

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, November 15, 2018 – 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Thursday, November 15, 2018 at 5:30 p.m. at the Nelson Center / Franklin Room, 1601 North 5th Street, Springfield, Illinois.

Roll Call

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

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

Members Absent: Trustees Evans, Metcalf and Schmidt

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

Minutes of the October 18, 2018 Regular Board Meeting were presented

Motion: To approve the October 18, 2018 Regular Board Meeting minutes as presented

Moved by: Trustee Senor-Moore

Seconded by: Trustee Hammer

All approved by voice vote.

Acknowledgments

Elliott McKinley, Years of Service

President Sgro presented Resolution #409-18 to Elliott McKinley, Director of Parks and Planning for his years of services with the District. The park district will construct a bench with an honorary plaque in Lincoln Park and plant multiple tree plantings in his honor. The Board and Executive Director Harms thanked Elliott for all he has done for the district.

Motion: Approve Resolution #409-18

Moved by: Trustee Hammer

Seconded by: Trustee Jannazzo

All approved by voice vote.

Springfield Cricket Club – Resolution # 410-18

President Sgro presented Resolution #410-18 to the Springfield Cricket Club for reaching the Midwest Cricket Conference finals for the first time.

Move: Approve Resolution #410-18

Moved by: Trustee Jannazzo

Seconded by: Trustee Hammer

All approved by voice vote.

Public Comment

President Sgro asked if anyone wanted to address the Board.

Mrs. Kang, a skating parent, asked the Board to consider the reinstatement of Susan Liss. President Sgro stated conversations are ongoing for a positive resolution.

RECREATION

Staff Report

Lynn Saputo, Director of Recreation reminded the Board the holiday lights at the Zoo will begin November 30th and will run through December. She will advise of an employee/family night. Also noted was the floral show at the Botanical Gardens beginning December 1st through the month. Executive Director Derek Harms informed the board an anonymous donor has provided for holiday lights once again.

BUILDINGS & CONCESSIONS

Staff Report

No Additional Items

Lease for Barker Park Property

Motion: Authorize Board President to Execute a 50-Year Lease with Marcy M. Leibsohn
RE: Barker Park Property

Moved by: Trustee Senor-Moore

Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: Ayes: 4 Nays: 0

Lease for Lincoln Park Property

Motion: Authorize Board President to Execute a 50-Year Lease with Jim Mulkins
RE: Lincoln Park Property

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

Discussion: N/A

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

Motion Passed: Ayes: 4 Nays: 0

LONG RANGE PLANNING

Staff Report

No additional Information.

LIAISON COMMITTEE

Staff Report

No additional Information

GRANTS & MARKETING

Staff Report / Marketing

Lynn Saputo, Director of Recreation added the following:

- Announced Molly Krohe will begin next week as the new Graphic Design Marketing person. She will be replacing Rachel Douglas who is leaving the end of December. Molly will have the opportunity to train under Rachel for 4-5 weeks.
- Amanda is working on preparation of Rec Trac
- Light and Golf promos will be broadcast with Capital Radio Group

Director Harms noted the board meeting schedule for 2019 will be brought to the board for approval at the December meeting. He asked for Board input regarding alternative locations for meetings.

FINANCE & PERSONNEL

Staff Report / Finance

No additional Information

Staff Report / Personnel

Stephen Flesch, Director of Finance informed the Board

Certificate of Estimated Revenue for FY20

Stephen Flesch, Director of Finance and Administration, read the following:

CERTIFICATE OF ESTIMATE OF REVENUE FISCAL YEAR ENDED APRIL 30, 2020	
I, STEPHEN FLESCH , do hereby certify that I am the duly qualified Director of Finance of the SPRINGFIELD PARK DISTRICT, and chief fiscal officer of said Park District. As such officer, I do further certify that the revenues, by source, anticipated to be received by the Park District in the fiscal year beginning May 1, 2019, and ending on April 30, 2020 are estimated as follows:	
Property taxes	\$13,036,588
Personal Property Replacement Tax	700,522
Interest Earned	18,303
Program Fees and Concessions	1,364,889
Golf Course Revenues	1,169,320
Zoo Revenues	323,016
Grants and Donations	24,045
Rentals	230,799
Total Estimated Revenue for Fiscal 2020	\$16,867,482

Statement of Claims

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

Moved by: Trustee Jannazzo

Seconded by: Trustee Senor-Moore

Discussion: N/A

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

Motion Passed: Ayes: 4 Nays: 0

BUSINESS

None at this time

EXECUTIVE SESSION

No Executive session was held at this meeting.

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 be adjourned at 5:57 p.m.

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

MINUTES

November 7, 2018 at 5:30 p.m.

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

Members Absent: Trustee Evans and 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 Recreation, Buildings & Concessions, Long Range Planning, Liaison, Grants & Marketing and Finance & Personnel was held on November 7, 2018 was held at 5:30 p.m.

Recreation Committee

Staff Report

Director of Recreation, Lynn Saputo informed the Board of the following:

- Zoo Staff is busy getting ready for holiday lights. Set up will be similar to last years with shorter time frame starring Friday after thanksgiving. Trying to sell more sponsorships
- Hockey is gearing up for winter season
- Halloween events held at the Carillon/Botanical Garden, Zoo and Erin's Pavilion were all well attended in spite of weather
- Winter/Spring brochure is in the works
- Week out of onboarding new marketing employee. Will plan to introduce to the Board at an upcoming meeting.

Springfield Cricket Club

Staff has invited Park District affiliate, Springfield Cricket Club, to the November Board meeting to acknowledge of their reaching finals of the Midwest Cricket Conference, which has not been happened in over 30 years.

Aquatics Feasibility Study

Masterplan established a facility assessment was needed regarding the pools. Bob Barrett, Aquatics Director received company information at a recent conference and two consulting firms were selected. Staff will prepare a scope of work and request a proposal. Board was asked for two trustees to serve on a subcommittee to review proposals. President Leslie Sgro and Trustee CJ Metcalf will serve on a subcommittee to review the proposals.

Buildings & Concessions Committee

Staff Report

No additional information

Barker Park Lease Agreement

Derek Harms, Executive Director, informed the Board of an additional encroachment lease agreement for consideration at the November meeting very similar to the one with Family Home Investors, LLC, but to a private party.

Lincoln Park Lease Agreement

There are two properties on the Southwest side of Lincoln Park requiring encroachment lease agreement. This one is a bit more complex than the others of recent have been since survey shows garage falls on the park district property. This is an inherited issue. Park District is working with owner and their attorney.

Long Range Planning

Staff Report

Elliott McKinley, Director of Parks, informed the Board of the following:

- Washington Park Botanical Gardens Greenhouse - Replace aging cooling system and is currently out for bid. Bid opening November 14. Staff will bring to board at December meeting
- Paving of the road and off-street parking areas near the playground in Washington Park will be complete next week with after striping
- The District teamed with the Civic Garden Club and 400 volunteers of students and teachers to plant 200 trees for Illinois' bicentennial anniversary at Centennial Park
- Trustee Hammer asked about bridge evaluation status. Elliott said evaluations are ongoing and a report will be shared for review.

Liaison

Staff Report

Director Harms informed the Board the Park District along with the City of Springfield, UIS, IDOT, Regional Planning Commission, Downtown Springfield, Mayors Bicycle Advisory Council and Michael Higgins (representing Springfield downtown business) are working together for a bike share program. Goal of the program is to help citizens of community gain access to parks and historic sites. Asked board for their input on park locations for program. Bike share program should be in place by spring of 2019.

Grants & Marketing

Staff Report – Grants

No additional information to add to the committee report

Staff Report – Marketing

Director of Recreation, Lynn Saputo informed the Board of the following:

- TV commercial for holiday lights in the works
- Capital City Radio winter promotions to begin and in exchange
- The Springfield Disc Golf club has met with Derek, Sean & Lynn and would like to propose a new disc golf course within the Park district. They have raised funds for installation. Another course would provide opportunities for another level of tournaments.

Finance & Personnel Committee

Staff Report

Finance

Stephen Flesch, Director of Finance & Administration gave a brief recap of his report. He also informed the Board the 2018 Audit is in progress. An audit committee meeting will be scheduled as soon as the audit is complete.

Personnel

No additional information.

2018 Tax Levy

Finance Director Flesch provided information regarding 2018 levy. His recommendation is 5% over prior years levy that will yield approximately an 2.6% increase. Flesch will present a Certificate of estimate revenue at the Board meeting.

Statement of Claims / Visa Bill

Trustee Jannazzo presented the Statement of Claims & Visa Bill for Board review. Board's questions were answered.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned at 6:05