

**MINUTES**  
**URBANA PARK DISTRICT BOARD OF COMMISSIONERS**  
**ANNUAL BOARD MEETING**  
**AND**  
**REGULAR BOARD MEETING**  
**TUESDAY, MAY 10, 2011**  
**7:00-9:30 PM**  
**ANITA PURVES NATURE CENTER**  
**1505 N. BROADWAY**  
**URBANA, ILLINOIS 61801**

The annual and regular board meeting of the Urbana Park District Board of Commissioners was held May 10, 2011, at the Anita Purves Nature Center, 1505 N. Broadway, Urbana, IL at 7:00 p.m. The notice and agenda of the meeting was 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;  
Tim Bartlett, Superintendent of Operations and Planning;  
Corky Emberson, Superintendent of Recreation;  
Dana Mancuso, Public Information Manager; Judy Miller; Environmental Program Manager; Derek Liebert, Project Manager;  
Dottie Lierman, Business Manager;  
Richard Percival, Treasurer;  
Deb Aronson, UPDAC Chairperson; Betsy Wong, Attorney and Secretary;  
Tammy Ebert served as Recording Secretary;  
Dan Forbes, Bond Manager, Speer Financial;  
Dan Wakefield, BLDD Architects; Mike Stilger, PKD;  
Stan Summers, 406 E Mumford Dr, Urbana;  
Carol McKusick, 403 W University Ave, Urbana.

**ANNUAL BOARD MEETING AGENDA**

- I. Call to Order – Annual Board Meeting

President Walker called the Annual Board Meeting to order at 7:03 pm. He then turned the meeting over to Betsy Wong, Attorney and Secretary, for the annual elections and swearing in of the re-elected commissioners and officers.

II. Swearing in of Newly Elected Commissioners

Betsy administered the swearing in of re-elected commissioners Nancy Delcomyn (six-year term) and Meredith Blumthal (four-year term). Both commissioners accepted duties of commissioner for their terms.

III. Election of Officers

Betsy accepted nominations for the Board President and Vice President positions.

**COMMISSIONER STEWART MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN, TO ELECT MICHAEL WALKER AS BOARD PRESIDENT. ALL SAID "AYE" MOTION CARRIED.**

**COMMISSIONER STEWART MADE A MOTION, WITH A SECOND BY COMMISSIONER BLUMTHAL, TO ELECT NANCY DELCOMYN AS BOARD VICE PRESIDENT. ALL SAID "AYE" MOTION CARRIED.**

Betsy then turned the meeting over to the re-elected President, Michael Walker, at 7:06 PM.

IV. Appointments

A. Action to Appoint Board Secretary, Treasurer, Attorney, Recorder, Auditor

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO MAKE THE FOLLOWING APPOINTMENTS:**

**BOARD SECRETARY AND ATTORNEY – BETSY WONG**

**BOARD TREASURER – RICHARD PERCIVAL**

**BOARD RECORDER – DOROTHY LIERMAN OR HER DESIGNEE**

**AUDITOR – MARTIN HOOD FRIESE AND ASSOCIATES**

Vicki Mayes, Executive Director, noted that Richard Percival has been the treasurer for over thirty years and informed the board of the various duties he is responsible for. Vicki also commented on how dedicated he is to the park district and thorough in the duties he performs. She also noted he is always available when she calls him to come in and sign checks or review financial documents.

B. Action to Appoint a Commissioner to Urbana Parks Foundation Board

**COMMISSIONER DELCOMYN NOMINATED COMMISSIONER STEWART TO THE POSITION ON THE FOUNDATION BOARD WITH A SECOND BY COMMISSIONER BLUMTHAL. ALL SAID "AYE" MOTION CARRIED.**

C. Action to Appoint a Commissioner(s) as UPDAC Representative(s)

**COMMISSIONER STEWART NOMINATED COMMISSIONER DELCOMYN TO THE POSITION WITH A SECOND BY COMMISSIONER BLUMTHAL. ALL SAID "AYE". MOTION CARRIED.**

President Walker adjourned the Annual Meeting at 7:10 pm.

#### **REGULAR BOARD MEETING AGENDA**

I. Call to Order

President Walker called to order the regular monthly board meeting at 7:10 pm.

II. Public Comment

Stan Summers, 406 E Mumford. Dr, Urbana, former UPDAC member. Mr. Summers gave a summary of his background in aquatics. He thinks there will be a need for 10 lap lanes and he explained his viewpoint. He noted his concern about the diving board.

Carol McKusick, 403 W. University Ave, stated she would like to see honeysuckle bushes (Lonicera) restored at Leal Park. She commented that the overview of the master planning is very important.

President Walker closed the Public Comments portion of the meeting at 7:30 PM

III. Urbana Park District Advisory Committee (UPDAC) Report

Deb Aronson, Chairperson, updated the board on UPDAC. She said she enjoyed the special presentation from Champaign Urbana Special Recreation. She told the Board that she is very happy with the energy and attendance at the UPDAC meetings and said if the Board has any projects to let her know as a couple of the UPDAC members are very, very, eager to do things.

IV. Strategic Plan Report

There was no Strategic Plan Report for May.

V. New and Unfinished Business

A. Consideration And Action On Ordinance 2011-06 To Issue the District's General Obligation Park Bonds (Alternate Revenue Source), Series 2011A, To Provide For The Construction Of A Family Aquatic Center In Crystal Lake Park, Improvements That Support Said Center And Other Improvements In Crystal Lake Park, And For The Payment Of Expenses Incident Thereto

Dan Forbes, Bond Manager, Speer Financial, discussed the bond sale. He informed the Board that the Bond Sale went extremely well. There were 6 syndicates bidding which is more than usual. Raymond James had the low bid and recommended that the Board should accept the bid. The true effective interest rate is 4.413211%. He then reviewed the Bid Packet for the Board. Dan told the Board about the Standard and Poors AA Affirmed rating. This is an evaluation of the financial management of the district and the economic climate of the community. Dan noted that

Vicki Mayes and Dottie Lierman were both well informed and did an excellent job of representing the park district. He said everything went extremely well.

1. Action to Award Low Bid

**COMMISSIONER RUGG MADE A MOTION, WITH A SECOND BY COMMISSIONER DELCOMYN TO AWARD THE LOW BID ON THE BONDS TO RAYMOND JAMES & ASSOCIATES. ALL SAID "AYE" MOTION CARRIED.**

2. Action on Bond Ordinance 2011-06

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE AND AUTHORIZE BOND ORDINANCE 2011-06 TO ISSUE THE DISTRICT'S GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2011A, TO PROVIDE FOR THE CONSTRUCTION OF A FAMILY AQUATIC CENTER IN CRYSTAL LAKE PARK, IMPROVEMENTS THAT SUPPORT SAID CENTER AND OTHER IMPROVEMENTS IN CRYSTAL LAKE PARK, AND FOR THE PAYMENT OF EXPENSES INCIDENT THERETO. ROLL CALL VOTE WAS TAKEN; ALL SAID "AYE" MOTION CARRIED.**

B. Action to Award Contract for the Busey Woods Gateway Interpretive Trail

Derek Liebert, Project Manager, reviewed the grants and donations and district funding available for the Busey Woods trail project. He noted the bids were very low and he recommends accepting the bid from Duce Construction.

**COMMISSIONER DELCOMYN MAKE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO AWARD THE CONTRACT FOR THE BUSEY WOODS GATEWAY PROJECT TO DUCE CONSTRUCTION FOR THE BASE BID AND ALTERNATES #1, #2, #3 IN THE AMOUNT OF \$58,160 AND ESTABLISH A PROJECT CONTINGENCY OF 10%. ALL SAID "AYE", MOTION CARRIED.**

C. Action on Change Order #5 for The Planning And Operations Project

Vicki Mayes briefly reviewed the change order. Derek then asked Dan Wakefield, BLDD Architects, and Mike Stilger, PKD, for their opinions on the change order work. Mike and Dan both expressed that they felt the changes are good and the costs for the changes are reasonable.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE CHANGE ORDER #5 FOR THE PLANNING AND OPERATIONS PROJECT IN AN AMOUNT OF \$30,306.94. ALL SAID "AYE" MOTION CARRIED.**

- D. Action on Ordinance 2011-05, A Lease Agreement With The City of Urbana for 909 N. Lincoln Avenue

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO APPROVE A LEASE AGREEMENT WITH THE CITY OF URBANA FOR 909 N. LINCOLN TO BE USED FOR PARK LAND. THE ANNUAL LEASE IS FOR \$1. ALL SAID "AYE", MOTION CARRIES.**

- E. Presentation of the Preliminary Budget for FY 2011-2012  
Vicki Mayes, Executive Director, noted there is no board action required. She wanted to give the board an update and this update shows a balanced budget within funds. She highlighted several areas. She noted that funds have been set aside for the first pool bond interest payment in December. Also, funds for a strategic plan update, or refresher, have been eliminated with the expectation that it will be done in the 2012-2013 fiscal year. She noted that funds for a facilitator for the Board Leadership Team and Development are included. The board will adopt the final budget in July.

- F. Action on UPDAC Appointments for the 2011/2012 Class

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO APPOINT GARY BERNSTEIN, CHRISTY UDEN, BOB MANDRA, BOB KACICH, TOM SCHUMACHER AND PHILLIP ANDERS TO THE URBANA PARK DISTRICT ADVISORY COMMITTEE. ALL SAID "AYE" MOTION CARRIED.**

VI. Reports

A. Financial – Dottie reviewed the financial reports and noted they are for 12 of 12 months of the fiscal year. She stated the fiscal year reports won't be final until June or July when all April invoices are received and paid. She pointed out that everything is within the budget allocations.

1. Monthly Budget

Dottie again noted that this is the last month of the fiscal year.

2. Action on Treasurer's Report

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO ACCEPT THE TREASURER'S REPORT FOR AUDIT. ALL SAID "AYE" MOTION CARRIED.**

3. Supplemental Report of Cash

4. Capital Budget Report

B. Executive Director

Vicki reminded the Board of upcoming events and meetings. She noted that a special meeting would need to be scheduled the last week in June to annex property into the district.

C. President

President Walker reviewed the preliminary agenda topics for the May board meetings. He suggested that the Board review the 2011-2012 Executive Director goals at the 6-7 or 6-14 meeting.

1. Review of preliminary meeting agenda for June 7, 2011 Study Session
    - Report on Distinguished Agency requirements
    - Reuse options for 901 N Broadway
    - Board determination of goals for facilitated board/leadership team evaluation
  2. Review of preliminary meeting agenda for June 14, 2012.
    - Contract for Architectural and Engineering services for the outdoor pool and possible Owner's Representative services
    - Staff report on AMBUCS Park playground
    - Possible contract for natural areas management of Perkins Road
    - Possible staff review of repairs needed for Carle Park Pavilion, roads in Crystal Lake Park and Ash Street
    - Change orders for projects under construction
    - Selection of a facilitator for board/leadership team development
- D. Commissioners
- Commissioners Rugg and Delcomyn commented on the bird-a-thon and the Perkins Road site.

III. Consent Agenda

**COMMISSIONER DELCOMYN 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.**

- A. Approval of the Minutes of the February 23, 2011 Board Study Session Meeting
- B. Approval of the Minutes of the March 1, 2011 Board Study Session Meeting
- C. Approval of the Minutes of the April 5, 2011 Board Study Session Meeting
- D. Approval of the Minutes of the April 12, 2011 Regular Board Meeting
- E. Monthly reports:
  1. General Action Work Plan and Annual Accomplishments (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)
- F. Action to Accept the Philanthropy Report with Gratitude
- G. Action on the Monthly Paid Accounts Payable
- H. Action to Appoint Official Freedom of Information Act (FOIA) Officers
- I. Action to Appoint Open Meetings Act (OMA) Designees
- J. Information Report on Staff Assignments for Various Joint Programs and Boards
- K. Action on Resolution 2011-04 to Open Bank Accounts at Chase Bank

- L. Action on Ordinance 2011-07 Declaring Surplus items
- M. Action on any item removed from the Consent Agenda for discussion. No items were removed from the consent agenda.

IV. Adjourn to Executive Session

**COMMISSIONER RUGG MADE A MOTION, SECONDED BY COMMISSIONER BLUMTHAL TO CONVENE TO EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2 (C) (5) TO DISCUSS LAND ACQUISITION. A ROLL CALL VOTE WAS TAKEN AND WAS UNANIMOUS TO CONVENE TO EXECUTIVE SESSION.**

**AT THE CONCLUSION OF THE EXECUTIVE SESSION, MOTION WAS MADE BY COMMISSIONER DELCOMYN AND SECONDED BY COMMISSIONER BLUMTHAL TO RETURN TO THE REGULAR MEETING AT 9:18 PM. A ROLL CALL VOTE WAS TAKEN, AND THE MOTION PASSED UNANIMOUSLY.**

V. 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

(Seal)