

**MINUTES  
 URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 REGULAR BOARD MEETING  
 TUESDAY, JANUARY 11, 2011  
 7:00-9:00 PM  
 PHILLIPS RECREATION CENTER  
 505 W. STOUGHTON  
 URBANA, ILLINOIS 61801**

The regular meeting of the Urbana Park District Board of Commissioners was held January 11, 2011, at the Phillips Recreation Center, 505 W. Stoughton, 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; Derek Liebert, Project Manager; Judy Miller, Environmental Program Manager; Dottie Lierman, Business Manager; Dana Mancuso, Marketing Manager; Betsy Wong, Attorney and Secretary; Tammy Ebert served as Recording Secretary.

- I. Call to Order  
 President Walker called the meeting to order at 7:10 PM. President Walker noted the meeting is starting a bit late due to the change in venue. This meeting is at the Phillips Recreational Center because the floors at the Anita Purves Nature Center are being replaced.
- II. Public Comment  
 There were no public comments.
- III. Urbana Park District Advisory Committee (UPDAC) Report  
 There was no December UPDAC meeting and no UPDAC members present tonight.

IV. Strategic Plan Report

Vicki Mayes, Executive Director, brought to the board's attention the memo in their packet with a list of items that were possible with the 15 cent rate increase approved by the voters in 2009. The list outlines the actions, services, programs, facilities and playgrounds maintained and improved with the 15 cent rate increase. The district will be able to continue this for many years. Director Mayes noted these were items UPD committed to doing when it asked for the rate increase. A commissioner asked about the new climbing rocks at Phillips. Vicki explained these are a new piece of playground equipment. UPD was able to purchase these at a significantly reduced rate since there were purchases of other playground equipment at the same time.

Director Mayes said the rate increase also allowed UPD to apply and receive matching fund grants. President Walker noted that the 15 cent rate increase was not specifically budgeted for these items. The list is an example of how the funds have been used. These are items that would not have been accomplished or would have been very difficult to do without the rate increase. There were energy conservation items done which saves the park district money in the future. There were further examples of how the funds have really helped and been very important to the park district.

Derek Liebert, Project Manager, spoke briefly of the work done to eradicate the Emerald Ash Borer and other tree maintenance performed. He also noted the arborist said the maintenance being done will significantly increase the health and life of the trees. Tim Bartlett, Superintendent of Planning and Operations, reiterated that without this 15 cents there would have been significant cuts to maintenance. Corky Emberson, Superintendent of Recreation, noted without the 15 cents some of the programs may have had to have been cut. The 15 cents has helped the park district reach out to the public even more. Judy Miller, Environmental Program Manager, noted that the district was able to staff facilities so that hours of service open to the public could be maintained.

V. New and Unfinished Business

A. Discussion Regarding Preliminary Bond Actions in Relation to a Future Outdoor Pool Project

Director Mayes said the district's bond financial counsel suggested initiating the bond process for construction of a future pool immediately. If the voters approve the rate increase, the bond sale will be ready to go immediately instead of taking up to four months to get the preliminary work done. The sooner the bond process starts the more likely that interest rates will be low. If the citizens do not approve the rate increase there is no need to move forward with the sale, it can be dropped with minimal cost to the park district.

President Walker mentioned it was important that the citizens realize this does not mean the board is assuming the rate increase will be approved. This is only preliminary work. President Walker feels it would be important to get input from the UPDAC committee on this as well. Director Mayes provided a sample of the work that would be done in preparation of the sale. Director Mayes reiterated little money would go toward the professional services for the sale until the actual sale moves forward. The board supported the preparation of the bond sale with \$7,000,000 being the upper limit of the bond. Dottie Lierman, Business Manager, and Director Mayes will proceed with the initial steps. If there are any concerns brought up at the UPDAC meeting it will be brought to the commissioners' attention. Commissioners noted some of the positives of preparing now which include a potential for a better rate at the time of the sale, being prepared to move forward if the rate increase is approved and there is little cost, other than labor, in preparing in advance.

B. Action to Adopt the 2011 Capital Improvement Budget and Revise 2010, 2009 Capital Improvement Budgets

Director Mayes brought to the board's attention that there is sufficient funding to continue with all annual commitments. These include continuing with the post-construction agreement for the indoor pool, the Scottswood payment, the Emerald Ash Borer tree work, support for the Planning and Operations Building, vehicle replacement schedule, etc. Staff stated these will continue in 2012. Director Mayes noted that Derek Liebert, Project Manager, keeps a master list of parks and facilities with a renewal and replacement cycle. More general discussion followed including that the AMBUCS Club is very excited to work with the park district to replace the aging playground at AMBUCS Park. Staff noted any funds saved on projects and improvements are rolled over for other projects. A commissioner asked if UPD could work with the school district on a playground. Staff noted that a park within the school district would be fenced in and closed to the public during school hours. This would prevent parents with younger children from being able to use the park during the school day.

President Walker asked how many more payments on the indoor pool and reconstruction agreement. Director Mayes said the \$40,000 payments are for the full 17 years of the contract, through 2017. Director Mayes noted there would need to be a renegotiation committee put together in 2015. Also, the interest from the Mary Alice English fund has been committed to this for the 17 years.

A commissioner asked why the cost of issue on the bonds went up. Director Mayes explained it is due to a change in bond financial counsel to Speer Financial. They gave UPD a trial discount for the annual sale in 2010, which was the same price Betsy Wong had charged.

President Walker asked what "FF&E" stands for: Fixtures, Furniture and Equipment. Staff agreed to change this on future reports to the complete phrase.

A question was asked about the Scottswood payments. Dottie Lierman noted there are two more years of doubled payments. Director Mayes noted no determination has been made on what to do with any savings remaining from the construction project and how it would be refunded to property owners including UPD. Staff noted it would be the court's decision how this would be done. Director Mayes suggested a letter from the board be sent to the St. Joe Drainage District and City of Urbana with a copy to attorney Byron Balbach asking for the status of completing the refund process.

Dottie Lierman, Business Manager, reviewed the Capital Improvement Budgets. Director Mayes noted the board reviews this budget several times a year. Tim Bartlett, Superintendent of Planning and Operations, stated the staff review it monthly. If there are any targets that need adjusted, either up or down, it is done. A commissioner asked about the money from the State of Illinois for the Meadowbrook Park Interpretive Center. Staff said \$50,000 (25% of the grant funds) has been received along with the signed agreement.

President Walker said he is pleased there is a contingency budget. Director Mayes gave an example of the importance of the contingency budget, the nature center. She noted that part of the roof on the center is a flat roof, has always leaked and needs replaced with a pitched roof to resolve the problem. Staff noted that the roof started leaking very shortly after it was installed. At the time of the project, the focus was on square footage and not the roof as the funding was very tight. Mayes noted the bids for the roof replacement will have alternates for a pitched roof in that section. Changing the pitch would be a permanent fix for the leaking.

**COMMISSIONER STEWART MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPROVE THE CAPITAL BUDGETS. PRESIDENT WALKER ASKED FOR A CLARIFICATION TO APPROVE THE 2011 CAPITAL IMPROVEMENT BUDGET AND APPROVE REVISIONS OF THE 2010 AND 2009 CAPITAL IMPROVEMENT BUDGETS. THIS WAS ACCEPTED, THE VOTE WAS TAKEN. ALL SAID "AYE", MOTION CARRIED.**

C. Review Draft Chief Shemauger Park Master Plan

Tim Bartlett reviewed the first draft of the site master plan for Chief Shemauger Park. The site is about 13 ½ acres. Staff reviewed the population and housing of the area along with what had been at the site previously. Staff's goal was to bring this update to the board for input. Staff will also host neighborhood meetings in February to get input from the citizens in the area. There were some questions with regard to the size and depth of the water retention basin for the Planning and Operations Facility. Staff noted that there will be native grasses planted around the

retention basin. The recreational staff noted some of the interest would be for outdoor sports. There were no other questions or concerns from the board. Staff will proceed with this and bring a final plan to the board in March or April.

D. Resolution 2011-02 to Adopt Gift Acceptance Policy

Staff presented the first draft of the gift agreement and policy in January and this report incorporated the requested changes. President Walker noted he doesn't feel the threshold for a signed agreement is clear. Director Mayes noted currently an acknowledgement and use of the funds are done for each donation. He suggests \$5,000 would be a good threshold for staff to offer an agreement. Another commissioner suggested that anytime there is a request by a donor for an agreement, no matter the dollar amount, it would be honored. An agreement will be required for gifts over \$10,000.00. Staff said the intent of this agreement is to use it as a template, so it has been drawn up as such. It was mentioned that there is no area in the proposed agreement template to include land donations. Vicki suggested a separate agreement for land as there are various rules that the UPD must adhere to. A commissioner suggested \$10,000 should be the threshold in which the donation is brought to the board. Staff noted the ultimate goal is to honor the donor's requests. Director Mayes suggests the board adopt the policy and accept the agreement template. Currently the Policy Manual states any gift of \$1,500 or more will be acknowledged by the President. The agreement will go back to the staff for redrafting to include the suggested changes before formal approval by the board.

E. Action on Ordinance 2011-01 to Rescind Ordinance 2010-18

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STEWART TO ACCEPT ORDINANCE 2011-01. ALL SAID "AYE". MOTION CARRIED.**

F. Action on Ordinance 2011-02 to Submit a Public Question for Referendum

There was a brief discussion regarding the need to change the language in Ordinance 2010-18 to reflect that ballots are marked by filling in the oval rather than marking an X.

**COMMISSIONER STEWART WITH A SECOND BY COMMISSIONER DELCOMYN MADE A MOTION TO ADOPT ORDINANCE 2011-02, AN ORDINANCE PROVIDING FOR AND REQUIRING THE SUBMISSION OF THE PROPOSITION OF INCREASING THE LIMITING RATE FOR THE URBANA PARK DISTRICT, CHAMPAIGN COUNTY, ILLINOIS, TO THE VOTERS OF THE DISTRICT FOR THE CONSOLIDATED ELECTION TO BE HELD ON THE 5<sup>TH</sup> OF APRIL, 2011. ROLL CALL VOTE, ALL SAY "AYE". MOTION CARRIED.**

VI. Reports

A. Financial

1. Monthly Budget

Dottie Lierman reviewed the budget. She stated that everything within these 8 months have gone well. Dottie noted page 25 – District Wide Reporting - shows quite a few revenue items have been fully received. Page 26 showed a few other items that are in for the revenue.

2. Action on Treasurer's Report

Action on Treasurer's Report – Dottie reviewed the treasurer's report. The second page lists investments and each type of investment along with disbursements made.

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

2. Supplemental Report of Cash

3. Capital Budget Report

B. Executive Director

There are a couple of positions that staff will interview for in January. She noted she is very pleased to have all applications be filed online now. Notes for calendar: State Conference in Chicago is January 27<sup>th</sup> – 29<sup>th</sup>. UPDAC will meet at Phillips Center this month. February 1<sup>st</sup> Study Session has an earlier start time at 6:00 pm.

C. President – No specific report at this time.

D. Commissioners – Commissioner Delcomyn will not be here for the Jan 25<sup>th</sup> UPDAC meeting.

VII. Consent Agenda

A. Approval of the Minutes of the December 07, 2010 Board Study Session Meeting

B. Approval of the Minutes of the December 14, 2010 Regular Board Meeting

C. Approval of the Minutes of the November 09, 2010 Regular Board Meeting As Corrected

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 Monthly Paid Accounts Payable

G. Resolution 2011-01 to Amend the District's Section 125 Plan

H. Action to Award Annual Print Bid

**COMMISSIONER DELCOMYN 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**

- I. Action on any item removed from the Consent Agenda for discussion.  
No items removed from the Consent Agenda.

VIII. Adjourn to Executive Session

President Walker asked for a motion to close the meeting at 8:50 PM to go into Executive Session.

**MOTION TO ADJOURN TO THE EXECUTIVE SESSION BY COMMISSIONER DELCOMYN WITH A SECOND BY COMMISSIONER STEWART. ROLL CALL VOTE ALL SAID "AYE". MOTION CARRIED.**

**MOTION TO ADJOURN THE EXECUTIVE SESSION AND RETURN TO THE REGULAR MEETING WAS MADE BY COMMISSIONER STEWART WITH A SECOND BY COMMISSIONER DELCOMYN. A ROLL CALL VOTE WAS TAKEN. ALL SAID "AYE", MOTION CARRIED. THE REGULAR MEETING RESUMED AT 9:28 PM.**

IX. Action to Release Past Executive Session Minutes and to Destroy Recordings

After the discussion in executive session, the Board returned to open session and announced its decisions as to **which minutes the need for confidentiality still exists and which minutes no longer require confidential treatment and are available for public inspection and which recordings can be destroyed** as follows:

**Minutes Released:**

September 12, 2000  
April 17, 2001  
September 11, 2001  
December 11, 2001  
December 11, 2007 – all but 6<sup>th</sup> and 7<sup>th</sup> paragraphs  
January 8, 2008 – all but 5<sup>th</sup> and 6<sup>th</sup> paragraphs  
January 12, 2010 – Amended  
May 24, 2010  
June 14, 2010 – all but 9<sup>th</sup> paragraph  
August 10, 2010  
September 21, 2010  
December 7, 2010

**Minutes still needing Confidentiality:**

September 10, 2002 (4<sup>th</sup> paragraph)  
January 18, 2004

January 19, 2004 (10:00am)  
January 19, 2004 (5:30pm)  
January 20, 2004 (2:00pm)  
June 8, 2004  
June 10, 2004  
April 12, 2005 (6<sup>th</sup> paragraph)  
May 10, 2005 (6<sup>th</sup> paragraph)  
July 11, 2006  
January 16, 2007 (9<sup>th</sup> paragraph)  
May 8, 2007 (5<sup>th</sup> paragraph)  
July 10, 2007 (7<sup>th</sup> paragraph)  
December 11, 2007 (6<sup>th</sup> and 7<sup>th</sup> paragraphs)  
January 8, 2008 (5<sup>th</sup> and 6<sup>th</sup> paragraphs)  
May 11, 2010  
June 14, 2010 (9<sup>th</sup> paragraph)

**Recordings to be Destroyed:**

August 10, 2006  
May 8, 2007  
February 5, 2009  
February 10, 2009  
March 5, 2009  
March 10, 2009  
April 9, 2009  
June 9, 2009.

X. Adjourn

No further business was conducted after the actions in relation to the Semi-Annual Review of Executive Session Minutes and Recordings except to adjourn the Regular Board meeting at 9:31 pm.

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Michael W. Walker, President

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Betsy Pendleton Wong, Secretary