

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, March 21, 2019 – 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Thursday, March 21, 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: Evans, Hammer, Jannazzo, Metcalf, Schmidt, Senor-Moore and President Sgro

Members Absent: n/a

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; Labor Counsel, Justin Reichert, Staff and public

Minutes of the February 21, 2019 Regular Board Meeting were presented

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

Moved by: Trustee Hammer

Seconded by: Trustee Senor-Moore

All approved by voice vote.

Public Comment

Adam Cook addressed the Board with concerns about program cuts over the last five years specifically for the pre-school and when it was discussed publicly. It was explained that discussions are held by staff during budget meetings and then recommendations are taken to the Board.

BUILDINGS & CONCESSIONS

Staff Report

No Additional Information

LIAISON COMMITTEE

Staff Report

Trustee Schmidt noted the Springfield Disc Golf Club has concerns about the placement of the new playground in Douglas Park. Jason Graham, Director of Parks, explained after mapping out the footprint of the playground it the new placement conflicted with the existing disc golf course. He explained staff with work with the club to upgrade the course before moving forward. The timeline is weather dependent.

RECREATION

Staff Report

Lynn Saputo, Director of Recreation noted the following:

- Spotlight on Ice at the Nelson Center
- Zoo Birthday 1st birthday party for the bears. Gate admission was covered by sponsors: Ursa Trucking and Calhoun Flooring.

Jr. Blues Alumni Association Event in Lincoln Park

The request to hold a concert in Lincoln Park will be discussed further at a special meeting after park district staff has the opportunity to meet with organizers of the event.

LONG RANGE PLANNING

Staff Report

No additional Information.

GRANTS & MARKETING

Staff Report

Lynn Saputo, Director of Recreation noted the following:

- Jeff Mitchell, Zoo Curator, has been working on two possible grants for the zoo. One regarding solar energy and another grant for matching funds with existing bond account for Wolf exhibit.
- State Journal-Register did a nice article featuring Paul Loutzenhiser who will retire in January.
- Channel 20 will soon feature golf commercial
- Director Harms informed the Board proposals will be presented from the Master Plan and grants prepared so staff is ready to move forward to work with upcoming bond issues. Further discussion next month.

FINANCE & PERSONNEL

Staff Report / Finance

Stephen Flesch, Director of Finance noted the following:

- Out of State Travel next month
- Budget is now available for inspection (online & paper copies) to fulfill the 30-day requirement.
- Audit information was recently received and will be brought to the board next month for review
- Finance Chair Jannazzo noted she would like to have a discussion next month regarding the audit committee and asked the trustees to consider serving on the committee.

Staff Report / Personnel

No additional Information

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 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

BUSINESS

None at this time

COMMITTEE OF THE WHOLE

Retire to Executive Session

Motion: To Retire to Executive Session under 2(c)2 of the Opening Meetings Act:
Collective Bargaining

Moved by: Trustee Hammer

Seconded by: Trustee Schmidt

All approved by voice vote.

ADJOURNMENT

There being no further business to come before the Board,
the meeting be adjourned at 5:51 p.m.

**Joint Meeting of the
Recreation, Finance & Personnel, Buildings & Concessions,
Liaison, Long Range Planning Committees**

MINUTES

March 13, 2019 at 5:30 p.m.

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, Staff & Public

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

Recreation Committee

Staff Report

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

- We are seeking proposals from consultants to perform audit of District aquatic facilities. A sub-committee to review and bring to Board in April
- RecTrac went live with the zoo and Nelson Center. Out of state storm issues disturbed cloud access causing slight issues which staff is handling. Friday, Eisenhower Pool Botanical Gardens and Erin's Pavilion go live. Online ready by the end of the week for registration for family households to set up accounts. Should be able to "shop" online by end of March.
- Softball registration is underway
- Ball crew is working on Riverside updates
- Lean to Skate, Learn to Dive and life guarding classes are available
- Carillon Society & Carillonist are working on a DVD
- Funshop will be in the St. Patrick's Day parade
- Jim Funsch from the zoo retired last month and his position was filled within.
- Weekend Opener at the Zoo with the Bear's birthday party and tv coverage has been promoting the event.

Springfield Jr. Blues Alumni Association Request

Mike Parrish presented the board with a request to hold an outdoor concert in Lincoln Park on June 28th to benefit the alumni and Jr. Blues. The concert is called a Shot of Country and would include four country acts and be held on the ball diamond. They are requesting Board approval to serve alcohol and also be allowed to go past the normal park hours for an event to be held

from 6:00 – 11:00 p.m. Mr. Parrish stated he has spoken to the Lincoln Park Neighborhood Association and explained the ball diamond location would allow amplification not to disturb the surrounding area. He also plans to offer a good neighbor discount to those living in the neighborhood who wish to purchase a ticket to attend to receive a 50% discount. Parrish is working with a promoter and expects attendance to be 2,000 or greater and stated all proceeds will go back to the Jr. Blues Hockey program. Numerous items were discussed including clean up, parking, security, porta potties, alcohol and possible damage. Parrish requests Board prompt consideration since he would like to promote as soon as possible prior to County Fair ticket sales. Staff will work with Mr. Parrish and get back to the Board for consideration.

Public Comment

Adam Cook addressed the Board with concerns regarding budget cuts mainly regarding childhood education programs.

Finance & Personnel Committee

Staff Report

Finance

Stephen Flesch, Director of Finance & Administration gave a brief recap of his report.

Personnel

Flesch recapped his report

FY Budget 20

Finance Director Flesch informed the Board budget meeting have been held for all areas. The budget will be on file for 30 days to meet code and will be eligible for approval at the April 18th board meeting.

Director of Finance Flesch read the following statement:

This budget was prepared by managers of each departmental unit within the agency and reviewed by and with the Director group.

The path of this budget is intended to continue as follows:

- 1) After Committee presentation, this budget will be made available to the public for inspection for at least thirty (30) days prior to Board action. This will meet the statutory requirements of 70 ILCS 1205/4-4. At April 14, 2019, this budget will be eligible for Board action. Such action is planned for the regular Board meeting, which is scheduled to take place on April 18, 2019, right here in this venue.
- 2) Commencing immediately, this budget is available for inspection, as well as request for adjustments as may be made. It is important to note that while this budget is balanced, there is a very thin marginal surplus, so any adjustment that may require an additional expenditure appropriation, will also require a corresponding reduction of expenditure (or increase in revenues) elsewhere to fund it. I will track and report any such adjustments.
- 3) This budget includes an appropriation for wage increases for employees District-wide.

- 4) This budget includes some re-appropriations of S&I monies where projects have been completed, and there are unexpended funds remaining in those line items.
- 5) This budget includes an estimated \$2 million bond sale in February. This amount provided by bond advisor and was produced from the financial model. We did not budget for the 2020 S&I expenditures, as we will begin the (supplemental) capital budget process in late summer or early autumn this year.
- 6) As you look through this budget, please create a list of questions and send your questions to me as soon as possible, so I may address/answer them well ahead of the April 2019 Joint Committee meeting.

I am happy to answer any immediate questions you may have or take them with me for research/reply as needed.

Additional notes:

- All adjustments will be reported
- AFSCME negotiations are currently underway
- Using unexpended funds already approved – a list can be provided
- Flesch asked the Board to review the budget and forward any questions prior to the meeting

President Sgro left during the budget discussion at 6:24 p.m.

A discussion regarding the budget and how staff is monitoring programs and expenses was held. It was noted Rec Trac will give a clear report of program funds and expenses. Director Flesch walked through the budget and answered Trustees' questions.

Statement of Claims / Visa Bill

The Statement of Claims was presented for Board review. Board's questions were answered. Two months of Visa bills will be presented for Board review this month.

Buildings & Concessions Committee

Staff Report

No additional information.

Liaison

Staff Report

Director Harms noted the Springfield Park District hosted the well-attended Legislative breakfast on March 12th at Erin's Pavilion. President Sgro led the event and IAPD representatives discussed legislative platforms.

Long Range Planning

Staff Report

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

- Hanson Engineering proposal for wireless meter reading
- Engineering plans at Washington Park Pavilion (windows, roof and fascia)
- Botanical Gardens Cooling wall
- Bike trail bridge maintenance
- Seasonal employees return April 1st
- Chuck is working with Volunteer projects for Earth Day events
- Open water services for parks
- Golf courses to open Friday, March 15th
- Douglas Park Playground is here, and staff is preparing land for installation

Grants & Marketing

Staff Report – Grants

No additional information.

Staff Report – Marketing

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

- Facebook at the Zoo have been very well received with 20,000 followers
- New section in the Marketing report includes analytics

ADJOURNMENT

There being no further business to come
before the Board, the meeting was adjourned at 6:55 pm