

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, December 20, 2018 – 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Thursday, December 20, 2018 at 5:30 p.m. at the John F. Linxwiler 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, Metcalf, Schmidt, Senor-Moore and President Sgro

Members Absent: Trustee Jannazzo

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

Minutes of the November 15, 2018 Regular Board Meeting were presented

Motion: To approve the November 15, 2018 Regular Board Meeting minutes as presented

Moved by: Trustee Evans

Seconded by: Trustee Senor-Moore

All approved by voice vote.

Special Guests

John Turasky, Project Manager

Jason Graham, Director of Parks, introduced John Turasky as his replacement as Project Manager. John will work out of the Eastdale office and continue working on Capital Improvement projects as well as ADA requirements. John was hired November of 2017 as Assistant Park Supervisor and has proven to be a great asset to the District.

Public Comment

President Sgro asked if anyone wanted to address the Board.

RECREATION

Staff Report

No Additional Items

BUILDINGS & CONCESSIONS

Staff Report

No Additional Items

Contract to Repair Cooling Walls at Greenhouse

Motion: Motion to authorize staff to negotiate and execute a contract to repair the cooling walls in the greenhouse at the Botanical Garden, with the lowest responsible bidder, Prairie State not to exceed \$85,000

Moved by: Trustee Evans

Seconded by: Trustee Schmidt

Discussion: N/A

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

Motion Passed: Ayes: 6
Nays: 0

Private Funding Construction Agreement with Fifth Street Renaissance/SARA Center

Motion: Approval of private funding construction agreement with Fifth Street Renaissance/SARA Center for Aids Memorial in Lincoln Park subject to Staff review

Moved by: Trustee Evans

Seconded by: Trustee Schmidt

Discussion: A discussion regarding color to stay consistent with current parks and the possibility of incorporating the fountain near the proposed memorial was held. President Sgro asked Trustee Hammer to work with Mr. Croteau and report back to the Board before a brick order is placed.

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

Motion Passed: Ayes: 6
Nays: 0

LONG RANGE PLANNING

Staff Report

No additional Information.

LIAISON COMMITTEE

Staff Report

No additional Information.

GRANTS & MARKETING

Staff Report / Marketing

No additional Information.

FINANCE & PERSONNEL

Staff Report / Finance

No additional Information

Staff Report / Personnel

Stephen Flesch, Director of Finance informed the Board

Tax Levy

Motion: Motion to Approve Ordinance #4132-18 RE: 2018 Tax Levy

Moved by: Trustee Schmidt

Seconded by: Trustee Evans

Discussion: N/A

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

Motion Passed: Ayes: 6

Nays: 0

Bond Levy Abatement

Motion: Motion to Approve Ordinance #1433-18 RE: Bond Levy Abatement

Moved by: Trustee Evans

Seconded by: Trustee Schmidt

Discussion: N/A

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

Motion Passed: Ayes: 6

Nays: 0

Re-appropriation of Funds for Botanical Cooling Wall Project

Motion: Motion to approve a total re-appropriation of \$61,126.00 from various bond funds: 32-01-6298 (2016 Bond S&I Fund)-\$3,951, 32-01-6299 (2016 Bond S&I Fund)-\$2,846, 31-01-6242 (2014 Bond S&I Fund) - \$5,355, and 33-01-6329 (2018 Bond S&I Fund)-\$48,974 to provide funding for the Botanical Cooling Wall Project. These funds, coupled with funds already appropriated for the Botanical Garden total \$85,000

Moved by: Trustee Metcalf
Seconded by: Trustee Hammer

Discussion: N/A

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

Motion Passed: Ayes: 6
Nays: 0

Statement of Claims

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

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

Discussion: N/A

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

Motion Passed: Ayes: 6
Nays: 0

BUSINESS

Property Annexation

Motion: Adopt Ordinance #1434-18 RE: Property Annexation

Moved by: Trustee Schmidt
Seconded by: Trustee Metcalf

Discussion: N/A

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

Motion Passed: Ayes: 6
Nays: 0

COMMITTEE OF THE WHOLE

2019 Meeting Dates

Motion: Approval of 2019 Meeting Dates

Moved by: Trustee Hammer

Seconded by: Trustee Senor-Moore

Discussion: N/A

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

Motion Passed: Ayes: 6
 Nays: 0

Executive Director Contract

Motion: Approval of Three-Year contract with Executive Director Harms beginning February 20, 2018

Moved by: Trustee

Seconded by: Trustee

Discussion: N/A

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

Motion Passed: Ayes: 6
 Nays: 0

ADJOURNMENT

There being no further business to come before the Board, it was moved by Trustee Hammer and seconded by Trustee Evans that the meeting be adjourned at 5:57 p.m.

Springfield Park District Board and Committee Meetings 2019 Schedule



/2019 meeting dates.doc/

Committee Meetings

(Buildings & Concessions, Long Range Planning, Liaison, Recreation, Grants & Marketing and Finance)

Month	Date	Time	Location	Address
January	9	5:30 pm	Bunn Admin Offices	2500 S 11 th St
February	13	5:30 pm	Bunn Admin Offices	2500 S 11 th St
March	13	5:30 pm	Bunn Admin Offices	2500 S 11 th St
April	10	5:30 pm	Bunn Admin Offices	2500 S 11 th St
May	8	5:30 pm	Bunn Admin Offices	2500 S 11 th St
June	12	5:30 pm	Bunn Admin Offices	2500 S 11 th St
July	10	5:30 pm	Bunn Admin Offices	2500 S 11 th St
August	7	5:30 pm	Bunn Admin Offices	2500 S 11 th St
September	11	5:30 pm	Bunn Admin Offices	2500 S 11 th St
October	9	5:30 pm	Bunn Admin Offices	2500 S 11 th St
November	13	5:30 pm	Bunn Admin Offices	2500 S 11 th St
December	11	5:30 pm	Bunn Admin Offices	2500 S 11 th St

Committee meetings will be held on Wednesday the week prior to Board meeting

Board Meetings

Month	Date	Time	Location	Address
January	17	5:30 pm	Bunn Admin Offices	2500 S 11 th St
February	21	5:30 pm	<i>Washington Park Pavilion</i>	<i>1400 Williams Blvd.</i>
March	21	5:30 pm	Bunn Admin Offices	2500 S 11 th St
April	18	5:30 pm	Bunn Admin Offices	2500 S 11 th St
May	16	5:30 pm	<i>Bergen Pro Shop</i>	<i>2900 Clear Lake Ave.</i>
June	20	5:30 pm	Bunn Admin Offices	2500 S 11 th St
July	18	5:30 pm	Bunn Admin Offices	2500 S 11 th St
August	15	5:30 pm	<i>Erin's Pavilion/Southwind</i>	<i>4965 S. 2nd St.</i>
September	19	5:30 pm	Bunn Admin Offices	2500 S 11 th St
October	17	5:30 pm	Bunn Admin Offices	2500 S 11 th St
November	21	5:30 pm	<i>Nelson Ctr/Franklin Room</i>	<i>1601 North 5th St.</i>
December	19	5:30 pm	Bunn Admin Offices	2500 S 11 th St

Meetings will be held the 3rd Thursday of each month

*Date has been moved due to conflicts

All meetings are subject to change

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

MINUTES

December 12, 2018 at 5:30 p.m.

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

Members Absent: n/a

Others Present: President Sgro; Derek Harms, Executive Director; Jason Graham, 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, Finance & Personnel and Committee of the Whole was held on December 12, 2018 was held at 5:30 p.m.

Remote Attendance

Authorized remote attendance of Trustee Metcalf by voice vote.

Recreation Committee

Staff Report

Director of Recreation, Lynn Saputo introduced staff:

- Molly Krohe, graphic designer who joined the park district at the end of November and is shadowing Rachel Douglas, who will be leaving the park district at the end of December to pursue other endeavors. Rachel was with the district for three years and has built much of the marketing framework. Molly will report to Amanda Weaver, Assistant Recreation Director.

She also informed the Board of the following:

- Winter Holiday exhibit theme is the polar express at Botanical Gardens and is open to public up to Christmas
- Nelson Center is busy with new programs and clinics for the public
- Partner with the Blackhawks and ice show
- Holiday lights at the zoo in full swing
- Funshop displayed at the Festival of Trees

Buildings & Concessions Committee

Staff Report

No additional information.

Botanical Gardens Cooling Wall Project

Jason Graham, Director of Parks, informed the Board three bids were received all of which were over budget. The current system from 1972. Staff recommends going with the bid low bid from Prairie State. Stephen Flesch, Director of Finance explained that re-appropriation of funds would be required for this underbudget, much needed item to protect plant inventory. The deficit will be made up from projects that have been completed and have fund balances. Staff will ask for Board approval at the December meeting.

Fifth Street Renaissance/SARA Center Proposal: Aids Memorial at Lincoln Park

Derek Harms, Executive Director introduced Bob Croteau & Buff Carmical from the Fifth Street Renaissance/SARA Center shared a proposal for an AIDS memorial garden in Lincoln Park. Mr. Croteau shared that in 2002 local corporation gave the SARA Center funds for a memorial garden for those who have passed and their caregivers. Due to numerous reasons the project did not happen, but they received a generous donation which meets the funding needed and they would like to complete the a 40' x 40' square Labyrinth now with the Park District. Director Harms has been working with them to address location and maintenance of the Labyrinth. A discussion was held regarding placement and materials to be used to provide cohesive park layout. Proposed installation would be May or June of 2019. Staff would recommend Board approval for a funding and construction agreement.

Long Range Planning

Staff Report

Jason Graham, Director of Parks, informed the Board of the following:

- Washington Park paving is nearly 95% complete
- Winterizing is complete
- Tree planting for this year is complete
- Preliminary engineering for Iles park sidewalks
- Cooling wall cooling project
- Douglas Park Playground set for spring installation

Executive Director Harms noted that the legal description on file for Centennial Park is incomplete and will not satisfy annexation requirements. Martin Engineering will develop a new legal description and file the plat of survey with the County. We will then obtain a corrective deed. After corrective deed has been issued, the City will develop a new plat of Annexation to be filed with our petition for annexation. We will then work with the City to negotiate an annexation agreement for the Park Board to review.

Liaison

Staff Report

No additional information.

Grants & Marketing

Staff Report – Grants

No additional information to add to the committee report

Director Harms informed the Board a consultant has been hired to explain some opportunities available to the District. He will keep the Board informed.

Staff Report – Marketing

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

- Calendars from IPARKS were given to trustees. She noted a couple of photos provided by Rachel Douglas were included.
- Bracelets with phrases like find your fun/find you smile will be used for promotional events or possibly for donations.
- Park District participated in Scheels Christmas event. Ornaments were taken to event and given to the board.
- Exciting campaign with Springfield Moms.org. The park district has four buttons to promote events on their website
- A retirement reception was held at Bunn Office on the 13th for Elliott McKinley & Dennis Mangalavite
- Web Trac and Rec Trac should be open to public after the first of the year

Finance & Personnel Committee

Staff Report

Finance

Stephen Flesch, Director of Finance & Administration gave a brief recap of his report. He also informed the Board several S & I projects are underway and the FY 20 budget process. Audit ongoing (automatic extension has been requested). Workers comp will renew on Stephen's anticipated amount of \$207K.

Personnel

No additional information.

Ordinance 1432-18 RE: 2018 Tax Levy

Finance Director Flesch Staff's recommendation is to levy a balloon levy at 105% at the December board meeting. No hearing is required since they are levying at the maximum amount and not exceeding amount.

Ordinance #1433-18 RE: Bond Levy Abatement

Finance Director Flesch explained District will then need to abate the levy due to the levy fund. Staff will request Board approval for both the Tax Levy and Bon Levy Abatement at the December Board meeting.

Workers Comp Renewal

Stephen informed the Board absent from any objection, the policy will renew.

Statement of Claims / Visa Bill

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

Committee of the Whole

TIF Proposal

Director Harms shared a memo from the City that outlines their intention/desire to expand the boundaries of the Far East TIF.

- The City's consultant (PGAV) has studied the area and identified several preliminary findings that indicate the area may meet various qualifying factors of a TIF District.
- At this point, the City has not initiated a full study, instead they are seeking input from the taxing bodies before proceeding.
- The City is considering a couple options:
 1. Expand the boundaries of the Far East TIF (original expire 2018, extension 2030)
 2. Expand the boundaries of the SHA TIF (Expire in 2022)
 3. Create new TIF (Max 23 years)

Director Harms noted the following:

- Park district owns a piece of property that is located inside of the boundaries. Comer Cox Park that could qualify for TIF projects. Although we have been unsuccessful in securing TIF funds for projects in other TIF Districts.
- If approved, this will connect the Far East TIF to the downtown TIF and the SHA TIF. It is my understanding that this would then allow the City to port funds between adjacent TIF District for qualifying projects. While the Downtown TIF is reporting a negative Fund Balance, the Far East TIF and the SHA reports a \$1.8 Million and \$1.7 Million positive fund balance respectively.
- The City has not created a redevelopment strategy.

The Board discussed various thoughts related to the different proposals.

2019 Meeting Dates

The Board was asked to review the list of Committee and Board meeting dates and locations and advise Director Harms of any necessary changes. The schedule will remain the same with Board meetings being held the third Thursday of each month and Committee meeting on Wednesdays the week prior to the Board meetings. The schedule will be voted on at the December Board meeting.

Move to Executive Session RE: 2(c)(1)

It was moved by Trustee Hammer and seconded by Trustee Jannazzo to retire to executive session at 6:46 p.m. to discuss 2(c)(1) Personnel issues.

ADJOURNMENT

There being no further business to come before the Board, the meeting was adjourned.