

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Thursday, November 16, 2017 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, November 16, 2017 at 5:30 p.m. at the Bunn Administrative Office, 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: 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; Charles Davis, Legal Counsel, Staff & Public

**Minutes of the October 19, 2017 Regular Board Meeting were presented.**

Motion: To approve the October 19, 2017 Regular Board & Special Board Meeting minutes as presented

Moved by: Trustee Evans

Seconded by: Trustee Senor-Moore

All approved by voice vote.

**Public Comment**

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

**AUDIT COMMITTEE**

**FY 2017 Audit**

Motion: Accept the FY 2017 Audit

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

**LONG RANGE PLANNING**

**Staff Report**

Informational Items Only.

**Agreement with Sangamon Valley Collection at Lincoln Library**

Motion:                      Authorize Staff to execute agreement to transfer materials to Sangamon Valley Collection at Lincoln Library

Moved by:                      Trustee Schmidt  
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

**FINANCE & PERSONNEL**

**Staff Report**

Stephen Flesch, Director of Finance & Administration, read the following statement:

**CERTIFICATE OF ESTIMATE  
OF REVENUE  
FISCAL YEAR ENDED APRIL 30, 2019**

**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, 2018, and ending on April 30, 2019 are estimated as follows:

Property taxes	\$12,879,064
Personal Property Replacement Tax	750,151

Interest Earned	10,303
Program Fees and Concessions	3,099,789
Golf Course Revenues	774,692
Zoo Revenues	325,238
Grants and Donations	27,849
Rentals	62,002
Other Miscellaneous	68,888
 Total Estimated Revenue for Fiscal 2019	 \$17,997,976

Director Harms added the property tax freeze did not pass this week. However, it is likely that legislators will pick this issue back up in the spring. Director Harms has spoken with two of our legislators to express our opposition and he encouraged the Board to do the same. Director Harms expressed great concern over the impact a property tax freeze would have on the park district.

**Personnel Report**

Stephen Flesch, Director of Finance & Administration, informed the Board of out of state travel. Two golf maintenance supervisors will be attending the GCSAA in February in Texas.

**Agreement with Midwest Insurance Company to Renew Workers Compensation Insurance**

Motion: Authorize Staff to execute agreement with Midwest Insurance Company in the amount of \$270,108 to renew Workers Compensation Insurance

Moved by: Trustee Jannazzo  
 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

**Statement of Claims**

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

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

Lynn Saputo, Director of Recreation, informed the Board:

- AZA Accreditation mentor will be at the zoo next week to tour the facilities
- Candidates for the General Curator previously held by Marikay Altes will begin interviews after Thanksgiving
- The Winterland Holiday Zoo lights will begin the Weekend after Thanksgiving

### 2018 Golf Rates

Motion: Authorize 2018 Golf Rates

Moved by: Trustee Metcalf

Seconded by: Trustee Jannazzo

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

### Veterinary Services at the Henson Robinson Zoo

Motion: Authorize Staff to execute 3 year contract with Countryside Veterinary Clinic for Vet Services at the Henson Robinson Zoo pending legal review

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

## COMMITTEE OF THE WHOLE

### Intergovernmental Agreement with Leland Grove for Shared Law Enforcement

Motion: Authorize Staff to execute Intergovernmental Agreement with Leland Grove for Shared Law Enforcement

Moved by: Trustee Schmidt

Seconded by: Trustee Jannazzo

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

### 2018 Meeting Dates

Motion: Approval of 2018 Meeting Dates

Moved by: Trustee Metcalf

Seconded by: Trustee Hammer

Discussion: N/A

All approved by voice vote.

## LIAISON COMMITTEE

### Staff Report

Informational Items Only

### Affiliate Agreement

Motion: Approval of Affiliate Agreement

Moved by: Trustee Schmidt

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

## BUILDINGS & CONCESSIONS

### Staff Report

Informational items only.

## GRANTS & MARKETING

### Staff Report

Informational Items Only.

### Private Funding and Construction Agreement with Rees Carillon Society

Motion: Authorize Staff to execute Private Funding and Construction Agreement with Rees Carillon Society for Digital Sign Installation

Moved by: Trustee Senor-Moore

Seconded by: Trustee Jannazzo

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

## BUSINESS

### Property Annexations

Motion: Adopt Ordinance #1416-17 & #1417-17 RE: Property Annexation

Moved by: Trustee Jannazzo

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

## ADJOURNMENT

There being no further business to come before the Board, it was moved by Trustee Hammer and seconded by Trustee Senor-Moore that the meeting adjourned at 5:55 p.m.

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

**MINUTES**

**November 8, 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, Media and public

A Joint Meeting of the Audit, Long Range Planning, Finance & Personnel, Recreation, Committee of the Whole, Liaison, Buildings & Concessions and Grants & Marketing Committees was held on November 8, 2017 was held at 5:30 p.m.

**Audit Committee**

**FY 2017 Audit**

Representatives from Sikich, LLP gave a brief overview of the FY 2017 audit and answered trustee's questions. Staff recommends the Board accept the FY 2017 audit at the November Board meeting. Flesch informed the Board that we will be moving from a modified cash basis of accounting to an accrual basis of accounting.

**Long Range Planning**

**Staff Report**

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

- Penguin building is on target for substantial completion for late to end of November – weather dependent
- Maintenance staff is winterizing parks

**Transfer of Materials to Sangamon Valley Collection at Lincoln Library**

Curtis Mann, with the Sangamon Valley Collection at the Lincoln Library, has reviewed and made a list of the inventory they would like to include in their collection. The manuscript collection would be scanned and the actual items would be properly stored. Items would be included in an index and the digital format will be shared with the Park District. All items would remain the property of the Springfield Park District. Staff is asking for Board approval at the November pending legal counsel review and approval.

## **Finance & Personnel Committee**

### **Staff Report**

#### **Finance**

Stephen Flesch, Director of Finance & Administration, informed the Board an estimated revenue statement is required to be included in November minutes. Director Flesch plans to read the appropriate statement at the November Board meeting.

#### **Personnel**

No further information to add to Committee Report

#### **Workers Compensation Insurance Quotes**

Staff informed the Board the workers compensation rates have been dropping, but they would still recommend the guaranteed cost option instead of the high/low option. Staff also recommends remaining with Midwest and to continue working with RW Troxell, which has taken a very positive, proactive approach.

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

Trustee Jannazzo presented the Statement of Claims for Board review.

## **Recreation Committee**

### **Staff Report**

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

- Upcoming Events
  - Botanical Gardens floral Show prep is in full swing
  - Zoo Winterland lights are being installed
  - Areas are reviewing program rates for Board review in time for Winter brochure
  - Vermont Systems will begin training in early January for four weeks
  
- Zoo Vet services will be presented to the Board for consideration at the November Board meeting. Currently the zoo uses an oncall vet service. A RFP generated three interested veterinarians, two of which submitted proposals. Staff reviewed the proposals and did a thorough comparison of services and would recommend Countryside Veterinary Clinic with Dr. Stacy Funderburk. The preventative care program, mobile clinic and procedures and medications would provide a substantial savings and twice the time for monthly visits.



## **2018 Golf Rates**

Lynn Saputo, Director of Recreation, explained the following recommendation for the 2018 Golf Rates:

- Season passes remain the same rate as 2017
- Daily Admission fees:
  - 18 Hole courses remain the same as 2017
  - Slight reduction for daily admission for 9 hole courses
    - Weekday \$11.50 to \$10.00
    - Weekday (Jr/Sr) \$10.50 to \$ 9.00
    - Weekend \$12.50 to \$11.00
- Non-Resident Fee: Staff requests eliminating the Non-Resident fee for daily admission. The time it takes to verify residency slows service down and the non-resident revenues generated have been minimal. Staff recommends maintaining Non-Resident fee structure for services such as memberships, program registrations, rentals, permits and season passes.
- Foot Golf Rates
  - Reduce current fee structure (& eliminate non-resident fee)
    - Current Fee:  
Weekday \$10.50/R & \$12.50/NR and Weekend \$12.50/R & \$14.50/NR
    - Proposed New Fee:  
\$8.00 / Adult \$6.00 / Child (6-12)
  - New Fee:
    - Soccer Ball rental \$3.00

## **Committee of the Whole**

### **Intergovernmental Agreement with Leland Grove for Shared Law Enforcement**

Director Harms presented an agreement with Leland Grove identical to the agreement recently approved with Southern View for law enforcement services. The agreement will be presented for consideration at the November Board meeting.

### **2018 Meeting Dates**

Director Harms presented the Board with dates for committee and board meetings for 2018. The dates follow the current schedule of Board meetings the third Thursday and committee meetings the Wednesday prior to the Board meetings. Board approval is requested at the November Board meeting.

## **Liaison**

### **Staff Report**

No additional information to add to committee report

### **Affiliate Agreement Updates**

Staff presented an affiliate agreement to be used by various athletic associations. The Board discussed advertising and sponsorship guidelines as well as possibility of adding language to require a percentage or a flat fee paid back to the district to benefit the program and or park district. Staff will add language and have legal review before presenting to the Board at the November Board meeting for consideration.

### **Buildings & Concessions Committee**

#### **Staff Report**

No additional information

### **Grants & Marketing**

#### **Staff Report – Grants**

No additional information

#### **Staff Report – Marketing**

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

- Staff is currently seeking possible sponsors for the Winterland Holiday lights at the zoo. Various levels of sponsorship are available at different rates.

### **Private Funding Agreement with Rees Carillon Society for Digital Sign Installation**

The Rees Carillon Society has requested the Board execute private funding and construction agreement for a digital sign to be installed so patrons can watch the Carillonneur perform. Funds would be raised by the carillon society for the purchase and installation of the sign. Staff would recommend approval at the November Board meeting.

### **ADJOURNMENT**

There being no further business to come before the Board, the meeting adjourned at 6:41 p.m.