

**Springfield Park District
BOARD MEETING MINUTES**

Wednesday, August 17, 2011

Roll Call.

A meeting of the Springfield Park District Board of Trustees was held at 5:30pm at the John F. Linxwiler Administrative Center, 2500 South 11th Street, Springfield, IL:

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

Present: President Sgro, Vice President Noll, Trustee Beagles, Trustee Flickinger (attended via telephone remote at 5:33pm), Trustee Jannazzo, Trustee Reardon (arrived at 5:35pm), Trustee Wojcicki

Others Present: Director/Secretary Stratton, Bob Walbaum/General Counsel.

Remote Attendance of Trustee Flickinger

Motion: “Authorize the attendance of Trustee Ted Flickinger via telephone attendance in accordance with the District’s Remote Attendance Ordinance” by Jannazzo, Second by Wojcicki. All approved by Voice Vote. None Opposed.

Trustee Flickinger joined via telephone remote attendance at 5:33pm.

Minutes of Previous Meeting

It was moved by Noll, seconded by Beagles that the minutes of the regular meeting of July 20, 2011 be approved as presented. All approved by voice vote 7 voting yes and 0 voting no. Motion passed.

Minutes of Special Board Meeting

It was moved by Beagles, seconded by Noll that the minutes of the Special Board meeting of July 25, 2011 be approved as presented. All approved by voice vote 7 voting yes and 0 voting no. Motion passed.

Trustee Reardon joined the meeting at 5:35pm.

Statement of Claims

Statement of Claims was presented by President Sgro for approval. It was moved by Beagles and seconded by Noll that the Statement of Claims be approved as presented. Roll Call Vote: Beagles – yes; Flickinger – yes; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro - Yes. Motion Passed: 7 voting yes, 0 voting no.

Oral Communication

President Sgro asked if anyone wanted to address the Board.

1. Butch Elzea addressed the Board to provide update on the Southwind Park projects.

2. Larry Estep addressed the Board to note concerns of staffing levels at the zoo, disrespect by zoo staff, insults by District labor legal counsel.
3. Dan Rhoades, President of Kids First Sports addressed the Board requesting approval to construct two dugouts at Hobbs Park Ball Diamond at the expense of his organization. Board requested the matter be brought before Committee of the Board in September for review and consideration.
4. Drew Duzenskias addressed the Board calling for the resignation of Mike Stratton, Executive Director due to recent articles in the Illinois Times.

Committee Reports:

Grants & Marketing Committee. Chair Wojcicki addressed the Board providing information addressed in Committee on August 3, 2011 (minutes attached) with no action requested.

Long Range Planning Committee. Chair Beagles addressed the Board and reported on matters brought before committee on August 3, 2011 (minutes attached) as matter of information and recommended the following action:

Centennial Park Re-Bid. **Motion:** “Authorize staff to rebid the Centennial Park project as presented,” by Beagles, second by Reardon. **Roll Call Vote:** Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. **Motion Passed:** 7 voting yes, 0 voting no.

Buildings & Concessions Committee. Chair Noll gave the report to the Board on matters brought before the committee on August 3, 2011 (minutes attached) as follows and recommended the following action:

Jr. Blues Facility Use Agreement. **Motion:** “Authorize the execution of the Facility Use & Concession Agreement with the Springfield Junior Hockey Ltd. For Nelson Center as presented,” by Noll, second by Beagles. **Discussion:** Trustee Flickinger addressed the Board suggesting the user groups should be paying more and assisting financially with improvements at the rink and other maintenance projects. **Roll Call Vote:** Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. **Motion Passed:** 7 voting yes, 0 voting no.

Finance Committee. Trustee Jannazzo gave the report to the Board on matters brought before the committee on August 10, 2011 (minutes attached) as follows and recommended the following action:

Purchase of 2011 Ford F350 for General Maintenance Department. **Motion:** “Authorize staff to procure 2011 Ford 35 and one 9ft drop side, dump body in the amount of \$44,668 from Landmark Ford, Inc. from the State Bid List with funds from insurance reimbursement in amount of \$19,000 and \$25,668 from contingency fund,” by Jannazzo, second by Noll. **Roll Call Vote:** Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. **Motion Passed:** 7 voting yes, 0 voting no.

HVAC Unit Bid Award for Nelson Center Franklin Room. **Motion:** “Accept the lowest bid and authorize execution of agreement with E.L. Pruitt in the amount of \$26,263 for purchase and installation of HVAC unit at Nelson Center Franklin Room with funds from the contingency account” by Jannazzo, second by Noll. **Roll Call Vote:** Beagles – Yes; Flickinger – Yes;

Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 7 voting yes, 0 voting no.

Recreation Committee. Chair Flickinger gave the report to the Board on matters brought before the committee on August 10, 2011 (minutes attached). Trustee Flickinger noted that the Donation Policy will remain in Committee for further review and will be brought before the Board in the future for discussion and possible action.

Liaison Committee. Chair Reardon gave the report to the Board on matters brought before the committee on August 10, 2011 (minutes attached) and recommended the following:

RFP for Iron Springs Concessions. Motion: “Authorize staff to prepare and issue request for proposal for concession operations at the Iron Springs concession stand in Washington Park” by Reardon, second by Jannazzo. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 7 voting yes, 0 voting no.

Additional Fee for Iron Spring Rentals. Chair Reardon addressed the Board concerning the request by the Foundation to place an additional fee on the rental of the Iron Springs with the funds to go back to the Foundation to enhance Washington Park. Board discussed and place on hold for further discussion with the Foundation.

Standardized Bench in Washington Park. Motion: “Authorize the Springfield Parks Foundation to establish a memorial bench program for Washington Park that will create standardized benches using recycled trees” by Reardon, second by Wojcicki. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 7 voting yes, 0 voting no.

Splash Pad at Comer Cox Park. Board discussed and requested additional clarity as to the role between the parties on the scope of work shared and expenses. Board to address in Special Board meeting in the near future.

Business.

Property Annexations. Motion: “Approve Ordinance No. 1253-11 for the annexation of 2.09 acres at 38 Island View Lane, Springfield, IL to the Springfield Park District” by Beagles, second by Noll. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 7 voting yes, 0 voting no.

Appointment of Jim Fulgenzi to Serve as Park Board Representative on County’s Consolidation Commission. Motion: “Appoint Mr. Jim Fulgenzi, Jr. as the Park Board Representative for the County’s Consolidation Commission,” by Reardon, second by Jannazzo. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 7 voting yes, 0 voting no.

Board Retreat for September. Staff requested to coordinate with the Board on date in the month of September to meet to continue Finance Retreat.

Executive Session.

President Sgro called for motion to adjourn to Executive Session for purposes as provided under Section 2(c)(1) of the Open Meetings Act. On motion by Jannazzo, second by Beagles and all voting yes by voice vote the Board adjourned to Executive Session at 6:50pm.

President Sgro called for motion to arise from Executive Session. On Motion by Reardon, second by Jannazzo and all voting yes by voice vote the Board arose from Executive Session at 7:25pm.

There was no action taken in or as are result of Executive Session.

Adjournment

There being no further business before the Board on motion by Wojcicki, seconded by Wojcicki and approved by voice vote the meeting was adjourned at approximately 7:26pm

MINUTES
JOINT COMMITTEE MEETINGS
Long Range Planning, Grants & Development & Buildings & Concessions
September 7, 2011

A joint meeting of the Long Range Planning, Grants & Development & Buildings & Concession Committee was held Wednesday, September 7, 2011 at 12pm at the John F. Linxwiler Administration Center.

Members Present: Trustee Jannazzo, Vice President Noll, Trustee Wojcicki

Others Present: Secretary/Director Stratton

Vice President/Committee Chair Noll opened Building & Concessions Committee at 12:06pm.
Three (3) issues discussed before Committee

1. Veterinarian Agreement for Henson Robinson Zoo. Talon Thornton, Zoo Director addressed the Committee referencing the written agreement (attached) that had been negotiated with Dr. Hurst to provide Veterinarian services for the Henson Robinson Zoo. Director Stratton noted the agreement has been approved by legal counsel. Chair Noll asked Thorton if there were any concerns with Dr. Hurst at which point Thorton noted no concerns. Trustee Janazzo noted that employees she has spoken do not have concerns with Dr. Hurst either. Committee will recommend agreement for approval at next regular Board meeting.
2. User Group Agreements at Nelson Center. Bruce Blanshan, General Manager of Nelson Center Recreation Center addressed committee referencing the written agreements (attached) with Robert Morris College, Springfield Figure Skating Club, Springfield Youth Hockey Association and Lincoln Land Community College. Blanshan noted all contracts are for 1 year term, ice time paid is same as last year. Director Stratton noted the agreements have been reviewed and approved by legal counsel. Committee discussed and will recommend approval of agreements at next regular Board meeting.
3. Agreement with Pepsi for Nelson Center. Bruce Blanshan, General Manager of Nelson Center Recreation Center addressed committee referencing the proposed agreement (attached) as negotiated with Pepsi that would provide for the payment of \$12,576 up front by Pepsi that will be used to remove current dated ceiling in Rink #1, increase lighting and minor repair work of exposed ceiling in exchange for a 6 year exclusive contract with Pepsi. Blanshan also noted that the lighting system to be installed has been investigated by CWLP Energy Expert, Scott Hanauer, and is estimated to save the District a little over \$7,000 per year on energy bills due to the efficient lights that will be installed. Committee discussed and will present to Board for their approval.
4. Item was removed from Agenda at the request of Staff for further review.

Trustee/Committee Chair Wojcicki opened the Grants & Marketing Committee at 12:35pm
Two (2) issues discussed before Grants & Marketing Committee, as follows:

1. Grant Report by Staff. Director Stratton addressed the Committee and provided a written status report (attached) on all pending grants awarded, grants pending award and upcoming grant applications.
2. Promotional Ideas for Golf Courses. Derek Harms, Director of Recreation and Paul Lotzenhizer, Head Golf Professional addressed the Board referencing a handout (attached) concerning the different promotion ideas being considered to bring back lost revenues/play. It was recommended by Harms and Lotzenhizer that the Committee should not consider discounts or other promotions at this time as believed it would not bring back lost revenues but may increase the loss at this time. No action was requested.

Chair Beagles opened the Long Range Planning Committee at 12:45pm.
One (1) issues discussed before Committee, as follows:

1. Project Update. Elliot McKinley, Director of Parks/Planning addressed the Committee and provided written status report (attached) on all projects around the District. Director Stratton also noted several additional key projects that were underway and that in the month of October/November, Staff would be putting together a priority list for 2012 projects in our parks and facilities for Committee review and discussion. No action was requested.

There being no further business to come before the committees,
the meeting was adjourned at 12:55pm.

MINUTES
JOINT COMMITTEE MEETINGS
Finance Committee, Recreation Committee, Liaison Committee
September 14, 2011

A joint meeting of Finance, Recreation & Liaison Committees was held Wednesday, September 14, 2011 at 12:05pm at the John F. Linxwiler Administration Center.

Members Present: Trustee Flickinger, Trustee Jannazzo, Vice President Noll, Trustee Reardon, Trustee Wojcicki

Others Present: President Sgro, Secretary/Director Stratton

Chair Flickinger opened the Recreation Committee at 12:05pm.
Four (4) issues discussed before Committee, as follows:

1. MIP Series for FY 2012. Chair Flickinger addressed the Committee and announced the Foundation will be dropping sponsorship for the MIP Series for the 2012 Season. Director Stratton addressed Committee noting the history of the Movie in the Park and Music in the Park program and the 2011 season produced 4 Movies in the park and 5 Music in the Parks. Stratton also noted the District expends annual in their operating budget for the MIP series and the Parks Foundation has been successful in providing financial sponsors to offset District expenses. Stratton noted the 2011 MIP series was funded by the District in the amount of around \$16,000 with an anticipated sponsorship raised by the Parks Foundation of approximately \$6,400. Stratton noted that he and staff will be coming up with plans for the 2012 season for both Music and Movie programs and bringing these ideas to the Recreation Committee in October/November for discussion. There was not action requested.
2. Recreation Report by Staff. Chair Flickinger addressed the Committee asking if there were any questions about the written report (attached) by Derek Harms that was included in their packet. Chair Flickinger noted the success of the Art Spectacular in Washington Park and the 911 Music Concert by the Springfield Municipal Band in Douglas Park. No action was requested.
3. Soccer Goal Safety Policy. Chair Flickinger addressed the Committee about recent legislation that is now law that requires Park District's to adopt policies that educate the public on the dangers of moving and/or playing on portable soccer goals. Director Stratton introduced written policy (attached) that is required to be approved by the Park Board as a matter of ordinance. Committee discussed and will present to the Board for discussion and possible action.
4. Donation Policy. Derek Harms, Director of Recreation addressed the Committee referencing the written policy for controlling donation requests from the public and setting standards for eligibility and annual giving by the Park District. Committee discussed and will present to Board for discussion and possible action.

Chair Jannazzo opened the Finance Committee meeting at 12:27pm.
Three (3) issues discussed before Finance Committee, as follows:

1. Finance Report. Mark Bartolozzi, Director of Human Resources/Finance addressed the Board with an update on the financial condition of the District. (attached) Trustee Flickinger requested that future reports provide a summary sheet noting the challenges and analysis of the budget. President Sgro requested internal processes be put in place to evaluate cash processes in our facilities and programs to assure they are being monitored from time to time. No action was requested.

2. Surplus Property Sale. Mark Bartolozzi, Director of HR/Finance addressed the Committee referencing the ordinance and list of surplus property (attached) that will be subject to public bid and sale. Bartolozzi noted this is a process that occurs about every other year or as the need may arise. Committee discussed and will present to Board for discussion and possible action.
3. Park Police. Director Stratton addressed the Committee about the staffing configuration and direction of the Park Police department in the upcoming months. Stratton noted the resignation of one patrol officer and the sending of two part time officers to the police academy this month with them both becoming full-time at the start of the May 1, 2012 fiscal year to provide for adequate staffing levels for patrol and park security. Stratton also noted that two additional applicants will be sent in the month of January to police academy for part time coverage and that other staffing consideration are being pursued that live within the current budget and future budgets of the District. Stratton noted that there will be two additional policy ordinance he will introduce that will boost revenues in the department that will result in less dependence on tax levies thereby putting more money back into other operating budgets. No action was requested.

Chair Reardon opened the Liaison Committee at 12:40pm.

Four (4) issues discussed before Committee, as follows:

1. Stanford Extension. President Sgro addressed the Committee on the progress of discussions concerning the City of Springfield's request for easement into Bunn Golf Course from 11th to Fox Bridge Road. Tim Sheehan, Engineer for the City of Springfield addressed the Committee and provided update on the progress of the discussions and the various options presented and reevaluated to come to Option J from Option A. (attached) It was noted that Option A was a request of easement into the Bunn Park anywhere from 7 to 10feet that would have serious impact on the golf course play and property and that after many discussions since March a more satisfactory Option (J) was a request for a 2 foot temporary easement into Bunn golf course. It was noted that the City would be willing to consider the replacement of trees in their right of way and that of the District's in effort to mitigate construction and future loss of these trees. Director Stratton requested to provide bullet points on the issues for te Board to address. Committee to present before the Board for discussion and possible action.
2. Report from Staff. Chair Reardon noted that the information concerning the list of third party relationships was provided by Director Stratton in writing and passed them out for their information.
3. Affiliate Agreement. Derek Harms, Director of Recreation addressed the Committee referencing the written draft of an proposed Affiliate Agreement. (attached) Chair Reardon noted the process would be to get this agreement to the various user groups it impacts and come before a future meeting of the Liaison Committee to address any concerns/questions. No action was requested.
4. Request by Kids First Association to Construct Dugouts at Hobbs Park at their Expense. Director Stratton addressed Committee noting that Mr. Dan Rhoades had come before the Board at the August Board meeting requesting permission to construct dugout at Hobbs Park at their expense. Director Stratton referenced an agreement (attached) and that further review would be performed by legal counsel prior Board action. Committee will present agreement to the Board for its discussion and possible action.
5. Request by Butch Elzea of Parks Foundation to Construct Garden House at SW Park. Director Stratton addressed the Committee with site location and plans for the construction of a Garden House with restrooms at SW Park with funds primarily coming from the Parks Foundation. Director Stratton noted that Mr. Elzea was unable to make the meeting but will be back in town next week to attend the Board meeting to discuss further. Director Stratton noted the estimated funding is around \$130,000 for its construction with some work to be performed by the District.

Stratton will prepare agreement for this purpose and provide more detailed information on the project and District's portion next week for Board discussion and possible action.

There being no further business to come before the committees,
the meeting was adjourned at 1:15pm.