

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Thursday, April 19, 2018 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, April 19, 2018 at 5:30 p.m. at the Bunn Administrative Offices, 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: Jannazzo, Metcalf, Schmidt, Senor-Moore  
and President Sgro

Members Absent: Trustees Evans & Hammer

Others Present: Derek Harms, Executive Director; Elliott McKinley, Director of Parks; Lynn Saputo, Director of Recreation; Stephen Flesch, Director of Finance & Administration; Legal Counsel, Rob Cross; Media & Staff

**Minutes of the March 15, 2018 Regular Board Meeting were presented.**

Motion: To approve the March 15, 2018 Regular Board Meeting minutes  
as presented

Moved by: Trustee Jannazzo

Seconded by: Trustee Senor-Moore

All approved by voice vote.

**Public Comment**

President Sgro asked if anyone wanted to address the Board.

**RECREATION**

**Staff Report**

No Additional Items.

**Contract for facilities & concession rights at the Nelson Center with Ferzow, L.L.C.**

Motion: Authorize Staff to Execute 3 year contract for use of facilities and concession rights at the Nelson Center with Ferzow, L.L.C.

Moved by: Trustee Metcalf  
Seconded by: Trustee Jannazzo

Discussion: N/A

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

Motion Passed: Ayes: 4 Nays: 0

*5:35 pm: Trustee Schmidt entered meeting in progress*

**BUILDINGS & CONCESSIONS**

**Staff Report**

No Additional Items.

**Cash Farm Lease for property adjacent to Barker Park**

Motion: Authorize Staff to Execute 3 year cash farm lease for 15.7 acres adjacent Barker Park with James Heissinger in the amount of \$3,925 per year

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

Discussion: N/A

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

Motion Passed: Ayes: 5 Nays: 0

**LONG RANGE PLANNING**

**Staff Report**

No additional Items.

## LIAISON COMMITTEE

### Staff Report

No additional Items.

## GRANTS & MARKETING

### Staff Report

No Additional Items.

## FINANCE & PERSONNEL

### Staff Report

No Additional Items.

### Personnel Report

No Additional Items.

### Residency Policy

Motion: Authorize Residency Policy

Moved by: Trustee Jannazzo

Seconded by: Trustee Metcalf

Discussion: Presented for consideration with changes requested by Board at the Committee Meeting

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

Motion Passed: Ayes: 5 Nays: 0

### FY 19 Budget

Stephen Flesch, Director of Finance & Administration, informed the Board the budget will incorporate the adjustments requested by the Board and sent to the Board for their review. Staff will ask for Board approval of the budget at the May Board meeting. Filing requirement of 30 days is currently being met.

**Statement of Claims**

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

Moved by: Trustee Jannazzo

Seconded by: Trustee Schmidt

Discussion: N/A

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

Motion Passed: Ayes: 5 Nays: 0

**Committee of the Whole**

**Year End Report**

No Additional Items.

**BUSINESS**

None at this time

**ADJOURNMENT**

There being no further business to come before the Board, it was moved by Trustee Senor-Moore and seconded by Trustee Metcalf that the meeting be adjourned at 5:40 p.m. p.m.

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

**MINUTES**

**April 11, 2018 at 5:30 p.m.**

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

Members Absent: Trustee Evans

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

A Joint Meeting of the Recreation, Buildings & Concessions, Committee of the Whole, Long Range Planning, Liaison, Grants & Marketing and Finance and Personnel was held on April 11, 2018 was held at 5:30 p.m.

**Recreation Committee**

**Staff Report**

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

- Golf: New website design with free update with EZLinks. Good on mobile devices. includes map scorecard and drone footage of each course
- Nelson Center Pool: New brightly colored slide to compliment fish to be installed
- Concessions at Washington Park should begin after Memorial Day
- MIP schedule is set
- Brochures will be released soon
- Year in Report provided

**Nelson Center Rink Management Presentation**

Regional Manager, Chuck Lawless with Rink Management Service Corporation, provided an extensive report for ice services provided by the park district. Items discussed included design, performance, staffing/scheduling, advertising/marketing, budget/expenses, utilities and maintenance.

**Jr. Blues Contract Renewal**

Staff presented a three year contract with Jr. Blues for facilities and concessions with updates highlighted for trustees review. Contract will be presented at the April Board meeting for consideration.

## **Buildings & Concessions Committee**

### **Staff Report**

No additional information

### **Barker Park Lease**

Staff presented a 3 year contract for 15.7 acres to be farmed by James Heissing for the years of 2018, 2019 and 2020. Contract reflects fair rate, which was established in previous discussions and is same as in past years. Staff will ask for consideration at April meeting.

## **Committee of the Whole**

### **Year in Review**

Director Harms presented the new Year in Review to the Board for review.

## **Long Range Planning**

### **Staff Report**

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

- Planning opening date for penguin exhibit for Dr. Doolittle Day
- Seasonal staff returned and in full swing

## **Liaison**

### **Staff Report**

The Parks Foundation did not meet this month.

## **Grants & Marketing**

### **Staff Report – Grants**

No additional information to add to the committee report

### **Staff Report – Marketing**

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

- Penguin Exhibit - Ribbon cutting prior to Dr. Doolittle Day (4/29). New veterinarian will have a special program to highlight event
- Friday, April 22: Earth Awareness Day - Chuck Smith, Arborist will be planting 40 trees with 350 Enos Students at Centennial Park
- Lou Beach (HR) and Lynn Saputo (Rec) will attend an employment fair
- Capital Radio Group will hold their annual Little Miracles 5K at Washington Park on April 21<sup>st</sup>
- Instead of the Jamboree held in past years, the Rec Department is partnering on-site with Scheels for their event to kick off the season and highlight many of the park district's summer programs.
- Golf is partnering with the Goof Pantry on Mondays to promote golf while giving back to a worthy cause
- Branding process with new logo has begun

### **Finance & Personnel Committee**

#### **Staff Report**

##### **Finance**

Stephen Flesch, Director of Finance & Administration, highlighted his Board report.

##### **Personnel**

No additional information.

#### **Residency Policy**

Director Harms presented the Board with the revised Residency Policy with changes requested at last month's committee meeting. Staff will present at the April Board meeting for approval.

#### **FY 19 Budget**

Stephen Flesch, Director of Finance informed the Board the FY '19 Budget is currently on file fulfilling the 30 day requirement for public inspection. Trustee's questions were answered including a discussion regarding SRA funding. The final budget will be presented at the May Board meeting for consideration.

**Statement of Claims / Visa Bill**

Trustee Jannazzo presented the Statement of Claims & Visa Bill for Board review.

**ADJOURNMENT**

There being no further business to come  
before the Board, the meeting adjourned at 7:05p.m.