

**Springfield Park District
BOARD MEETING**

MINUTES

Wednesday, January 15, 2020– 5:30 p.m.

A meeting of the Springfield Park District Board of Trustees was held on Wednesday, January 15, 2020 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: N/A

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

Open Public Hearing

President Sgro read aloud: Public Hearing concerning the intent of the Board of Park Trustees to sell not to exceed \$2,200,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of expenses incident thereto.

Comments:

Adam Cook, a resident of the community addressed the Board in support of their bond list recommendations.

Close Public Hearing

Minutes Regular Board Meeting were presented

Motion: To approve the December 19, 2019 Regular Board Meeting minutes as presented

Moved by: Trustee Metcalf

Seconded by: Trustee Theilen

All approved by voice vote.

Public Comment

President Sgro asked if anyone from the public would like to comment. Adam Cook shared comments regarding the Pre-School’s field trip.

RECREATION COMMITTEE

Staff Report

Lynn Saputo, Director of Recreation provided additional information:

- Zoo’s Winterland lights had the highest attendance yet and the revenue in the gift shop was also up from previous years. An employee/Board/Society night was held with wonderful weather. It was noted that contract is renewed annually. Staff is working with library to offer passes similar to Chicago and will present proposal to Board at a later date.

Agreement with Springfield Sliders LLC

Motion: Motion to approve 5-year agreement with Springfield Sliders LLC to use Robin Roberts Stadium for collegiate level baseball games

Moved by: Trustee Senor-Moore

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

LONG RANGE PLANNING

Staff Report

No additional information.

GRANTS & MARKETING

Staff Report

Trustee Badger noted Governor Pritzker has allocated money for early childhood and she has asked that the Springfield Park District be kept in mind for all future allocations. She will keep the Board up to date on this status.

FINANCE & PERSONNEL

Staff Report / Finance

No additional information

Staff Report / Personnel

Stephen Flesch, Director of Finance reported out of state travel for Mike Logsdon , Assistant Golf Professional, to California for a club fitting workshop. Expenses, other than travel, paid by vendor.

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 Hammer

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

BUILDINGS & CONCESSIONS

Staff Report

No additional information

LIAISON COMMITTEE

Staff Report

No additional information.

BUSINESS

Semi-Annual Review & Possible Release of Executive Session Minutes

Motion: Motion to release Executive Session Minutes from April 18, 2019 and August 7, 2019 with no redactions

Moved by: Trustee Theilen
Seconded by: Trustee Hammer

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

Annexation of Property

Motion: Adopt Ordinance #1457-20 RE: Property Annexation

Moved by: Trustee Theilen
Seconded by: Trustee Hammer

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

Resolution #418-20 To Amend Sexual Harassment Policy

Motion: Motion to approve Resolution #418-20 Amending the Springfield Park District's Sexual Harassment Policy

Moved by: Trustee Senor-Moore
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

Ordinance #1453-20 Parades, Public Assemblies or Meetings

Motion: Motion to Approve Ordinance #1453-20 Amending Sec. 2.14 of the Springfield Park District's General Use Ordinance – Parades, Public Assemblies or Meetings

Moved by: Trustee Theilen
Seconded by: Trustee Badger

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

Ordinance #1454-20 Aircraft

Motion: Motion to Approve Ordinance #1454-20 Amending Sec. 4.2 of the Springfield Park District's General Use Ordinance – Aircraft

Moved by: Trustee Theilen
Seconded by: Trustee Schmidt

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

Ordinance #1455-20 Vehicle Seizure and Impoundment

Motion: Motion to Approve Ordinance #1455-20 Amending Sec. 5.18 of the Springfield Park District's General Use Ordinance – Vehicle Seizure and Impoundment

Moved by: Trustee Schmidt
Seconded by: Trustee Senor-Moore

Discussion: A lengthy discussion was held regarding changing the fee before deciding to lower the fee. The Board may choose to revisit the fee at a later date.

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

Motion Passed: Ayes: 7 Nays: 0

Ordinance #1456-20 Watercraft

Motion: Motion to Approve Ordinance #1456-20 Amending Sec. 5.19 of the Springfield Park District's General Use Ordinance – Watercraft

Moved by: Trustee Schmidt
Seconded by: Trustee Hammer

Discussion: Discussion was held regarding establishing a permit fee and to be sure policy allowing park district staff and police to use watercraft as well as those with a valid permit

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 Hammer and seconded by Theilen that the meeting adjourn at 6:12 p.m.

Special Meeting
MINUTES
January 8, 2020 - 5:30 p.m.

A Special meeting of the Springfield Park District Board of Trustees was held on Wednesday, January 8, 2020 at 5:30 p.m. at the John F. Linxwiler Administrative Office, 2500 South 11th Street, Springfield, Illinois. (Held prior to January Committee Meeting)

President Sgro called the meeting to order at 5:30 p.m. and requested roll call.

Roll Call:

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

Members Absent: N/A

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 and Public

Resolution # 419-20

Motion: Approve Resolution #419-20 Recognizing Paul Loutzenhiser's years of Service

Moved by: Trustee Schmidt

Seconded by: Trustee Theilen

Discussion: N/A

All approved by voice vote.

PARC Grant Application – Nelson Center

The Board opened a public hearing to receive input regarding the submission of a PARC Grant application for the Roof project at the Nelson Center/ Rink I in Lincoln Park. A discussion regarding the project material, Alphaguard, and the warranty was held. Due date for the grant request in the amount of \$500,000 is January 21, 2020. The Park District would be responsible for \$125,000 of the grant. The public hearing was closed, and the meeting continued.

Move February 2020 Committee Meeting

Motion: Motion to Move February 12th Committee Meeting to February 11th

Moved by: Trustee Theilen

Seconded by: Trustee Schmidt

Discussion: N/A

All approve by voice vote.

ADJOURNMENT

There being no further business to come before the Board, it was
moved by Trustee Hammer and seconded by Trustee Schmidt
that the meeting be adjourned at 5:47 p.m.

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

MINUTES

January 8, 2020 at 5:30 p.m.

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

Members Absent: N/A

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 Recreation, Committee of the Whole, Long Range Planning, Grants & Marketing, Finance & Personnel, Buildings & Concessions and Liaison Committees was held on January 8, 2020 immediately following Special Meeting held at 5:30 p.m.

Recreation Committee

Staff Report

Director Saputo noted several recent and upcoming events:

- Annual events
- IPRA/IAPD Conference
- Zoo's upcoming 50th year anniversary
- Winter brochure should be in next week
- Promoting Nelson Center Ice activities
- Rolling out new passes for upcoming season
- Erin's is preparing for season of rentals
- Botanical Gardens is busy with programs

Sliders Agreement

Todd Miller, Springfield Sliders, attended the meeting to discuss tentative agreement. Notable changes include:

- Length of agreement from 3 years to 5 years
- Rental fee from \$400/game to \$500/game with annual increases equal to the annual CPI, with a floor of 0.0% and no ceiling
- 1,000 tickets provided to the park district for promotional purposes
- Termination clause of 30 days' notice

Committee of the Whole

Resolution RE: Illinois Workplace Transparency Act

The Illinois Workplace Transparency Act has a couple of changes as related to the reporting process. This will be brought to the Board at the January Board meeting for approval.

General Use Ordinance

The Board discussed items within the General Use Ordinance

- Use of Drones, which the IL Aeronautics Act does not give the Springfield Park District authority
- Public Assemblies
- Vehicle Seizures / Tow Fees

Ordinances regarding each will be presented at the January Board meeting for approval.

Long Range Planning Committee

Staff Report

Director Graham noted recent accomplishments & ongoing projects:

- Wolf Fence at the Zoo in complete. Punch list will be completed
- Birds of Prey exhibit is complete
- HVAC at Nelson Center is complete
- Friends of Sangamon Valley acknowledged volunteer efforts with Chuck Smith
- Parks are winterized district-wide
- Upcoming grants projects include: OSLAD, Lincoln Greens drainage and cart path installation

Capital Project List

Staff provided their recommendations for the 2020 Capital Bond project list. After much discussion regarding items to be included on the list, it was determined an “on-deck” list should be compiled by the Board for additional purchases/projects as funding would allow. No action will be necessary for this item until the February Board meeting.

Grants & Marketing

Staff Report – Grants

No Additional Information

Staff Report - Marketing

Director Saputo shared the following:

- Winter brochure is out
- Analytics
- Work with LRS begins regarding the Website

Finance & HR

Staff Report - Finance

Director Flesch noted report highlights:

- Minimum wage increases over the next five years will need to be addressed and will warrant ongoing discussions
- Finance department is working on the budget which will be discussed in March and April
- Bond Issue process has begun (Published in SJR today, BINA hearing will need to be held prior to the January Board meeting and Bond list needed after February Board meeting)

Staff Report – HR

Director Flesch noted report highlights:

- Out of State Travel includes: Golf Course Superintendents: Dan Crumrine and Brett Oxley for the GCSAA Annual Conference in Orlando, Florida.

Changes as related to reporting process in the Employee handbook were presented and will take effect January 2020 include:

- Section 3 – Page 10 added “whether perceived or actual” to the EEO Policy with regard to describing the action of discrimination
- Section 6 – Pages 58-61 added gender violence as one of the actions covered by the Victims Economic Security & Safety Act (VESSA)
- Section 9 – Pages 87 & 89 added language to include independent contractors, non-employees, vendors, consultants and volunteers as covered persons in the Sexual Harassment Policy.

These changes will not require Board approval.

Statement of Claims / Visa Bill

The Board had no questions.

Buildings & Concessions

Staff Report

No Additional Information

Liaison Committee

Staff Report

Executive Director Harms reported the following:

- Legislative Breakfast will be held on February 25th at 8:00 a.m. Save the date cards were sent out.
- Director Harms is also working with the local donor regarding a substantial estate planning gift in excess of \$1 million down the road.

ADJOURNMENT

There being no further business to come before
The Board, the meeting adjourned at 6:58 p.m.