

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, OCTOBER 8, 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, October 8, 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 Planning and Operations;
Andy Rousseau, Project Manager;
Allison Jones served as Recorder.

I. Call to Order

Vice-President Delcomyn called the meeting to order at 7:02 PM.

A. Remote Attendance

There was no remote attendance requested at this time.

II. Accept Agenda

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE AGENDA AS PRESENTED WITH THE ADJUSTMENT OF MOVING NEW BUSINESS, POINT A, DIRECTLY AFTER PUBLIC COMMENT. ALL SAID "AYE", MOTION CARRIED.

III. Public Comment

A. Public Comment

There were no comments from members of the public.

B. UPD New Staff Introductions

1. Jinny Swedberg, Intern – Corky Emberson introduced Jinny Swedberg, UPD’s new Outreach and Wellness intern.

-- New Business, A. Review of and Action to Accept 2019 Comprehensive Annual Financial Report (2019 CAFR)

Staff from Martin Hood, Mitch Schluter and Maddie Eisenmenger, presented the 2019 UPD Annual Audit and Financial Report. They reviewed new governmental regulations relevant to UPD, auditor reports, financial statements, and communication letters. Staff noted that UPD received an unmodified opinion on the audit, which is the ideal, meaning accounting standards are in line with generally accepted standards.

IV. Urbana Park District Advisory Committee (UPDAC) Report

Staff noted that UPDAC meeting minutes have been provided, and Commissioner Delcomyn noted that this is a very engaged UPDAC group with many great ideas.

V. Consent Agenda

- A. Approval of the Minutes of the September 3, 2019 Board Study Session
- B. Approval of the Minutes of the September 10, 2019 Regular Board Meeting
- C. Monthly Reports
 1. Administration
 2. Planning/Operations
 3. Recreation
- D. Approval of the Monthly Paid Accounts Payable
- E. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude
- F. Action to Approve Ordinance 2019-09 Authorizing the Sale/Disposal of Personal Property

Commissioner Digges requested item F be removed from the Consent Agenda.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE ACTION AND INFORMATION ITEMS A THROUGH E ON THE CONSENT AGENDA IN AN OMNIBUS MANNER. A ROLL CALL VOTE WAS TAKEN; ALL SAID “AYE.”

VI. Reports

- A. Financial Reports
 1. Revenue & Expenditure Report
Caty Roland presented the Revenue & Expenditure Report.
 2. Action on Treasurer’s Report
Caty Roland presented the Treasurer’s Report.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE TREASURER’S REPORT FOR AUDIT. ALL SAID “AYE”, MOTION CARRIED.

3. Capital Budget Report
Caty Roland reviewed changes to the 2019, 2018, and 2017 Capital Budgets.

Andy Rousseau reviewed upcoming public open houses for the Saline Habitat project and the Crystal Lake Rehab project. He also provided updates on the new ITEP path in Crystal Lake Park and final adjustments being completed to that project, as well as the scheduling of an official

ribbon cutting ceremony. Next, he provided updates on the Leal Path and Parking Expansion, which should begin in the next week, including landscaping, path work, and parking updates.

B. Executive Director

Director Bartlett provided updates on multiple projects and programs, including UPD strategic planning efforts, successful fall events such as the Jazz Walk, Scarecrow Fest, and BioBlitz, upcoming new programming, traffic counts for the Kickapoo Rail Trail, new community connections, art projects in the works, the UPD Senior Club Holiday Lunch on 12/5, CUSR staff space/facility needs and their spring awards banquet and events, the new ChambanaSeniors website, and youth workforce development programs. Corky Emberson noted that UPD's new website is now up and running.

1. Community Event Updates
2. KRT Updates
3. DREAAM House

C. President

There was no President's Report.

1. Review of upcoming meeting agenda

D. Liaison Reports

1. Finance Study Group

Commissioner Diggles noted that the Finance Study Group last met in September to discuss the tax levy, Capital Improvement Budget, and 2020 health insurance quotes, and will meet next on 11/1.

2. UPD Policy Study Group

Commissioner Blumthal noted that the Policy Study Group will meet next in early 2020.

3. Urbana Parks Foundation Representative

Commissioner Diggles noted that the next UPF meeting is 10/14/19.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report at this time.

VII. **Old Business**

- A. Action on any Old Business removed from Consent Agenda
None.

VIII. **New Business**

- A. Review of and Action to Accept 2019 Comprehensive Annual Financial Report (2019 CAFR)
See above.

COMMISSIONER DIGGLES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE 2019 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE YEAR ENDED APRIL 30, 2019. ALL SAID "AYE", MOTION CARRIED.

- B. Action on Resolution 2019-09 Determining Amount to be Raised by Taxation

Caty Roland reviewed the process for determining the amount to be raised by taxation, including different options to allow for a margin of adjustment for when the final EAV is determined by the County Assessor's Office in April.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE RESOLUTION 2019-09 DETERMINING THE AMOUNTS ESTIMATED TO BE NECESSARY FOR THE 2019 LEVY PAYABLE IN 2020 UPON TAXABLE PROPERTY IS \$9,075,275 (25%). A ROLL CALL VOTE WAS TAKEN; ALL SAID "AYE."

- C. Review of Preliminary 2020 Capital Improvement Budget
Andy Rousseau presented the preliminary 2020 Capital Improvement Budget, including spending on items such as vehicles, equipment, tree work, technology, mechanical needs, hardscapes and fencing, and Crystal Lake Park rehab. He noted that this proposed budget is for review and will be voted on in the November Board Meeting.
- D. Action to Award Services for Health & Wellness Planning and Design
Andy Rousseau reviewed the planning process for a potential wellness facility, including partners, concepts, site analysis, program statements, developing a pro-forma, and evaluating maintenance and operating costs. He noted that there will also be a public open house to get public input.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD SERVICES FOR HEALTH & WELLNESS PLANNING AND DESIGN IN THE AMOUNT OF \$44,500 AND A 15% CONTINGENCY OF \$6,675 TO FARNSWORTH GROUP OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN; ALL SAID "AYE."

- E. Action to Award 2020 Recreation Cargo Van Bid
Andy Rousseau reviewed the history of the Carle Foundation donation to the UPD and how the funds will be spent the first year, the purpose of the outreach van, what equipment is needed, the bid process and responses, and additional prep work for the van once it is purchased. He noted the van would arrive early next year.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD THE BID OF \$37,475 FOR A 2020 CARGO VAN WITH OPTIONS #1-6 TO BOB RIDINGS OF TAYLORVILLE, IL. A ROLL CALL VOTE WAS TAKEN; ALL SAID "AYE".

- F. Action on any New Business removed from Consent Agenda
Commissioner Digges requested to postpone action on sale of Exhibit B until the November meeting, giving the Board additional time to discuss the proposal.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE 2019-09, SALE OF PERSONAL PROPERTY, WITH THE REMOVAL OF EXHIBIT B. ALL SAID "AYE", MOTION CARRIED.

IX. Comments from Commissioners

Commissioner Digges commented on the success and hard work at the BioBlitz event.
Commissioner Blumthal commented on the success of the Urbana Parks Foundation in raising money for the Youth Scholarship Fund.

X. **Adjourn**

Commissioner Delcomyn adjourned the meeting at 8:43 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: November 12, 2019