

**Springfield Park District
BOARD MEETING**

MINUTES

Tuesday, January 16, 2018 – 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, January 16, 2018 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, Jannazzo, Metcalf, Senor-Moore and President Sgro

Members Absent: Trustees Schmidt

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

Minutes of the December 20, 2017 Regular Board Meeting were presented.

Motion: To approve the December 20, 2017 Regular Board & Special Board Meeting minutes as presented

Moved by: Trustee Evans

Seconded by: Trustee Senor-Moore

All approved by voice vote.

Open Public Hearing

Motion: To open public hearing

Moved by: Trustee Jannazzo

Seconded by: Trustee Hammer

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

Motion Passed: Ayes: 6 Nays: 0

President Sgro opened the Public Hearing Regarding BINA and made the following statement:

Open a Public Hearing concerning the intent of the Board of Trustees to sell not to exceed \$2,100,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District for the payment of the expenses incident thereto.

Public Comment / BINA Hearing

President Sgro asked if anyone from the public would like to comment. No one addressed the Board

Close Public Hearing

Motion: To close public hearing

Moved by: Trustee Senor-Moore

Seconded by: Trustee Metcalf

All approved by voice vote.

Public Comment / Monthly

President Sgro asked if anyone wanted to address the Board. No one addressed the Board.

Introduction of Maintenance Supervisors

Elliott McKinley, Director of Parks, introduced the Maintenance supervisors

Jason Graham, Project Manager & Supervisor / 8 years

Chuck Smith, Supervisor of Natural Resources & Arborist / 23 years

Dan Crumrine, Certified Golf Course Superintendent / 20 years

James Schackmann, Assistant Golf Course Superintendent / 19 years

Mark Adkins, Superintendent of Park Maintenance / 18 years

John Turasky, Assistant Superintendent Park Maintenance / Fall of 2017

FINANCE & PERSONNEL

Staff Report

Stephen Flesch, Director of Finance & Administration, informed the Board the Visa bill timeline for future payments will be clarified.

Personnel Report

No Additional Items.

2018 Bond

Stephen Flesch, Director of Finance & Administration, informed the Board management staff has been working on the list of bond projects and will share with the Board by end of January. List will determine funding courses and projects list. Staff will ask for Board approval of ordinance in February.

Statement of Claims

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

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: Ayes: 6 Nays: 0

RECREATION

Staff Report

No Additional Items

Annual Rate Adjustments

Motion: Approve Annual Rate Adjustments

Moved by: Trustee Metcalf

Seconded by: Trustee Jannazzo

Discussion: Director Harms noted the 1% merchant fee, has been removed from the proposal as requested by the Board.

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

Motion Passed: Ayes: 6 Nays: 0

BUILDINGS & CONCESSIONS

Staff Report

No Additional Items.

LIAISON COMMITTEE

Staff Report

No Additional Items.

LONG RANGE PLANNING

Staff Report

No additional Items.

GRANTS & MARKETING

Staff Report

No Additional Items.

COMMITTEE OF THE WHOLE

Semi-Annual Review and Release of Executive Session Minutes

None at this time. No action required.

BUSINESS

None at this time

ADJOURNMENT

There being no further business to come before the Board, it was moved by Trustee Jannazzo and seconded by Senor-Moore that the meeting adjourned at 5:51 p.m.

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

MINUTES

January 10, 2018 at 5:30 p.m.

Members Present: Trustees Evans, Hammer, Jannazzo, Metcalf and 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; and Staff

A Joint Meeting of the Finance & Personnel, Recreation, Buildings & Concessions, Liaison, Long Range Planning, Grants & Marketing and Committee of the Whole was held on January 10, 2018 at 5:30 p.m.

Finance & Personnel Committee

Staff Report

Finance

Stephen Flesch, Director of Finance & Administration, informed the Board his report is showing very consistent numbers.

Personnel

No additional information.

2018 Bond Discussion

Stephen Flesch, Director of Finance & Administration, informed the Board the BINA Hearing Notice was published in the State Journal-Register and the order executed for the BINA hearing in compliance for the upcoming bond issue. A project list, as compiled by staff will be provided to the Board prior to approval of the Bond Ordinance. The bond issue allows for projects meeting a certain criteria and frees up budget funds for other expenses.

Recreation Committee

Staff Report

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

- Rec Team is working with Vermont Systems for rec software. The data base for rental and activities will also be used for preparation of the brochure and marketing opportunities. Staff will determine by the third week of March if the system will be ready to go live. President Sgro asked that the Board being given a demo of the new system.

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:

- Winter brochure is out
- New Rec software will eventually work with brochure preparations
- Working with Channel 20 for promo spots

Logo Designs

Lynn Saputo, Director Recreation, presented the Board with two choices for the new park district logo, which will be incorporated in many branding applications throughout the district. Staff will ask for Board approval at the January Board meeting.

6:09 p.m. Trustee Senor-Moore left meeting in progress.

Recreation Committee Resumed:

Recreation Annual Rates

Lynn Saputo, Director of Recreation provided proposed rate increases for certain programs and venues (attached). The new rec software's new online portal for registration requires a 3% merchant fee to be assessed. Staff has requested the Board consider a one-time 1% increase across the board to absorb the increase. The Board was not in favor of the increase and suggested the District absorb the cost for at least the first year. Director Saputo indicated Vermont Systems is in conversation with the State of IL to continue to stay at the present rate and this increase may not be a factor.

Finance & Personnel Committee Resumed:

Statement of Claims / Visa Bill

Trustee Jannazzo presented the Statement of Claims for Board review. There was some discussion regarding VISA bill payment matching the list submitted for payment monthly. Director Flesch will provide a recap of VISA purchases current payment will cover.

Buildings & Concessions Committee

Staff Report

No additional information.

Liaison

Staff Report

Derek Harms, Executive Director, gave a brief update on the following:

- Trustee Don Evans was featured on the IAPD website as Board member of the Month
- The Park District will host the Legislative Breakfast this year at Erin's Pavilion on February 27th. The event will include Board of Trustees, Legislators and other elected officials from other park and recreation agencies within our legislative district.
- Foundation meet on January 9th. They are working on updating their website and online donor process.

Long Range Planning

Staff Report

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

- Penguin Building is 95% complete and will complete a close out very soon.
- Inspection of ADA barriers at the Botanical Gardens were accessed and work order have been made
- Staff is wrapping up 2016 bond issue projects

Committee of the Whole

Semi-Annual Review of Executive Session Meetings

Director Harms explained twice yearly, Executive Session Minutes are reviewed by Legal Counsel and it is determined if they should remain confidential or released. There are no Executive Session Minutes at this time for consideration so no action will be required at the Board meeting.

ADJOURNMENT

There being no further business to come before the Board, the meeting adjourned at 6:33 p.m.

2018 Rate Increase Summary:

1. Program Rate Increases - there were only two areas that advocated for slight increases in programmatic fees. The Nelson Center Ice Sports and a couple of the Special Recreation Programs. Here are the adjustments proposed for 2018:

Nelson Center

Effective April 1, 2018							
Program Name	2016 Current Price		2017 Current Price		2018 Proposed Price		
	Res	N/Res	Res	N/Res	Res	N/Res	
Nelson Center Summer Camp before 5/15	\$ 115.00	\$ 145.00	\$115.00	\$145.00	\$120.00	\$150.00	Would start May 1, 2018
Nelson Center Summer Camp After 5/15	\$ 125.00	\$ 155.00	\$125.00	\$155.00	\$130.00	\$160.00	
Swim Lessons	\$ 65.00	\$ 65.00	\$58.00	\$68.00	\$58.00	\$68.00	
Learn to Skate Early Bird Fee	\$ 60.00	\$ 70.00	\$60.00	\$70.00	\$62.00	\$72.00	Would start February 24, 2018
Learn to Skate Academy (Basic 1)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Basic 2)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Basic 3)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Basic 4)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Basic 5)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Basic 6)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Basic 7)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Basic 8)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Snowplow 1)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	Would start February 24, 2018
Learn to Skate Academy (Snowplow 2)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Snowplow 3)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Learn to Skate Academy (Free skate)	\$ 70.00	\$ 80.00	\$70.00	\$80.00	\$72.00	\$82.00	
Power Hockey	\$ 60.00	\$ 70.00	\$65.00	\$75.00	\$65.00	\$75.00	
Sr. Hockey League (entire season)	\$ 160.00	\$ 190.00	\$175.00	\$205.00	\$175.00	\$205.00	
Adult Learn To Play Hockey	\$ 11.00	\$ 12.00	\$12.00	\$14.00	\$12.00	\$14.00	
Duffers	\$ 11.00	\$ 12.00	\$12.00	\$14.00	\$12.00	\$14.00	
Jr. Duffers	\$ 11.00	\$ 12.00	\$11.00	\$12.00	\$11.00	\$12.00	
Stick and Puck	\$ 6.00	\$ 7.00	\$7.00	\$8.00	\$7.00	\$8.00	
Free Style Sessions	\$ 8.00	\$ 9.00	\$8.00	\$9.00	\$8.00	\$9.00	
Skate School	\$ 8.00	\$ 9.00	\$8.00	\$9.00	\$8.00	\$9.00	
Development Rat Hockey	\$ 12.00	\$ 7.00	\$14.00	\$8.00	\$14.00	\$8.00	
Spring Hockey Instruction-6weeks	\$ 75.00	\$ 85.00	\$85.00	\$95.00	\$85.00	\$95.00	
Winter Camp	\$ 24.00	\$ 29.00	\$25.00	\$30.00	\$25.00	\$30.00	
Hockey Skills Clinic-4 weeks	\$ 65.00	\$ 75.00	\$70.00	\$80.00	\$70.00	\$80.00	
High School Developmental Hockey Clinic	\$ 75.00	\$ 85.00	\$80.00	\$90.00	\$80.00	\$90.00	
Broomball	\$ 240.00	\$ 270.00	\$240.00	\$270.00	\$240.00	\$270.00	
Adult Skill Development	\$ 6.00	\$ 7.00	\$7.00	\$8.00	\$7.00	\$8.00	
Learn to play hockey - Early Bird	\$ 63.00	\$ 73.00	\$63.00	\$73.00	\$65.00	\$75.00	Would start March 1, 2018
Learn to play hockey	\$73.00	\$83.00	\$73.00	\$83.00	\$75.00	\$85.00	Would start March 1, 2018
Lower House Hockey League	\$ 300.00	\$ 325.00	\$325.00	\$375.00	\$325.00	\$375.00	
Upper House Hockey League	\$ 300.00	\$ 325.00	\$325.00	\$375.00	\$325.00	\$375.00	
Mini Mite/ADM Hockey	\$ 300.00	\$ 325.00	\$325.00	\$375.00	\$325.00	\$375.00	
Items in gray denote price increase or new program/change							

Special Recreation Programs –

**Proposed Rate Adjustments
Recreation Programs
Special Needs**

Effective April 1, 2018

Program Name	2016 Current Price		2017 Current Price		2018 Proposed Price	
	Res	N/Res	Res	N/Res	Res	N/Res
Winter Camp (per day)	\$ 20	\$ 25	\$ 20	\$ 25	\$ 20	\$ 25
After School Recreation	\$ 50	\$ 60	\$ 50	\$ 60	\$ 50	\$ 60
holiday camp (per day)	\$ 20	\$ 25	\$ 20	\$ 25	\$ 25	\$ 30
Get Your Game On	Free	Free	free	free	free	free
Alley Catz	\$ 15	\$ 20	\$ 15	\$ 20	\$ 16	\$ 21
Waking Club	Free	Free	free	free	free	free
cooking class	\$ 15	\$ 20	\$ 15	\$ 20	\$ 20	\$ 25
Monster Mash	Free	Free	free	free	free	free
Camp LEAP	\$ 70	\$ 80	\$ 75	\$ 85	\$ 75	\$ 85
spring break camp *NEW			\$ 75	\$ 85	\$ 85	\$ 90
Wii Night	Free	Free	free	free	free	free
Dance	Free	Free	free	free	free	free
Slider's Games	Free	Free	\$ 5	\$ 7	\$ 8	\$ 10
Jr. Blues Game	Free	Free	\$ 5	\$ 7	\$ 8	\$ 10
fitness in the park (previously yoga)	\$ 5	\$ 8	\$ 5	\$ 8	\$ 5	\$ 8
Out and About *varies based on the cost of the ticket	\$ 10	\$ 15	\$ 12	\$ 15	\$ 12	\$ 15
Pizza and a movie	\$ 8	\$ 10	\$ 10	\$ 12	\$ 12	\$ 16
bowling (Special Olympics)	\$ 16	\$ 21	\$ 16	\$ 21	\$ 16	\$ 21
bocce (Special Olympics)	\$ 20	\$ 25	\$ 20	\$ 25	\$ 20	\$ 25
swimming (Special Olympics)	\$ 20	\$ 25	\$ 20	\$ 25	\$ 20	\$ 25
basketball (Special Olympics)	\$ 20	\$ 25	\$ 20	\$ 25	\$ 20	\$ 25
softball (Special Olympics)	\$ 20	\$ 25	\$ 20	\$ 25	\$ 20	\$ 25
Nordic (snowshoe)	\$ 20	\$ 25	\$ 20	\$ 25	\$ 20	\$ 25
Flag Football (Special Olympics)*new this year	\$ 20	\$ 25	\$ 20	\$ 25	\$ 20	\$ 25
Powerlifting(Special Olypmics) added 2016	\$ 20	\$ 25	\$ 20	\$ 25	\$ 20	\$ 25
Soccer (Special Olympics) added 2016	\$ 20	\$ 25	\$ 20	\$ 25	\$ 20	\$ 25

Wedding Rentals – We increased some of our Wedding sites due to the 2017 increase to the price of Amenity Shelters; in hind site these should have been valued up at the same time.

**Proposed Rate Adjustments
Permits and Rentals
Wedding Venues**

Effective April 1, 2018

Type of Rental	Location	Notes	2016 Current Rate		2017 Current Rate		2018 Proposed Rate	
			R	HR	R	HR	R	HR
Gazebo	Washington Park	2 hr blocks	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 70.00	\$ 90.00
Band shell	Douglas Park	2 hr blocks	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 70.00	\$ 90.00
Bridge	Lincoln Park	2 hr blocks	\$ 80.00	\$ 80.00	\$ 80.00	\$ 80.00	\$ 70.00	\$ 90.00
Iron Springs	Washington Park	2.5 hr blocks	\$ 200.00	\$ 250.00	\$ 125.00	\$ 155.00	\$ 125.00	\$ 155.00
Roman Cultural Garden	Botanical Garden	2.5 hr block	\$ 340.00	\$ 440.00	\$ 340.00	\$ 440.00	\$ 340.00	\$ 440.00
Rose Garden	Botanical Garden	2.5 hr block	\$ 340.00	\$ 440.00	\$ 340.00	\$ 440.00	\$ 340.00	\$ 440.00
Outdoor Plaza	Botanical Garden	2.5 hr block	\$ 340.00	\$ 440.00	\$ 340.00	\$ 440.00	\$ 340.00	\$ 440.00
Raised Bed	Botanical Garden	2.5 hr block	\$ 340.00	\$ 440.00	\$ 340.00	\$ 440.00	\$ 340.00	\$ 440.00

Items in gray denotes change in pricing

Private Facilities – Staff felt the Zoo Private Rentals were still priced below our costs to have the Zoo open after hours and staffed in order to have the Zoo Animals out for rentals, so we increased their pricing to accommodate for additional costs to operate and to be competitive with some of the other Park District private rental venues.

Proposed Rate Adjustments										
Permits and Rentals										
Private Rentals										
Effective April 1, 2018										
Facility			# of people	2016 Current Rate		2017 Current Rate		2018 Proposed Rate		
				R	NR	R	NR	R	NR	
Ice Rinks	with ice	General Public	300	\$ 240.00	\$ 270.00	\$ 240.00	\$ 270.00	\$ 240.00	\$ 270.00	
		User Groups	300	\$ 215.00	N/A	\$ 215.00	N/A	\$ 215.00	N/A	
	without ice		2200	\$ 175.00	\$ 195.00	\$ 175.00	\$ 195.00	\$ 175.00	\$ 195.00	
Zoo	Private Rental		1-100	\$ 250.00	\$ 300.00	\$ 275.00	\$ 325.00	\$ 300.00	\$ 325.00	
			101 - 200	\$ 300.00	\$ 350.00	\$ 325.00	\$ 375.00	\$ 300.00	\$ 325.00	
			201 - 300	\$ 350.00	\$ 400.00	\$ 375.00	\$ 425.00	\$ 300.00	\$ 325.00	
			300 & up	\$ 400.00	\$ 450.00	\$ 425.00	\$ 475.00	\$ 500.00	\$ 550.00	
			Deposit	\$ 115.00	\$ 145.00	\$ 120.00	\$ 150.00	\$ 120.00	\$ 150.00	
Pool Rentals	Nelson Center		Adults	\$ 4.25	\$ 4.75	\$ 4.50	\$ 5.00	\$ 4.50	\$ 5.00	
			Children	\$ 3.75	\$ 4.25	\$ 4.00	\$ 4.50	\$ 4.00	\$ 4.50	
			1 - 30	\$ 115.00	\$ 145.00	\$ 120.00	\$ 150.00	\$ 120.00	\$ 150.00	
	Veteran's Memorial		31 - 50	\$ 125.00	\$ 155.00	\$ 130.00	\$ 160.00	\$ 130.00	\$ 160.00	
			51 - 75	\$ 135.00	\$ 165.00	\$ 140.00	\$ 170.00	\$ 140.00	\$ 170.00	
			76 - 100	\$ 145.00	\$ 175.00	\$ 150.00	\$ 180.00	\$ 150.00	\$ 180.00	
			101 - 125	\$ 165.00	\$ 195.00	\$ 170.00	\$ 200.00	\$ 170.00	\$ 200.00	
			126 - 150	\$ 190.00	\$ 220.00	\$ 195.00	\$ 225.00	\$ 195.00	\$ 225.00	
	Eisenhower		1 - 20 laps	\$ 75.00	\$ 85.00	\$ 80.00	\$ 90.00	\$ 80.00	\$ 90.00	
			1 - 30	\$ 85.00	\$ 105.00	\$ 90.00	\$ 110.00	\$ 90.00	\$ 110.00	
31 - 50			\$ 95.00	\$ 115.00	\$ 100.00	\$ 120.00	\$ 100.00	\$ 120.00		
51 - 75			\$ 105.00	\$ 135.00	\$ 110.00	\$ 140.00	\$ 110.00	\$ 140.00		
76 - 100			\$ 115.00	\$ 145.00	\$ 120.00	\$ 150.00	\$ 120.00	\$ 150.00		
101 - 125			\$ 125.00	\$ 155.00	\$ 130.00	\$ 160.00	\$ 130.00	\$ 160.00		
126 - 150			\$ 135.00	\$ 165.00	\$ 140.00	\$ 170.00	\$ 140.00	\$ 170.00		
Lap Pool only when pool is closed				\$ 75.00	\$ 85.00	\$ 80.00	\$ 90.00	\$ 80.00	\$ 90.00	
Lap Pool only during regular open hours				\$ 32.50	\$ 37.50	\$ 35.00	\$ 40.00	\$ 35.00	\$ 40.00	

• All fees are based on an hourly rate
 • * Private rentals are after hours

Items in gray denotes change in pricing

1% software conversion fee - This additional fee increase, which is designed to fund the additional operating costs incurred due to the conversion to VSI will be the greater of \$1 or 1%. This will eliminate odd coin marginal increases, and recover some of the costs associated with doing business.