

**MINUTES**  
**URBANA PARK DISTRICT BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING**  
**JUNE 14, 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 June 14, 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	

Also 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;  
Keith Ewerks, Construction Crew Leader;  
Alex Ivanova, Human Resources Assistant;  
Dawn Schaefer, CUSR  
Betsy Wong, Attorney and Secretary;  
Tammy Ebert served as Recording Secretary;  
John Jackson, Ratio Architects;  
Brian DeMunych, Ratio Architects  
Carol McKusick, Urbana Resident

### **Call to Order**

President Walker called the meeting to order at 7:01 pm.

### **Public Comment**

Carol McKusick, Urbana Resident, introduced herself. Ms. McKusick said that on TV she could not hear the discussion well. She provided suggestions on ways to provide information about board meetings to the public. She asked several questions regarding the conduct of meetings. She stated her concern about the changes to the property on the corner of Race and University. She also asked questions about general master planning of parks. President Walker encouraged her to contact the central office to locate the information.

### **Urbana Park District Advisory Committee (UPDAC) Report**

Commissioner Delcomyn reviewed the UPDAC meeting and described the SWOT analysis format. She feels it is a very energetic group, they were informed, and they can create their action agenda. It was noted that the UPDAC members are interested in being involved and getting things done.

### **Strategic Plan Report**

Vicki Mayes, Executive Director, presented a report on playgrounds including a playground replacement plan. The plan is to replace one playground a year which creates a 20 year replacement cycle for UPD playgrounds.

Tim Bartlett, Superintendent of Planning and Operations described the next playground planning project with the AMBUCS Club for AMBUCS Park. A new site master plan will be developed. The club is planning to do some fund development. This playground will be fully accessible.

Bartlett and Keith Ewerks, Construction Crew Leader talked about planning to replace the playground at Meadowbrook Park which has been there since 1995. It is a wood playground and wood is not as durable as other materials. Keith stated that staff has replaced three quarters of the wood elements. Keith noted there are literally bus loads of kids that use that park daily so it wears out that much quicker. Tim feels there is a great opportunity to build a new playground and involve the community in the planning and construction.

Vicki noted there are a couple of more parks in need of updated playgrounds; Wheatfield and Blair Parks are moving up on the list. All of the old equipment has been pulled out of these parks and temporary pieces have been installed so there are play elements. Vicki also noted that there were some areas not served by playgrounds including Lohmann, Chief Shemauger, Weaver and Judge Webber/Perkins Road Parks.

There was discussion about how important playgrounds were to families.

### **New and Unfinished Business**

- A. Resolution 2011-07 to Approve the 2011-2012 FY Campaign Urbana Special Recreation (CUSR) Budget

Dawn Schaefer, Director of the Champaign Urbana Special Recreation (CUSR) presented the budget for the 2011-2012. She noted that now CUSR is the only program being held at Spaulding Recreation Center and it is programmed actively. CUSR covers the operational costs of the building which added an expense of about \$8,000 to the budget. She reviewed the various line items in the budget including salaries and pay scales.

The Commissioners thanked Dawn for the work that her and her staff do in providing these programs. There was discussion regarding the pay scale for the various staff including teachers (certified) and other professionals. Other discussion included procedures for trips and for drivers of the CUSR vehicle.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO APPROVE RESOLUTION 2011-07, THE 2011-2012 FY CHAMPAIGN URBANA SPECIAL RECREATION BUDGET. ALL SAID "AYE", MOTION CARRIED.**

**B. Discussion and Action to Engage a Facilitator for Board Development**

Commissioner Blumthal stated that there is some interest in hiring a facilitator with park related experience. She noted the board has a history with one of the facilitators. She reviewed the other items she would want in a facilitator. Commissioner Blumthal stated that her view is not to change a facilitator but to develop a continuing relationship. There was discussion about priorities. Commissioner Delcomyn said there needs to be a very specific short list of what the Board wants to accomplish.

The Board reviewed the list of potential facilitators and marked the ones they were interested in contacting. They then reduced the list of potential facilitators down to four: Laurie Gibson – Gibson Strategic Planning; Barbara Heller – Heller and Heller Consulting, Inc; Beth Michaels – Primer and Michaels; and Nancy Sylvester. It was determined that each commissioner would send their suggestions of interview questions to Vicki to compile for them. Vicki said she will be meeting with each commissioner over the next few weeks to collect the questions. Vicki suggested giving the facilitators 90 days lead time.

**C. Action to Award Contract for Architectural and Engineering Services for an Outdoor Pool**

John Jackson, Principal in Charge, and Brian DeMunyck, both of Ratio Architects were present. Corky Emberson, Superintendent of Recreation, reviewed what has been done to date to design and fund the new aquatic center. The base contract for A&E services is \$594,400 plus a design contingency of 10%. The \$594,000 includes fees for two project estimates to assure that the design is on track with the budget as well as for as-built documents. There was discussion regarding the project budget of \$7,000,000 that the Board established and the cost needed to construct the full concept of \$7,725,000. Director Mayes noted that staff have directed that the diving board will be in the drop slide area rather than the competition pool and that then the lap pool will be shallower. There was discussion of a concession stand or self-serve vending.

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO APPROVE A CONTRACT FOR ARCHITECTURAL AND ENGINEERING SERVICES FOR AN OUTDOOR POOL TO RATIO ARCHITECTS FOR \$594,400 PLUS REIMBURSABLES, AND A DESIGN CONTINGENCY OF 10%. ALL SAID "AYE" MOTION CARRIED.**

D. Resolution 2011-06 to Apply for an OSLAD Grant for the Outdoor Pool Project

Mayes reviewed the grant and the matching funds required. Ellen Kirsanoff, Development Manager, said the maximum grant award on this is \$400,000. This is for the pool. The grant notification will be in November, December or January. Derek Leibert, Project Manager, noted bids are expected in March. The IDNR preliminary grant review was positive.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE RESOLUTION 2011-06 AUTHORIZING THE APPLICATION FOR AN OSLAD GRANT FOR THE OUTDOOR POOL PROJECT IN CRYSTAL LAKE PARK. ALL SAID "AYE"; MOTION CARRIED.**

E. Action for Design and Engineering Services for King Park Trail Project

Derek Liebert, Project Manager, reviewed the improvements that would be completed with the project including path work, trees, and grading. UPD will coordinate the project for both the park and school site. The funding is from TIF #3. The project will start after the school construction project is complete.

**COMMISSIONER STEWART MADE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO APPROVE A CONTRACT FOR ENGINEERING SERVICES FOR THE KING PARK PATHWAY PROJECT WITH BERNIS CLANCY AND ASSOCIATES:**

- FOR THE PARK PORTION OF A NOT-TO-EXCEED AMOUNT OF \$21,700
  - AND FOR THE SCHOOL PORTION OF A NOT-TO-EXCEED AMOUNT OF \$3,300, CONTINGENT UPON USD #116 AUTHORIZATIONS,
  - WITH A DESIGN CONTINGENCY OF 10%.
- ALL SAID "AYE"; MOTION CARRIED.**

F. Resolution 2011-08 to Authorize Staff to Negotiate the Purchase of Two Parcels from City of Urbana for King Park

Vicki said this land transfer agreement dates back to 1994. She said that she and Betsy Wong had been working with the city for several years to try to figure out a way to finalize it. They feel this is the best way to resolve it. In 1994, there was an agreement between the city and the park district that the park district would buy the land from the city for \$25,000. It would be for \$15,000 if a community center was developed. The community center was not developed. The recommendation is the staff be authorized to negotiate with the city for the purchase of the two parcels for \$25,000 and it be done with a 10 year payment and enter into a maintenance agreement with the city until the deed is transferred.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ADOPT RESOLUTION 2011-08 AUTHORIZING STAFF TO NEGOTIATE THE PURCHASE OF TWO PARCELS**

**OF LAND FROM THE CITY OF URBANA FOR KING PARK FOR A PURCHASE PRICE OF \$25,000. ALL SAID "AYE"; MOTION CARRIED.**

G. Resolution 2011-09 to Improve Ash Street with the City of Urbana

Director Mayes explained that Ash Street is the street that enters into the Hickory Street Storage Facility and the street has deteriorated faster than expected because of the increased traffic from UPD trucks and equipment. The city has this on their rehabilitation plan. The city is willing to cost share it at 50-50 with the park district. Next year seems to be the time to do it. Several neighbors have complained about the condition of the street.

**COMMISSIONER STEWART MADE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO ADOPT RESOLUTION 2011-09 AUTHORIZING IMPROVEMENTS TO ASH ST ON A COST SHARE BASIS WITH THE CITY OF URBANA. ALL SAID "AYE" MOTION CARRIED.**

H. Discussion Regarding District/Executive Director Goals for 2011-2012.  
This discussion was held in Executive Session.

VI. Reports

A. Financial

1. Monthly Budget – Dottie reviewed the monthly budget and the other reports.
2. Action on Treasurer's Report – Dottie reviewed the treasurer's report. **COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO ACCPET THE TREASURER'S REPORT FOR AUDIT. ALL SAID "AYE"; MOTION CARRIED.**
3. Supplemental Report of Cash
4. Capital Budget Report

B. Executive Director

Vicki thanked Tammy Ebert for her service for the last year in being the recorder. She then introduced Alexandra Ivanova who will be recording the board minutes along with the other duties of the new position she is filling. Alex is the new Human Resources Assistant.

Vicki noted the awards the park district received for its excellence in financial reporting. These are excellence indicators. Dottie's work has been key to receiving this award since she has been with the district. The former Business Manager did the same.

Vicki reviewed a few of the events planned for the park district.

C. President

1. Review of preliminary meeting agenda for June 7, 2011  
President Walker noted he won't be at the next month's meeting. He then reviewed the items planned for the next month's agenda.

D. Commissioners

There were no comments from the Commissioners.

VII. Consent Agenda

**COMMISSIONER BLUMTHAL 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 IN FAVOR SAID "AYE"; MOTION CARRIED.**

- A. Approval of the Minutes of the May 3, 1011 Board Study Session Meeting
- B. Approval of the Minutes of the May 10, 2011 Regular Board Meeting
- C. Approval of the Minutes of the May 16, 2011 Special Joint Meeting with Urbana Parks Foundation
- D. Monthly Reports
  - 1. General Action Work Plan
  - 2. Administration
  - 3. Planning/Operations
  - 4. Recreation
- E. Action to Accept the Philanthropy Report with Gratitude
- F. Action on the Monthly Accounts Payable
- G. Action on Proposal for Phase Three Design Services for Perkins Road Site
- H. Action on Ordinance 2011-08 Regarding Prevailing Wage
- I. Action on Appointments to the Champaign Urbana Special Recreation Advisory Committee
- J. Action to Accept the 2010-2011 State of the District Report
- K. Resolution 2011-05 to Add an Authorized Signer to the Chase Bank Accounts
- L. Action on any items removed from the Consent Agenda for discussion.  
No items were removed from the consent agenda.

VIII. Adjourn to Executive Session

**COMMISSIONER STEWART MADE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO ADJOURN TO THE EXECUTIVE SESSION FOR A DISCUSSION OF PERSONNEL PURSUANT TO 5 ILCS 120/2 (c)(1). A ROLL CALL VOTE WAS TAKEN. ALL SAID "AYE"; MOTION CARRIED.**

**COMMISSIONER STEWART MADE A MOTION, SECONDED BY COMMISSIONER DELCOMYN TO EXIT FROM EXECUTIVE SESSION AT 10 P.M. A ROLL CALL VOTE WAS TAKEN AND ALL SAID AYE, MOTION PASSED.**

IX. Adjourn

No further business was conducted after the executive session except to adjourn the meeting.

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Michael W. Walker, President

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Betsy Pendleton Wong, Secretary