

MINUTES
URBANA PARK DISTRICT BOARD OF COMMISSIONERS
SPECIAL MEETING
MAY 3, 2011
6:30-8:00 PM
ANITA PURVES NATURE CENTER
1505 N. BROADWAY
URBANA, ILLINOIS 61801

The special meeting of the Urbana Park District Board of Commissioners was held May 3, 2011, at the Anita Purves Nature Center, 1505 N. Broadway, Urbana, IL at 6:30 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 Planning and Operations;
Corky Emberson, Superintendent of Recreation;
Ellen Kirsanoff, Development Manager;
Derek Liebert, Project Manager;
Dottie Lierman, Business Manager;
Student, Jack South, St. Joseph, for class requirement and
Tammy Ebert served as Recording Secretary.

- I. Call to Order
President Walker called the meeting to order at 6:31 pm.

- II. Audience Participation
There were no community members present, no audience participation.

- III. New and Unfinished Business
 - A. Discussion of UPDAC Nominations
There was a brief discussion on the status of contacting the nominees. A couple of nominees needed follow-up contact but most candidates have agreed to the appointment.

 - B. Action on Change Orders for the Meadowbrook Interpretive Center Project
Derek Liebert, Project Manager, reviewed Change Orders 1 through 4 for the Meadowbrook Interpretive Center Project. Change Order #1 equals \$4,672 (already approved in the field staff), Change Order #2 equals \$1,892, Change Order #3 equals \$7,319, Change Order #4 is

Not To Exceed \$2,122 Max. Derek described the change of gutter and downspout materials from a very shiny and reflective finish to one that is more suitable for the setting. Also staff has not yet found a good solution of gutters for the corn crib. Staff believe that gutters and downspouts on the corn crib would prevent the paint from peeling and mildew from forming. Staff recommends painting the corn crib at the same time that the barn is painted. The contractor will lightly power wash the wood to clear it of peeling paint and mildew. The price was in line with the cost of the painting of the barn. Derek explained that Change Order #4 is a Not-To-Exceed amount of \$2,122. The total cost for Change Orders 1-4 is \$16,005.

There was a brief discussion regarding the best method to treat wood, either power washing or scraping, painting or staining and that power washing is needed to remove the mildew.

There was some discussion on the various sources of funds for this project. The district received the first \$50,000 of the grant funds from Department of Commerce and Economic Opportunity (DCEO) prior to the project's start. Other funds are from donations and the district's ADA funds.

COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE CHANGE ORDERS 1, 2, 3 AND 4 FOR THE MEADOWBROOK PARK INTERPRETIVE CENTER FOR THE \$16,005. ALL SAID AYE. MOTION CARRIED.

C. Strategic Plan Report

Vicki Mayes, Executive Director, reviewed the draft Strategic Plan April 2011 Update and Progress Report. She noted this plan has been the anchor for the park district's actions and goals since it was adopted by the Board in 2007. The plan has given the primary direction for the staff. Each fiscal year's budget goals have been directly related to the plan. She reviewed some of the "Big Moves" of the plan that have been accomplished along with the next "Big Moves" to be accomplished.

The progress report is an outline of the Strategic Initiatives by task. The chart details which strategic tasks have been completed, which are currently in progress, and which are still to be initiated. Mayes stated that in her professional experience, what UPD has accomplished is reasonable and impressive. The district is about where it should be at this point given that the first referendum of 25¢ was not supported. The strategic initiative tasks are divided into: Community Mandates, Value Driven Standards, Levels of Service, Fiscal Stewardship and Leveraged Partnerships.

Mayes said that the first set of "Big Moves" had to do with taking care of the district's parks and facilities. These "Big Moves" include:

- Funding critical operations, funding a renewal and replacement capital program, funding a capital improvement program, and funding a land acquisition fund (15¢ rate increase),
- Building a safe, efficient planning and operations facility to replace the outdated facility (15¢ rate increase),
- Funding a pool and improvements to Crystal Lake Park (11¢ rate increase).

The next "Big Moves" relate to improving the efficiency and effectiveness of the district with internal actions. The critical actions for this include:

- Distinguished Agency Accreditation,
- Identifying Core Services in all departments,
- Establishing operational and service standards,
- Improving communication, customer service and financial capacity,
- Reviewing the equity of the district's services throughout the community.

Staff suggests that the Board focus on completing the Distinguished Agency process in the upcoming fiscal year. Then looking at a strategic plan update or refresher in the 2012-13 fiscal year. Vicki noted the biggest mandatory element is for the Board to develop a Board Policy Manual.

President Walker noted he feels it is important to keep in mind that this was an extensive strategic planning process with a lot of policy input on the part of the Board. He stated that he feels it is important for the Board to review the plan at five years. He also suggested that UPDAC might be a good group to start looking at demographics and services. There was discussion regarding a way to incorporate the strategic initiatives that are planned into the Board calendar. Vicki suggested that the staff can put together a list of initiatives that the Board must consider in the next several months and bring it to the June Study Session to review. Vicki noted that the Board should begin determining the FY 2012-2013 strategic initiatives and goals this fall in order for them to become a part of the budget planning process. She also noted that Gary Burgett will be attending the June meeting to talk about possible re-use options for 901 Broadway.

- D. Discussion Regarding Engaging a Facilitator for a Board/Leadership Team Development
 Guiding Question: What is the most effective method for the board to use to develop the board/leadership team especially in regard to an improved decision-making process?

President Walker stated he feels the Board is moving forward with a board self evaluation process. Getting the calendar in order and making sure that other items are taken care of including the Executive's evaluation is a good step. He envisions engaging someone to help this fall to move the process ahead. He is much more reluctant that if a consultant is needed for the strategic plan update, he feels they need to have a background in parks and recreation.

Commissioner Rugg suggested discussing whether the board feels they need help or not, then decide who it will be. She said that she feels that if professional facilitator is retained, it would move the Board forward and keep the Board on track. Commissioner Delcomyn noted she feels the Board needs to be able to tell a facilitator what our goals are. Commissioner Blumthal stated she feels the Board needs to consider how all the things on the strategic plan can be accomplished. Blumthal continued that a facilitator would be a person to help the Board answer questions about things the Board is missing; how can our individual strengths be used. Blumthal compared this to the presentation made by Bill Kruidenier at the joint UPD/UPF dinner as someone in who thinks about things differently than the Board may.

Walker said that he believes the Board is already taking some steps in the right direction and that he would to move that process forward a little bit more and then bring somebody in. Commissioner Rugg noted something like discussing the use of Robert's Rules of Order for

meetings could be discussed and decided on quickly and efficiently using a facilitator. The facilitator would be able to teach us how to use this process to control the meetings and keep discussion on track. She noted that because the Board doesn't take charge, the staff are guessing about what information the Board needs.

Commissioner Stewart suggested two things. First, he feels the facilitator would help to finalize the director's evaluation process. The Board has done a process for several years that he never has had a sense of where it really went. This year the Board did it differently and he felt more involved in the process. As a Board member he felt he was a part of a team and that the process was productive. He stated that he feels that the Board meetings are much different now than in the past. The Board is actually talking more about things even though the discussion is a little more controversial. He stated he believes that may be because the Board did have a facilitator. She asked us to think about: "What do you want?", "How do you know if you have made a decision?". Commissioner Stewart stated he feels a facilitator would be able to approach how to set goals for the board and the executive director in a different way than we are currently doing. His perception is that the facilitated meeting has helped the board. Commissioner Blumthal agreed. She said a facilitator would help the Board to consider things that are not being thought of.

President Walker said it would make sense to him to bring a facilitator, somebody from outside, to come in and talk to us this fall. Have we made any progress this year? Where have we fallen short? How might we do it better or differently? Where could we have done better? He could see doing this again this year. Having somebody with some experience who might be able to talk about those things would be good.

COMMISSIONER RUGG MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ENGAGE A FACILITATOR TO DO ONE MEETING WITH THE BOARD TO HELP ON SOME SPECIFIC QUESTIONS WE HAVE AS A BOARD AND THIS WOULD BE SCHEDULED TO DO THIS FALL AS A GROUP. ALL SAID AYE. MOTION CARRIED.

- E. Action to Engage a Facilitator for a Board/Leadership Team Development
Director Mayes informed the board that she had information on both Nancy Sylvester and Beth Michaels. Beth Michaels presented two sessions that Commissioners Stewart, Blumthal and Rugg attended. Nancy Sylvester presented a session that Commissioners Stewart and Rugg attended.

The Board discussed the value of using more formal Roberts Rules of Order for their meetings. President Walker noted there should be a consensus on time limits which should be agreed to and adhered to and not to have totally free ranging discussions all the time. There was discussion regarding the need to decide what the board wants to do and find someone whose strengths fit that needs. Vicki suggested that a facilitator would need at least 60 days advance notice. She also said that the more definitive the board can be in terms of what it wants to accomplish at the end of that session or meeting, the better those individuals who are facilitating can plan.

There was discussion regarding finding a facilitator. It was suggested that the person should be one who has worked with non-profits as well as someone who might have some park

district background or have worked with other park districts. Mayes stated that the items planned for discussion at the June Study Session included: the Distinguished Agency accreditation process, options for the re-use of 901, and goals to be accomplished with a facilitator. Mayes stated she thinks it is very important for the board to become as efficient as it can in its decision making. She noted the value of an hour of each Commissioner's volunteer time is \$20 an hour; a total of \$100 per hour. And the value of all the staff, attorney, building attendant and recorder is about \$450.00 an hour. So the more efficient the boards deliberation can be, the more those resources can be used in other places.

Mayes reminded the Board that what is important for the Board to look at is the goals to be accomplished in the following fiscal year, the Board's process need to fit into the time flow. The next point at which the board has an impact that will be significant is for the goals for fiscal year 2012-13, starting in October, November, and December. That is when the Board must give direction to staff regarding putting together a work plan and a budget to accomplish the Board's priorities.

It was agreed that Vicki would research possible facilitators and bring that information to the June Study Session.

- IV. Direction to Staff
No direction was given to staff.

President Walker adjourned to executive Session at 7:59 PM.

COMMISSIONER STEWART MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ADJOURN TO THE EXECUTIVE SESSION PURSUANT TO 5 ILCS 120/2 (C) (5) TO DISCUSS (5) TO DISCUSS THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY, INCLUDING MEETINGS HELD FOR THE PURPOSE OF DISCUSSING WHETHER A PARTICULAR PARCEL SHOULD BE ACQUIRED. ROLL CALL VOTE, ALL SAID AYE, MOTION CARRIED.

- V. Executive Session

The Board then went into Executive Session at 8:05 PM.

A MOTION WAS MADE BY COMMISSIONER STEWART AND SECONDED BY COMMISSIONER RUGG TO RETURN TO THE REGULAR MEETING AT 8:25 PM. ROLL CALL VOTE, ALL SAID AYE, MOTION CARRIED.

The Board had a brief discussion regarding a possible joint meeting with the Urbana Park Foundation. A preference was expressed to discuss why the foundation picked the four fund development options and also how the UPD Board could help. Possible dates are May 18 or 17 starting at 5:30. Director Mayes noted it would need to be advertised as a public meeting.

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

- VI. Adjourn
President Walker adjourned the Regular Board Meeting at 8:28 pm.

Michael W. Walker, President

Betsy Pendleton Wong, Secretary