

**Springfield Park District  
BOARD MEETING**

**MINUTES**

**Thursday, February 21, 2019 – 5:30 p.m.**

A meeting of the Springfield Park District Board of Trustees was held on Thursday, February 21, 2019 at 5:30 p.m. at the Washington Park Pavilion , 1400 Williams Boulevard, 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, Schmidt and Senor-Moore

Remote Attendance: Trustee Metcalf

Members Absent: President Sgro

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

**Remote Attendance**

Motion: To authorize remote attendance of Trustee Metcalf

Moved by: Trustees Schmidt

Seconded by: Trustee Evans

All approved by voice vote.

**Minutes of the January 17, 2019 Regular Board Meeting were presented**

Motion: To approve the January 17, 2019 Regular Board Meeting minutes as presented

Moved by: Trustee Senor-Moore

Seconded by: Trustee Schmidt

All approved by voice vote.

**Special Guests**

Stephen Flesch introduced new senior accountant, Doug Bates who joined the District February 1<sup>st</sup>. Since the retirement of Debbie McKinley, the job duties in the finance department have been adjusted. Doug brings an extensive business and accounting background.

**Public Comment**

Trustee Jannazzo asked if anyone wanted to address the Board. Pre-School families and members of the community addressed the Board to voice their concerns regarding the closing of the pre-school at the end of this season and voice their support for the program to continue. The Board informed those in attendance that their comments would be taken into consideration as they determine how best to move forward.

**BUILDINGS & CONCESSIONS**

**Staff Report**

No Additional Information

**LIAISON COMMITTEE**

**Staff Report**

No Additional Information

**RECREATION**

**Staff Report**

No Additional Information

**Riverside Campground Rate Adjustments**

Motion: Motion to Approve rate adjustment for Riverside Campground

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: abstain Sgro: --

Motion Passed: Ayes: 5 Nays: 0 Abstain: 1

## **LONG RANGE PLANNING**

### **Staff Report**

No additional Information.

## **GRANTS & MARKETING**

### **Staff Report**

No Additional Information

## **FINANCE & PERSONNEL**

### **Staff Report / Finance**

Stephen Flesch, Director of Finance noted there was no Visa bill to be presented at this month's meeting, but there would be two statements at the March Board meeting.

### **Staff Report / Personnel**

No additional Information

### **Ordinance #413-19 RE: Federal Surplus Property Program**

Motion: Motion to Approve Resolution #413-19 RE: Participating in State of Illinois  
Federal Surplus Property Program

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: --

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 Jannazzo

Seconded by: Trustee Hammer

Discussion: n/a

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

Motion Passed: Ayes: 6 Nays: 0

**BUSINESS**

**Property Annexation**

Motion: Adopt Ordinances #1436-19 and #1437-19 RE: Property Annexation

Moved by: Trustee Evans

Seconded by: Trustee Schmidt

Discussion: n/a

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

Motion Passed: Ayes: 6 Nays: 0

**COMMITTEE OF THE WHOLE**

**Intergovernmental Agreement with Village of Chatham**

Motion: Authorize Board President to Execute Intergovernmental Agreement for Law Enforcement with Village of Chatham

Moved by: Trustee Hammer

Seconded by: Trustee Senor-Moore

Discussion: n/a

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

Motion Passed: Ayes: 6 Nays: 0

**Intergovernmental Agreement with Village of Rochester**

Motion: Authorize Board President to Execute Intergovernmental Agreement for Law Enforcement with Village of Rochester

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: --

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 Senor that the meeting be adjourned at 6:15 p.m.

## Special Meeting

### MINUTES

**February 13, 2019 - 5:30 p.m.**

A Special meeting of the Springfield Park District Board of Trustees was held on Thursday, February 13, 2019 at 5:30 p.m. at the John F. Linxwiler Administrative Office, 2500 South 11<sup>th</sup> Street, 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; Jason Graham, Director of Parks; Stephen Flesch, Director of Finance & Administration; Lynn Saputo, Director of Recreation; Staff and Public

#### Condenser Replacement – Nelson Center

Motion: Authorize Staff to execute emergency purchase under Section 8-1(c) of the Park District Code to replace the Evapco Rooftop Condenser for the refrigeration plant at the Nelson Center in an amount not to exceed \$110,000. This purchase is necessary for repairs to Park District property in order to protect against further loss of or damage to Park District property.

Moved by: Trustee Hammer

Seconded by: Trustee Metcalf

Discussion: George Tucker and Bruce Blanshan were in attendance to answer questions regarding the approximately 18-year old condenser which runs both sheets of ice. One bid from Dual Temp in the amount of \$100,720 has been received. Staff will continue to seek additional quotes

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

Motion Passed: Ayes: 6    Nays: 0

*5:40 p.m. Trustee Senor-Moore left meeting in progress*

### 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 5:50 p.m.

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

**MINUTES**

**February 13, 2019 at 5:30 p.m.  
(Immediately following Special Board Meeting)**

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

Members Absent: None

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

**Buildings & Concessions Committee**

**Staff Report**

No additional information.

**Ameren Easement Proposal**

Matt Heyen, Ameren, asked the Board to consider an easement request to upgrade their service by installing communication equipment on existing light poles and/or buildings on park property. Board President Sgro suggested use of an Agreement instead of an Easement be considered and would like the Board to see what the devices would look like before discussing a potential fee. The Board agreed Staff should work with Ameren and report back to committee. Ameren's timeline for this project is this Fall.

**Committee of the Whole**

**Introduction of Police Officers**

Chief Nargelenas introduced intern, Alexander Zarco and new officer, Zack Rinaberger. He also informed the Board Officer Boyd changed to part-time status so Officer Murphy was moved to full-time status. The Park Police department now has 4 full time employees and 11 part-time employees.

### Law Enforcements Intergovernmental Agreements

Staff will ask the Board for approval of two Intergovernmental Agreements at the February Board meeting. They are with law enforcement departments of Rochester and Chatham and have the same structure as the previously approved agreements with Leland Grove and Southern View's police departments. Staff is also working on a similar agreement with Sherman.

### Liaison

#### Staff Report

No additional information

#### Bike Share Proposal

City of Springfield/Public Works with community partners have discussed common goals for a bike program for tourism, mode of transportation offered and recreation. The City issued a RFP and received two proposals. City chose company, "Gotcha" and are in negotiation. The service would be provided in 10 locations, 4 on Park District properties (Lincoln, Washington, Stuart and Centennial Parks). The Park District would need to provide, at our expense, a hard surface for bike rack would be mounted. Gotcha would provide maintenance of the bikes. Nothing for approval at this time. Staff will keep the Board informed.

#### Proposed Changes to Drone Ordinance

Trustee Schmidt asked the Board consider changes to the Drone usage ordinance. Currently the ordinance covers all type and sizes of drones the same. A discussion was held which included how to educate the public on rules/guidelines for using drones in parks. Discussion on this matter will continue

Note: Trustee Schmidt noted meeting with Society affiliations, such as the Zoo Society is important. Asked that meetings be shared with the Board.

### Recreation Committee

#### Staff Report

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

- Athletics: ball crew are prepping for the season
- Aquatics: is advertising for lifeguards and providing lifeguarding courses
- Botanical Gardens: Cooling wall work is underway
- Carillon: upgrades by maintenance and festival preparation is underway
- Golf: to open soon under new structure
- Nelson Center: front desk ADA work and rec trac set up
- Special Rec: Lauren Harbison has out of state travel scheduled
- Zoo: Jim Funsch is retiring end of the month; a current employee is moving into his position. Opening 3/16 and 3/17 with Birthday party for the Bears



- Bond project at the Zoo for bid soon
- Southwind Park: partnering with Springfield Ansar Shriners for a family /patient event
- Rec Trac rink screens are up and testing. Vermont will be in town week of March 11<sup>th</sup>

### **Campground Proposal**

Lynn Saputo, Director of Recreation presented nominal rate increases for the Riverside campgrounds. Staff is also working on policies, cleanliness of the shower houses, a graphic design for a map to be used for promotional purposes and adding leisure activities at the hub of the campgrounds including natural resources and surrounding businesses. Staff will ask for Board approval of rates at the February Board meeting.

### **Long Range Planning**

#### **Staff Report**

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

- He has completed ADA coordinator courses
- Lincoln Greens and Carillon ADA work
- Training at Eastdale
- Light repairs
- Snow and ice removal
- Budget talks for maintenance
- Working with R.D. Lawrence / Botanical Garden
- Replacing windows at Washington Pavilion

### **Grants & Marketing**

#### **Staff Report – Grants**

Trustee Schmidt asked staff to have a list of potential grant projects ready to go should the proper grant opportunity present itself, we will be ready. She would also be in favor of a sub-committee to assist in process.

#### **Staff Report – Marketing**

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

- MIP this year will only include movies. The music series is more expensive, and the YMCA is doing a series, we wouldn't want to duplicate services
- HR Zoo Monkeys were featured in USA Today 50 States
- SPD thank you cards featuring the park district are available if any trustees are interested

## **Finance & Personnel Committee**

### **Staff Report**

#### **Finance**

Stephen Flesch, Director of Finance & Administration gave a brief recap of his report. Budget preparation is in the works and will present to the Board next month.

#### **Personnel**

Flesch recapped his report

### **Resolution #413-19 RE: Purchase Federal Surplus Property**

Finance Director Flesch informed the Board a resolution will be presented at the Board meeting to reinstate the District to purchase through the Federal Surplus program. If an entity does not purchase for an extended time, this process has to be repeated.

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

Trustee Jannazzo presented the Statement of Claims\ for Board review. Board's questions were answered. The Visa bill was not received in time to be processed this month. March will have two statements for review.

## **ADJOURNMENT**

There being no further business to come  
before the Board, the meeting was adjourned at 7:07 pm