

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 REGULAR BOARD MEETING MINUTES
 TUESDAY, MARCH 8, 2011
 7:00-9:30 PM
 ANITA PURVES NATURE CENTER
 1505 N. BROADWAY
 URBANA, ILLINOIS 61801**

The regular board meeting of the Urbana Park District Board of Commissioners was held Tuesday, March 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.

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;
 Dottie Lierman, Business Manager;
 Ellen Kirsanoff, Development Manager;
 Dana Mancuso, Public Information Manager;
 Judy Miller, Environmental Program Director;
 Derek Liebert, Project Manager;
 Jeanne Gerrietts, League of Women Voters;
 Betsy Wong, Attorney and Secretary;
 Tammy Ebert served as Recording Secretary.

I. Call to Order

President Walker called the meeting to order at 7:04 pm.

II. Public hearing concerning the intent of the Board of Park Commissioners to sell \$7,000,000 General Obligation Park Bonds (Alternate Revenue Source) to pay the costs of constructing a family aquatic center and other park improvements.

President Walker opened the Public Hearing regarding the pool at 7:05 pm. There was no public participation or comments. President Walker closed the hearing at 7:06 pm.

III. Public Comment

Judy Miller, Environmental Program Director introduced Jackie Vaiden as the new Environmental Office Manager at Anita Purves Nature Center. Judy noted that Jackie has worked on and off for the park district for many years and in many different positions. She did her field study with the Park District when she was attending Eastern Illinois University studying Recreation Administration. She was also a CIT and camper. Judy added that they were very excited to have Jackie on board and the Commissioners welcomed Jackie to the Park District.

There was no other public comment.

IV. Strategic Plan Discussion

A. Engaging a trained facilitator for a Board Self-Evaluation.

Vicki Mayes, Executive Director, reviewed the Topics for Discussion or Action for Fiscal Year 2011-2012 and the Board Annual Actions and Events Calendar. President Walker noted there were a couple of changes that had been made in the Annual Actions and Events Calendar. One was that approval of the final wage, salary and merit decisions should have been marked as Executive Session. Another was that Action to Annex Territory is an annual action. Vicki noted the other major change made was the Semi Annual Review of the Strategic Initiatives in March and in October. The October review is a look forward to the next fiscal year and March review is a look back at the previous year. Vicki also noted the addition of an annual required Action to Abate the Property Taxes for the Alternative Review Bonds in December, which must be done every year until the bonds are repaid. It was agreed that this would be accepted at the next Board meeting. There was discussion on ways to stay on task with the calendar and review it periodically. It was suggested to review every December to add year specific items to the calendar. It was finally agreed that a mention of the upcoming calendar events would be a part of the Presidents Report section of meetings.

B. Engaging a consultant to update the 2007 Strategic Plan.

President Walker asked for comments from the Commissioners. Commissioner Blumthal stated she would like the board to seriously consider hiring a facilitator. This would be helpful to her as a new commissioner. It would also be helpful to her if the Board's decision making process improved, especially with regard to the time it takes to reach a decision. Commissioner Blumthal stated that she feels that since she doesn't have the history as longer serving members, she doesn't always know the questions to ask. She stated she would expect a facilitator would help the board to finalize a self-evaluation process and would help the board be more action oriented, to get to the meat of things more quickly.

The Director provided the board with a handout/list titled Ideas for a Director Evaluation and Ideas for the Annual Board Self-Evaluation. These were provided as a summary by Beth Michaels from the fall 2010 last self-evaluation.

Commissioner Delcomyn stated her concern that the Board does not get the value they pay for a consultant. Commissioner Rugg agreed with Commissioner Blumthal that the Board cannot seem to move forward efficiently, an example of that is the planning calendar which has been discussed for several months. Commissioner Rugg said that she would support hiring a facilitator/consultant. She also stated that it is important that the Board define what it wants from the consultant. Commissioner Stewart reminded the board that they talked for over a year and a half about the events and action calendar. The consultant finally helped figure out what the calendar should look like. He felt that Ms. Michaels helped identify and list actions in an order that the Board could understand.

President Walker said his major concern is establishing and following an annual cycle of goal setting and evaluation and a consultant could help further that process. He said he is more interested in this than another board self-evaluation. He felt that the Board is on the right road and perhaps getting help with the evaluation process in a professional manner would be beneficial. Commissioner Rugg noted that one of the issues is the words that must be used for a particular internal board process that the law requires is the use of the words "Board Self Evaluation" and particular requirements for a closed session. She stated that is the legal term for an Executive Session process and this word is not one the members agree is appropriate. She suggested that instead of a "self e-valuation" the Board may really need a retreat for goal setting.

Commissioner Rugg continued that the Board must still evaluate the Executive Director and determine staff salaries for the next year. She said that an evaluation is to have standards and look at how you are doing in relation to the standards, whether it is the park district, the board, the director or the strategic plan.

There was a discussion regarding what had been accomplished by the Board over the year and what had been accomplished by the staff. President Walker noted that the Board has voted on some pretty big policy issues over the past year. Commissioner Rugg agreed that the park district has done a lot of fantastic things.

President Walker feels the board is largely doing its job. He agreed that a system for some of these issues makes a lot of sense. Commissioner Delcomyn would like to think about this a little more. She suggested that each member put up a list of 3-5 things that they feel need to get done/discussed which would give an idea of what everyone is thinking. Commissioner Rugg said as a result of the sessions on Board management that she, Commissioners Blumthal and Stewart attended at the IAPD conference, they saw what a more defined structure could do with and for the combination of talent this Board has; a lot more could get done.

Commissioner Delcomyn noted there are 20-25 things on the topics for discussion or action that the Board suggested at its March study session. There was discussion about how to set these into priorities. Commissioner Rugg suggested a paired topic method that she has experience with. Commissioner Delcomyn suggested another process to rank them in order and get them done. There was agreement that the members are not at odds with the various things that need done within the park district.

President Walker stated the District does have a strategic plan and the Board is talking about refreshing the strategic plan. He is very much in favor of it. He stated he feels the board is trying to get things a bit more systemized. President Walker feels that in terms of revising the strategic plan, if the Board decides to hire an outside professional he feels they need to have someone with a background in parks and recreation. He noted that if the Board talks about the strategic plan, the new census information is going to be folded into this. Commissioner Rugg agrees the person needs to have some parks and recreation background but thinks that when looking at it we need to ask, what is it we want the consultant to do for us.

Director Mayes told the Board that if it wants to move forward with a consultant, it is important to give staff direction on what the Board is interested in seeing so the Board's discussion can be productive. There was a general discussion about this, about using an internal process for the Board and a process that provided background by the staff. No determination was made regarding how to proceed. Mayes noted that the staff works within objectives of the strategic plan every day. She asked if the board wants to talk about the plan generally or have the discussion supported by information the staff can provide from their experience working with the plan.

Commissioner Stewart stated that as a board, they've done a fine job. He said the Executive Director provides the direction and brings things to the Board. As a "board team", the board is not as strong in leadership as it could be. It is his view that a consultant will help the board be better leaders. He observed that at some point, Vicki will retire. He asked how the Board wants the district's leadership to function, in combination with the director or in reliance on the director. It is his view that it is important for the board be good at leading and not rely solely on the director. He also noted that the board has been talking about the annual calendar for several years, it is a great idea, but the Board needs to develop itself and become leaders together. It is his view that a consultant will help accomplish that.

Commissioner Blumthal noted there is a short term cost of \$3,000-\$5,000 for the consultant, but the long term value is much higher. It is the long term value for the entire park district that is worth the short term cost. Commissioner Delcomyn agreed with Commissioner Stewart regarding leadership. Director Mayes stated the district's leadership is actually the Board Team (Board and Director). The commissioners are leaders because they are the elected officials and the citizens have given the responsibility to them. Citizens expect the Board to lead and guide the district. As the Director, Mayes brings her professional expertise to the Board Team but the Board are the elected leaders. President Walker stated that with a citizen board like this the main duty is to bring in a professional to help with these kinds of decisions and help with guidance, including strategic planning. It is not the board's duty to care for the day-to-day, the board focuses more on greater goals and the director on the execution. It is his expectation that the director brings important things to the board. Commissioner Stewart and Rugg agreed.

Director Mayes asked what guidance the Board would give to staff. Commissioner Delcomyn suggested to Commissioner Blumthal to give this another month before giving it an up or down vote. Commissioner Blumthal asked what more would be brought to the next meeting to move forward. She noted that it is her concern that if there is not a task at hand things won't get done.

There was additional discussion. Commissioner Rugg suggested tabling this until the next meeting then making a decision.

Commissioner Stewart stated one thing he would like to finalize is the annual calendar. He noted that one of the important things to be done still is the evaluation of the Executive Director. He is concerned that if the Board does not make a decision on the consultant, doesn't decide anything until April then the annual evaluation will be incomplete. Commissioner Rugg expressed her view that a consultant would help the Board keep on task and not allow it to stray off topic. Director Mayes noted Beth Michaels already outlined a framework for a director evaluation as well as for a board evaluation. Mayes asked if there are directions or a request for action that the Board would like to give to the staff or themselves to accomplish by April 5th.

There was continued discussion of the process of a director and board evaluation. President Walker agreed that there are things already available to do a reasonable evaluation. He observed that if it is also in the Board's benefit to hire a consultant, he feels the board would have a better idea after having gone through the process. It would allow them to be able to identify what further weaknesses there are. Commissioner Blumthal asked the other Commissioners if they feel it is feasible to review those processes at the April 5th study session, as part of the discussion to identify the strengths and weaknesses of the Board.

President Walker asked if there was a consensus that the Executive Director evaluation will be discussed at the Executive Session tonight. At the end of that he feels there will be additional items to bring to the next Study Session. The other question he asked is should the Board ask the staff to develop part of the strategic plan process? Commissioner Stewart suggested looking at some of the objectives of the original strategic plan then the Board could ask staff for a list of things that could be done to improve it. Commissioner Delcomyn suggested a big picture from the staff on how the strategic plan has served us over the past five years. It was noted that a broad brush view from the staff would be helpful. Commissioner Rugg stated she is looking in general if there is anything missing or should something be taken off since it is done. Vicki stated it would be helpful to frame it around the Community Values model as defined in the Strategic Plan.

C. Direction to staff.

No direction was given to staff.

V. New and Unfinished Business

A. Action to Engage a Facilitator for a Board Self-Evaluation.

This was postponed to the next meeting.

B. Action to Engage a Consultant to Update the 2007 Strategic Plan

This was postponed to the next meeting.

C. Action on Resolution 2011-02 to Adopt a Gift Acceptance Policy

Commissioner Delcomyn noted there is nothing in the draft that specifies what is done with smaller amounts or undesignated gifts. Ellen Kirsanoff, Development Manager, stated this policy is more to identify the \$1,500 and up. Mayes noted typically what is done with those is that these are held in a fund until there is a project with a need. There are two projects now that are good examples, Meadowbrook Interpretive Center and the Busey Woods Trails. Ellen noted that generally a small donation of \$20 or so is automatically put into the scholarship fund. Commissioner Rugg stated she wanted the policy to cover how all gifts are handled. Commissioner Delcomyn said she would like the policy to cover a scenario of someone coming into make a donation and when the Development Manager hands them the gift acceptance policy, they will know where their money is going to go. Essentially this will be a flow chart.

Mayes suggested going back to the balcony view. She said that often when someone comes into Ellen's office they don't always know where they want their money to go. Ellen and staff need to have the ability to help them think about the possibilities. There was some discussion among the Commissioners about what the policy should cover. Mayes reminded the Board that it was the Board's request for the staff to develop an acceptance policy for large gifts. Ellen stated this was designed for the larger gift so all are handled in the same way. Ellen suggested a format that would show where various funds are often used within the district.

Commissioner Stewart suggested having a procedure for the smaller donations and a policy for the larger donations. Ellen said that is why she was referencing a cover sheet to explain how undesignated funds are used. This would inform everyone of what their donations would go to. Vicki clarified by stating that her understanding is that the Commissioners want a policy for gifts over \$10,000 and a procedure for under \$10,000. Vicki and Ellen will work on this more for a future meeting.

D. Action to Award Bid for Mowing Equipment

COMMISSIONER RUGG MADE A MOTION TO REJECT THE LOW BID BY BIRKEYS BECAUSE THE BASE COST DOES NOT MEET SPECIFICATIONS, WITH A SECOND BY COMMISSIONER DELCOMYN. ALL SAID AYE, MOTION CARRIED.

COMMISSIONER DELCOMYN MADE A MOTION TO ACCEPT THE BID FROM AARON'S BROTHERS, WITH A SECOND BY COMMISSIONER STEWART. ALL SAID AYE, MOTION CARRIED.

E. Action to Reject Bid for Anita Purves Nature Center Roof

Derek noted the nature center has seen a number of improvements lately and one of the critical improvements is to replace the roof. Currently, there are tarps covering the flat parts of it because of leaks. The Park District has had success in using pitched roofs and standing seam metal roofs on facilities. The metal roof has an estimated life of 50 years as opposed to 20 years for shingle roofs. Pitched roofs do not have the problems with leaks that flat roofs do. The bid

for the nature center roof work was estimated on the cost of having a metal roof as was done on the Lake House which came in with a budget of \$80,000.

The bid included pitching all areas of the roof, using standing metal seam roofing materials and replacing gutters. The nature center roof project was bid with an alternate of keeping the flat roof sections. There was a quick bid window for this project. The single bid came in significantly higher than the engineer's initial estimate. Staff recommends rejecting the one bid and rebidding with an extended bid window. Vicki noted staff and engineer are certain the bids will come in higher than originally estimated but lower than the current bid amount. Commissioner Delcomyn noted that it is important to get rid of the flat roof and that she will recommend no more flat roofs going forward. Commissioner Rugg completely agreed and asked where the extra funds for the project will come from. Vicki informed the board it will come from the contingency in the Alternate Revenue Source bonds.

COMMISSIONER DELCOMYN MADE A MOTION TO REJECT THE BID FOR THE ANITA PURVES NATURE CENTER, WITH A SECOND BY COMMISSIONER STEWART. ALL SAID AYE. MOTION CARRIED.

A. Update on the Planning and Operations Facility Project

Vicki reviewed the timeline of the project with the Board for the Planning and Operations Facility Project. The project is on schedule. Derek noted that it feels like they are working with a dream team for construction on this as everything is going so well. Vicki noted the Owners Representative (PKD) has been invaluable with their detail and oversight of the project. Vicki explained the pay review and approval process. She informed the board that there is a 10% escrow amount held back on portions of the pay requests dealing with construction not materials. This is held until the punch list is done and the architect has signed off. Vicki then reviewed the other documents in the board packet with regard to this project, including who is responsible for what and how it is either accepted or rejected. These included proposals for change from the contractor, architect, owner, accepting a proposal and creating a change order, reviewing specification sheets and samples, etc.

VI. Urbana Park District Advisory Committee (UPDAC) Report and Discussion of Nominations

A. Discussion of UPDAC Nominations

Commissioner Rugg questioned the information in the draft UPDAC minutes with regard to safety at Lohmann Park. Ellen explained the concern was for the recent problems in the area of the park, not problems at the park itself. The person wanted to make sure it was on the Park District's radar that things were happening in the area. It was suggested the minutes be a bit more detailed to reflect it is the area not the park itself. Vicki said this suggestion would be given to UDPAC.

Vicki reviewed the UPDAC nominations. Commissioners reported that three people have said yes to serving as an UPDAC board member. There still needs to be three more people. It was noted there was no representation for King Park, Lohmann Park, Schemauger/AMBUCS, South Ridge,

Phillips Recreation Center and Prairie/Weaver Park. There was discussion regarding several candidates and where they were located in relation to park representation needed. President Walker suggested working on this for another month.

VII. Reports

A. Financial

1. Monthly Budget – Dottie reviewed the monthly budget and stated it is at 83% of the fiscal year and everything looks fine within the budget. Dottie reminded the board that the park district is involved in two energy cooperatives which help with electricity and natural gas costs.
2. Action on Treasurer's Report - Dottie reviewed this report and noted the investments and returns were earning more than the average for the environment right now.
COMMISSIONER STEWART MADE A MOTION, WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE TREASURER'S REPORT FOR AUDIT. ALL SAID AYE, MOTION CARRIED.
3. Supplemental Report of Cash – Dottie noted there was very little to report.
4. Capital Budget Report – Dottie reviewed this with the Commissioners.

B. Executive Director

Vicki asked if the April 5th meeting could start at 6:00 pm instead of 6:30 pm and also be held at Phillips Recreation Center. It was noted the polls close at 7:00 pm. Mayes stated that staff and others would wait at Phillips for the election results to come in.

Mayes pointed out the proposal for engineering specifications for the demolition of the old Crystal Lake Pool. She said that staff had asked for a proposal for the cost of demolition however, because the demolition is large and complicated, the engineering needs to be done first. That proposal to design engineering specifications for demolition was from the same group who demolished Thornburn, Frauenhauffer and Associates. The proposal is for about \$23,000.

C. President

The President did not have anything to report.

D. Commissioners

Commissioner Stewart would like the old mission statement brought back. Vicki noted the mission statement hasn't been changed. It was reviewed as part of the strategic plan but not changed. She noted that a new vision statement was created with the plan. She stated there were a few things that were not able to be done with a 15 cent rate increase that were proposed for the 25 cent rate increase. Commissioner Rugg noted it might be a good idea to review these again when working on the strategic plan again. Vicki agreed and suggests reviewing them each time the strategic plan is reviewed.

VIII. Consent Agenda

All action and information items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately. Commissioners had an opportunity to review these items prior to the Board Meeting.

- A. Approval of the Minutes of the December 16, 2010 Joint UPD/CPD Meeting
- B. Approval of the Minutes of the February 8, 2011 Regular Board Meeting
- C. 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)
- D. Action to Accept the Philanthropy Report with Gratitude
- E. Action on the Monthly Paid Accounts Payable
- F. Action to Award Contract for Blair Tennis Court Lighting
- G. Action to Award Bid for Vehicles
- H. Action to Award Bid for Back Hoe
- I. Action to Award Bid for Compact Excavator

COMMISSIONER RUGG MADE A MOTION, WITH A SECOND BY COMMISSIONER STEWART TO APPROVE ALL ACTION ITEMS AND ACCEPT ALL THE INFORMATION ITEMS LISTED ON THE CONSENT AGENDA IN AN OMNIBUS MANNER. ALL SAID AYE, MOTION CARRIED.

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

No items were removed from the Consent Agenda

- IX. Adjourn to Executive Session
President Walker adjourned at 9:27 pm.

COMMISSIONER STEWART MADE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO ADJOURN TO THE EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2 (C) (11) TO DISCUSS PENDING LITIGATION AND 5 ILCS 120/2 (C) (1) TO DISCUSS LEGAL COUNSEL FOR THE PUBLIC BODY AND THE PERFORMANCE OF A SPECIFIC EMPLOYEE. ROLL CALL VOTE, ALL SAID AYE, MOTION CARRIED.

The Board then went into Executive Session

A MOTION WAS MADE BY COMMISSIONER RUGG AND SECONDED BY COMMISSIONER BLUMTHAL TO RETURN TO THE REGULAR MEETING AT 10:35 PM. ROLL CALL VOTE, ALL SAID AYE, MOTION CARRIED.

No further business was conducted after the Executive Session except to adjourn the Regular Board meeting.

- X. Adjourn

Michael W. Walker, President

Betsy Wong, Secretary