

MINUTES
URBANA PARK DISTRICT BOARD OF COMMISSIONERS
REGULAR BOARD MEETING
TUESDAY, FEBRUARY 8, 2011
7:00-9:00 PM
ANITA PURVES NATURE CENTER
1505 N. BROADWAY
URBANA, ILLINOIS 61801

The regular meeting of the Urbana Park District Board of Commissioners was held February 8, 2011, at the Anita Purves Nature Center, 1505 N. Broadway, Urbana, IL at 7:00 p.m. The notice and agenda of the meeting were posted at the park district administrative office and at the location of the meeting. Copies of the notice and agenda were received by each commissioner of the district and by local newspapers, radio, and television stations at least forty-eight hours before the meeting in compliance with the Open Meetings Act of the State of Illinois. A copy of the notice and agenda is attached to the minutes. UPTV taped the meeting for future airing.

COMMISSIONERS	PRESENT	ABSENT
President Michael Walker	X	
Vice-President Nancy Delcomyn	X	
Commissioner Deborah Rugg	X	
Commissioner Bob Stewart	X	
Commissioner Meredith Blumthal	X	

Staff present were:

Vicki Mayes, Executive Director;
Tim Bartlett, Superintendent of Planning and Operations;
Corky Emberson, Superintendent of Recreation;
Ellen Kirsanoff, Development Manager;
Derek Liebert, Project Manager;
Dottie Lierman, Business Manager;
Dana Mancuso, Marketing Manager;
Caty Roland - Environmental Office Manager;
Judy Miller - Environmental Program Manager;
Katie Linnemann - Planning Assistant;
Shane Newell, Planning and Operations Facilities Supervisor.

Members of the public present were:

Deb Aronson, Urbana Park District Advisory Committee (UPDAC);
Dustin Massez, Illini Summer Opportunities Program, (Rock, Paper, Scissors event);
Brandon Palmer, Illini Summer Opportunities Program, (Rock, Paper, Scissors event);
Andrea Antulov, citizen, Busey Ave.

Betsy Wong, Attorney and Secretary;
Tammy Ebert served as Recording Secretary.

- I. Call to Order

President Walker called the meeting to order at 7:00 pm.

II. Public Comment

Ellen Kirsanoff introduced Dustin Massez, and Brandon Palmer of the Illini Summer Opportunities Program. Dustin told the Board about the Rock, Paper, Scissors tournament held every year. This year they raised \$9,000 for UPD and presented the check to the board. The purpose of this donation is to make it possible for kids to be able to attend summer day camps at the Urbana Park District. They thanked the park district for helping to get the word out about the tournament and the Commissioners for participating. Vicki Mayes, Executive Director, asked which commissions participated; they were Commissioners Blumthal, Stewart and Delcomyn along with President Walker. The Board thanked the organization for their donation and support of the park district.

Vicki Mayes, Executive Director, introduced three staff members present who were being promoted to new positions within the park district.

Shane Newell is currently in Planning and Operations. Shane graduated from Eastern Illinois University with a degree in Parks and Recreation Administration. Shane's internship project for the Park District was Neighborhood Nights, which continues to be a strong event. Shane will be promoted to the Facilities Supervisor when Mike Hodgson retires at the end of April. Shane has been with the district for twenty years. Tim Bartlett, Superintendent of Planning and Operations stated he was very happy that Shane will be the new Supervisor and anticipates a seamless transition and continued high quality work.

Katie Linnemann is will be a Special Projects Assistant. She will be working closely with Tim and Derek. Katie has a degree from U of I in Landscape Architecture. She won an ASLA award for her thesis work.

Caty Roland is currently the Environmental Office Manager at the Nature Center. Caty has both an undergraduate and Master's degree from the UI in Parks and Recreation Administration. She will now be working in the Park District's Administrative Office as an Accounting Assistant and taking over Leona Duddleston's duties when she retires at the end of June. Dottie stated she is very excited and knows Caty will be a quick study and welcomes her to the group.

Vicki thanked the three of them for being at the meeting. President Walker stated it was good to see quality people being promoted from within.

III. Urbana Park District Advisory Committee (UPDAC) Report

Deb Aronson, Chairperson, reviewed the last meeting of the UPDAC Committee. The last meeting there was a walkthrough of the an example of a personal property tax bill for the total tax paid by an Urbana resident for parks and recreation and all other public services and how it changed over several years.

There was brainstorming of topics for future UPDAC meetings. Some of the suggestions were:

- Session on the park district's long range planning and the method behind it,
- Session on trees, not only the cutting down but what will be replacing them.
- And a session on Special Recreation.

Commissioner Delcomyn wanted feedback from UPDAC regarding preparation to sell the bonds for a future outdoor aquatic center if the citizens approve the rate increase. Deb Aronson stated that the members thought it was good and it didn't cause a ripple at all. She also stated she felt the News Gazette did a great job explaining it.

IV. Strategic Plan Report

The discussion topic was a donor program for a future outdoor pool.

Commissioner Rugg asked about recognition for sponsorships. She asked about how a decision is made to put the park district name on an event or put a corporate name on a sign at the park district. Ellen stated that she and Dana Mancuso, Public Information Manager, work on the sponsorship levels. Dana assigns a value for the sponsorship. Sponsorships are frequently tied to specific time event or purpose and a specific time frame. A lot of factors go into this; the image of the park district and compatibility of the sponsor organization company are taken into account.

Commissioner Blumthal asked if there is a naming policy in place. Vicki said yes, usually the donor has given more than 50% of the value of the item before their name goes on it. Tim mentioned an example would be the Mary Alice English Fund which supported the development and operation of the joint indoor pool but not at 50% of the project cost. Vicki said that was a gift tied to an outcome. The donation was geared toward building an indoor pool for the community with a partnership with the school district. If the funds did not go to this, then the funds would have been withdrawn.

President Walker noted the future outdoor pool would have many donor opportunities.

Tim noted that grants for pools are limited now; in fact most of the grants now exclude pools.

Director Mayes asked the board what would help them in developing a gift/recognition policy. Vicki said the staff will put together some sample policies from other park districts to present to the Board for discussion.

Commissioner Stewart said he assumes there would be some type of interface with the Urbana Parks Foundation. If a gift was given to the foundation would the foundation acknowledge it or the park district? Vicki noted this had already come up. The Waalers had made a donation for the *Father and Son* sculpture. The funds were given to the Foundation; the Foundation sent a thank you. When the park district was ready to purchase and restore the sculpture, the district requested a release of the funds from the Foundation. Once the park district received the funds from the Foundation, an acknowledgement was sent to the donors from the park district. Ellen noted that park district staff worked closely with the Waalers throughout the process.

Commissioner Delcomyn asked if the Board could receive copies of the Foundation Board Minutes. Vicki noted the Foundation is a separate non-public entity and are under no obligation to provide the minutes to the Park District Board. President Walker noted that the Foundation formed as a completely separate organization from the district and noted that it should not be a standard practice that the Board receives the Foundation minutes. There was more discussion on this.

Vicki stated there sample gift policies will be brought to a study session for discussion.

V. New and Unfinished Business

- A. Consideration and Action on Ordinance 2011-03 authorizing the issuance of not to exceed \$7,000,000 General Obligation Park Bonds (Alternate Revenue Source) to pay the costs of constructing a family aquatic center and other park improvements.

Director Mayes noted that this action initiates a process to sell bonds for a future outdoor pool if the voters approve the referendum question on the April 5, 2011 ballot. The bond sale will be completed only if the voters approve the rate increase required to build, operate and maintain a future outdoor pool.

President Walker explained that the initiation of the bond sale doesn't mean the Board feels the pool is a done deal. The objective of initiating this now is to have everything ready if the referendum does pass. There is no cost to doing the work in advance and if the referendum does not pass, the bond sale can be dropped with no penalty or cost. This is just preparation work which could yield much better rates along with better bids since everything would be ready to move forward with the sale immediately should the rate pass in April. Commissioner Delcomyn stated she was happy to hear UPDAC supported preparing for the sale in advance. She also thanked the News-Gazette for their clear article. Commissioner Rugg mentioned that Channel 3 news also had the concept right on, described it well.

COMMISSIONER RUGG MADE A MOTION, WITH A SECOND BY COMMISSIONER BLUMTHAL, TO APPROVE ORDINANCE 2011-03 AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$7,000,000 GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE) TO PAY THE COSTS OF CONSTRUCTING A FAMILY AQUATIC CENTER AND OTHER IMPROVEMENTS. ROLL CALL VOTE, COMMISSIONERS STEWART, BLUMTHAL, RUGG, DELCOMYN AND PRESIDENT WALKER ALL SAID AYE, MOTION APPROVED.

- B. Resolution 2011-02 to Adopt a Gift Acceptance Policy

President Walker was concerned that a few of the suggested changes were not made. Vicki explained the staff incorporated some of the current practices into this policy. One of the things said at the last board meeting was that any gift of \$10,000 or more would automatically receive a written agreement in more detail than what is currently done. One of the things also mentioned was that for any donation over \$5,000 the Development Manager would automatically ask the donor if they want a written agreement. The Personnel Policy currently says that any donation of \$1,500 or more would be recognized by the President and Executive Director. Vicki noted that it seems better to have it in the gift policy than the Personnel Policy.

Commission Delcomyn asked that "in writing" be added. Commissioner Rugg suggested a boiler plate type of letter that incorporates certain verbiage. Vicki explained there already is one that Ellen currently uses and it explains how the money will be used and that the current procedure in being incorporated into this new policy. Ellen explained that she has a database of all past donations since the position she holds was created and will continue to maintain it. President Walker noted a few grammatical changes

along with some additions to the policy. Vicki noted a change already made with regard to land donations as was requested at the last meeting.

Commissioner Rugg gave an example of a \$50,000 undesignated donation and asked if it would fall under the gift policy. Vicki said this would be a good item to discuss. She has never experienced an unrestricted donation of this type. President Walker does not feel this type of scenario needs to be a part of the gift acceptance policy as it will be the Board's decision on how to use the funds. He then mentioned why not have "Undesignated Funds" line item, then the Board could decide after how the funds should be used. Betsy Wong suggested "Undesignated gifts will be deposited into a fund for Undesignated Gifts." Any undesignated gift over \$10,000 the board will decide how it will be used.

The Gift Acceptance Policy will be updated with tonight's suggestions and brought back to the board for approval. No vote held tonight.

C. Action to Award Design Services for the Busey Woods Gateway Trail Project

The park district has been awarded a grant for this project. The park district has to spend the money then apply for reimbursement from the state. The current criteria the district uses to apply for grants for is to only apply for grants in amounts in which the park district could cover should something happen and the funds not be reimbursed or paid to the district.

Vicki informed the board that Berns, Clancy & Associates has already given in-kind survey services to the park district for this project which is valued at \$3,500. Commissioner Rugg stated she is pleased to see there are contingencies built into each project. Director Mayes confirmed that if the contingency is not used it gets rolled into another capital project. Vicki noted these funds are tracked in the capital budget that is provided to the board every month. Tim noted the staff meets monthly to review capital projects and funding for the projects. Vicki noted the floors being replaced in the nature center were done because not all the capital funds allocated to one project were needed and were then rolled over for the floors at the nature center.

COMMISSIONER RUGG MADE A MOTION, WITH A SECOND BY COMMISSIONER STEWART, TO AWARD DESIGN SERVICES FOR THE BUSEY WOODS GATEWAY TRAIL PROJECT TO FRAUENHOFFER AND ASSOCIATES OF \$22,380 WITH A DESIGN CONTINGENCY OF 7%. ALL SAID AYE, MOTION CARRIED.

D. Action to Award Contract for Meadowbrook Park Interpretive Center Project

This action is to award a contract for construction services. This was bid in accordance to state law.

Mayes stated this project is funded in a number of different ways: a Department of Commerce and Economic Opportunity (DCEO) grant, from gifts from the Scharlaus and Stones, from the JayCees, from the Friends of Meadowbrook Park, with the district's ADA funds and other funds from the general budget.

Vicki and Derek Liebert noted the bids on this are fantastic. There is clearly a lot of interest in construction work right now. He also noted that this is an unusual project because it has been off again and on again.

COMMISSIONER DELCOMYN MADE A MOTION, WITH A SECOND BY COMMISSIONER RUGG, TO AWARD A CONTRACT FOR CONSTRUCTION SERVICES TO ENGLISH BROTHERS FOR THE BASE BID OF \$179,900 PLUS ALTERNATE #1 OF \$4,650 FOR A TOTAL CONTRACT OF \$184,550, AND ALLOWING A CONSTRUCTION CONTINGENCY OF 10%. ALL SAID AYE – MOTION CARRIED.

E. Action to Revise Contract for Design Services for the Meadowbrook Park Interpretive Center Project

Tim Bartlett said the current contract for design services is \$38,500, this additional amount will make it a total of \$41,300. Tim also noted how great Ratio has been to work with throughout this processes even with all the changes that have been made.

President Walker noted this project did not have a contingency budget, had it had a 10% contingency this amount would have been within it.

COMMISSIONER BLUMTHAL MADE A MOTION, WITH A SECOND BY COMMISSIONER STEWART, TO APPROVE AN INCREASE OF \$2,800 TO THE CONTRACT FOR DESIGN SERVICES WITH RATIO ARCHITECTS FOR THE MEADOWBROOK PARK INTREPRETIVE CENTER PROJECT. ALL SAID AYE – MOTION CARRIED.

VI. Reports

1 Financial

1. Monthly Budget – Dottie briefly reviewed.
2. Action on Treasurer's Report

COMMISSIONER RUGG MADE A MOTION, WITH A SECOND BY COMMISSIONER DELCOMYN, TO ACCEPT THE TREASURER'S REPORT FOR AUDIT. ALL SAID AYE - MOTION CARRIED.

3. Supplemental Report of Cash – Dottie Lierman reviewed this report briefly.
4. Capital Budget Report – Dottie reviewed briefly. Vicki noted there is now a budget line for small projects done by the light construction crew. This fund allows the crew leader to work on small projects as he has the time. This budget is for materials only, it does not include payroll.

2 Executive Director

The Director reminded the Board why the road through Crystal Lake Park closed when it snows or is icy. She said the road through Crystal Lake Park is not designed to city street standards. It does not have curbs and gutters. It is difficult to plow. Sand and salt required to make the roadway safe would also pollute the lake. It is not the highest snow removal priority. So the road is closed when it is icy and there is snow accumulation. Visitors can park in the Lake House parking lot, the large pavilion parking lot and the nature center/pool parking lot for access into the park.

Snow removal priorities are:

- #1 parking lots for buildings that have morning programs or staff reporting (Phillips Center, Brookens by contract with the County, 901 Broadway, nature center, cottage, Meadowbrook and UIAC),
- #2 safe routes to school,
- #3 parking lots and routes to school are kept clear of blowing and drifting snow
- #4 parking lots in various parks,
- #5 various park paths and trails.

Reschedule the 2-1 Study Session.

Feb. 23, Wed at 6:00 pm was selected as the make-up date and time.

Possible dates for joint meeting with Urbana Park Foundation, dinner meeting:
 May 5 – Thu. Was selected by the commissioners as the preferred date.

- 3 President – President Walker commented on the lighting improvements listed in the consent agenda are great. That these are possible because of the .15 referendum approved in 2009. The park district will save money in the long run. Commissioner Delcomyn noted it will also save energy.
- 4 Commissioners – Commissioner Blumthal said she had a fantastic experience at the IAPD conference and look forward to it next year.
 Commissioner Rugg stated that the fact that special recreation now has all staff certified as therapeutic professionals is great. They are a very cohesive group. Vicki and Corky agreed with Commissioner Rugg.

VII. Consent Agenda

- 1 Approval of the Minutes of the January 11, 2011 Regular Board Meeting
- 2 Monthly reports:
 These are monthly reports from each department of the district.
 - 1. General Action Work Plan (Executive Director)
 - 2. Administration (Business, Development/Volunteers, Public Information/Marketing)
 - 3. Planning/Operations (Planning, Project Management, Facilities, Grounds)
 - 4. Recreation (Museum, Aquatics/ Athletics, Community Programs, Champaign Urbana Special Recreation - CUSR)
- 3 Action to Accept the Philanthropy Report with Gratitude
- 4 Action on the Monthly Paid Accounts Payable
 This report has been reviewed in depth each month with the Executive Director and the Business Manger by each Commissioner in rotation. Commissioner Rugg reviewed the Paid Monthly Accounts Payable in February.
- 5 Action to Award Contract for Lighting Improvements to Buildings
 The low bid is from Waters Electric of Rantoul. The bid is for \$31,715. Staff also recommend a contingency of 10%. Once the project is completed, UPD will receive an incentive from Illinois DCEO of \$10,777.

COMMISSIONER RUGG MADE A MOTION, WITH A SECOND BY COMMISSIONER STEWART, TO APPROVE ALL THE ACTION ITEMS ON THE CONSENT AGENDA AND ACCEPT ALL THE

INFORMATION ITEMS LISTED ON THE CONSENT AGENDA IN AN OMNIBUS MANNER. ALL SAID AYE - MOTION CARRIED.

- 6 Action on any item removed from the Consent Agenda for discussion.
No items were removed.

- VIII. Adjourn
President Walker adjourned the meeting at 9:02 pm. There was no Executive Session.

Michael Walker, President

Betsy Wong, Secretary