

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Thursday, June 15, 2017 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, May 18, 2017 at 5:30 p.m. at the Bunn Administrative Office, 2500 South 11<sup>th</sup> 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, Jannazzo, Metcalf, Schmidt, and Senor-Moore

Members Absent: President Sgro

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, Media & Public

**Minutes of the May 18, 2017 Regular Board Meeting were presented.**

Motion: To approve the May 18, 2017 Regular Board & Special Board Meeting minutes as presented

Moved by: Trustee Schmidt

Seconded by: Trustee Hammer

All approved by voice vote.

**Public Comment**

Trustee Jannazzo asked if anyone wanted to address the Board. No one addressed the Board.

**LIAISON COMMITTEE**

**Staff Report**

Informational Items Only.

**FINANCE & PERSONNEL**

**Staff Report**

Informational Items Only.

**Prevailing Wage Ordinance #1404-17**

Motion: Approve Ordinance #1404-17 RE: Prevailing Wage

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

Discussion: N/A .

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

Motion Passed: Ayes: 6 Nays: 0

**Re-appropriation of Line Item Funds**

Motion: Approve re-appropriation of line items from 2016 Bond and 2012 Bond funds respectively, line items 32-01-6304 (Zoo Goat Barn) and 30-01-6220 (Zoo Reptile Building), to be utilized for emergent repair needs at the Zoo Holding Building. Amounts re-appropriated not to exceed \$16,800

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

Discussion: N/A .

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

Motion Passed: Ayes: 6 Nays: 0

*5:40 p.m. Trustees Evans & Metcalf entered the meeting in progress*

**Statement of Claims**

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

Moved by: Trustee Schmidt  
Seconded by: Trustee Senor Moore

Discussion: N/A .

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

Motion Passed: Ayes: 6 Nays: 0

## **BUILDINGS & CONCESSIONS**

### **Staff Report**

Informational items only.

### **Springfield Sliders Proposal**

Staff informed the Board Legal Counsel was reviewing a proposal submitted by the Springfield Sliders. It will be presented to the Board at a later date for possible approval.

### **Agreement with Blue Ridge Club**

Motion: Approve 19.5 year sub-lease agreement with Blue Ridge Club for use of property adjacent Lincoln Greens for an annual amount of \$300

Moved by: Trustee Evans  
Seconded by: Trustee Metcalf

Discussion: N/A

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

Motion Passed: Ayes: 6    Nays: 0

### **Eisenhower Pool Diving Well Tile Project**

Authorize staff to execute contract with Patterson Commercial Flooring in the amount of \$70,670 for replacement tile in the Eisenhower Diving Well \$66,550 from 32-01-6307 and additional funding from Operations – Maintenance of Buildings

Moved by: Trustee Evans  
Seconded by: Trustee Schmidt

Discussion: Trustee Jannazzo asked that School Districts be approached in the future for projects such as this as possible additional funding sources

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

Motion Passed: Ayes: 6    Nays: 0

## **LONG RANGE PLANNING**

### **Staff Report**

Informational items only.

**Sports Field Maintenance Equipment Lease**

Motion: Authorize staff to execute a 60 month lease for Sports fields Maintenance equipment not to exceed \$21,912 per year. FY2018 Expenditure is budgeted and appropriated in line item 02-36-5350 – Equipment Purchases

Moved by: Trustee Hammer

Seconded by: Trustee Evans

Discussion: N/A .

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

Motion Passed: Ayes: 6    Nays: 0

**RECREATION**

**Staff Report**

Informational Items Only.

**McDrew Tennis & Jazz Festival**

Motion: Authorize Staff to Issue a permit to allow alcohol at the McDrew Tennis & Jazz Festival

Moved by: Trustee Metcalf

Seconded by: Trustee Schmidt

Discussion: N/A .

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

Motion Passed: Ayes: 6    Nays: 0

**GRANTS & MARKETING**

**Staff Report**

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

- Questionnaires with LRS for the logo
- Foot Golf event was successful
- Park District jingle was introduced to the Board

**BUSINESS**

None at this time.

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Trustee Hammer and seconded by Trustee Metcalf that the meeting adjourned at 5:54 p.m.

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

**MINUTES**

**June 8, 2017 at 5:30 p.m.**

Members Present: Trustees Evans (arrived at approximately 6p.), Hammer, Metcalf, Schmidt and Senor-Moore

Members Absent: Trustee Jannazzo

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

A Joint Meeting of the Buildings & Concessions, Liaison, Long Range Planning, Recreation; Finance & Personnel; and Grants & Marketing was held on June 8, 2017 was held at 5:30 p.m.

**Buildings & Concessions Committee**

**Springfield Sliders Proposal**

Todd Miller, President of Sliders, LLC the owner of the Springfield Sliders Baseball Club presented his proposal to install video poker machines in the stadium club at Robin Roberts Stadium.

Key points of proposal –

- 1) All applicable statutes will be adhered to
- 2) This would be a pilot proposal for remainder of 2017 season (potentially through first ten days of August)

Board Questions-

- 1) Any other Park districts doing this?
- 2) Can golf course do this
- 3) Can District share in revenue
- 4) Other legal ramifications

The Board agreed to take the proposal under advisement and provided information to Counsel for review. The Board will respond at a future meeting.

**Staff Report**

Update of current items - Informational Only

**Blue Ridge Club Sub-Lease Agreement**

Trustee Evans presented a lease which has been negotiated with the Blue Ridge Club for part of the District's property at Lincoln Greens GC. Trustee Evans described some of the details, with Secretary Harms providing additional information. Trustee Evans recommended the Board

approve the lease at its next meeting, and then noted that the lease would also require approval of City of Springfield (City Council).

### **Eisenhower Diving Well Project**

Director McKinley announced that a bid opening will be held on June 12, 2017, and he expects to bring a contract to the Board for approval at full Board meeting on June 15, 2017.

## **Liaison**

### **Staff Report**

Informational only. Director McKinley presented an update on the trail signage project. Trustee Schmidt commented on affirming jurisdiction before proceeding.

### **Proposal for Little Free Library**

Alexis D. described a plan for placement, maintenance and care of little free libraries located strategically throughout park system.

## **Long Range Planning**

### **Staff Report**

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

- Combination human/canine fountains (project spearheaded by Springfield Jaycees)
- Lincoln park sidewalk project (substantially complete)
- Eisenhower Pool diving well and other projects

Mention was given to need to hold a special Board meeting later in June to facilitate the expeditious progress on several projects.

### **Equipment Lease**

Director Flesch presented the information on proposed lease of equipment for sports fields. The current equipment dates to SRD ownership (12+ years ago), and equipment was past its useful life at that time. Equipment is already budgeted, and is being taken off the municipal buying group list. A motion will be needed to authorize staff to execute the five year lease for the equipment.

## **Recreation Committee**

### **Staff Report**

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

- Pools are open and season is in full swing
- Tot slide at kiddie pool at Nelson Center is installed
- Robin Roberts Stadium burned out lights have been replaced, lot has been paved
- Carillon festival was an unqualified success
- Foot golf "kick-off" at Bergen went well

- Comer Cox Park will host movie in park June 16, 2017, followed by Juneteenth celebration.
- Southwind Park will host music in the Park
- Dekhockey is enjoying some good participation rates (Trustee Hammer provided some details on this)
- Nelson Center restroom remodeling project is coming along

McDrew Tennis & Jazz Festival Alcohol Request - The Board is being requested to grant an alcohol permit for the McDrew Tennis & Jazz Festival at the Velasco Tennis Center in Washington Park.

## **Finance & Personnel Committee**

### **Staff Report**

#### **Finance**

Stephen Flesch, Director of Finance & Administration, Noted the completion of the year and the successful achievements of improvement in expenditures as well as achieving the budgeted revenue.

#### **Personnel**

Stephen Flesch, Director of Finance & Administration, had no further information to add to Committee Report

**Prevailing Wage Ordinance** – As required annually by statute (820 ILCS 130 et. al.), the act is compiled utilizing information published by the IL Dept. of Labor. The Ordinance will be presented for board action at regular meeting.

#### **Re-appropriate Bond Funds for Holding Building**

Director Flesch presented a staff request to re-appropriate funds from 32-01-6304 (Zoo Goat Barn) and 30-01-6304 (Zoo Reptile Building), not to exceed \$16,800; for repair of holding building. Director Flesch then passed to Director Saputo, who provided greater details as to why and how the holding building requires the work.

#### **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:



- Google optimization plan
- Park District Logo re-work project
- Website updates are being done as we migrate site to new host
- Advertising project – new campaign, employing community testimonials, etc.

### **ADJOURNMENT**

There being no further business to come  
before the Board, the meeting adjourned

## **Special Meeting**

### **MINUTES**

**June 28, 2017 - 5:30 p.m.**

A Special meeting of the Springfield Park District Board of Trustees was held on Wednesday, June 28, 2018 at 5:30 p.m. at the John F. Linxwiler Administrative Office, 2500 South 11<sup>th</sup> Street, Springfield, Illinois.

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

#### **Roll Call:**

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

Members Absent: None

Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Stephen Flesch, Director of Finance & Administration; Lynn Saputo, Director of Recreation; Tod Stanton, Design Perspectives Staff, Media and Public

### **BUSINESS**

#### **Master Plan Approval**

Motion: Approve Master Plan

Moved by: Trustee Hammer

Seconded by: Trustee Evans

Discussion: Tod Stanton, informed the Board color copies of the master plan would be provided within the next two weeks.

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

Motion Passed: Ayes: 7    Nays: 0

### **Contract for Slot Machines at Stadium**

Legal counsel reviewed the Sliders request to allow five slot machines during in the Stadium Club Room during Sliders games, with the possibility of extending the hours to an hour prior and after games. The current lease does not allow and legal counsel would strongly advise an amendment be added if the Board decides to allow placement. Machines would be at no additional expense to the District and would not bring any financial benefit to the District either. Trustees voiced concern about setting a precedent. Two individuals addressed the Board voicing their concerns about gambling at family type events. The Slider's season is nearing completion. Board would like time to further discuss. Item was tabled for further consideration.

### **Construction Agreement with Parks Foundation for Surveillance Cameras**

Motion: Authorize Staff to execute private funding construction agreement with Springfield Park Foundation to purchase and install video surveillance cameras in Southwind Park

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

Discussion: Additional surveillance cameras would complement existing cameras and would be in compliance with park district surveillance ordinance. Trustee Jannazzo noted many parks have experienced vandalism and all parks need to be watched. Southwind could be used as a test area for surveillance equipment and plans to budget for other parks in the future could be considered.

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

Motion Passed: Ayes: 7    Nays: 0

### **Nelson Center Ice Arena Refrigerant**

Motion: Authorize Staff to Execute Contract with Dual Temp Illinois for Nelson Center Ice Arena Refrigerant Replacement in the amount of \$193,547.00 with funding from 2014 Bond Fund (31-01-6265) and 2016 Bond Fund (32-01-6313)

Moved by: Trustee Hammer  
Seconded by: Trustee Metcalf

Discussion: Elliott McKinley, Director of Parks, noted replacement of R22 before becoming obsolete by 202, Dual Temp Illinois was initially the lowest bidder and after conversation will indicate a reduced rate as the bid bond was included and buy back of R22 was not included for a potential reduction in the bid price.

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

Motion Passed: Ayes: 7 Nays: 0

**Agreement for Barker Park Improvements (paving)**

Motion: Authorize Staff to execute an agreement with Truman Flatt & Sons for Barker Park Improvements in the amount of \$61,177.00 with funding from 2016 Bond Fund (32-01-6291); 2014 Bond Funds (31-01-6235); Farm Lease Fund (08-01-3951) and SRA Funds (16-09-5340)

Moved by: Trustee Evans  
Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: Ayes: 7 Nays: 0

**Centennial Park and Washington Park Parking Lot Overlay Project**

Motion: Authorize Staff to execute an agreement with Truman Flatt & Sons for Centennial Park and Washington Park Parking lot overlay project in the amount of \$127,364.45 with funding from Paving & Lighting Fund

Moved by: Trustee Evans  
Seconded by: Trustee Schmidt

Discussion: N/A

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

Motion Passed: Ayes: 7 Nays: 0

**Sale of Surplus Property**

Motion: Approval of Ordinance #1405-17 RE: Sale of Surplus Property :

Moved by: Trustee Metcalf  
Seconded by: Trustee Jannazzo

Discussion: N/A

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

Motion Passed: Ayes: 7 Nays: 0

**Agreement of Executive Director**

Motion: Approval of Agreement for Employment of Derek Harms as Executive Director of the Springfield Park District for an initial term of 3 years at a salary of \$125,000

Moved by: Trustee Hammer  
Seconded by: Trustee Schmidt

Discussion: N/A

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

Motion Passed: Ayes: 7 Nays: 0

**ADJOURNMENT**

There being no further business to come before the Board in was the meeting adjourned at 6:12 p.m.

All approved by voice vote.