

**MINUTES  
 URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 REGULAR BOARD MEETING  
 JULY 12, 2011  
 7:00-9:00 PM  
 ANITA PURVES NATURE CENTER  
 1505 N. BROADWAY  
 URBANA, ILLINOIS 61801**

A regular meeting of the Urbana Park District Board of Commissioners was held July 12, 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;  
 Judy Miller, Environmental Manager;  
 Gabriela Carranza, Environmental Program Intern;  
 Betsy Wong, Attorney and Secretary;  
 Alexandra Ivanova, Recording Secretary and Human Resources Assistant  
 Dan Wakefield, BLDD;  
 Mike Stilgar, PKD.

**I. Call to Order**

Vice President Delcomyn called the meeting to order at 7:02PM.

**II. Public Comment**

Judy Miller, environmental manager, introduced the environmental program’s summer intern Gabriela Carranza who spoke to the board about her internship projects and accomplishments. These included designing a clue booklet for Anything Goes letter box, the success of Strawberry Jam and soon evaluating an Urbana Park District sustainability survey.

### III. Urbana Park District Advisory Committee (UPDAC) Report

No report was given.

### IV. Strategic Plan Report

The Strategic Plan Report was presented by Vicki Mayes, Tim Bartlett, and Corky Emberson. Staff reviewed "Pool Design Objectives" which the Board adopted in the pool concept planning phase, "Preliminary Pool Design and Engineering Schedule", and draft "Criteria and Guidelines for Design Decisions". Vice President Delcomyn suggested, and the other commissioners concurred, that this be discussed in conjunction with Section C of New and Unfinished Business: Action on guidelines for final pool design.

### V. New and Unfinished Business

#### A. Public Hearing on 2011-2012 Budget and Appropriation Ordinance

Vice President Delcomyn opened the public hearing on the proposed and published Budget and Appropriation Ordinance. No member of the public made any comments. The public hearing was closed.

#### B. Action on Ordinance 2011-10 Combined Budget and Appropriation Ordinance

**COMMISSIONER STEWART MADE A MOTION TO APPROVE ORDINANCE 2011-10 WITH A SECOND BY COMMISSIONER RUGG, COMBINED BUDGET AND APPROPRIATION ORDINANCE. ROLL CALL VOTE, ALL SAID AYE, MOTION CARRIED.**

#### C. Action on Guidelines for Final Pool Design

The Board was provided with the schedule needed for the new pool to open in the summer of 2013 and recommended guidelines for the final pool design. Director Mayes offered the Board the opportunity to have one or two commissioners sit in with the staff and consultant design team during meetings to design and plan the new pool. Vice President Delcomyn expressed interest in attending these meetings, and Commissioner Rugg also expressed interest.

On the document "Draft Criteria and Guidelines for Design Decisions", "slides" were added to the amenities listed next to "deep water" and "diving board". Mayes noted that during the planning process, the budget will be maintained as well as staying within these objectives. There will be alternates that can be added at the end of the building process in case there are funds left in the budget.

The Board wants to assure that the public stays updated during planning and building. Once a final sketch is completed, it will be posted on the UPD website, in schools, and around the community to keep the public informed. The public will be involved when it is time to theme the pool. The Board would like a monthly statement of pool updates as well as to UPDAC, and to the public.

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO APPROVE THE GUIDELINES FOR FINAL POOL DESIGN AS PRESENTED WITH THE ADDITION OF THE WORD "SLIDES". ALL SAID AYE, MOTION CARRIED.**

D. Action to Award Contract for Owner's Representative Services for an Outdoor Pool

Staff did not have a recommendation to select a firm for Owner's Representative. Staff requested authority to negotiate a contract with the firm that meets the district's criteria for owner's representative. The contract will be presented at the August Regular Board meeting.

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO GIVE STAFF AUTHORITY TO NEGOTIATE A CONTRACT WITH AN OWNER'S REPRESENTATIVE. ALL SAID AYE, MOTION CARRIED.**

E. Action to Revise the 2011 and 2010 Capital Improvement Budgets

The Business Manager presented two capital budgets for revision. In the 2011 capital budget, \$7 million was added to the approved budget from the sale of alternate revenue bonds which effectively added \$7 million to revenue and \$7 million to spending.

The main 2010 capital budget revision was the cost of the Anita Purves Nature Center roof which was estimated to cost \$80,000 in the second revision in January but ended up costing \$239,000 dollars. Also, the budget line for the demolition of Crystal Lake pool will not be needed and that \$300,000 was added to the pool budget to cover infrastructure improvements to the north east of Crystal Lake Park.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO REVISE THE 2011 AND 2010 CAPITAL IMPROVEMENT BUDGETS AS PRESENTED. ALL SAID AYE, MOTION CARRIED.**

F. Action on Change Order for the Planning and Operations Project

Mike Stilgar, from PKD, presented Change Order #7 which includes a privacy fence and an automatic gate opener for Hickory Street, painting of concrete block walls in the vehicle storage building for \$10,117.92, as well as miscellaneous small items. The total of Change Order #7 is \$40,475.63. A Construction Change Directive for soil stabilization for the Kerr St facility of a not-to-exceed amount of \$20,000 was also requested.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO APPROVE CHANGE ORDER #7 IN AN AMOUNT NOT-TO-EXCEED \$40,475.63 FOR THE PLANNING AND OPERATIONS AND HICKORY STREET PROJECTS. ALL SAID AYE, MOTION CARRIED.**

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE THE CONSTRUCTION CHANGE DIRECTIVE IN AN AMOUNT NOT-TO-EXCEED \$20,000.00 FOR SOIL STABILIZATION AT THE NEW PLANNING AND OPERATIONS FACILITY. ALL SAID AYE, MOTION CARRIED.**

**VI. Reports**

A. Financial

1. Monthly Budget

June is the second month of the Urbana Park District's fiscal year. There were three payrolls in June instead of the usual two in other months. So far, 51% of property tax revenue has been received which is right in line with the estimations.

2. Action on Treasurer's Report

Business Manager Lierman reviewed the treasurer's report and noted that the recreation fund loaned the indoor aquatic center in the amount of \$70,000 for working cash. This loan will be repaid as soon as the Urbana School District pays the indoor aquatic center for services.

**COMMISSIONER RUGG 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

Total spendable cash is 15% of total of all cash held in funds used for daily operations.

4. Capital Budget Report

There were \$44,000 of expenditures as of June 30<sup>th</sup>, 2011 from the 2011 capital budget. The biggest expenditure out of the 2010 capital budget was Meadowbrook Barn improvements which cost about \$78,000 dollars. Very little or nothing has been spent from the 2009 and 2008 capital budgets during the month.

B. Executive Director

No comments were presented.

C. President

1. In the absence of the President, the Vice President reviewed the preliminary meeting agenda for August 2<sup>nd</sup>, 2011 and the August 9<sup>th</sup>, 2011. Vice President Delcomyn noted that the discussion of the Director's goals will be added to the August 2<sup>nd</sup>, 2011 study session, moved from the executive session. Everything else will remain the same.
2. In a committee update regarding Board Policy Manual and Distinguished Agency actions, Commissioner Blumthal and Commissioner Rugg reviewed job descriptions for Board officers and the park code. They plan to meet again soon to review the Director's feedback. Progress is being made and tasks are being divided by what is best drafted by the commissioners and what is best drafted by the Director.

D. Commissioners

Commissioner Blumthal complimented the quality of the Urbana Park District day camp which her niece attends. Commissioner Rugg commented that it would be beneficial if the commissioners were reminded of any tasks or projects they agree to work on during a board meeting within several days of the meeting. Commissioner Rugg also brought up concern that as elected officials of the Park District, the commissioners stay up to date with other local elected officials, primarily those within the city of Urbana and the Urbana School District. To bridge this gap, it was proposed that there be occasional joint board meetings. Vice President Delcomyn suggested arranging biannual meetings with the city council and the school board, so that they alternate each year. One representative from each board could draft a list of discussion topics. Vice President Delcomyn proposed meeting annually with other local government units could be discussed in the September study session.

**VI. Consent Agenda**

The meeting Chair asked if there is any item on the Consent Agenda that any Commissioner wished to discuss. The Chair read the titles of the Consent Agenda into the record.

A. Approval of the Minutes of the June 7, 2011 Board Study Session Meeting

B. Approval of the Minutes of the June 14, 2011 Regular Board Meeting (removed from consent agenda for discussion)

C. Approval of the Minutes of the June 29, 2011 Special Board Meeting

D. Monthly reports:

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)
- E. Action to Accept the Philanthropy Report with Gratitude
- F. Action on the Monthly Paid Accounts Payable
- G. Resolution 2011-10 to Renew the Tenant Lease for 2808 S. Race Street (removed from consent agenda for correction)
- H. Resolution 2011-11 to Approve Bond Paying Agent and Registrar Agreement with Commerce Trust Company
- I. Action on Ordinance 2011-11 to Dispose of Surplus Property

**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.**

- L. Action on any item removed from the Consent Agenda for discussion.

Approval of the Minutes of the June 14, 2011 Regular Board Meeting

Commissioner Blumthal pointed out that there was a discrepancy on page 3, section B, paragraph 2. Commissioner Blumthal and other commissioners believed that Director Mayes and President Walker would draft a question set for the commissioners to use in the interviews with facilitator candidates. The responses to the questionnaire would then be used to review the finalists as part of the screening process.

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO ACCEPT THE REGULAR BOARD MEETING MINUTES OF JUNE 14<sup>TH</sup>, 2011 AS REVISED. ALL SAID AYE, MOTION CARRIED.**

Resolution 2011-10 to renew the Tenant Lease for 2808 S. Race Street

The current lease agreement showed that the property is only rented for 364 days a year. Attorney Wong will revise the lease so that it specifies a full 365 days. Aside from that change, the agreement stayed the same.

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO ACCEPT THIS LEASE AGREEMENT AS AMENDED. ALL SAID AYE, MOTION CARRIED.**

**VII. Adjourn to Executive Session**

**COMMISSIONER RUGG MADE A MOTION SECONDED BY COMMISSIONER STEWART TO ENTER INTO EXECUTIVE SESSION TO REVIEW WHICH MINUTES OF EXECUTIVE SESSIONS CAN BE MADE PUBLIC AND WHICH RECORDINGS THAT ARE 18 MONTHS OR OLDER CAN BE DESTROYED. THE BOARD WENT INTO EXECUTIVE SESSION AT 8:55PM.**

**VIII. Action on Release or Destruction of Past Executive Session Minutes or Recordings.**

After the Board returned to the regular meeting, the board announced the decisions reached in executive session. On motion made by Commissioner Rugg and seconded by Commissioner Blumthal, the minutes of the meeting of January 11, 2011, March 1, 2011, March 8, 2011, April 5, 2011, April 12, 2011, May 3, 2011, May 10, 2011 and June 14, 2011 were approved. On motion made by Commissioner Rugg and seconded by Commissioner Blumthal, the following minutes or portion of minutes were released and as to all other unreleased minutes or portions of minutes, it was found that the need to keep the minutes confidential still existed: July 11, 2006, May 8, 2007, December 11, 2007, all but Paragraph 6, January 8, 2008, all but Paragraph 6, May 11, 2010, January 11, 2011, March 1, 2011, March 8, 2011, April 5, 2011, April 12, 2011, May 10, 2011, and June 14, 2011. On motion made by Commissioner Blumthal and seconded by Commissioner Stewart destruction of the following recordings was authorized: August 11, 2009, October 13, 2009, and November 10, 2009.

**IX. Adjourn**

The meeting was adjourned.

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Nancy Delcomyn, Vice President

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Betsy Pendleton Wong, Secretary