

**MINUTES
 URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 REGULAR BOARD MEETING
 NOVEMBER 8, 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 November 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. 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)
 Betsy Wong, Attorney and Secretary;
 Alexandra Ivanova served as Recording Secretary.

- I. **Call to Order**
 President Walker called the meeting to order at 7:01PM.

- II. **Public Hearing Concerning the Intent of the Board of Park Commissioners to sell \$2,100,000 General Obligation Limited Tax Park Bonds**
 President Walker opened the public hearing on the annual bond issue by stating:

"The Board of Park Commissioners of the Urbana Park District, Champaign County, Illinois, now opens a public hearing on October 12, 2010 at 7:03 PM. The hearing is being held at the Anita Purves Nature Center, 1505 N. Broadway, in Urbana, IL. The purpose of the hearing will be to receive public comments on the proposal to sell bonds at one time or from time to time in the aggregate principal amount of up to \$2,100,000 for the purpose of financing the maintenance, improvement and protection of lands and buildings and parks, and related design, facilities, improvements and costs. Is there any member of the public who would like to make a statement during the public hearing for the annual bond sale?"

No comments from the public were received.

III. Public Hearing for Truth in Taxation

President Walker opened the public hearing to hear public comment on the proposed 2011 levy to be collected in 2012 by stating:

"The Board of Park Commissioners of the Urbana Park District, Champaign County, Illinois, now opens a public hearing on October 12, 2010 at 7:04 PM. The hearing is being held at the Anita Purves Nature Center, 1505 N. Broadway, in Urbana, IL. The purpose of the hearing will be to receive public comments on the proposed tax levy as required by the Truth in Taxation law. Is there any member of the public who would like to make a statement during the public hearing regarding the proposed property tax levy?" President Walker stated that there would be an additional public hearing in December.

No comments from the public were received.

IV. Public Comment

Public comment was received from Carol McKusick of 403 W. University Avenue, Urbana IL 61801 regarding Leal Park.

V. Urbana Park District Advisory Committee (UPDAC) Report

Carl Larson spoke to the board about UPDAC's last meeting and the minutes of the meeting. He noted that a committee dedicated to trails has been established. Mr. Larson stated that the staff gave a report on the UPD scholarship program. He spoke about certain challenges with granting scholarships and staff involvement to see that more youth receive scholarships. Commissioner Rugg suggested that UPDAC could review Urbana demographics regarding scholarships and their accessibility to citizens. Commissioner Delcomyn complimented UPDAC's thoroughness and creativity.

VI. Strategic Plan Report

Corky Emberson spoke to the Board regarding the youth scholarship program. He stated that staff are working on a simplified process so that scholarship awards are based on participant's approval for the Urbana School District Free and Reduced Lunch Program. This would allow the parent or guardian to submit this proof rather than complete lengthy documents. Ideally, this would allow for the program to grow and benefit more Urbana citizens.

Staff is also working on advertising the programs to a wider demographic. Commissioner Stewart commented that it would be good to do more research on why 20% of scholarship recipients don't use the scholarship funds in order to increase accessibility and use. Director Mayes noted that it isn't a perfect process, but one that staff is continuously working to improve to better serve the community.

VII. New and Unfinished Business

A. Action on Ordinance 2011-13 Levy Ordinance

There was no action from the Board because the News Gazette published the ad in an incorrect size and with an incorrect border. Staff ordered a new ad that complies with the requirements of the law. The Board will hold another public hearing in December for the levy and take action on the Levy Ordinance at the December meeting.

B. Presentation Regarding 2011 General Obligation Limited Tax Park Bonds

Business Manager Lierman spoke to the Board regarding a Speer Financial document pertaining to the sale of General Obligation Limited Tax Park Bonds. A suggested cycle of payments was presented which included a move from a three year repayment cycle to a two year repayment cycle.

C. Action to Award Bids for Shelving for the Kerr St Planning and Operations Facility Project

This action is to purchase pallet racks, heavy-duty shelving, light-duty shelving and storage cabinets. Also included in the bid were 1/3 of the light duty shelving as a deduct alternate. Staff recommend awarding the base bid of \$96,145.03 less the deduct alternate of \$10,371.55 for an amount of \$85,773.48 plus a contingency of \$8,577.00. Grainger will deliver, assemble, and install the shelving. The contingency is for any items that the staff may have overlooked such as sufficient shelving brackets, wire management sleeves, shims, anchors, flammable cabinet vent attachments, etc.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO AWARD BIDS FOR SHELVING FOR THE KERR ST PLANNING AND OPERATIONS FACILITY PROJECT TO GRAINGER IN THE AMOUNT OF \$85,773.48 PLUS A CONTINGENCY ALLOWANCE OF \$8,577.00 (10%). ALL SAID "AYE", MOTION CARRIED.

D. Action to Award Bids for Maintenance Shop Equipment for the Kerr St Planning and Operations Facility Project

COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD BIDS FOR 10 WILTON 1765 VISES, ONE EQUIPTO 904S BIN UNIT, AND 3 EAGLE 1612 DRUMS TO GRAINGER FOR THE AMOUNT OF \$5,188.51 AND REJECT ALL OTHER BID UNIT PRICES. ALL SAID "AYE", MOTION CARRIED.

- E. Action to Award Bids for Crew Assembly and Office Work Surfaces for the Kerr St Planning and Operations Facility Project

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO AWARD BIDS FOR CREW ASSEMBLY AND OFFICE WORK SURFACES AND EQUIPMENT TO WM PUTNAM FOR \$36,193.95 PLUS A CONTINGENCY ALLOWANCE OF \$3,619 (10%). ALL SAID "AYE", MOTION CARRIED.

- F. Action to Award Bid on AV Equipment for the Kerr St Planning and Operations Facility Project

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD THE PURCHASE OF 3 EXTRON AMPLIFIERS, 2 EXTRON RACK SHELVES, 10 JBL PENDENT SPEAKERS, 1 MIDDLE ATLANTIC FLOOR RACK TO J TANDY DESIGNS FOR AN AMOUNT OF \$4,921.00. ALL SAID "AYE", MOTION CARRIED.

VIII. Reports

A. Financial

1. Monthly Budget

Dottie Lierman stated that this budget shows spending through October 31st, 2011. October is the sixth month of the fiscal year. Full-time salaries are at 49.44% which is right on target. The majority of property taxes have been collected and the District does not anticipate receiving any more significant amounts.

2. Action on Treasurer's Report

Lierman stated that the majority of the District's total funds of \$16,818,000 are in the capital improvement fund.

COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO APPROVE THE TREASURER'S REPORT FOR AUDIT. ALL SAID "AYE", MOTION CARRIED.

3. Supplemental Report of Cash

4. Capital Budget Report

B. Executive Director

Director Mayes reminded the Board and the audience of important upcoming dates. These include: 11/19 – Recycle Day at APNC and accessible pathway ribbon cutting at 10AM, 11/29 - Board development meeting at 6PM, 12/8 - CU Special Recreation joint meeting at Hays Recreation Center at 5PM. There will be a preliminary pool fundraising display at Turkey Trot.

C. President

The President reviewed the upcoming meeting agendas for December 6 and December 13, 2011.

D. Commissioners

Commissioner Blumthal shared two documents from IAPD which were the Board Member Creed and the Board Member Code of Conduct.

IX. Consent Agenda

Director Mayes recommended that item F to award the landscaping contract for the Busey Woods project be removed from the Consent Agenda because the motion needed to award the bid is more complex than would be permitted in a Consent Agenda motion.

- A. Approval of the Minutes of the October 11, 2011 Regular Board Meeting
- B. Approval of the Minutes of the October 19, 2011 Board Study Session Meeting
- C. Monthly reports:
 - 1. General Action Work Plan
 - 2. Administration
 - 3. Planning/Operations
 - 4. Recreation
- D. Action to Accept the Philanthropy Report with Gratitude
- E. Action on the Monthly Paid Accounts Payable (removed from consent agenda for discussion)
- F. Action to Award Landscaping Contract for the Busey Woods Gateway Trail Project (removed from consent agenda for discussion)

COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO APPROVE THE CONSENT AGENDA WITH NOTED REMOVALS IN AN OMNIBUS MANNER. ALL SAID "AYE", MOTION CARRIED.

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

Action to Award Landscaping Contract for the Busey Woods Gateway Trail Project

This project consists of 3 smaller phases. The first (the actual installation of the path) is complete. The second is planting an interpretive landscape that tells the story of Busey Woods and Central Illinois which will be installed by spring. The third phase is building a full interpretive experience and staff are working with Taylor Studios to complete planning for the interpretive phase.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER RUGG TO AWARD THE CONTRACT FOR LANDSCAPING FOR THE BUSEY WOODS GATEWAY TRAIL PROJECT FOR THE BASE BID AND ALTERNATES #2 AND #3 TO APPLIED ECOLOGICAL SERVICES FOR A TOTAL OF \$53,576.58 PLUS A 10% CONTINGENCY OF \$5358.00. ALL SAID "AYE", MOTION CARRIED.

Action on the Monthly Paid Accounts Payable

Commissioner Delcomyn asked questions about several paid bills. There was discussion regarding whether the most beneficial placement for the Monthly Paid Accounts Payable was in the Financial Reports or the Consent Agenda.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO APPROVE THE BILLS PAID. ALL SAID "AYE", MOTION CARRIED.

Attorney Betsy Wong noted that the public hearing to sell bonds had not been officially closed.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO ADJOURN THE PUBLIC HEARING CONCERNING THE INTENT OF THE PARK COMMISSIONERS TO SELL BONDS AT ONE TIME OR FROM TIME TO TIME IN THE AGGREGATE PRINCIPAL AMOUNT OF UP TO \$2,100,000 FOR THE PURPOSE OF FINANCING THE MAINTENANCE, IMPROVEMENT, AND PROTECTION LANDS, BUILDINGS, PARKS, RELATED DESIGNS, FACILITIES, IMPROVEMENTS, AND COSTS. ALL SAID "AYE", MOTION CARRIED.

X. **Adjourn to Executive Session**
No Executive Session was held.

XI. **Adjourn**
President Walker adjourned the meeting at 9:24PM .

Michael W. Walker, President

Betsy Pendleton Wong, Secretary

(Seal)

URBANA PARK DISTRICT BOARD MEETING COMMENT CARD

Today's Date: 11/7/11

Name: Carol McKusick

Address: 403 W. Union

Topic of Concern: Local Park

- I am representing myself
- I represent _____
- I wish to speak
- I do not wish to speak but want to place the following comment in the record:

Thank you for taking time to attend the Park Board of Commissioners meeting. Comments from the public are accepted as one of the first items of business. The President will set a time limit for comments, usually 2-3 minutes. Please complete the comment card. On the card, indicate if you would like to speak or if you would like to submit a written comment only. Please include your name and phone number. If you wish to speak, please come to the presentation table when the President calls your name. State your name and address for the record. Your comments become a part of the meeting minutes.

The Board will not respond to comments during the meeting. If appropriate, district staff will follow-up by sending you factual information. Your comments, written or spoken are considered by the Board and appreciated.