

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Thursday, May 18, 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 Eisenhower Pool, 2351 East Cornell, Springfield, Illinois. (Held after Special Meeting / Public Hearing)

**Roll Call**

President Sgro called the meeting to order at 5:33 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; Rob Cross, Legal Counsel, Staff & Public

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

Motion: To approve the April 20, 2017 Regular Board Meeting minutes as presented

Moved by: Trustee Evans

Seconded by: Trustee Metcalf

All approved by voice vote.

**Swearing in Incumbent Trustees**

Robin Schmidt, Sierra Senor-Moore and Grant Hammer were sworn in by Herman Senor, Sr.

**Special Guest: Reier Deloney, Springfield Jaycees**

Reier Deloney, Springfield Jaycees, informed the Board the necessary funds have been raised to purchase a dog water fountain. Park Maintenance will schedule installation for Lincoln Park. Deloney is planning an additional fundraiser to purchase another dog water fountain for Rotary Park.

**Public Comment**

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

**FINANCE & PERSONNEL**

**Staff Report**

Informational Items Only.

**Invest Park District Cash Holdings**

Motion: Authorize Staff to Invest a portion of cash holdings in the manner prescribed in Hickory Point's Investment Proposal dated on May 5, 2017

Moved by: Trustee Jannazzo

Seconded by: Trustee Metcalf

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

**Fiscal Year 2018 Budget**

Motion: Approval of Ordinance #1397-17 RE: Fiscal Year Budget

Moved by: Trustee Schmidt

Seconded by: Trustee Metcalf

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

**Statement of Claims**

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

Moved by: Trustee Jannazzo

Seconded by: Trustee Evans

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

## RECREATION

### Staff Report

Informational Items Only.

### Alcohol Request at Southwind Park

Motion: Authorize Staff to Issue a permit to allow alcohol at Southwind Park for  
Selvaggio Steel

Moved by: Trustee Metcalf

Seconded by: Trustee Evans

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

### Alcohol Request at Carillon Festival

Motion: Authorize Staff to Issue a permit to allow alcohol at Carillon 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: Aye

Motion Passed: Ayes: 7    Nays: 0

## LONG RANGE PLANNING

### Staff Report

Informational items only.

## **BUILDINGS & CONCESSIONS**

### **Staff Report**

Informational items only.

### **ADA Transition Plan**

Motion: Approval of ADA Transition Plan

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: Ayes: 7    Nays: 0

### **Penguin Holding Building**

Motion: Accept Bid from CAD Construction for Construction of Penguin Holding Building in the amount of \$320,900 plus alternate and Execute Contract pending Legal Review

Moved by: Trustee Evans

Seconded by: Trustee Schmidt

Discussion: With alternate bid project is still within the budget .

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

Motion Passed: Ayes: 7    Nays: 0

## **LIAISON COMMITTEE**

### **Staff Report**

Informational Items Only.

**IGA RE: Multi-Use Trails Committee Policy**

Motion: Authorize Staff to Execute Intergovernmental Cooperation Agreement between Springfield Park District (As Lead Agency) Village of Rochester, Village of Chatham, and the Sangamon County Highway Department in the State of Illinois For the purchase and installation of emergency response, sponsorship, street overpass, street underpass and trail connector signs as adopted and described in the Multi-Use Trails Jurisdiction Committee Policy.

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

Discussion: Trails Committee met May 17<sup>th</sup> and the following changes were made to the Multi-Use Trails Policy:

- 1) Add: "City of Springfield" to participating agencies
- 2) 2<sup>nd</sup> Page Item D Under "Lead Agency" Add: "final approval of the Park District Board of Trustees"
- 3) Add: Pay estimate schedule
- 4) Add: Signature lines for all participating agencies

Amended motion to include revision to document per discussion

Motion: Authorize Staff to Execute Intergovernmental Cooperation Agreement between Springfield Park District, Village of Rochester, Village of Chatham, City of Springfield and the Sangamon County Highway Department in the State of Illinois for the purchase and installation of emergency response sponsorship, street overpass, street underpass and trail connector signs as adopted and described in the Multi-Use Trails Jurisdiction Committee's Policy

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Moved by: Trustee Schmidt  
Seconded by: Trustee Jannazzo

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

Motion Passed: Ayes: 7    Nays: 0

**GRANTS & MARKETING**

**Staff Report**

Informational Items only.

**BUSINESS**

**Property Annexation**

Motion: To Approve Ordinance #1398-17 through #1403-17 RE: Property Annexation

Moved by: Trustee Jannazzo

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

**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 5:55 p.m.

## **Special Meeting**

### **MINUTES**

**May 18, 2017 - 5:30 p.m.**

A Special meeting of the Springfield Park District Board of Trustees was held on Thursday, May 18, 2017 at 5:30 p.m. at the Eisenhower Pool, 2351 East Cornell, Springfield, Illinois. (Held prior to Regular Meeting)

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; Staff and Public

#### **Open Public Hearing**

President Sgro opened the Public Hearing regarding the FY 2017 Budget & Appropriation Ordinance # 1397-17 which had been on file for 30 days for public inspection. No changes had been made and no one addressed the Board.

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#### **Public Comment**

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

#### **Closed Public Hearing**

President Sgro closed the public hearing.

All approved by voice vote.

### **ADJOURNMENT**

There being no further business to come before the Board in was moved by Trustee Schmidt and seconded by Trustee Hammer the meeting adjourned at 5:33 p.m.

All approved by voice vote.

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

**MINUTES**

**May 10, 2017 at 5:30 p.m.**

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

Members Absent: None

Others Present: President Sgro, Derek 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, Long Range Planning, Recreation; Finance & Personnel; Liaison and Grants & Marketing was held on April 12, 2017 was held at 5:30 p.m.

**Buildings & Concessions Committee**

**Staff Report**

Informational items only.

**ADA Transition Plan – John McGovern**

John McGovern, W-T Group, presented the preliminary final report regarding the ADA transition plan. All compliance issues will be addressed through a three phased approach. While putting the report together, McGovern met with Tod Stanton of Design Perspectives.

**Penguin Building**

Elliott McKinley, Director of Parks, informed the Board there has been good interest in the Penguin Holding Building project. Six plan holders attended the pre-bid meeting. Bid opening is scheduled for May 15<sup>th</sup>. Staff plans to present their recommendation at the May board meeting.

**Long Range Planning**

**Staff Report**

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

- Multiple 2012 & 2016 Bond Projects are underway
- Paving work will begin in August



- Staff is working with Johnson Engineering to prepare bid documents for the conversation of the chiller system at Nelson Center
- Funds have been raised by Springfield Jaycees for a pet friendly fountain to be installed at Lincoln Park. Additional fundraising efforts are underway for an additional fountain to be placed in Rotary Park.

Director Harms informed the Board a new draft of the Master Plan has been submitted for review. Staff will present for consideration as early as the June Board Meeting.

### Recreation Committee

#### Staff Report

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

- Bond projects include: Completion of Nelson Center lighting; Nelson Center deck lighting and railing; Numerous update projects for foyer in Rink 1 & 2 and front desk; Zoo's sound system and Otter Exhibit updated; and Pickleball courts at Douglas Park complete.
- Concession agreement has modified to change from 10% to 12%.
- Saputo is meeting with a possible new vendor for Iron Spring Concession
- Zoo director will be announced May 25<sup>th</sup> to the Board and Zoological Society
- A concert will be held May 11<sup>th</sup> to celebrate employees' years with the Lincoln Park Pre-School.
- First MIP is May 12<sup>th</sup>
- Dr. Dolittle Day is May 13<sup>th</sup>
- Ribbon cutting at Schlitt Park is scheduled for May 13<sup>th</sup>

#### Selvaggio Steel Alcohol Request

Selvaggio Steel is requesting permission to serve alcohol at their annual company picnic at the Hope Pavilion. They will provide the necessary insurance.

#### Carillon Festival Alcohol Request

Authorization will be requested to allow staff to expedite a local company to provide bar service. Lynn Saputo, Director of Recreation is trying to get a company to provide services during the upcoming carillon festival.

### Finance & Personnel Committee

#### Staff Report

##### Finance

Stephen Flesch, Director of Finance & Administration, gave a brief recap of his report.

##### Personnel

Stephen Flesch, Director of Finance & Administration, noted:

- Out of State travel for Carlo VanUlft
- Employee Recognition of Service:
  - 10 Years of Service: Abby Bruce, Derek Harms, Cory Rawlings & Jon Trompeter
  - 15 Years of Service: Terence Harden, Alexa Potts & Cindy Wheatley
  - 30 Years of Service: Manny Velasco
  - 35 Years of Service: Elliott McKinley

### **Investment Plan**

Stephen Flesch, Director of Finance & Administration, informed the District maintains its credit card account with Hickory Point, and they have approached the District with investment possibilities staff would like the Board to consider for approval.

### **FY 18 Budget**

A brief synopsis of the budget was presented by Director Flesch. A public hearing will be held prior the Board meeting regarding the Budget and Appropriation Ordinance. Staff would then like the Board to consider the Ordinance for approval.

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

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

### **Liaison**

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### **Staff Report**

Informational only.

### **Multi-Jurisdictional Trails Committee - IGA**

The Park District has been asked to head the multiple agencies which includes: Villages of Rochester and Chatham, Sangamon County, City of Springfield and the Park District to purchase and install emergency response, sponsorship, street overpass, street underpass and trail connector signs as adopted and described in the multi-use trails jurisdiction committee's policy. Staff will have legal review and ask Board for consideration at the May Board meeting.

### **Grants & Marketing**

### **Staff Report – Grants**

Informational only.

**Staff Report – Marketing**

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

- Park District App will be marketed at various Park District locations
- Potential Marketing opportunity for Park District at IL State Fair. Staff will check availability and associated costs and report back to Board

**ADJOURNMENT**

There being no further business to come  
before the Board, the meeting adjourned at 6:50 p.m.