

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, December 19, 2019 – 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Thursday, December 19, 2019 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: Badger, Hammer, Metcalf, Schmidt, Senor-Moore, Theilen and President Sgro

Members Absent: None

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

Minutes Regular Board Meeting were presented

Motion: To approve the November 21, 2019 Regular Board Meeting minutes as presented

Moved by: Trustee Badger

Seconded by: Trustee Theilen

All approved by voice vote.

Public Comment

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

LONG RANGE PLANNING

Staff Report

No additional information.

GRANTS & MARKETING

Staff Report

No additional information.

Resolution #417-19 RE: PARC Grant Application

Motion: To Approve Resolution #417-19 RE: Submission of a PARC Grant Application

Moved by: Trustee Badger
Seconded by: Trustee Theilen

Discussion: Director Harms recapped the committee discussion and how the project selection was made. An informal survey of the Board's project selection was considered for grant submission. Director Harms shared the direction he received from IDNR of which projects would best qualify for the grant funding. He also informed the Board of grant opportunities that may better suited for other projects considered. Director Harms reminded the Board if grant funding was awarded for the PARC and OSLAD grants bond projects would have to be postponed.

Roll Call: Badger: Aye Hammer: --- Metcalf: Aye
Schmidt: Aye Senor-Moore: Aye Theilen: Aye Sgro: Aye

Motion Passed: Ayes: 6 Nays: 0

FINANCE & PERSONNEL

Staff Report / Finance

No additional information

Staff Report / Personnel

No Additional information

Trustee Hammer entered meeting in progress at 5:47 p.m.

Ordinance #1448-19: Bond Levy Abatement

Motion: To Approve Ordinance #1448-19 RE: Bond Levy Abatement

Moved by: Trustee Metcalf
Seconded by: Trustee Theilen

Discussion: N/A

Roll Call: Badger: Aye Hammer: Aye Metcalf: Aye
Schmidt: Aye Senor-Moore: Aye Theilen: Aye Sgro: Aye

Motion Passed: Ayes: 7 Nays: 0

Ordinance #1449-19

Motion: To Approve Ordinance #1449-19 RE: 2019 Tax Levy

Moved by: Trustee Metcalf
Seconded by: Trustee Theilen

Discussion: N/A

Roll Call: Badger: Aye Hammer: Aye Metcalf: Aye Sgro: Aye
Schmidt: Aye Senor-Moore: Aye Theilen: Aye

Motion Passed: Ayes: 7 Nays: 0

Statement of Claims

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

Moved by: Trustee Metcalf
Seconded by: Trustee Theilen

Discussion: N/A

Roll Call: Badger: Aye Hammer: Aye Metcalf: Aye Sgro: Aye
Schmidt: Aye Senor-Moore: Aye Theilen: Aye

Motion Passed: Ayes: 7 Nays: 0

RECREATION COMMITTEE

Staff Report

No additional information

BUILDINGS & CONCESSIONS

Staff Report

No additional information

LIAISON COMMITTEE

Staff Report

No additional information

BUSINESS

Approve the following Ordinances 1450-19, 1451-19 and 1452-19 as follows:

Motion:

- Approve Ordinance # 1450-19 RE: Ban on Smoking, Vaping and Tobacco according to staff recommendation to reflect state law
- Approve Ordinance # 1451-19 RE: Amending age for tobacco possession/use in Springfield Park District park
- Approve Ordinance # 1452-19 RE: Amending Ban on Drugs/Cannabis/Controlled Substance and Drug Paraphernalia

Moved by: Trustee Theilen

Seconded by: Trustee Senor-Moore

Discussion: Ordinances would mirror state law with the exception of penalty fees. The State charges \$100 for first offense and second offence would increase to \$250. The Park District fee will remain at a rate of \$100. State law does not prohibit vaping but the Park District will include vaping prohibition to mirror smoking rules. The Board would like Park Police to use discretion and advise public of the rules and policies of the park district.

Roll Call: Badger: Aye Hammer: Aye Metcalf: Aye
 Schmidt: Aye Senor-Moore: Aye Theilen: Aye Sgro: Aye

Motion Passed: Ayes: 7 Nays: 0

Employee Handbook

Motion: To approve the Employee Handbook as proposed by Staff

Moved by: Trustee Theilan

Seconded by: Trustee Metcalf

Discussion: N/A

Roll Call: Badger: Aye Hammer: Aye Metcalf: Aye
 Schmidt: Aye Senor-Moore: Aye Theilen: Aye Sgro: Aye

Motion Passed: Ayes: 7 Nays: 0

ADJOURNMENT

There being no further business to come before the Board it was moved by Theilen and seconded by Senor-Moore that the meeting adjourn at 5:59 p.m.

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

MINUTES

December 11, 2019 at 5:30 p.m.

Members Present: Trustees Badger, Hammer, Metcalf, Schmidt and Theilen

Members Absent: Trustee Senor-Moore

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 meeting of the Long Range Planning, Grants & Marketing, Finance & HR, Recreation, Buildings & Concessions, Liaison, and Committee of the Whole was held on December 11, 2019 at 5:30 p.m.

Long Range Planning Committee

Staff Report

Director Graham noted recent accomplishments & ongoing projects:

- Zoo projects: Wolf fencing 95% complete (Zoological Society assisted with funding); Shelter completed as well as Birds of prey exhibit and front of building
- Christmas decorations up at Washington Park by Park District Staff
- Park District crews have plowed snow and salted park roads and trails twice so far this season
- Pollinator gardens are installed
- HVAC at Nelson Center/Franklin room is in progress
- All parks and golf courses have been winterized
- Routine maintenance continues throughout the district
- Equipment for all parks and facilities is serviced during the winter season
- Golf Maintenance winterized irrigation systems for all four courses
- Draining study with Martin Engineering for Lincoln Greens and well as Pasfield GC bridge repairs
- Repair light standards for Spring while ground is frozen
- Ponds will be monitored, and signage posted when skating is allowed

2020 Bond

Director Flesch explained staff is in the process of evaluating potential projects submitted by areas and will present a list of proposed projects during the January cycle to the Board for their review and discussion.

Grants & Marketing

Staff Report – Grants

No Additional Information

PARC Grant

Director Harms discussed the possibility of grant opportunity. Staff provided a list of potential projects for submission. Grant requirements require the project be completed within two years' time and would cover 75% of the fee. Eligible projects include brick and mortar facilities. Staff has earmarked potential funding source from 2020 Bond but cautioned the Board that this would require postponement of many master plan and other projects. After a lengthy discussion, each trustee indicated projects in order of preference for submission. The Board then asked Director Harms to contact IDNR to inquire which projects have the best possibility for funding. Once decided, one grant will be submitted.

Staff Report - Marketing

Director Saputo shared the following:

- Deb Clark, Director of Early Education sent out the 1st Constant Contact, which was well received by the public with a 63% click rate.
- Commercials for Sinclair for gift corticates (new) and golf passes are underway
- New marketing for Mommy & Me Skate offering new options
- Grinch Post by Police was well received and picked up by media
- Park District will showcase for submissions in four different categories to the IPRA/IAPD
- Springfield brochure in final preparation

Finance & HR

Staff Report - Finance

Director Flesch noted report highlights:

- Fund balances are close
- Closing gap on Capital projects

Staff Report – HR

Director Harms congratulated Lynn Saputo for passing her CPRP exam.

Bond Levy Abatement – Erin’s Pavilion Bonds

Director Flesch noted the 2007 Bond issued for Erin’s Pavilion, known as the 2016B Series, must be abated annually. An Ordinance will be presented at the December for Board approval.

Tax Levy 2019 Payable 2020

The Tax Levy will be presented at the December Board meeting for approval. The Levy is required to be filed by the last Tuesday of the December. A public hearing will not be necessary as they levy request will not exceed 5%.

Statement of Claims / Visa Bill

The Board had no questions.

Recreation Committee

Staff Report

Director Saputo noted several recent and upcoming events:

- Final phase for Animal and Zoo Curator. Staff has narrowed the applicants down to two and a recommendation will be brought to the Board very soon.
- Zoo lights are up and running as well as the Botanical floral show
- An open house and Special Meeting will be held to recognize Head Golf Professional, Paul Loutzenhiser on January 8th. Paul will be retiring January 10th.
- A new indoor dog program is in the planning stages at Nelson Center
- Pollinator Garden along with Kidzeum is working on a collaborative kids program. Will report back to the Board and planning continues

Buildings & Concessions

Staff Report

No Additional Information

Liaison Committee

Staff Report

- Trustee Theilen suggested the Board consider meeting in small groups with City Council to discuss revisions to the Green Space Ordinance. Trustee Badger shared she serves on the Central Illinois Labor Council and agreed this was a good time for a discussion to be held. The Board discussed strategies and will have additional discussion before deciding how to move forward.
- Possible dog park timeline: Meeting of the subcommittee for the discussion of dog park development to be held with plans of a design to be presented to the Committee by February. Then to the public for input.

6:43 pm: Trustee Hammer left meeting in progress.

Committee of the Whole

Ordinance Updates

Discussion of items to either be revised and/or included in the current language of the Rules and Regulations Park Ordinance:

- Smoking and Vaping: After much discussion it was Board consensus to follow state law to include vaping with the smoking language and to update facility rules and post signage indicating where smoking is not allowed.
- Cannabis Control Act: Park District Ordinance to mirror state law
- Tobacco 21: Change current age for tobacco possession from 18 to 21

Other items mentioned for discussion at a later date include:

- Drones (which Federal government has taken authority
- Vehicle Impound
- Il Vehicle Codes

Employee Handbook Update

Staff presented Employee Handbook updates with slight verbal and benefits. Board was asked to review and let staff know if they have any questions. This item will be presented at December Board meeting for approval.

Meeting Minute Records

Trustees have requested staff research video and audio recording and broadcasting meetings for public viewing. A quote of \$15,000 was received to film/record meetings, show live and post on website. In-house voice recording and, posting on-line and would be \$2,500-\$3,000. The Park District has no fulltime IT staff for content management of website. After a lengthy conversation, the Board decided to have voice records of the meetings done by staff and posted online.

ADJOURNMENT

There being no further business to come before
The Board, the meeting adjourned at 7:06 p.m.