

MINUTES
URBANA PARK DISTRICT BOARD OF COMMISSIONERS
SPECIAL BOARD MEETING
JUNE 7, 2011
6:30-8:00 PM
ANITA PURVES NATURE CENTER
1505 N. BROADWAY
URBANA, ILLINOIS 61801

The special meeting of the Urbana Park District Board of Commissioners was held June 7, 2011, at the Anita Purves Nature Center, 1505 N. Broadway, Urbana, IL at 6:30 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.

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

Also present were Vicki Mayes, Executive Director;
 Leona Duddleston, Accounting Assistant;
 Tim Bartlett, Superintendent of Planning and Operations;
 Corky Emberson, Superintendent of Recreation;
 Derek Liebert, Project Manager;
 Dottie Lierman, Business Manager;
 Alexandra Ivanova, Human Resource Assistant;
 Gary Burgett, Smith Burgett Architects, Inc.;

Tammy Ebert served as Recording Secretary.

- I. Call to Order
 President Walker called the meeting to order at 6:31 pm.

- II. Public Comment
 There were no public comments.

III. Discussion and Action Agenda

1 Presentation and Discussion Regarding Distinguished Agency Accreditation

Vicki Mayes, Executive Director, reviewed the process of becoming a distinguished agency along with the required documentation. She reviewed the mandatory items including the required legal policies and procedures. A working list for planning purposes and significant board action was distributed and reviewed. Mayes noted that the board will be most involved in the Comprehensive Board Policy Manual.

Leona Duddleson, who is assisting the Director with this process, reviewed each item needed and answered various questions asked by board members. She also reviewed the process including the support of a mentor, collecting and compiling documentation, actions required final review process, application process, preparation time allowed, etc. She noted that a decision to proceed must be made by the district by March 15, 2012.

The Board discussed what needed to be done prior to March 15, 2012, extending the preparation period, staff capacity to do this and manage other district work. The Board also discussed creating committees both standing and task related.

Commissioner Blumthal and Commissioner Rugg will be on the committee on "Organizational & Procedural Function" of the Board. Commissioner Stewart and President Walker will be on the Finance Committee.

2 Presentation and Discussion Regarding Possible Reuse Options for 901 Broadway

Gary Burgett, Smith Burgett Architects, reviewed the various sections of the building that could be reused, approximately 5100 square foot. He then listed the various options for the building:

- 1) Office Space
- 2) Recreation use for recreation programming or as a community rental facility
- 3) Demolition

Gary then reviewed Option 1, noting it will accommodate record storage which is currently being rented elsewhere at approximately \$2,400 per year. Other storage could be space for the youth summer theater props and staging. There was a discussion regarding the accessibility of the current administrative office space in the cottage in Leal Park compared with the accessibility of the 901 Broadway facility. Also discussed were administrative space needs, the type of functional space needed for administrative offices. Option 1 would be more than enough space and be able to be fully accessible.

Burgett then reviewed Option 2. This plan would have 4 large program rooms & one large multi-use, bathroom facilities etc. It can accommodate approximately 100 occupants, possibly more. It is in close proximity to the pool and nature center. There is space to develop adequate parking.

There was also discussion of using ADA funding, special consideration for historic buildings, demolition costs, and availability of rental space. ADA funding needs to be dedicated to improvements identified in the ADA audit. It was agreed that there is a lot of underutilized rental space in the community. There is currently adequate space for recreation programming.

The next step will be for staff to complete a comprehensive evaluation audit of the district's office needs.

3 Discussion and Possible Action to Engage a Facilitator for Board Team Development

Discussion of this item was moved to Tuesday's regular board meeting.

4 Discussion Regarding District and Executive Director Goals for 2011-2012

Discussion of this item was delayed until the June 14, 2011 regular board meeting.

5 Action on Contract to Purchase Property

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN, TO APPROVE A CONTRACT FOR PURCHASE OF THE PROPERTY AT 105 GROSSBACH DRIVE URBANA FOR \$92,000.00. ALL SAID "AYE" MOTION CARRIED.

IV. Direction to Staff
No direction was given to staff.

V. Executive Session
No Executive Session was held.

VI. Adjourn
President Walker adjourned the meeting at 8:10 p.m.

Michael W. Walker, President

Betsy Pendleton Wong, Secretary

There was also discussion of using ADA funding, special consideration for historic buildings, demolition costs, and availability of rental space. ADA funding needs to be dedicated to improvements identified in the ADA audit. It was agreed that there is a lot of underutilized rental space in the community. There is currently adequate space for recreation programming.

The next step will be for staff to complete a comprehensive evaluation audit of the district's office needs.

3 Discussion and Possible Action to Engage a Facilitator for Board Team Development

Discussion of this item was moved to Tuesday's regular board meeting.

4 Discussion Regarding District and Executive Director Goals for 2011-2012

Discussion of this item was delayed until the June 14, 2011 regular board meeting.

5 Action on Contract to Purchase Property

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN, TO APPROVE A CONTRACT FOR PURCHASE OF THE PROPERTY AT 105 GROSSBACH DRIVE URBANA FOR \$92,000.00. ALL SAID "AYE" MOTION CARRIED.

IV. Direction to Staff

No direction was given to staff.

V. Executive Session

No Executive Session was held.

VI. Adjourn

President Walker adjourned the meeting at 8:10 p.m.

Michael W. Walker, President

Betsy Pendleton Wong, Secretary