at the state fair
- Park District jingle will be released
- Press releases continue to be circulated

Committee of the Whole

General Use Ordinance

Director Harms presented a formal update to the General Use Ordinance that was last updated in 1983. Harms encouraged the Board to review the ordinance in preparation for further discussion during the August Board cycle.

Intergovernmental Agreement with Southern View to Provide Law Enforcement

Chief Nargelenas informed the board that park district police were looking for ways to curtail current vandalism issues at Southwind Park. Southern View Police have experienced similar issues with some the same people and would work together with park district police. Other agencies have had similar cooperative agreements. Chief Nargelenas will continue to have his department work with Southern View Police.

ADJOURNMENT

There being no further business to come
before the Board, the meeting adjourned at 6:30 p.m.