

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Tuesday, January 17, 2017 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, November 17, 2016 at 5:30 p.m. at the John F. Linxwiler Administrative Office, 2500 South 11<sup>th</sup> Street, Springfield, Illinois.

**Roll Call**

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

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

Members Absent: None

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

**Minutes of the December 15, 2016 Regular Board Meeting were presented.**

Motion: To approve the December 15, 2016 Regular Board Meeting minutes as  
presented

Moved by: Trustee Evans

Seconded by: Trustee Schmidt

All approved by voice vote.

**Public Comment**

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

**LONG RANGE PLANNING**

**Staff Report**

Informational items only.

**Construction Engineering Services Agreement for Federal Participation Supplement No. 1 for Washington Park Bridge Project**

Motion: To Authorize Park Board President to Execute Construction Engineering Services Agreement for Federal Participation Supplement No. 1 for the Washington Park Bridge Project in the amount of \$53,544.47

Moved by: Trustee Hammer

Seconded by: Trustee Schmidt

Discussion: A brief recap of the project was given noting: Project schedule is weather dependent. Once project is able to resume, 5-6 weeks of work yet to be completed. Park District will pay 100% of the fee with an 85% reimbursement through the grant.

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

Motion Passed: 7 Ayes 0 Nays

**FINANCE & PERSONNEL**

**Staff Report**

Informational Items Only.

**Statement of Claims**

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

Moved by: Trustee Jannazzo

Seconded by: Trustee Senor-Moore

Discussion: N/A

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

Motion Passed: 7 Ayes 0 Nays

**BUILDINGS & CONCESSIONS**

**Staff Report**

Informational items only.

**Cash Farm Lease with James Heissinger**

Motion: Authorize Staff to Execute Cash Farm Lease with James Heissinger for 15.7 acres in the amount of \$250 per acre at Barker Park

Moved by: Trustee Evans

Seconded by: Trustee Senor-Moore

Discussion: N/A

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

Motion Passed: 7 Ayes 0 Nays

**RECREATION**

**Staff Report**

Informational items only.

**Agreement with Vermont Systems Rec Trac for Recreation Software**

Motion: Authorize Staff to Negotiation and Execute Agreement with Vermont Systems Rec Trac for Recreation Software in an amount not to exceed \$120,000

Moved by: Trustee Metcalf

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: 7 Ayes 0 Nays

**LIAISON COMMITTEE**

**Staff Report**

Trustee Schmidt informed the Board Reier Delony, Springfield Jaycees, continues to hold fundraisers for pet friendly water fountains.

## **GRANTS & MARKETING**

### **Staff Report**

Informational items only.

## **COMMITTEE OF THE WHOLE**

### **Amendment to Lakeshore Lease with City of Springfield**

Staff tabled item regarding possible Lakeshore lease with the City of Springfield for Lincoln Greens to detach approximately 2.08 acres adjacent to Blue Ridge Lake Club. Park District Legal Counsel is working with City. Item will be brought back to the Board at the February meeting.

## **BUSINESS**

### **Semi Annual Review & Possible Release of Executive Session Minutes**

Motion: To Release Executive Session Minutes from the December 10, 2015; July 13, 2016; September 7, 2016 and December 7, 2016 meetings; but the minutes from the March 2, 2016 and November 9, 2016 meetings remain confidential.

Moved by: Trustee Jannazzo

Seconded by: Trustee Schmidt

Discussion: Executive Director Harms explained items discussed in minutes of March 2, 2016 and November 9, 2016 meetings were still open topics and would not recommend releasing at this time, but minutes from the December 10, 2015; July 13, 2016; September 7, 2016 and December 7, 2016 discussed items which were closed and would be appropriate to release at this time.

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

Motion Passed: 7 Ayes 0 Nays

## **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 adjourned at 5:43 p.m.

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

**MINUTES**

**January 11, 2017 at 5:30 p.m.**

Members Present: Trustees Jannazzo, Metcalf, Schmidt & Senor-Moore

Members Absent: Trustees Hammer & 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; Rob Cross, Legal Counsel; Staff & Media

A Joint Meeting of the Long Range Planning; Finance & Personnel; Buildings & Concessions; Recreation; Liaison; Grants & Marketing; and Committee of the Whole was held on January 11, 2016 was held at 5:30 p.m.

**Long Range Planning**

Staff Report

Informational items only.

Washington Park Bridge & Spillway Construction Update

Jeff Antonacci, Knight Engineers, gave a brief update regarding the bridge project. The project was 6-8 weeks behind due to the State's delayed start before experiencing additional delays due to unseasonably wet weather and colder conditions, which delayed contractors replacing a portion of the seawall. Asphalt for paving is unavailable at this time so concrete will be used in its place. Staff will be requesting Board approval of an additional submittal agreement due to delay of the project at the Regular January Board meeting. The park district will receive 85% Federal Reimbursement of the fee.

*5:39 pm Trustee Evans entered meeting in progress (during Bridge discussion)*

Land Proposition – Centennial Park Place Development

Steve Walker, Martin Engineering Company and Bob Giacomini, a developer of Centennial Park Place Subdivision addressed the Board. Walker informed the Board that IDNR has discovered Franklin Ground Squirrel habitat on a portion of the Centennial Park Place 6<sup>th</sup> Addition. Walker proposed donating the land to the Springfield Park District. A piece of property north of Centennial Park, which would be kept in its natural state and protect the Franklin Ground Squirrel. Costs associated with upkeep would be minimal. Property cannot be developed.

Board asked the developer to distribute handouts explaining “disturbance of natural property could result in fines” to residents and such language be included in Subdivision bylaws. The Board was asked to consider assuming possession and maintenance of property.

### **Finance & Personnel Committee**

#### **Staff Report**

##### **Finance**

Stephen Flesch, Director of Finance & Administration, gave a brief recap of his report. No response to auditor’s request of services so Flesch will contact companies and request proposals be submitted by the end of January.

##### **Personnel**

Stephen Flesch, Director of Finance & Administration, informed the Board there is out of state travel for the following:

- four staff members of the maintenance department to attend playground installation course
- five staff members to attend the IAPD/IPRA conference in Chicago
- four staff members from early childhood department to attend the AEYC Conference also in Chicago

One employee, Scott Williams, from the Maintenance Department with 30 years of service

##### **Statement of Claims / Visa Bill**

Trustees’ questions regarding Statement of Claims were answered.  
Visa bill have not yet been received.

### **Buildings & Concessions Committee**

#### **Staff Report**

Staff is working with the City on an amendment regarding Blue Ridge Club encroachment at Lincoln Greens and will bring to Board for consideration of approval at February Board meeting.

##### **Barker Park Farm Cash Lease**

Staff explained Rob Heissinger is interested in farming the 15.7 acres of Barker property as in the past. Staff has reviewed rates and has determined it is following trend and would increase from \$3,700 in 2016 to \$3,925 in 2017. Staff would ask for Board approval to execute a contract at \$250/acre with Mr. Heissinger at the January Board Meeting.

## Recreation Committee

### Staff Report

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

- The many successful holiday seasonal events (Santa House, Botanical Gardens show and Caroling at the Carillon)
- Winter camp which the Park Police visited and distributed gifts collected

Updates for Areas of Operation:

Golf:

- Bergen has closed for the winter in preparation in preparation of the upcoming season.
- Lance Flury was appointed Assistant Head Golf Professional and will directly assist Paul Loutzenhiser with budget, golf board reports and EZ Links, golf marketing and programming. Flury will supervise the new part-time Seasonal Golf PGA/LPGA Apprentice professional position currently being advertised; and has signed a concession agreement for Bergen Golf Course and will manager the concession operations for Bergen and continue his original duties at Pasfield Golf Course.

Combining of Washington & Lincoln Pre-Schools

-With declining enrollment at the Lincoln Park Pavilion and two long time employees retiring at the end of the school year on May 19<sup>th</sup> the Washington and Lincoln Park Pre-schools will be combined and located at the Washington Park Pavilion. A part-time teaching assistant located at the Lincoln Park Pre-school will be relocated to the Washington Park Pre-school to assist with the increase in class size anticipated from the combination of schools. Parents will be informed of the combination of services and encouraged to attend classes at Washington Park Pavilion. Lincoln Park Pavilion will focus on serving as a rental facility.

Henson Robinson Zoo:

- Jackie Peeler has resigned at Director of the Zoo effective January 10<sup>th</sup>. A transition plan includes Marikay Altes to serve as Interim Zoo Director on a part-time basis until returning from maternity leave on February 6<sup>th</sup> at which she will be full-time during the search for a full-time director of the zoo. Lynn Saputo will assist with Zoo duties including 2017 special events programming, budget and staffing until Altes's is full-time. Jenny Bilyard will be assigned temporarily to the zoo as the Zoo's Business Manger January through March and help with cash receipts, deposits, purchases, gift shop and concession staff scheduled as well at assist with training part-time administrative assistance, Evita Moody and Jessica Thornton. Winter hours will be Monday through Friday 8:00 – 4:30 and Saturdays during programs, private rentals, corporate events, field trips or education requests.
- 27 applications have been received for the new Zoo Director. Staff is in the process of assessing qualified candidates and scheduling phone interviews.

Recreation Programming Software

Staff met with and software companies to compare and software for recreation programming.

Active Net and Vermont Systems have very comparable systems with pricing being the biggest

difference. Active had a low start up fee but transaction fees continue to add up. Vermont System would be owned upon purchase. Users of both systems were contacted for references. Staff recommends Board approval for contract negotiations at the January Board meeting. Funding would come from Operating budget and 2016 Bond Funds as well as 2018 & 2020 Bond funds. Best anticipated timeline would begin late April / early May with an 8 week set up for Fall /Winter 2017. Board President asked that the Board have a demo before implementing to the public.

### **Liaison**

#### **Staff Report**

Director Harms informed the Board the Park Foundation met Tuesday, January 10. Update was given on donor list and their website. The Parks Foundation is actively trying to recruit new Board members.

### **Grants & Marketing**

#### **Staff Report – Grants**

Informational items only.

#### **Staff Report – Marketing**

Informational items only.

### **Committee of the Whole**

#### **Lincoln Park Encroachment**

A discussion of property at 309 East Black Avenue located on the south side of Lincoln Park. 4' of the garage, sidewalk and some landscaping is affected. Board's options 1) have vacate premise 2) park district to sell property (not recommended) or 3) park district lease property to tenant with same terms previously approved on encroachment property: (50 year lease at a rate of .025/acre for .066 acre). This would be consistent with past park district practices.

### **ADJOURNMENT**

There being no further business to come, it was moved by Trustee Evans and  
Seconded by Trustee Schmidt to adjourn at 6:50 p.m.



## **MINUTES**

### **Committee of the Whole January 30, 2017 – 5:00 p.m.**

Members Present: Trustees Evans, Hammer, Jannazzo, Metcalf, Schmidt, Senor-Moore & 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; and Tod Stanton, Design Perspectives.

A Committee of the Whole Meeting was held on Monday, January 30, 2017 at 5:00 p.m.

#### **Comprehensive Master Plan**

The Board held a lengthy discussion, led by Tod Stanton, regarding a list of goals and objectives to include in the comprehensive Master Plan. Trustees shared their thoughts concerning importance of items and timeline for projects. Stanton will update the list and submit to Staff and Board for further review.

#### **Adjournment**

There being no further business to come before the Board  
The meeting was adjourned at 7:38 p.m.