

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, APRIL 14, 2020
 7:00 PM REGULAR MEETING
 REMOTE MEETING VIA ZOOM
 MEETING VIDEO LINK: <https://zoom.us/j/493039073>
 MEETING PHONE NUMBER: (312) 626-6799
 MEETING ID: 493 039 073**

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, April 14, 2020 online via Zoom 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;
 Derek Liebert, Planning and Operations Superintendent;
 Andy Rousseau, Project Manager;
 Caty Roland, Business Manager;
 Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 7:05 PM.

A. Remote Attendance

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO TEMPORARILY SUSPEND THE URBANA PARK DISTRICT’S REMOTE ATTENDANCE POLICY PURSUANT TO STATE EXECUTIVE ORDER 2020-07, SUSPENDING THE REMOTE ATTENDANCE REQUIREMENTS OF THE OPEN MEETINGS ACT THROUGH APRIL 30, 2020, AND ALLOW ALL BOARD MEMBERS TO ATTEND THIS MEETING REMOTELY. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

II. Accept Agenda

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO ACCEPT THE AGENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

III. Public Comment

A. Public Comment
There were no comments from members of the public.

B. UPD New Staff Introductions
There were no new staff introductions.

IV. **Urbana Park District Advisory Committee (UPDAC) Report**
There was no UPDAC report due to the cancellation of the March meeting.

V. **Consent Agenda**

- A. Approval of the Minutes of the March 3, 2020 Study Session Meeting
- B. Approval of the Minutes of the March 10, 2020 Regular Board Meeting
- C. Approval of the Monthly Paid Accounts Payable
- D. Action to Receive Post-Issuance Tax Compliance Report
- E. Action to Approve Resolution 2020-02 to Designate Committed Ending Fund Balances

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM 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. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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

- 3. Capital Budget Report
Caty Roland reviewed the changes to the Capital Budgets from 2017, 2018, 2019, 2020.
Andy Rousseau and Derek Liebert reviewed updates on various projects, including project bids at Crystal Lake Park, Leal Park project set back requirements, new vehicles, seeding at the Perkins Road site, and improvements to Blair Park.
- B. Executive Director
Director Bartlett provided updates on several project areas, including:
 - Events cancelled and sites closed
 - Online opportunities
 - Goose management
 - Work on the Kickapoo Rail Trail, specifically property acquisition
 - Media training
 - Legacy ring at MBK
 - Sculptures at MBK

- Grant updates
- Goals & Budgets

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the upcoming May 5 joint Study Session with the Urbana Parks Foundation, the May 12 Annual Meeting, and noted that these meetings may or may not be held online depending on the coronavirus status.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group last met on April 10 to discuss the FY 2021 preliminary budget, COVID-19 budgetary impacts, and project updates.

2. UPD Policy Study Group

Commissioner Blumthall noted that the Policy Study Group last met on March 3 to discuss the Board Policy Manual changes that were approved at the last regular meeting.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the Urbana Parks Foundation last met via Zoom on April 13 and noted that they have a new treasurer and bookkeeping system in the works.

4. UPDAC Planning Study Group

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

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 on Ordinance 2020-05 Authorizing Supplemental Appropriation for the FY 2019-2020 Budget
Cathy Roland reviewed the process for authorizing the Supplemental Appropriation and noted its importance for the audit and bookkeeping.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AUTHORIZE SUPPLEMENTAL APPROPRIATION FOR THE FY 2019-2020 BUDGET. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

B. Action on Ordinance 2020-06 Revising the Combined Budget and Appropriation Ordinance

Cathy Roland noted that Revising the Combined Budget Ordinance is an annual action for the end of the fiscal year, and that this year's adjustment is typical for most years.

COMMISSIONER BLUMTHALL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ADOPT ORDINANCE 2020-06, REVISING THE COMBINED BUDGET AND APPROPRIATION ORDINANCE. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

C. Receive Preliminary Budget for FY 2020-2021

Caty Roland reviewed the budgeting process, levy and extension finalization, and early estimates in the budget document so far. She noted changes may need to happen as the covid-19 pandemic situation develops and that staff are working on different budgeting scenarios. She also stated that additional budgeting discussions will happen in June, with the budget to be approved in July.

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**

Commissioner Cunningham inquired how staff are doing through all the changes, and Director Bartlett provided information on staff communication, outreach to patrons, and finding ways to support and work with other agencies and the public through creative programming. Board and staff also commented on the huge increase in park and outdoor space usage, up about 45% per CUPHD.

X. **Adjourn**

President Walker adjourned the meeting at 8:03 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: May 12, 2020