

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Thursday, June 21, 2018 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, June 21, 2018 at 5:30 p.m. at the John F. Linxwiler 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, Schmidt, Senor-Moore  
and President Sgro

Members Absent: Trustee Jannazzo

Remote Attendance: Trustee Metcalf (joined the meeting at 5:32 p.m.)

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

**Authorize Remote Attendance**

Motion: To authorize remote attendance of Trustee Metcalf

Moved by: Trustee Schmidt

Moved by: Trustee Senor-Moore

All approved by voice vote

**Minutes of the May 17, 2018 Special Board Meeting were presented.**

Motion: To approve the May 17, 2018 Special Board Meeting minutes  
as presented

Moved by: Trustee Schmidt

Seconded by: Trustee Hammer

All approved by voice vote.

**Minutes of the May 17, 2018 Regular Board Meeting were presented.**

Motion: To approve the May 17, 2018 Regular Board Meeting minutes as presented

Moved by: Trustee Senor-Moore

Seconded by: Trustee Evans

All approved by voice vote.

**Special Guests**

- Trustee Hammer read aloud Resolution #405-18 recognizing the Springfield Youth Hockey Association for providing high quality youth programming to the Springfield Community for many years.
- John Wright, Zoo Director introduced New Full-time Zookeeper, Chelsea Vabro, to the Board. She was selected from a pool of 120 applicants.

**Public Comment**

President Sgro asked if anyone wanted to address the Board.

- Brian Schroeder, a 25 year park district maintenance employee spoke on his own behalf voicing concerns he had regarding grievance procedures, the budget and safety committee status.

**RECREATION**

**Staff Report**

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

**BUILDINGS & CONCESSIONS**

**Staff Report**

Director Harms

**Lincoln Green's Cart Path Improvements**

Motion: Authorize Staff to execute a contract with Ron Furman Paving for Lincoln Green's Cart Path Improvements (Phase 3) in the amount of \$37,796.00

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

**LONG RANGE PLANNING**

**Staff Report**

No additional Items.

**Lincoln Green's Cart Path Improvements**

Motion: Authorize Staff to re-appropriate and disburse \$77,948.06 payable to IDOT for the Bunn to Lost Bridge Trail extension from Bond contingency funds 32-01-6278 (2016 Bond S & I Fund) and 33-01-6352 (2018 Bond S & I Fund) in the amounts of \$40,444.17 and \$37,503.89, respectively

Moved by: Trustee Hammer  
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

## LIAISON COMMITTEE

### Staff Report

No additional Items.

## GRANTS & MARKETING

### Staff Report

- Lynn Saputo, Director of Recreation, gave brief update on the following:
  - Zoo staff is working on non-matching grant from Walmart for up to \$5,000

## FINANCE & PERSONNEL

### Staff Report

- Stephen Flesch, Director of Finance & Administration, informed the Board the Visa Bill on the statement of claims if from last month. This month's bill will be presented next month.

### Personnel Report

- Stephen Flesch, Director of Finance & Administration, informed the Board of out-of-state travel, per Board policy. Sean Dickerson, Athletics Manager will be attending the NRPA in Indianapolis in September in lieu of attending the annual IAPD conference.

### Surplus Property Ordinance

Motion: Approval of Ordinance #1424-18: Surplus Property Ordinance

Moved by: Trustee Senor-Moore

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

**Lease Agreement for various Golf Maintenance Equipment**

Motion: Authorize Staff to execute a 60 month lease agreement for \$2,016.50 per month, with MTI Distributing for various Golf Maintenance equipment

Moved by: Trustee Senor-Moore

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

**Disburse Funds for New Ford Explorer to replace Truck #75 / Golf Maintenance Department**

Motion: Authorize disbursement of \$28,625.00 for a new Ford Explorer to replace Truck #75 (Superintendent's truck) in the Golf Maintenance Department

Moved by: Trustee Senor-Moore

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

**Disburse Funds for New Tractor / General Maintenance Department**

Motion: Authorize disbursement of \$81,692.86 for a new tractor with attachments in the General Maintenance Department

Moved by: Trustee Senor-Moore

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

**Prevailing Wage Ordinance**

Motion: Approval of Ordinance #1427-18 RE: Prevailing Wage

Moved by: Trustee Senor-Moore

Seconded by: Trustee Schmidt

Discussion: Director Harms noted the Board is adopting the previous wage schedule and will be Update when state approved and adopts new schedule

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 Senor-Moore

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

**BUSINESS**

**Property Annexations**

Motion: Adopt Ordinance #1425-18 & #1426-18 RE: Property Annexation

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

## **ADJOURNMENT**

There being no further business to come before the Board, it was moved by Trustee Senor-Moore and seconded by Trustee Schmidt that the meeting be adjourned at 5:50 p.m.

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

**MINUTES**

**June 13, 2018 at 5:30 p.m.**

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

Members Absent: Trustee Schmidt

Remote Attendance: Trustee Jannazzo

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, Committee of the Whole, Long Range Planning, Liaison, Grants & Marketing and Finance and Personnel was held on June 13, 2018 was held at 5:30 p.m.

**Remote Attendance**

Motion by Trustee Evans and second by Trustee Senor-Moore to authorize remote attendance of Trustee Metcalf. All approved by voice vote

**Recreation Committee**

**Staff Report**

Lynn Saputo, gave a brief update on the following:

- Butch Elzea and the Parks Foundation are working with Angie Bristow a volunteer at Southwind Park, who would like to donate a musical, colorful, interactive sculpture called the Swirl in memory of her of mother, Pat Bristow. The three coordinating pieces of metal art would be placed in the Children's Garden at Southwind Park located in place of the Gingerbread House, which has been removed due to deterioration. It would be purchased from All Inclusive Rec for \$8660. Installation and ongoing maintenance would be by Park District Maintenance Staff. It was noted that the location of the piece will not hinder park maintenance. The Board asked that an endowment for possible replacements costs be included.
- Jeff Mitchell will introduce the new full-time zoo keeper at this month's board meeting
- Carillon Festival, conference and dinner were a huge success.
- MIP will be held at Cox Park this weekend after the Housing Authority's picnic event Friday afternoon and prior to the Juneteenth weekend event Saturday and Sunday.



- Sports Fields Crew worked hard to accommodate the NCAA tournament and the Beach Boys' Concert.
- Staff at Nelson Center have completed the slide renovation and it looks terrific.
- Bob Barrett is working hard to recruit lifeguards for the season with numbers are up from last year from 45 to 65.

### **Buildings & Concessions Committee**

#### **Staff Report**

No additional information

#### **Lincoln Greens GC Cart Path Improvements**

Elliott McKinley, Director of Parks informed the Board four competitive bids were received for cart paths to be paved at Lincoln Greens GC. Martin Engineering has reviewed the bids and recommends accepting the bid of \$37,796 submitted by Ron Furman. Furman did the paving work last year work at Lincoln Greens and staff was very pleased with the quality of their work. Phase 1 (2016): Holes 1, 2, 17 & 18 Phase 2 (2017): Holes 8, 15 & 16 Phase 3 (2018 – Current Bid) Holes 9 & 10. Funding has been budgeted.

### **Long Range Planning**

#### **Staff Report**

Elliott McKinley, Director of Parks & Planning, informed the Maintenance Staff is busy with the following:

- Ongoing Masterplan and ADA Transition plan
- Set up for special events
- Tree plantings continue
- Regular maintenance
- Wabash Trail / Trash issue: big blitz cleaning up trash as keeping up with nearby business' trash. City and Country has also assisted in the effort

#### **Bunn to Lost Bridge Trail**

Board action will be requested by staff to appropriate contingency funds from 2016 & 2018 S & I Funds to close out a twelve year old project in the amount of \$77,948.06 payable to the Illinois Department of Transportation as the final obligation for Bunn to Lost Bridge Trail extension.

### **Liaison**

### **Staff Report**

Executive Director Derek Harms noted he met with the following:

- Representatives from the Foundation to discuss possible fundraising projects
- Germaine Jones regarding improvements and possible “clean up day” at Kiwanis Park and Lake Victoria Park
- Lincoln Park District regarding a possible partnership with their Special needs

### **Grants & Marketing**

#### **Staff Report – Grants**

No additional information to add to the committee report.

#### **Staff Report – Marketing**

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

- Golf Courses program with the Food Pantry has been well received
- Pollinator Garden efforts also going well. Greenvew Nursery may offer educational classes in connection with National Pollinator Week
- Contract with Ace Sign for SPD signs to include new logo as well as catalogue of signage
- %Constant Contact from 17% to 20%
- Carillon’s new viewing monitor was unveiled in conjunction with their concerts. The monitor, which was donated by Posey Robertson in honor of her brother, David Overaker.

### **Finance & Personnel Committee**

#### **Staff Report**

##### **Finance**

Stephen Flesch, Director of Finance & Administration, informed the Board:

- Finished the year ahead of budget on several accounts
- Provided a new document with shows the department by funds
- Workers Comp meeting was held recently, and the PD will remain on the high/low status for a couple more years

##### **Personnel**

No additional information.

##### **Surplus Property Ordinance**

Stephen Flesch, Director of Finance and Administration provided Ordinance 1424-18 regarding sale of five pieces of equipment, which includes four mowers and a pickup truck.

**Equipment Lease / Golf Maintenance Irrigation**

Stephen Flesch, Director of Finance and Administration informed the Board staff will request authorization to execute a 60 month lease agreement with MTI for equipment specific to the current irrigation equipment. Funds are in the budget.

**Equipment Purchase of Pickup Truck / Golf Maintenance**

Stephen Flesch, Director of Finance and Administration informed the Board staff will request appropriation of funding for new truck to be put in the maintenance rotation. Funds are in the budget.

**Equipment Purchase of Kubota Tractor w/mount scraper / General Maintenance**

Stephen Flesch, Director of Finance and Administration informed the Board staff will request the purchase of an additional tractor with attachments for grading and trail work. This is an item in the 2018 Bond.

**Statement of Claims / Visa Bill**

Trustee Jannazzo presented the Statement of Claims for Board review.  
The Visa Bill has not been received.

**Special Rec Funding Allocations**

Stephen Flesch, Director of Finance and Administration provided the Board with an analysis for funding for SR Funds. The Board held a discussion regarding disbursement and allocation of SR Funds and additional program possibilities to utilize SR funds. It was noted the ADA transition plan, which removes barriers, has received compliments from the public on changes made allowing access to programs and/or facilities some participants may have otherwise not used.

**ADJOURNMENT**

There being no further business to come  
before the Board, the meeting adjourned at 6:31p.m.