

**Springfield Park District  
BOARD MEETING MINUTES**

**Wednesday, July 20, 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 11<sup>th</sup> Street, Springfield, IL:

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

Present: President Sgro, Trustee Beagles, Trustee Flickinger, Trustee Jannazzo, Trustee Noll, Trustee Reardon (arrived at 5:37pm), Trustee Wojcicki

Others Present: Director/Secretary Stratton, Bob Walbaum/General Counsel (by telephone), Bruce Stratton/Justin Reichart/Labor Counsel.

**Minutes of Previous Meeting**

It was moved by Beagles, seconded by Noll that the minutes of the regular meeting of June 15, 2011 be approved as presented. Discussion: Director Stratton noted recommended an amendment to the minutes to accurately reflect that Mr. Ted Flickinger was the presenter in oral communication and not Joe Hills and recommended amendment of minutes to reflect change. On motion by Beagles, second by Wojcicki the minutes of the regular Board meeting as amended was approved by voice vote 6 voting yes and 0 voting no. Motion passed.

**Board Retreat**

President Sgro addressed the Board noting the Board met for a Retreat on July 6, 2011 and heard a report from Trustee Flickinger on comparable park districts in and around the State of Illinois. Trustee Flickinger distributed additional comparable information to the Board referencing comparable law enforcement among other Districts. Next Retreat being scheduled for August.

**Statement of Claims**

Statement of Claims was presented by President Sgro for approval. It was moved by Noll and seconded by Beagles that the Statement of Claims be approved as presented. Discussion: Trustee Jannazzo noted that she had reviewed statement of claims had many questions and staff responded to questions. Trustee Flickinger noted his review of statement of claims and staff responses. Roll Call Vote: Beagles – yes; Flickinger – yes; Jannazzo – Yes; Noll – Yes; Wojcicki – Yes; Sgro - Yes. Motion Passed: 6 voting yes, 0 voting no.

Trustee Reardon joined the Board for the meeting at 5:37pm.

**Oral Communication**

President Sgro asked if anyone wanted to address the Board.

1. Ms. Carol Zerkle & Ms. Beth Mcquade of Sister Cities Association. Both addressed the Board and presented at check in the amount of \$300 to go toward the purchase of dafidil

bulbs and volunteer labor for Centennial Park to remember the earthquake in Japan that impacted one of their Sister Cities.

2. Megan Medura, Zookeeper. Ms. Medura addressed the Board noting that this is National Zookeeper Week and that she is on layoff, how can management get raises while she is on layoff along with other zookeepers and last year they were laid off three months and this year it is four months.
3. Larry Estep. Mr. Estep addressed the Board questioning a decision by the Board to continue services with Dr. Hurst questioning his lack of care and vaccination of the animals at the zoo. He suggested that the Board consider putting a probationary period in the agreement to assure Dr Hurst will live up to the contract terms. Mr. Estep also addressed the Board about concerns in the staffing levels of the Zookeepers and that management is struggling to maintain minimums and in his site visits at other zoos their staff structure was more than the Districts zoo. He encouraged Board members to shadow the zookeepers to see the level of responsibilities required to care for the animals.
4. Rosie Christie. Ms. Christie addressed the Board about matters relating to the Dog Park in Stuart Park. She noted major improvements such as access, parking, and concrete have been completed at the site. She requested funding for lights in the long range plan and that it is time to spray for mosquitos. Ms. Christie also requested that a parking lot be expanded for dogs as Sangamon valley trail will increase traffic and that consideration of making the pond a water source for play for the dogs. President Sgro requested these matters be reviewed by staff and that parking, lighting and pond matters be brought before the long range planning committee in August for discussion.

### **Executive Session.**

President Sgro called for motion to adjourn to Executive Session for purposes of discussing collective bargaining matters as provided under Section 2(c)(2) of the Open Meetings Act. On motion by Beagles, second by Jannazzo and all voting yes by voice vote the Board adjourned to Executive Session at 5:50pm.

President Sgro called for motion to arise from Executive Session. On Motion by Noll, second by Jannazzo and all voting yes by voice vote the Board arose from Executive Session at 6:35pm.

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

### **Committee Reports:**

**Long Range Planning Committee.** Chair Beagles addressed the Board and reported on matters brought before committee on July 6, 2011 (minutes attached) as matter of information and recommended the following action:

Project Udpate. Chair Beagles requested Director Stratton address the Board on the projects. Director Stratton noted that the project sheet is in the packet of information provided that covers all major projects around the District. No action was requested or taken on this matter.

Zoo Master Plan. Chair Beagles addressed the Board noting that Dr. Dalitso Sulamoyo made presentation before the Committee on the progress and update of the Zoo Master Plan Team. No action was requested or taken on this matter.

Ameresco Presentation. Chair Beagles addressed the Board noting that representatives of Ameresco that worked at no cost to the District presented their recommendations for energy saving ideas around the District. Trustee Reardon noted that some of the ideas may be worth considering once we reach a point of replacement and funding. Trustee Flickinger noted that the overall package was too much for the District to afford at this time. President Sgro requested Director Stratton get references from Ameresco clients that have implemented the program and contact them.

Interurban Trail – Letter of Understanding with IDOT. Motion: “Authorize the execution of a letter of understanding with IDOT as presented by staff,” 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.

**Grants & Development Committee.** Chair Reardon gave the report to the Board on matter brought before Committee on July 6, 2011 (minutes attached) as matter of information with no action requested. Director Stratton updated the Board that the IGIG – EPA Storm Water Management Grant for the dredging of the lower lagoons in Washington Park was not successful in an award but that Stratton would be bringing request to the Grants & Development Committee in August to request re-application by December 15, 2011.

**Buildings & Concessions Committee.** Chair Noll gave the report to the Board on matters brought before the committee on July 6, 2011 (minutes attached) as follows and recommended the following action:

Vet Services for HR Zoo. Motion: “Authorize staff to proceed to negotiate a professional services agreement with Dr. Hurst and bring to Committee in August for discussion,” by Noll, second by Beagles. Discussion: Director Stratton noted the contract will include language to allow the District to cancel contract without cause. 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.

Watermain Easement in Washington Park. Motion: “Authorize the execution of a watermain easement with the City of Springfield/CWLP in Washington Park as presented by staff and approved by legal counsel,” by Noll, second by Jannazzo. Discussion: Trustee Flickinger raised question as to whether an Environmental Impact Assessment (EIS) has been performed or will be performed. Elliot McKinley, Director of Parks & Planning noted that he was unaware of such a requirement will investigate. Roll Call Vote: Beagles – Yes; Flickinger – No; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 6 voting yes, 1 voting no.

**Finance Committee.** Trustee Jannazzo gave the report to the Board on matters brought before the committee on July 13, 2011 (minutes attached) as follows and recommended the following action:

Finance Report. Trustee Jannazzo addressed the Board noting report by Mark Bartolozzi, Director of Finance/HR was presented. No action requested or taken.

HVAC Bids for Nelson Center. Two Motions taken on this matter.

Reject Bids. Motion: “Reject bids from E. L Pruitt and Henson Robinson for the HVAC Project at Nelson Center since over budget,” by Jannazzo, 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.

Re-spec and Rebid HVAC. Motion: “Authorize staff to re-spec the HVAC unit and rebid and bring back to Committee in August for discussion,” 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.

Bids Received for Zoo Pathway Project. Bruce Ferry, Architect addressed the Board with an update as to the discussions with the two bidders on the project to see what could be reduced to live within the budgeted amount. Mr. Ferry noted that PH Broughton had responded with modification of their bid but he has not heard from Truman Flatt. Mr. Ferry recommended the Board hold off any decision until Truman Flatt provides their information for review which he should receive this week. Board will hold Special Meeting next week and place this item on the agenda for discussion and possible action. No action was taken on this matter.

**Recreation Committee.** Trustee Flickinger gave the report to the Board on matters brought before the committee on July 13, 2011 (minutes attached) as follows:

Recreation Report by Staff. Trustee Flickinger addressed Board noting the report and information that was provided by Derek Harms, Director of Recreation and recommended the Board review the information and contact Mr. Harms with any questions. No action was taken on this matter.

**Liaison Committee.** Chair Jannazzo gave the report to the Board on matters brought before the committee on July 13, 2011 (minutes attached) as follows:

Report by Staff. Chair Jannazzo addressed the Board noting staff will be presenting information to the Committee in August of all third party partnerships and intergovernmental relationships along with discussions of a affiliation agreement that may involve fee recommendations. No action was taken on this matter.

## **Business.**

Executive Session Minutes. Bob Walbaum, Legal Counsel addressed the Board recommending that the executive Session minutes of February 16, 2011 and June 15, 2011 be released. Motion: “Authorize the release of executive session minutes of February 16, 2011 and June 15, 2011 as recommended by legal counsel,” 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 and 0 voting no.

Property Annexations. Motion: “Adopt Ordinance No. 1251-11 & 1252-11 Property Annexations,” by Reardon second by Noll. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Noll – Yes; Jannazzo – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 7 voting yes and 0 voting no.

Nomination of Vice President. Motion: “Nominating Gray Noll to serve as Vice President of the Springfield Park District Board of Trustees as provided under its bi-laws,” by Reardon, second by Beagles. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Noll – Yes; Jannazzo – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 7 voting yes and 0 voting no.

Committee Chair Assignments & Committee Members. Motion: “Approve Committee Chair assignments and committee members as presented by President Sgro and rename the Grants & Development Committee to Grants & Marketing Committee,” by Beagles second by Reardon. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Noll – Yes; Jannazzo – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 7 voting yes and 0 voting no.

### **Adjournment**

There being no further business before the Board on motion by Wojcicki, seconded by Beagles and approved by voice vote the meeting was adjourned at approximately 7:15pm

**MINUTES**  
**JOINT COMMITTEE MEETINGS**  
**Finance Committee, Recreation Committee, Liaison Committee**  
**August 10, 2011**

A joint meeting of Finance, Recreation & Liaison Committees was held Wednesday, August 10, 2011 at 12:00pm at the John F. Linxwiler Administration Center.

Members Present: Trustee Beagles, Trustee Flickinger, Trustee Jannazzo, Trustee Noll, Trustee Reardon, Trustee Wojcicki

Others Present: President Sgro, Secretary/Director Stratton

Chair Jannazzo opened the Finance Committee meeting at 12:00pm.

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)
2. Request to Purchase Truck for General Maintenance. Mark Bartolozzi addressed the Committee and provided written request (attached) to purchase 2011 Ford f350 4x4 as specified from Landmark Ford, Incl off the State Bid List for total of \$44,668. Bartolozzi noted this is replacement vehicle of the one that was burned due to hydraulic fire and that this vehicle is much needed in the plowing and spreading of salt/cinder in our parks. Bartolozzi noted the funding sourced for this vehicle are from insurance reimbursement of \$19,000 and the remaining \$25,668 from the District's contingency fund. Committee to take to Board for discussion and possible action.
3. HVAC Bids for Nelson Center. Elliot McKinley, Director of Parks/Planning addressed the Committee with written bid tab sheet (attached) of the August 8, 2011 bid opening for the replacement of the HVAC system at the Nelson Center Recreation Center – Franklin Room. McKinley noted two bids received from local companies. McKinley recommended acceptance of the lowest bid of \$22,286 with option 1 for gas heat and piping for an additional amount of \$3,977 from E.L. Pruitt for a total of \$26,263. Funding for this project was noted as coming from the District's contingency fund. Committee to take to Board for discussion and possible action.

Chair Reardon opened the Liaison Committee at 12:18pm.

Five (5) issues discussed before Committee, as follows: (additional information attached)

1. Liaison Report. Director Stratton addressed Committee and noted that there was no information to report to Committee at this time, but that a list of all third party partners, partnerships and intergovernmental relationships is being compiled for Committee/Board information.
2. Concession Program for Washington Park Concession Stand near Iron Springs. Trustee Flickinger, Park Board Liaison to Park Foundation addressed the Board noting the presence of Mr. Candice Trees, Foundation Board member. Trustee Flickinger noted that the Foundation and District believe the most effective operation of the Concession stand at the Iron Springs would be through a third party concessionaire with fees coming back to the District per policy. Staff to work with the Foundation to identify the scope of services requested, hours of operation insurance and related information for preparation of a request for proposal. Committee to take to Board for discussion and possible action to authorize staff to proceed to seek proposals of interested concession vendors.
3. Fee Sharing for Rental for Iron Springs. Chair Reardon addressed Committee noting a request from the Foundation was presented in prior meetings of the Committee to charge an additional fee

for the rental of the Iron Springs to be placed in fund to support enhancement projects in Washington Park. Committee discussed and requested that Staff get a legal opinion from General Counsel to determine if it was legal to mandate a renter to pay an additional amount to the Foundation for this purpose. Staff requested to provide this information by the Board meeting for further discussion and possible action.

4. Standardized Bench Program at Washington Park. Chair Reardon addressed Committee on the request by the Foundation to standardize the benches in Washington Park to provide for uniformity and consistency. Director Stratton noted that there are currently six (6) different style benches. Committee to recommend to the Board for discussion and possible action.
5. Comer Cox Splash Pad Project by Parks Foundation. Candice Trees, Board Member and Representative of the Springfield Parks Foundation addressed the Committee with information relating to the fundraising for the Splash Pad and project cost estimates. Ms. Trees noted the Foundation secured approximately \$36,000 through fundraising efforts and the cost to construct is estimated at approximately \$41,500. (information attached) It was requested to have an agreement signed between the organizations similar to the Iron Springs project. Committee to take to Board for discussion and possible action.

Chair Flickinger opened the Recreation Committee at 1:05pm.

Two (2) issues discussed before Committee, as follows: (attachments)

1. Report by Staff. Chair Flickinger addressed Committee on the report information provided by Derek Harms, Director of Recreation and asked if there were any questions about the information. No action requested.
2. Donation Policy. Chair Flickinger addressed Committee on the request by Staff and written draft policy provided by Derek Harms on a standardize donation policy program for organizations requesting auction and/or other items from the District to support their benefit/fundraising. No action was requested.

There being no further business to come before the committees,  
the meeting was adjourned at 1:12pm.

**MINUTES**  
**JOINT COMMITTEE MEETINGS**  
**Long Range Planning, Grants & Development & Buildings & Concessions**  
**August 3, 2011**

A joint meeting of the Long Range Planning, Grants & Development & Buildings & Concession Committee was held Wednesday, August 3, 2011 at 12pm at the John F. Linxwiler Administration Center.

Members Present: Trustee Beagles, Trustee Flickinger, Trustee Jannazzo, Trustee Noll, Trustee Reardon, Trustee Wojcicki

Others Present: President Sgro, Secretary/Director Stratton

Trustee Wojcicki opened Grants & Marketing Committee at 12pm.

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. Marketing Report. Chair Wojcicki addressed the Committee about meetings with Staff about the current marketing/promotion program as the District (attached to minutes) to get a full understanding of how the District is getting information to the public. She commended Staff for their continued efforts to keep the public aware of the District through facebook and press releases. Trustee Reardon recommended to Staff that we not purchase novelty promotion items due to tight budget restraints and the perception it may leave the public in these tight budget times.

Chair Beagles opened the Long Range Planning Committee at 12:20pm.

Five (5) 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. No action was requested.
2. Stuart Park Dog Park Projects Update. Director Stratton addressed the Committee noting at the last Board meeting Staff was directed to provide a report update on the project updates completed and review costs for lighting, parking and use of water source for dog area. Director Stratton noted several projects have been completed that included installation of kiosk for information posting, gravel parking lot for handicap access parking, concrete entrance way for better access, and concrete pad under the shelter. Director Stratton provided written (attached) cost estimates for lighting, access and road and paved parking and costs estimates for use of water source as dog area. Director Stratton noted that Staff is waiting to hear from EPA on the idea/use of the storm water detention pond for owner/pet use and will report back to Committee.
3. Rebidding of Centennial Park Project. Representatives from Fuhrmann Engineering and the Lakota Group addressed the Committee with written costs estimates and revised site development map for Centennial Park. (attached) Staff recommended authorization to proceed to rebid the project under the modified project and cost estimates. Committee to present to the Board for discussion and possible action.
4. Springfield Parks Foundation Request for Standardized Bench in Washington Park, Concessions Operations at Iron Springs, Splash Pad at Comer Cox Park. Trustee Flickinger, Park Board Liaison to the Foundation, addressed the Committee and provided information (attached) concerning a third party arrangement for the operation of the concessions that continues in discussion, fee charge for rental of Iron Springs to the Foundation, Standardized Bench for

Washington Park and information relative to the fundraising and requested project of for the construction of a splash pad at Comer Cox Park. Committee discussed and requested a representative to the Foundation come to Committee next week to discuss these project initiatives further.

5. Stanford Avenue Extension Project and Request for Easement by the City of Springfield. Director Stratton addressed the Committee and provided written information (attached) from the City on additional options to consider for the least impact on Bunn Golf Course. Director Stratton noted that the Park Board President has requested a meeting with the County Officials to discuss the project. Trustee Beagles made suggestion that the City may want to consider moving the path the opposite side of the road and provide for street parking of residents across the street. No action was recommended.

Chair Noll opened the Buildings & Concessions Committee at 1:15pm.

Two (2) issues discussed before Buildings & Concessions Committee, as follows:

1. Veterinarian Services for Henson Robinson Zoo. Director Stratton addressed the Committee and requested this item be placed on the agenda for next month as the services agreement is still under negotiation with Dr. Hurst.
2. Jr. Blues Facility Use Agreement for Nelson Center. Bruce Blanshan, General Manager of the Nelson Center addressed the Committee on a new agreement with the Jr. Blues for the upcoming season. He noted no fee increases or other changes since the last agreement. Representatives from the Jr. Blues were present to address any issues of the Committee. Director Stratton requested information on their non-profit status. Representative of Jr. Blue's noted they have filed their paperwork with the Secretary of State's Office. Stratton requested copies of such information. Trustee Flickinger requested financial information from the Club. Representatives of Jr. Blues's indicated they will provide this information as requested by the Board. Committee to present to Board for discussion and possible action.

There being no further business to come before the committees,  
the meeting was adjourned at 1:20pm.