

**Springfield Park District
BOARD MEETING**

MINUTES

Thursday, November 21, 2019 – 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Thursday, November 21, 2019 at 5:30 p.m. at the Nelson Center / Franklin Room, 1601 North 5th 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, Senor-Moore, Theilen and
President Sgro

Members Absent: Trustees Schmidt

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

Minutes Regular Board Meeting were presented

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

Moved by: Trustee Theilen

Seconded by: Trustee Hammer

All approved by voice vote.

Public Comment

President Sgro asked if anyone from the public would like to comment.

- Adam Cook: To follow up on an item discussed at the November committee meeting, he suggested the Board look into the possibility of offering free or discounted passes to families through the library for events such as Holiday Lights at the Zoo. A similar program is offered in Chicago. Staff will look into it.

LONG RANGE PLANNING

Staff Report

No additional information.

Intergovernmental Agreement with Curran-Gardner Townships Public Water District

Motion: To Authorize Park Board President to execute Intergovernmental Agreement with Curran-Gardner Townships Public Water District regarding water main easement at Centennial Park

Moved by: Trustee Senor-Moore

Seconded by: Trustee Metcalf

Discussion: Trustee Theilen expressed concern that this agreement could be viewed as one-sided and reflect negatively on the Park District. Counsel Cross and Director Harms explained that this is a mutually beneficial agreement that is in the best interest of the Park District. Curran-Gardner Water District is offering three free taps in exchange for the easement. The Park District does not have authority to determine who would provide water services to the public. That would be determined by the settlement agreement between the City and CGWD.

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

Motion Passed: Ayes: 6 Nays: 0

FINANCE & PERSONNEL

Staff Report / Finance

Stephen Flesch, Director of Finance noted the following:

- Sikich just completed the final year of the three-year contract. Staff will prepare RFP to solicit audit services.
- If no objections are made by the Board, Staff will accept the workers compensation quote presented at committee level.

Staff Report / Personnel

No Additional information

Intergovernmental Agreement with Curran-Gardner Townships Public Water District

Motion: To Accept the final FY19 audit for the Springfield Park District as performed and provided by Sikich, LLP

Moved by: Trustee Senor-Moore

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: 6 Nays: 0

Estimate of Revenue for 2019 Tax Levy

Director of Finance, Stephen Flesch read the following statement into the minutes to satisfy statute requirements:

**Pursuant to 35 ILCS 200/18-60, I, STEPHEN FLESCHE, do hereby certify that I am the duly qualified Director of Finance of the SPRINGFIELD PARK DISTRICT, and chief fiscal officer of said Park District. As such officer, I do further certify that the revenues from property tax levies anticipated to be received by the Park District in the fiscal year beginning May 1, 2020, and ending on April 30, 2021 are estimated as follows:
ad valorem property taxes ... \$13,335,037**

Purchase a 2019 SWD For Interceptor from Police Operating Fund

Motion: To Authorize staff to purchase a 2019 AWD Ford Interceptor from the Police Operating Fund (03-21). This is a previously unbudgeted expenditure. The vehicle will be acquired under joint purchasing contract #4018503 (State of IL bid list). Additional appropriation not to exceed \$15,000

Moved by: Trustee Metcalf
Seconded by: Trustee Theilen

Discussion: Trustee Theilen noted the need to purchase a gator or golf cart for emergency accessibility to trails. Chief Nargelenas indicated that he has included the purchase of a 4 x 4 in the next budget for such purposes.

Roll Call: Badger: Aye Hammer: Aye Metcalf: Aye
Schmidt: Aye Senor-Moore: Aye Theilen: 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 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: 6 Nays: 0

RECREATION COMMITTEE

Staff Report

No additional information

Fee Adjustments (for 2020)

Motion: To Approve fee adjustments with the exclusion of holiday lights at the Zoo.

Moved by: Trustee Senor-Moore

Seconded by: Trustee Metcalf

Discussion: Trustee Badger voiced concerns about the process to determine what programs experience increases. Trustee Badger encouraged the Board to keep pricing of events and programs accessible for all families and demographics. Trustee Theilen voiced concern about transportation by SMTD is not available to all park district locations which also would need to be addressed as well as pricing. The annual increase in costs due to utilities, union contract, wages, minimum wages others were discussed. Several ideas to help disadvantaged families were discussed including scholarship program, sponsorships, outreach initiative, discount cards, free days, etc. The Board will continue to discuss and seek solutions regarding this issue.

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

Motion Passed: Ayes: 5 Nays: 1

BUILDINGS & CONCESSIONS

Staff Report

No additional information

Re-appropriation of Funds for Building Improvements in Nelson Center

Motion: To approve a re-appropriation of \$14,000 from bond fund account 31-01-6270 (2014 Bond S&I Fund) originally allocated to Nelson Center Rink 1 front entrance doors (a project which has been completed), to provide ancillary funding for building improvement project for the Franklin Room Renovation (Nelson Center). These funds will be combined with other funds (2018 Bond S&I Fund) already appropriated for those purposes.

Moved by: Trustee Theilen

Seconded by: Trustee Senor-Moore

Discussion: Trustee Hammer thanked the staff for funding and improvements made to Nelson Center. User groups and patrons of the facility have expressed their appreciation.

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

Motion Passed: Ayes: 5 Nays: 1

LIAISON COMMITTEE

Staff Report

No additional information

Lease Agreement with Capital Area Career Center

Motion: Authorize Board President to execute Lease Agreement with Capital Area Career Center to use the east half of the greenhouse in the amount of \$1,379.20

Moved by: Trustee Theilen

Seconded by: Trustee Badger

Discussion: n/a

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

Motion Passed: Ayes: 6 Nays: 0

GRANTS & MARKETING

Staff Report

No additional information

BUSINESS

Statement of Claims

Motion: Credentials Certificate for IAPD Meeting

Moved by: Trustee Theilen

Seconded by: Trustee Metcalf

Discussion: President Sgro noted Director Harms has been elected to the IPRA Board of Directors as the Central Illinois Region Representative.

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

Motion Passed: Ayes: 6 Nays: 0

Park Board Meeting Schedule for 2020

Motion: To approve Park Board meeting schedule for 2020

Moved by: Trustee Theilen

Seconded by: Trustee Metcalf

Discussion: Both Committee and Board meetings will now be held on Wednesdays.

All approved by voice vote.

Collective Bargaining Agreement with F.O.P.

Motion: To approve Collective Bargaining Agreement with the Fraternal Order of Police

Moved by: Trustee Badger

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: 6 Nays: 0

ADJOURNMENT

There being no further business to come before the Board it was moved by Theilen and seconded by Metcalf that the meeting adjourn at 6:18 p.m.

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

MINUTES

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

Members Present: Trustees Badger, Metcalf, Schmidt, Senor-Moore and Theilen

Members Absent: Trustee Hammer

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, Finance & Personnel, Recreation, Buildings & Concessions, Liaison, Grants & Marketing and Committee of the Whole was held on November 13, 2019 at 5:30 p.m.

Long Range Planning Committee

Staff Report

Director Graham noted recent accomplishments & ongoing projects:

- ADA improvements: Pathways at Gietl, Douglas and Jaycee Parks and front entrance Bunn Admin building nearing completion. Signage to be added and asphalt work to be done in spring
- Wolf Fencing at the Zoo in progress
- Upgrades on the Birds of Prey exhibit are complete
- Douglas Park: Disc Golf Course pads and baskets completed on newly designed course. Old playground removed and ground graded and seeded.
- Jefferson Park ADA walkway complete
- Trees trimmed over Washington Park's newly roofed pavilion
- Now fence installed at multiple parks
- Park have been winterized. Washington Park is the only restroom which will remain open through the season
- Couple of tree plantings remaining
- Seasonal staff are now on layoff

Woodside Road Improvements

Julie Ship with Hanson Engineers gave a brief overview of the work to be done near Interurban Trail. There will be two phases 1) Build an overpass on Iron Bridge and 2) build and underpass on Woodside Road. Detour path during each phase of the project an alternative route will be constructed to allow Interurban Trail traffic to continue. Traffic may be completely stopped for maximum of 60 days for public safety. Hanson is requesting preliminary verbal concurrence to satisfy 4(F) de minimis requirements through FHA. Hanson will schedule public hearing and report back to Park Board prior to seeking written de minimis letter from Park District. Bid letting of the project would be June 2020 and project would begin in the fall of 2020 with the two phases taking approximately 2 ½ to 3 years for completion. The Board noted no concerns for the project. No Board action is required at the November Board meeting.

Curran-Gardner Townships Public Water District Easement at Centennial Park

Director Harms presented an Intergovernmental Agreement with Curran-Gardner Township regarding water main easements. (Attached) A draft agreement was approved by Curran-Gardner November 12th. Curran-Gardner would provide three free taps in the park installed by February 1, 2020 in exchange for the easement. This agreement does not conflict with the City's previous agreement recently approved. The settlement agreement between CGWD and the City will determine which utility service will be able to provide future services. Agreement will be presented at the November Board meeting for approval.

Finance & HR

Staff Report - Finance

Director Flesch noted report highlights:

- Fund balances are good
- Revenues and expenses closing / Capital Improvement Projects
- Payroll / Benefits: Minimum wage increases are scheduled for January and July 2020 to \$9.25 and \$10.00 respectively

Staff Report – HR

Director Flesch noted report items:

- Out of State Travel: Lynn Saputo, Administration and Christy Hood, Zoo will be attending IAAPA Conference in Orlando, FL November 17th – 21st
- Workers Comp renewal: Received a quote of \$268,000, which is down \$14,000 from last year. Staff recommends accepting the quote and going out for a quote next year.
- FY20 Budget work is in progress

- 2020 Bond in progress. Preparing a list of needs which will be given to the Board for review Jan/Feb 2020
- FOIA requests being processed

FY 19 Audit

Director Flesch provided the draft audit to the Board. This report was previously presented at the Audit Committee. Chad Lucas, Sikich, gave a brief overview of the report. Final statements to be delivered for review prior to the November Board meeting. Stephen asked the Board to get with him prior to the meeting if there are any questions.

Estimate of Revenue for 2019 Tax Levy

Director Flesch will read a statement at the November Board meeting as a requirement for the 2019/2020 Levy.

Supplemental Appropriation for Police Vehicle

Staff will ask the Board to approve a supplemental appropriation. A police car was involved in an accident and totaled with a payout of \$16,900. The supplemental appropriation will provide the difference to purchase a new vehicle. Current Police budget is ahead by approximately \$50,000.

Statement of Claims / Visa Bill

The Board had no questions.

Committee of the Whole: Collective Bargaining agreement with the Fraternal Order of Police

Joe Roesch gave a brief summary regarding the negotiations with the FOP highlighted items:

- Random drug testing
- CPI formula: will stay consistent with consumer index
- 5-year contract
- Off-duty officers pay increase consistent with market value (paid by third party)
- Lateral transfers enable Park District to recruit experienced officers
- Maintenance of equipment allowance from \$400 to \$500
- CPI ceiling and floor is consistent with AFSCME contract

The agreement will be brought to the Board at the November Board meeting for consideration

Recreation Committee

Staff Report

Director Saputo noted several recent and upcoming events:

- Golf and Zoo are winding down for their seasons
- Botanical Gardens and Carillon are promoting their upcoming winter events together
- Zoo is closed and working on their upcoming holiday lights event. Employee/Board night will be 12/5
- Zoo's trivia night fundraiser is 11/15
- Nelson Center ice is busy
- New CycloCross event scheduled for 10 am – Noon on 11/16 at Lincoln Park
- Special Rec with Special Olympics in full swing. Advertising Special Rec position
- Tennis closing for season. Platform tennis in full swing
- Rec department are working on their budgets
- Rec trac is ending its first year
- Working on signage and branding as well as Summer 2020 internships

Fee Adjustments

Director Saputo explained that staff reviews program fees every couple of years. Proposed fee changes for 2020 were presented for Board review. There was a discussion held regarding a proposed fee for the Holiday lights offered at the zoo. Staff will reevaluate and seek options for larger families to attend.

Buildings & Concessions

Staff Report

No Additional Information

Re-appropriation NC Bond Fund / Franklin Room

Director Flesch explained a re-appropriation of funds would be necessary to fund new window treatments in the Nelson Center's Franklin room. There is a balance remaining in the 2014 S&I fund to cover the expense. The Board would like to see the project before approving the reallocation of funds.

Liaison Committee

Staff Report

Director Harms informed the Board of the following:

- Parks Foundation met on November 12th at Erin's Pavilion with nine Foundation members. This is the most members the Foundations has had in recent years. New members are still welcome to join.
- Fundraiser raised \$3,000 for five pollinator gardens to be located in Bunn Golf Course, Kennedy Park, Comer Cox Park, Stuart Park and Vredenburgh.

Capital Area Career Center Greenhouse Agreement

The Park District has had an arrangement with the Capital Area Career Center for the past 10 years to use a portion of the greenhouse. CACC has decided to use a portion of the greenhouse. They have invested resources into the facility for upgrades and is now asking the Park District for yearly fee of \$1379.20 to be paid in two equal payments of \$689.60. This has been a good relationship and staff would recommend Board continue and accept the lease at the November Board meeting.

Grants & Marketing

Staff Report – Grants

Director Harms informed the Board the following:

- The presentation for the OSLAD grant went well
- The City has agreed to pay expense to buy overhead utilities (\$25,000) involved with the potential grant

Staff Report - Marketing

Director Saputo shared the following:

- Marketing golf passes as well as gift cards in time for holiday gift giving. Gift cards would allow a dollar amount to be added to a family household.
- Regular marketing campaign are in full swing

Committee of the Whole

2020 Meeting Dates

Director Harms asked the Board to review the proposed 2020 committee and board meeting dates. The proposed schedule would hold Board meetings on the third Wednesday and committee meetings the Wednesday prior. Staff will ask the Board to approve the schedule at the November Board meeting.

Executive Session

Executive session was listed on the agenda but was not necessary to be held.

ADJOURNMENT

There being no further business to come before
The Board, the meeting adjourned at 7:02 p.m.