

**MINUTES**  
**URBANA PARK DISTRICT BOARD OF COMMISSIONERS**  
**REGULAR BOARD MEETING**  
**TUESDAY, AUGUST 9<sup>th</sup>, 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 on August 9, 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;  
Carl Larson, Urbana Park District Advisory Committee (UPDAC);  
Alexandra Ivanova served as Recording Secretary.

- I. Call to Order  
The meeting was called to order by Vice President Delcomyn at 7:05PM.
- II. Public Comment  
There was no public comment.
- III. Urbana Park District Advisory Committee (UPDAC) Report

Carl Larson spoke to the Board to update them on UPDAC. No meeting was held in July. In June UPDAC was able to tour the wet prairie development at Perkins Road. A potluck dinner is being planned before the next meeting for UPDAC members to become more familiar with each other. Carl Larson also said that members are choosing areas they are particularly interested to work in task groups.

IV. Strategic Plan Report

Director Mayes asked the board to review the definitions of board policies and administrative procedures as well as purpose. There was a brief discussion of the importance of defining goals and fiduciary responsibilities of the Board as it relates to the best interests of the citizens of Urbana.

V. New and Unfinished Business

A. Discussion and Action to Hire a Facilitator for Board Development

Commissioner Blumthal was unsuccessful in contacting Lorri Gibson. Commissioner Rugg was successful in contacting Nancy Sylvester who is available in October/November and is very flexible. Commissioner Stewart was not able to reach Beth Michaels but he shared research he completed from Michaels' website. Michaels specializes in social services and not-for-profits. She is also president of her local school board and is a member of several other boards allowing her a dual perspective on the processes involved. Michaels can customize services to individual organizations and has a lot of experience working with park districts. Vice President Delcomyn spoke with Barbara Heller who is also available in October/November. Heller agreed to provide the Board with a list of park districts she has worked with so that they may be contacted as references. Heller has previously served as a park district executive director which provides her a unique perspective.

It was suggested that when commissioners contact park districts that facilitators have previously worked with as references, they should ask whether that park district would hire that person to do that job again. The board agreed to speak with potential candidates' references before the next meeting.

The Board will establish criteria with which to judge the candidates. It was proposed that the Board rank the candidates at the September Regular Board Meeting after they had a chance to review the background and references of each prior to the September Study Session. The information should be sent by each commissioner to the Director by August 22<sup>nd</sup> to be compiled and distributed. It was requested that the Director remind the commissioners of their responsibilities.

B. Contract for Owner's Representative Services for Crystal Lake Park Pool Project

Staff reported that three firms were selected to interview for this service. Staff recommended that PKD should be selected as Owner's Representative for the Crystal Lake Park Pool project.

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO SELECT PKD TO PROVIDE OWNER'S REPRESENTATIVE SERVICES FOR THE CRYSTAL LAKE POOL**

**PROJECT FOR AN AMOUNT NOT TO EXCEED \$80,000 WITH A CONTINGENCY OF \$5,600 (7%) PLUS REIMBURSABLES. ALL SAID "AYE", MOTION CARRIED.**

B. Award of Bid for King Park Trail Project

The budget for this project is \$300,000 dollars from a City of Urbana TIF #3 grant to create a connected internal pathway system. The work will also include tree work and grading. The bids came in very well.

**COMMISSIONER STEWART MADE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO AWARD THE CONTRACT FOR CONSTRUCTION SERVICES FOR THE KING PARK PROJECT TO SCHOMBERG AND SCHOMBERG FOR THE BASE BID AND ALTERNATES 1, 2, AND 3 FOR A CONTRACT AMOUNT OF \$208,457.71 WITH A CONTINGENCY OF \$20,846 (10%). ALL SAID "AYE", MOTION CARRIED.**

D. Change Orders for Kerr Street Planning and Operations Facility/Hickory Street Project  
This increase will cover the costs of materials like a graffiti-deterrent coating for the building and other smaller items.

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE CHANGE ORDER #8 IN THE AMOUNT OF \$6,002.09 FOR THE P&O PROJECT.**

VI. Reports

A. Financial

1. Monthly Budget

The Business Manager reported that July is the third month of the fiscal year and percentages are consistent with last year. The Urbana Park District received some tax monies in July, bringing up the collection total to 53%. There was one transfer from general fund in the amount of \$83,000 which was used for a land acquisition. Insurance and bonds are ratable to the past. Utilities are under-budget at 12%, and bond expenditures are very low. The budget is in good shape.

2. Action on Treasurer's Report

Capital improvement as a fund has \$11,500,000, mostly unspent funds from the bond sales.

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO ACCEPT THE TREASURER'S REPORT FOR AUDIT.**

3. Supplemental Report of Cash

4. Capital Budget Report

Two trucks were purchased from the 2011 capital budget. 2010 capital budget expenditures included tree memorial expenditures, spending in concept design for outdoor pool and also work on the Meadowbrook Barn. There was very little activity in the 2009 and 2008 capital budgets.

B. Executive Director

Director Mayes spoke about a joint activity of the Urbana Park District and the Urbana Parks Foundation on September 15<sup>th</sup> at the Meadowbrook Barn special preview. The official ribbon cutting will be on September 16<sup>th</sup> at 5:30 preceding the Jazz Walk. Director Mayes also

mentioned that the October study session needs to be rescheduled due to a conference that she and Tim Bartlett will be attending.

C. Vice President

The Vice President reviewed the September 6 and September 13 draft agenda topics.

**Sep 6, Study Session Agenda Topics**

- ADA Audit Report – John McGovern, Recreation Accessibility Consultants (30 min)
- Discussion regarding hold annual meetings with USD and City of Urbana, topics, scheduling (20 min)
- Presentation and discussion of new Board Policy Manual sections (20 min)
- Discussion of Executive Director 2011-2012 goals (Executive Session?) (20 min)

**Sep 13, Regular Board Meeting Agenda Topics**

- Presentation of final design for Crystal Lake Pool
- Possible action on reuse of 901 Broadway, future selection of A&E consultant
- Change orders on any active projects: P&O, Busey Woods, King Park
- Possible bid awards for Lake House siding, Busey Woods gateway trail landscaping
- Any actions that need to be taken regarding facilitator for the board
- Annual Board Actions Calendar: board review and discussion of goals for coming 2012-2013 FY budget as a preliminary to staff budget planning and development

D. Commissioners

Commissioner Rugg asked about the future use of the 901 building. Staff indicated that the most appropriate use will be as office space for administrative staff. It can also accommodate storage for the youth summer theater program and secure, climate controlled storage for the district's public documents. An office space analysis is currently being conducted by staff.

Vice President Delcomyn praised the summer youth theater production of "Anything Goes".

VII. Consent Agenda

Vice President Delcomyn removed the Philanthropy Report from the Consent Agenda as there is no report this month. She stated the items in the Consent Agenda for the record.

- A. Approval of the Minutes of the May 10, 2010 Board Study Session Meeting (as corrected)
- B. Approval of the Minutes of the July 12, 2010 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)

5. Action to Accept the Philanthropy Report with Gratitude (removed from Consent Agenda)
6. Action on the Monthly Paid Accounts Payable

**COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL 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. THERE IS NO PHILANTHROPY REPORT FOR AUGUST.**

VIII. Adjourn to Executive Session  
*There was no executive session.*

IX. Adjourn  
Vice President Delcomyn adjourned the meeting at 8:50PM.

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Nancy Delcomyn, Vice President

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Betsy Pendleton Wong, Secretary

(Seal)