

**Springfield Park District  
BOARD MEETING MINUTES**

**Wednesday, September 21, 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, Vice President Noll, Trustee Beagles (attended via remote at 5:32pm), Trustee Flickinger Trustee Jannazzo, Trustee Reardon, Trustee Wojcicki

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

**Remote Attendance of Trustee Flickinger**

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

Trustee Beagles joined via telephone remote attendance at 5:32pm.

**Minutes of Previous Meeting**

It was moved by Jannazzo, seconded by Reardon that the minutes of the regular meeting of August 17, 2011 and supplemental committee minutes 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 Jannazzo, seconded by Reardon that the minutes of the Special Board meeting of October 1, 2011 be approved as presented. All approved by voice vote 7 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 Noll and seconded by Wojcicki that the Statement of Claims be approved as presented. **Discussion:** Trustee Jannazzo addressed Committee noting she met with staff reviewed claims and AT&T statement and asked review of addition per phone fee being charged that totaled \$1,000 and asked it be looked into with AT&T for removal. Trustee Reardon requested that monthly credit card statements be presented for review in Finance Committee for review and discussion. **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 in particular the Selvaggio Historic Arches and Garden/Volunteer Center Project.
2. Drew Duzenskas addressed the Board calling for the resignation or termination of Mike Stratton, Executive Director for a multitude of reasons.
3. Rosie Christy addressed the Board inquiring on the lights at Stuart Park for the dog run. Stratton noted long range planning committee will review projects in October and November, prioritize projects and determine funding for 2012 season.

### **Committee Reports:**

It was noted by President Sgro that the Grants & Marketing and the Long Range Planning Committee met on September 7, 2011 but was for report and information only with no action to come before the Board.

**Buildings & Concessions Committee.** Chair Noll gave the report to the Board on matters brought before the committee on September 7, 2011 (minutes attached) as follows and recommended the following action:

Veterinarian Agreement with Dr Greg Hurst. Motion: “Authorize the execution of veterinarian agreement and presented by staff and reviewed by legal counsel to Dr. Greg Hurst of the White Oaks West Animal Hospital,” by Noll, 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.

Facility Use Agreement for Nelson Center. Motion: “Authorize the execution of facility use and concession agreements as presented by staff and reviewed by legal counsel to Robert Morris College, Springfield Figure Skating Club, Springfield Youth Hockey Association, and Lincoln Land High School Hockey,” by Noll, second by Flickinger. 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.

Pepsi Proposal for Nelson Center. Motion: “Authorize the acceptance and execution of proposed agreement by Pepsi as presented by staff and reviewed by legal counsel for Nelson Center,” by Noll, 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.

**Recreation Committee.** Chair Flickinger gave the report to the Board on matters brought before the committee on September 14, 2011 (minutes attached) and requested the following:

Ordinance No. 1256-11 re Soccer Goal Safety Policy. Motion: “Authorize adoption of Ordinance No. 1256-11 concerning soccer goal safety,” by Flickinger, 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.

Ordinance No. 1257-11 re Donation Policy. Motion: “Authorize adoption of Ordinance No. 1257-11 concerning donation policy,” by Flickinger, 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.

**Finance Committee.** Trustee Jannazzo gave the report to the Board on matters brought before the committee on September 14, 2011 (minutes attached) as follows and recommended the following action:

Ordinance No. 1254-11 re Sale of Surplus Property. Motion: “Authorize adoption of Ordinance No. 1254-11 concerning sale of surplus property,” 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.

**Liaison Committee.** Chair Reardon gave the report to the Board on matters brought before the committee on September 14, 2011 (minutes attached) and recommended the following:

Stanford Extension – Easement Request by City of Springfield. Motion: “Authorize sending of letter to Mr. Timothy Sheehan, Engineer for the City of Springfield Public Works Division as presented by staff (attached) accepting Option J with covenants,” 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.

Kids First Sports Request to Construct Dugouts at Hobbs Park. Motion: “Authorize execution of project agreement with Kids First Sports Inc. as presented by Staff and reviewed by legal counsel (attached) authorizing the construction of dugouts at Hobbs Park at the expense of Kids First Sports, Inc.” 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.

Springfield Parks Foundation Request to Construct Garden/Volunteer Center at Southwind Park. Motion: “Authorize execution of project agreement with Springfield Parks Foundation as presented by Staff and reviewed by legal counsel (attached) authorizing the construction of garden/volunteer center that includes restrooms at Southwind Park.” by Noll, second by Flickinger. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – No; Noll – Yes; Reardon – Yes; Wojcicki – Yes; Sgro – Yes. Motion Passed: 6 voting yes, 1 voting no.

**Business.**

Property Annexations. Motion: “Approve Ordinance No. 1255-11 annexing property to the Springfield Park District” by Jannazzo, second by Flickinger. 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.

Professional Service for Review of Personnel Policies & Procedures. Motion: “Authorize the preparation and execution of a professional services agreement with Ms Donna Rogers of Rogers HR Consulting, Inc. in an amount not to exceed \$1,700 for review and development of District Personnel Policies and Procedures,” by Beagles, second by Reardon. Roll Call Vote: Beagles – Yes; Flickinger – Yes; Jannazzo – Yes; Noll – Yes; Reardon – Yes; Wojcicki – No; Sgro – Yes. Motion Passed: 6 voting yes, 1 voting no.

**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 Flickinger and all voting yes by voice vote the Board adjourned to Executive Session at 6:35pm.

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 6:50pm.

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 Jannazzo, seconded by Wojcicki and approved by voice vote the meeting was adjourned at approximately 6:51pm

**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 11<sup>th</sup> 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.

**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 Thornton if there were any concerns with Dr. Hurst at which point Thornton 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.