

URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, OCTOBER 13, 2020
7:00 PM
ONLINE VIA ZOOM

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, October 13, 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, Superintendent of Business Services;
Derek Liebert, Superintendent of Planning and Operations;
Kara Dudek, Park Planner,
Greg Douglas and Maddie Eisenmenger from Martin Hood;
Andy Rousseau, Project Manager;
Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 7:04 PM.

A. Remote Attendance

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN 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 DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO MOVE NEW BUSINESS ITEM A – "REVIEW OF AND ACTION TO ACCEPT 2020 COMPREHENSIVE ANNUAL FINANCIAL REPORT IMMEDIATELY AFTER PUBLIC COMMENT. 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.
- C. APA-IL Strategic Plan Award
Kara Dudek reviewed the APA-IL Strategic Plan Award, recently awarded to UPD for the overall success of the most recent Strategic Plan.

A. REVIEW OF AND ACTION TO ACCEPT 2020 COMPREHENSIVE ANNUAL FINANCIAL REPORT

Caty Roland introduced Maddie Eisenmenger and Greg Douglas from Martin Hood, the lead auditors on the UPD annual audit. They reviewed the auditor's report, including the "clean opinion" given to the UPD for accounting practices in line with recommended standards, as well as the different components of the audit. They also took questions from the Board.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE 2020 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE YEAR ENDED APRIL 30, 2020. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- IV. **Urbana Park District Advisory Committee (UPDAC) Report**
UPDAC Chair, Cedric Stratton, provided a written report of the September UPDAC meeting.
- V. **Consent Agenda**
 - A. Approval of the Minutes of the September 1, 2020 Board Study Session
 - B. Approval of the Minutes of the September 8, 2020 Regular Board Meeting
 - C. Approval of the Minutes of the September 17, 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 Philanthropy Report and Gifts Listed with Gratitude

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, 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 CUNNINGHAM TO ACCEPT THE TREASURER'S REPORT FOR AUDIT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

3. Capital Budget Report
Caty Roland reviewed activity in the Capital Budgets, including facility design, tribute revenue, work in Crystal Lake Park and Leal Park, and construction crew projects. Andy Rousseau reviewed projects in progress at Blair Park, Crystal Lake Park, and Leal Park.
4. 2020 Annual GO Bond Sale Information
Caty Roland presented information on the 2020 Annual GO Bond Sale Information. She reviewed the timeline, interest rates, and noted that no action needed until the December closing.

B. Executive Director

Director Bartlett provided updates on several projects and activities, including:

- Positive feedback on Crystal Lake Park renovations
- A report on "You Belong Here" efforts, including adjustments to hiring practices and the bidding/purchasing process
- Climate Action Plan efforts
- Working on planning/collaboration for improvements with the City of Urbana
- Fundraising for Health & Wellness
- Sculpture updates
- Capital Improvement team efforts

C. President

1. Review of upcoming meeting agenda
President Walker reviewed the next Board Study Session on 11/3/20 and the next Board Meeting on 11/10/20.

D. Liaison Reports

1. Finance Study Group
President Walker noted that the Finance Study Group last met on September 25 to discuss capital projects, Health & Wellness Facility fundraising and project cash flow, and review of levy estimates, and plans to meet again on November 6.
2. UPD Policy Study Group
There was no report from the Policy Study Group.
3. Urbana Parks Foundation Representative
Commissioner Digges noted that the Urbana Parks Foundation met the previous day, with information relating to finalizing the Campaign for the Next Century and a virtual "toast" celebration to be held on 11/12, as well as fundraising discussions for the proposed Health & Wellness Facility.

4. UPDAC Planning Study Group

Commissioner Cunningham noted that the UPDAC Planning Study Group would be meeting in November.

VII. **Old Business**

A. Action on any Old Business removed from Consent Agenda

There was no old business removed from Consent Agenda.

VIII. **New Business**

A. Review of and Action to Accept 2020 Comprehensive Annual Financial Report (2020 CAFR)

See above.

B. Action on Resolution 2020-10 Determining Amount to be Raised by Taxation

Caty Roland reviewed the proposed options for the levy amount for the Board to consider. The Board and staff discussed the unsettled hospital taxation lawsuit, new property admitted to the tax rolls, the change in CPI, and the Finance Committee's suggested goal of keeping the increase percentage below 30.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE RESOLUTION 2020-10 DETERMINING THE AMOUNTS ESTIMATED TO BE NECESSARY FOR THE 2020 LEVY PAYABLE IN 2021 UPON TAXABLE PROPERTY IS \$9,377,303. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

C. Review of Preliminary 2021 Capital Improvement Budget

Andy Rousseau reviewed the draft 2021 Capital Improvement Budget, including expenses on hazard tree work, vehicles and equipment for replacing a garbage truck, mower, and several other vehicles, trails at Blair Park, Crystal Lake Park updates, and Prairie Play replacement planning. He noted that final approval would be presented for a vote in November.

D. Action on Personnel Policy Manual

Caty Roland reviewed the recommended temporary change to the Personnel Policy Manual, allowing an additional extension for use of Acute Illness Leave due to the Covid-19 pandemic through March 8, 2021.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO EXTEND THE TEMPORARY ADJUSTMENT TO THE PERSONNEL POLICY MANUAL REGARDING THE ELIGIBLE USES OF ACUTE ILLNESS LEAVE THROUGH MARCH 8, 2021. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

E. Action to Approve Ordinance 2020-09 Authorizing the Sale/Disposal of Personal Property

Director Bartlett reviewed status and history of the "Here and There" sculpture at the Wandell Sculpture Garden at Meadowbrook Park. He noted that the sculpture had been on loan to UPD since 2006, with the final loan extension expiring in 2018. He also noted that multiple attempts to reach the artist had been unsuccessful, and the sculpture is considered "abandoned" and therefore property of UPD. In collaboration with the Peoria Park District and their recently established sculpture park, staff recommend donation of "Here and There" to the Peoria Park District.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO DONATE THE SCULPTURE "HERE AND THERE" TO PEORIA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- F. Action to Approve Resolution 2020-09 for Illinois Transportation Enhancement Program Application for the Broadway Avenue Multiuse Path and Pedestrian Bridge Project
Derek Liebert presented information on new pathway updates along Broadway Avenue, with the possibility of a significant grant match from ITEP of at least 80%. He noted that this would be a more complicated and expensive bridge crossing than the previous one, but would connect existing pathways and provide a more complete trail system through the park.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE RESOLUTION 2020-09 ALLOWING STAFF TO SUBMIT A GRANT APPLICATION FOR THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM FOR THE BROADWAY AVENUE MULTIUSE PATH AND PEDESTRIAN BRIDGE PROJECT IN CRYSTAL LAKE PARK. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- G. Action on any New Business removed from 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 9:29 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: November 10, 2020