

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS**  
**MINUTES - REGULAR BOARD MEETING**  
**TUESDAY, SEPTEMBER 8, 2020**  
**7:00 PM**  
**ONLINE VIA ZOOM**  
**URBANA, IL**

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, September 8, 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;  
Caty Roland, Business Manager;  
Ellen Kirsanoff, Development Manager;  
Derek Liebert, Superintendent of Planning and Operations;  
Andy Rousseau, Project Manager;  
Heather Britsky, Recreation Office Manager;  
Janet Soesbe, Community Program Manager;  
Allison Jones served as Recorder.

**I. Call to Order**

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

**A. Remote Attendance**

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO TEMPORARILY SUSPEND THE URBANA PARK DISTRICT'S REMOTE ATTENDANCE POLICY PURSUANT TO ILLINOIS PUBLIC ACT 101-0640, AND ALLOW ALL COMMISSIONERS 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 DIGGES 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**

1. Heather Britsky, Recreation Office Manager – Janet Soesbe introduced UPD’s new Recreation Office Manager Heather Britsky.

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

Ellen Kirsanoff introduced new UPDAC Chair, Cedric Stratton, who has provided a written report. Cedric Stratton provided information on his efforts with UPDAC and Board and staff welcomed him to his new role.

### **V. Consent Agenda**

- A. Approval of the Minutes of the August 4, 2020 Study Session
- B. Approval of the Minutes of the August 11, 2020 Regular Board Meeting
- C. Approval of the Minutes of the August 18, 2020 Special Board Meeting
- D. Monthly Reports
  1. Administration
  2. Planning/Operations
  3. Recreation
- E. Approval of the Monthly Paid Accounts Payable
- F. Action to Accept the August 2020 Philanthropy Report and Gifts Listed with Gratitude

**COMMISSIONER BLUMTHAL 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 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 DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE TREASURER’S REPORT FOR AUDIT. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”**

3. Capital Budget Report

Caty Roland reviewed changes in the 2018, 2019, and 2020 Capital Budgets.

Andy Rousseau provided updates on several projects at the Crystal Lake Park Family Aquatic Center, including wood sealing, new shade structures, and new customer service kiosk. Next, he provided updates on construction at Blair Park and Crystal Lake Park.

4. COVID-19 Budget Forecast

Caty Roland presented an updated budget forecast due to COVID-19 impacts. She reviewed each fund, including the General Fund, Recreation Fund, Museum Fund, and Urbana Indoor Aquatic Center Fund, and she noted that the Capital Fund is largely unaffected at this time. She noted overall less income, but coordinating fewer expenses, and plans to provide updated forecast as the months continue.

B. Executive Director

Director Bartlett provided updates on plans for the Perkins Road park site, which is a collaboration with the Urbana-Champaign Sanitary District. He noted current use is primarily for the dog park, but also has restored wetlands and natural habitat not currently available to the public. He commented that potential future large scale development could take decades and getting public access to this unique area could be achieved sooner. In light of the Sanitary District's 100<sup>th</sup> anniversary next year, discussions have begun on potential master plan updates and new development options, specifically including trail access. Board and staff discussed how best to meet public need with this park site, with an emphasis on education and interpretation.

C. President

1. Review of upcoming meeting agenda

President Walker noted an upcoming 10/6 Study Session and a 10/13 regular Board Meeting.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group last met on August 28 to discuss preliminary COVID-19 budget updates, as well as the proposed Health & Wellness Facility. He also noted the next meeting is scheduled for September 25.

2. UPD Policy Study Group

Commissioner Cunningham noted that the Policy Study Group had not met in September.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the UPF would meet in the next week, and Director Bartlett reported on fundraising activities and trainings.

4. UPDAC Planning Study Group

Commissioner Delcomyn noted that the UPDAC Planning Committee was set and not likely to meet for the remainder of the year.

**VII. Old Business**

- A. Action to Approve an Intergovernmental Agreement for Facility Use with Urbana School District #116  
Director Bartlett presented additional details about the agreement and use of UPD sites for the Urbana School District. The Board and staff discussed details and procedures for this collaboration.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPROVE AN INTERGOVERNMENTAL AGREEMENT FOR FACILITY USE WITH URBANA SCHOOL DISTRICT #116. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- B. Action on any Old Business removed from Consent Agenda

There was no old business removed from the Consent Agenda.

**VIII. New Business**

- A. Action on any New Business removed from Consent Agenda  
There was no new business removed from the Consent Agenda.

**IX. Comments from Commissioners**

Commissioner Cunningham commented on outreach to minority and women owned businesses with regards to UPD contracts.

Commissioner Delcomyn commented on community input regarding UPD goose management efforts, commended Commissioner Digges on his efforts in support of the Champaign County Forest Preserve District, and also inquired about Nadiator activities and possible 3<sup>rd</sup> grade swim lessons.

**X. Adjourn**

President Walker adjourned the meeting at 9:01 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: October 13, 2020