

**Springfield Park District
BOARD MEETING MINUTES**

Wednesday, October 19, 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, Trustee Beagles, Trustee Flickinger, Trustee Jannazzo, Trustee Reardon, Trustee Wojcicki-Jimenez (attended via remote at 5:32pm)

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

Remote Attendance of

Motion: “Authorize the attendance of Trustee Wojcicki-Jimenez via telephone attendance in accordance with the District’s Remote Attendance Ordinance” by Reardon, Second by Jannazzo. All approved by Voice Vote. 6 voting yes, 0 voting no.

Trustee Wojcicki-Jimenez joined via telephone remote attendance at 5:32pm.

Minutes of Previous Meeting

It was moved by Jannazzo, seconded by Beagles that the minutes of the regular meeting of September 21, 2011 and supplemental committee minutes be approved as presented. All approved by voice vote 6 voting yes and 0 voting no. Motion passed.

Statement of Claims

Statement of Claims was presented by President Sgro for approval. It was moved by Beagles and seconded by Reardon that the Statement of Claims be approved as presented. Discussion: Trustee Jannazzo noted that we should eliminate expenses not relevant to our mission. Roll Call Vote: Beagles – yes; Flickinger – yes; Jannazzo – Yes; Reardon – Yes; Wojcicki-Jimenez – Yes; Sgro - Yes. Motion Passed: 6 voting yes, 0 voting no.

Oral Communication

President Sgro noted two written communications were presented to the Board and were to be included in the minutes of record from Larry Estep and Sara Ratcliffe. There were no comments from the Board.

President Sgro asked if anyone wanted to address the Board.

1. Scott Selenger of Carters Drive. Scott Selenger and his family addressed the Board about their annual Carter’s Drive golf outing for charity. He noted that after conversations with Director Stratton the best use of the funds for this year to best serve children was at the Henson Robinson Zoo. Mr. Selenger presented a check in the amount of \$10,000 to the

Springfield Park District and Springfield Zoological Society from the proceeds of their golf event.

Committee Reports:

Buildings & Concessions Committee. Trustee Beagles gave the report to the Board on matters brought before the committee on October 5, 2011 (minutes attached) as follows and recommended the following action:

Enos Park Fireplace in Shelter. Motion: “Authorize staff to proceed to install a temporary, lockable gate for the shelter in Enos Park per staff recommendations,” by Beagles, second by Reardon. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Reardon – Yes; Wojcicki-Jimenez – Yes; Sgro – Yes. Motion Passed: 6 voting yes, 0 voting no.

Douglas Park Shelter. Trustee Beagles noted this matter would be moved to Long Range Planning Committee as part of the overall short and long range project plans. No action was taken on this matter.

Henson Robinson Zoo – Cougar Exhibit. Motion: “Authorize staff to proceed to construct the Cougar Exhibit at Zoo with funds to be reimbursed by IDNR Museum Grant,” by Beagles, second by Jannazzo. Discussion: Trustee Jannazzo noted that the project turnaround time and grant reimbursement are timed to not cause difficulty with cash flow issues. Trustee Wojcicki-Jimenez questioned if Master Plan Team was approving of this project. Director Stratton noted they were. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Reardon – Yes; Wojcicki-Jimenez – Yes; Sgro – Yes. Motion Passed: 6 voting yes, 0 voting no.

Recreation Committee. Chair Flickinger gave the report to the Board on matters brought before the committee on October 5, 2011 (minutes attached). No action was requested.

Grants & Marketing Committee. Chair Wojcicki-Jimenez gave the report to the Board on matters brought before the committee on October 12, 2011 (minutes attached) and requested following action.

Report Information. Chair Wojcicki-Jimenez noted that staff has included a report on marketing each month in addition to grant reporting for committee/board information.

FEMA Grant Withdrawal. Motion: “Authorize staff to send letter officially withdrawing the grant for storm safe shelters as recommended by Staff,” by Jannazzo, second by Reardon. Discussion: President Sgro suggested the restroom project and matched funds for the grant be put before the Long Range Planning Committee for future projects/priorities. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Reardon – Yes; Wojcicki-Jimenez – Yes; Sgro – Yes. Motion Passed: 6 voting yes, 0 voting no.

Finance Committee. Chair Jannazzo gave the report to the Board on matters brought before the committee on October 12, 2011 (minutes attached) as follows and recommended the following action:

May 1, 2010 to April 30, 2011 Audit. Motion: “Accept the audit as presented by Lawrence Travis & Co. , P.C.” by Jannazzo, second by Beagles. Roll Call Vote: Beagles – Yes; Flickinger – No; Jannazzo – Yes; Reardon – Yes; Wojcicki-Jimenez – Yes; Sgro – Yes. Motion Passed: 5 voting yes, 1 voting no.

IAPD/IPRA Annual Convention. Motion: “Authorize the attendance and expenditure of funds of Staff and Trustees for the 2012 annual conference as allocated and remaining under the professional development budget” by Jannazzo, second by Beagles. Discussion: Trustee Flickinger noted that the Conference is a valuable education tool for Staff and Trustees and that staff should report back to the Board on what they learned. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Reardon – Yes; Wojcicki-Jimenez – Yes; Sgro – Yes. Motion Passed: 6 voting yes, 0 voting no.

Business.

Finance Committee Meeting Schedule Change. Motion: “Change the monthly Finance Committee meeting from the second Wednesday at noon to the Monday the week of the Board Meeting and at 5:30pm” by Jannazzo, second by Beagles. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Reardon – Yes; Wojcicki-Jimenez – Yes; Sgro – Yes. Motion Passed: 6 voting yes, 0 voting no.

Adjournment

There being no further business before the Board on motion by Jannazzo, seconded by Reardon and approved by voice vote the meeting was adjourned at approximately 5:50pm

MINUTES
JOINT COMMITTEE MEETINGS
Finance Committee & Grants & Marketing Committee
October 12, 2011

A joint meeting of Finance & Grants & Marketing Committees was held Wednesday, October 12, 2011 at 12:00pm at the John F. Linxwiler Administration Center.

Members Present: Trustee Beagles, Trustee Flickinger, Trustee Jannazzo, Vice President Noll, Trustee Reardon, Trustee Wojicki

Others Present: President Sgro, Secretary/Director Stratton

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

Four (4) 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 that included a summary sheet. (copies attached) No action was requested.
2. Audit of FY 2010-11 Ending April 30, 2011. Lawrence Travis, Auditor addressed the Committee and referenced the completion of the audit for the fiscal year ending April 30, 2011. (copy available) The Committee had several questions of Mr. Travis. Committee will present audit to the Board for their discussion and possible action to accept.
3. Personnel Policies Review – Donna Rogers of Rogers HR Consulting. Ms. Donna Rogers of Roger HR Consulting addressed the Board and distributed information on the types of polices/procedures that are typical in the industry for the development of personnel policies and procedures. (attached) Director Stratton noted that Ms. Rogers and her team will meet in the very near future to layout the time lines and approach to the development of personnel policies and procedures and report to the Board updates and progress in these areas. No action was requested.
4. 2012 IAPD/IPRA Conference. Mark Bartolozzi, Director of Finance/HR addressed the Committee requesting authorization for 5 staff members to attend the IAPD/IPRA Annual Convention in Chicago with funds from the current operating budget for professional development. Mr. Bartolozzi also encouraged Park Board members that wished to attend to let his office know no later than October 30 so the District can take advantage of “early bird savings”. Committee will present to Board for discussion and possible action.

Trustee Beagles opened the Grants & Marketing Committee at 1:25pm.

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

1. Report from Staff. Director Stratton addressed the Committee and provided written update on the Grants of the District. (report attached) Director Stratton also introduced new report for Committee that will be provide monthly before Committee on the Marketing/Promotions of the District. (report attached)
2. FEMA Grant Status & Staff Recommendation. Director Stratton addressed Committee to explain the history and challenges with the pending grant with FEMA to construct two storm safe shelters/restrooms in SW Park. Director Stratton requested authorization to send letter to FEMA officially withdrawing the grant application and for the reallocation of the funds by the District for the match of this grant to go towards the design and construction of a restroom facility at SW Park. Committee will present to the Board for discussion and possible action.

There being no further business to come before the committees,

the meeting was adjourned at 1:35pm.

MINUTES
JOINT COMMITTEE MEETINGS
Buildings & Concessions, Long Range Planning & Recreation Committee
October 5, 2011

A joint meeting of the Long Range Planning, Recreation and Buildings & Concessions Committee was held Wednesday, October 5, 2011 at 12pm at the John F. Linxwiler Administration Center.

Members Present: Vice President/Chair Noll, Trustee/Chair Beagles, Trustee/Chair Flickinger,
Trustee Jannazzo
Others Present: President Sgro, Secretary/Director Stratton

Vice President/Committee Chair Noll opened Building & Concessions Committee at 12:00pm.
Three (3) issues discussed before Committee

1. Enos Park Shelter – Request for Closure of Fireplace. Director Stratton addressed the Committee noting the request by the Enos Park NA and staff to close the fireplace at Enos Park Shelter for safety/security reasons. Staff recommended the purchase and installation of a temporary and secured steel door at a cost of approximately \$300 in materials with funding through the general maintenance budget for repair/maintenance of structures. Committee to present to Board for their discussion and possible approval.
2. Douglas Shelter – Request to Modify Shelter. Director Stratton addressed the Committee on the history of safety and security concerns with the shelter at Douglas Park. Director Stratton also indicated that Quig Engineering had been commissioned to perform a structural analysis of the shelter to determine if it could be opened to provide for greater viewing thereby reducing the concerns. Elliot McKinley, Director of Parks & Planning addressed the Committee and explained the current structure design and proposed changes. Staff recommended authorization to modify the shelter as presented for an amount under \$2,000 with in-house Park District personnel with funds from the General Maintenance account. Committee discussed and will present to Board for discussion and possible approval.
3. Cougar Exhibit at Henson Robinson Zoo. Elliot McKinley, Director of Parks & Planning addressed the Committee and presented renderings of the proposed cougar exhibit rehabilitation for the Zoo and noted an estimated costs of about \$26,000. McKinley noted that funding is available as part of the Museum Grant reimbursement and that it is the last item in the grant proposal. Staff recommended authorization to proceed to construction of the project with in-house personnel. Committee discussed and will present to Board for discussion and possible approval.

Trustee/Committee Chair Beagles opened the Long Range Planning Committee at 12:20pm
One (1) issue discussed before Committee, as follows:

1. Project Update. Director Stratton addressed the Committee and provided written status report (attached) on all projects around the District. No action was requested.

Trustee/Committee Chair Flickinger opened the Recreation Committee at 12:25pm
Two (2) issues discussed before Committee, as follows:

1. Recreation Report. Chair Flickinger referenced the recreation report as provided by Derek Harms, Director of Recreation. No action was requested.
2. MIP Proposal for 2012. Derek Harms, Director of Recreation addressed the Committee noting that the MIP Series for both Music and Movies in the Park is still under review for the 2012 season. Staff noted that the Parks Foundation had recently announced that they will no longer be financially supporting or seeking sponsors for this series. Committee discussed and encouraged

staff to find ways in which to continue the program and seek sponsorships/advertising to offset the costs of the event. No action was requested.

There being no further business to come before the committees,
the meeting was adjourned at 12:35pm.