

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, SEPTEMBER 10, 2019
7:00 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, ILLINOIS 61802**

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, September, 2019, at the Planning and Operations Facility, 1011 E. Kerr Avenue, 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. Also available for inspection are all documents that were reviewed or approved at the meeting. UPTV taped the meeting for future airing.

| COMMISSIONERS | PRESENT | ABSENT |
|-----------------------------------|---------|--------|
| President Michael Walker | X | |
| Vice-President Nancy Delcomyn | X | |
| Commissioner Lashaunda Cunningham | X | |
| Commissioner Roger Digges | X | |
| Commissioner Meredith Blumthal | X | |

Also present were Tim Bartlett, Executive Director;
Corky Emberson, Superintendent of Recreation;
Caty Roland, Business Manager;
Derek Liebert, Superintendent of Operations;
Kara Dudek, Park Planner;
Jean Paley, UPDAC Chair;
Kelsey Beccue served as Recorder.

I. Call to Order

President Walker called the meeting to order at 7:03 PM.

A. Remote Attendance

There was no request for remote attendance.

II. Public Hearing

President Walker opened the public hearing at 7:03 PM regarding the intent of the Board to sell not to exceed \$6,200,000 General Obligation Park Bonds (Alternate Revenue Source) to pay the costs of renovations and improvements to Crystal Lake Park and building and equipping of a Health and Wellness facility or construction of various Health and Wellness projects throughout the District.

There were no comments from the public.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND FROM COMMISSIONER CUNNINGHAM TO CLOSE THE PUBLIC HEARING. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

The hearing was closed at 7:06 PM.

III. Accept Agenda

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE AGENDA AS PRESENTED. ALL SAID "AYE," MOTION CARRIED.

IV. Public Comment

A. Public Comment

There were no comments made from members of the public.

B. UPD New Staff Introductions

There were no staff introductions.

V. Urbana Park District Advisory Committee (UPDAC) Report

Executive Director, Tim Bartlett, introduced new UPDAC Chair Jean Paley. Jean shared her experience chairing her first UPDAC meeting, and what she learned about public comment procedures. She also noted that there are more young people getting involved on UPDAC.

VI. Consent Agenda

A. Approval of the Minutes of the August 6, 2019 Study Session

B. Approval of the Minutes of the August 13, 2019 Regular Board Meeting

C. Monthly Reports

These are monthly reports from each department of the district.

1. Administration (Executive Director, Business, Development/Volunteers, Human Resources)

2. Planning/Operations (Planning, Project Management, Facilities, Grounds, Aquatics)

3. Recreation (Museum, Aquatics, Athletics, Community Programs, Public Information/Marketing, Champaign-Urbana Special Recreation–CUSR)

D. Approval of the Monthly Paid Accounts Payable

This report is available for review by each Commissioner.

E. Action to Accept the August 2019 Philanthropy Report and Gifts Listed with Gratitude

Gifts and donations must be officially accepted by the Board. The Philanthropy Report also lists volunteer service hours for the month.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE ALL OF THE ACTION ITEMS ON THE CONSENT AGENDA AND ACCEPT ALL THE INFORMATION ITEMS LISTED ON THE CONSENT AGENDA IN AN OMNIBUS MANNER. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

VII. Reports

A. Financial Reports

1. Revenue and Expenditure Report

Caty Roland presented the Revenue and Expenditure Report.

2. Action on Treasurer's Report

Caty Roland presented the Treasurer's Report

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

3. Capital Budget Report
Caty Roland presented the Capital Budget Report.

Derek Liebert provided updates on several projects including Crystal Lake Park rehabilitation, the Saline Branch project, and the landscaping along the Park Street path.

B. Executive Director

Director Bartlett presented updates on:

- News-Gazette article on birding sites
- Potential Urbana Park District and U of I Law School collaboration regarding climate resiliency planning
- Meeting with USD 116 Superintendent Jennifer Ivory-Tatum about shared goals, including a Health and Wellness facility in Urbana
- Planning for the future of Prairie Play Playground at Meadowbrook Park
- UPD's response to recent feedback about the aquatics and garden programs, including the use of focus groups
- New sculpture at Meadowbrook, "Bipolar Apparition Attack-Formus Interrupius" by Chas Yost

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the 10/1/19 Study Session and 10/8/19 Regular Board Meeting agendas.

D. Liaison Reports

1. Finance Study Group

President Walker reported that the Finance Study Group last met in June, and that all the information that had been discussed in that meeting has already been presented to the Board.

2. UPD Policy Study Group

Commissioner Cunningham reported that the group last met in May, and Caty Roland noted that Human Resources Manager, Alex Ivanova, would be reaching out to schedule another meeting.

3. Urbana Parks Foundation Representative

Commissioner Digges reported that there were already 70 RSVPs to the UPF Jazz Walk Reception, and provided information on several upcoming Foundation events:

- 12/12/19 holiday event at Analog Wine Bar
- 2/22/20 Big Splash at Urbana Indoor Aquatic Center
- 3/12/20 (tentative date) Annual Dinner at Stone Creek Events Center
- 5/15/20 Barn Bash

Commissioner Digges also reported that the Foundation is looking at ways to improve the level of diversity on the Board of Trustees.

4. UPDAC Planning Study Group

Commissioner Cunningham reported that the group last met on August 19 to discuss the schedule for the rest of 2019 and planning for the rest of 2020, as well as the overall scope of work for UPDAC.

VIII. Old Business

- A. Action on any Old Business removed from Consent Agenda
There was no Old Business removed from the Consent Agenda.

IX. New Business

- A. Action to Accept the Urbana Park District Strategic Plan 2020
Park Planner, Kara Dudek, presented the updated Strategic Plan with the changes requested by the Board. Updates included additions to the appendix, additional graphics, and various language changes.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE URBANA PARK DISTRICT STRATEGIC PLAN 2020. ALL SAID "AYE," MOTION CARRIED.

- B. Action to Award Leal Parking Lot Expansion and Pathway Improvement Project
Superintendent of Planning and Operations, Derek Liebert, provided background on the limited parking available at Leal Park, the process of researching expansion options, and coordinating the bidding for the project. Derek noted that the low bidder for the project did not provide bids for all the alternates, and suggested awarding the bid to the next lowest bidder.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO REJECT THE LOW BID FROM CONCRETE, INC., FOR INCONSISTENCIES IN THE SUBMITTAL BY NOT PROVIDING A BID ON SELECTED ALTERNATE OPTION #6, AND TO AWARD THE SECOND LOW BID IN THE AMOUNT OF \$65,478, WITH ALTERNATE #6, FOR \$9,150, FOR A TOTAL BID OF \$74,628 FOR THE LEAL PARKING LOT EXPANSION AND PATHWAY IMPROVEMENT PROJECT TO MEUSER CONSTRUCTION & EXCAVATION, INC. OF PAXTON, IL WITH A CONTINGENCY OF \$20,214. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- C. Action on any New Business removed from Consent Agenda
There was no New Business removed from the Consent Agenda.

X. Comments from Commissioners

Commissioner Cunningham inquired about the bid process – whether UPD facilitates a formal bid opening, or contractors simply drop off their bids. Derek answered that there is always a bid opening that contractors are invited to attend, but not all choose to.

XI. Adjourn

President Walker adjourned the meeting at 8:27 PM.

Nancy A. Delcomyn, Vice-President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: October 8, 2019