

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, FEBRUARY 11, 2020
 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, February 11, 2020, 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 Leibert, Superintendent of Recreation;
 Kyle Mills, Athletics Supervisor;
 Leslie Radice, Aquatics Manager;
 Mark Schultz, Public Information and Marketing Manager;
 Judy Miller, Environmental Program Manager;
 Janet Soesbe, Community Program Manager;
 Elsie Hedgspeth, Outreach and Wellness Manager;
 Allison Jones served as Recorder.

- I. **Call to Order**
 President Walker called the meeting to order at 7:00 PM.
- II. **Accept Agenda**
 - A. Remote Attendance
 There was no remote attendance requested at this time.

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

III. **Public Comment**

A. Public Comment

1. 2019 Audubon Breeding Birds Report – Beth Chato

Beth Chato with the Champaign County Audubon Society presented the 2019 Audubon Breeding Birds Report, which included information about different species, habitats, and bird observation efforts throughout the year at UPD parks and properties.

B. Staff Introductions

There were no staff introductions.

IV. **Urbana Park District Advisory Committee (UPDAC) Report**

UPDAC Chair, Jean Paley, provided a written report. Commissioners commented on a successful meeting and noted that the UPDAC 50th anniversary is in 2021, so UPDAC will be working on connecting with past members.

V. **Consent Agenda**

A. Approval of the Minutes of the January 7, 2020 Study Session Meeting

B. Approval of the Minutes of the January 14, 2020 Regular Board Meeting

C. Monthly Reports

1. Administration

2. Planning/Operations

3. Recreation

D. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude

E. Approval of the Monthly Paid Accounts Payable

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

3. Capital Budget Report

Caty Roland reviewed changes to the Capital Budgets, and Andy Rousseau and Derek Liebert provided updates on specific projects, including updates in Crystal Lake Park, Leal Park, and updates to the Urbana Indoor Aquatic Center.

B. Executive Director

1. Stone Creek Update

2. KRT Update

Director Bartlett provided updates on changes at Stone Creek golf course, UPDAC engagement, Urbana Parks Foundation efforts, next steps for the Kickapoo Rail Trail, and UPD community outreach efforts.

C. President

1. Review of upcoming meeting agenda

President Walker reviewed upcoming meetings for the March, including the UPD Study Session and Board meetings, as well as the IAPD Legislative Breakfast and the next Urbana Parks Foundation meeting.

D. Liaison Reports

1. Finance Study Group

President Walker commented that the Finance Study Group last met on December 13 and is scheduled to meet again on March 6.

2. UPD Policy Study Group

Commissioner Blumthal noted that the UPD Policy Study Group last met in May and is scheduled to meet again on March 3 for further policy review.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the UPF met yesterday and reported on the next steps in the large fundraising campaign, turnover on the Board, and several upcoming events, including the Big Splash and Barn Bash.

4. UPDAC Planning Study Group

Commissioner Cunningham noted that UPDAC Planning Study Group last met in August to finalize topics through the first half of 2020 and plans to meet again soon to finalize topics for the second half of 2020.

VII. **Old Business**

A. Action on any Old Business removed from the Consent Agenda

There was no old business removed from the Consent Agenda.

VIII. **New Business**

A. Action to Award Annual Bid for Program Guide Printing Services

Mark Schultz presented the bid results and recommendations for printing the Urbana Park District program guide for 2020 – 2021.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AWARD THE BID FOR PRINTING THE 2020-2021 SEASONAL PROGRAM GUIDES TO AMERICAN LITHO FOR TWO 80-PAGE PRINT RUNS AND ONE 72-PAGE PRINT RUN WITH A TOTAL PRICE NOT TO EXCEED \$35,000. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

B. Action to Award Crystal Lake Park Road Repair and One-Way Circulation Design

Andy Rousseau presented updates on the Crystal Lake Park road repair project, including design services, construction, implementation of the one-way road, as well as budgeting and funding of the project.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO AWARD DESIGN SERVICES FOR THE CRYSTAL LAKE PARK ROAD REPAIR AND ONE-WAY CIRCULATION IN THE AMOUNT OF \$212,705 AND A 15% CONTINGENCY OF \$31,905 TO FEHR-GRAHAM ENGINEERING OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

C. Recreation Statistics Review Calendar Year 2019

Staff reviewed the 2019 Recreation Statistics Report. The report included updates on marketing, media, advertisements, environmental programs, APNC 40th anniversary programming, collaboration events, new summer teen camps, facility visits, aquatics, new swim team, aquatics summer camp, focus group results, staff training, athletics, rentals, programming, community programs, rental numbers, facility updates, senior programming, special events, staff hiring, outreach, fitness, wellness, and the new wellness van. All program areas discussed challenges and needs for the future, as well as how a new wellness facility could help in these program areas.

Commissioner Delcomyn commented on the brown-bag debrief lunch reviewing the IAPD Conference and all the great ideas that resulted from the conference.

D. Action on any New Business removed from the Consent Agenda

There was no new business removed from the Consent Agenda.

IX. **Comments from Commissioners**

There were no additional comments from Commissioners.

X. **Adjourn**

President Walker adjourned the meeting at 8:18 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: March 10, 2020