

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, NOVEMBER 10, 2020
7:00 PM
REMOTE MEETING VIA ZOOM
URBANA, ILLINOIS 61802**

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, November 10, 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;
Andy Rousseau, Project Manager;
Janet Soesbe, Community Program Manager;
Judy Miller, Environmental Program Manager;
Kara Dudek, Planning Assistant;
Nicole Hilberg, Environmental Office Manager;
Savannah Donovan, Environmental Public Program Coordinator;
Chelsea Pahl, Environmental Education Coordinator;
Fred Coleman III, Coleman & Associates;
Allison Jones served as Recorder.

I. Call to Order

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

A. Remote Attendance

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES 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. Public Hearing for Truth in Taxation

President Walker opened the hearing at 7:04 PM.
There were no comments from members of the public.
President Walker closed the hearing at 7:05 PM.

III. **Accept Agenda**

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ADJUST THE ORDER OF THE AGENDA TO MOVE NEW BUSINESS, ITEM A TO IMMEDIATELY AFTER PUBLIC COMMENT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

IV. **Public Comment**

A. Public Comment

Charlie Smyth commented on the compost/manure provided at the Organic Gardens at Meadowbrook Park.

B. Staff Introductions - There were no new staff introductions.

C. IAPD Best of the Best Awards

1. Ten Year Board Service Award – Meredith Blumthal – Director Bartlett presented Commissioner Blumthal with a 10 year Board Service Award.
2. Top Journalist Award – Smile Politely – Janet Soesbe presented information on the Top Journalist Award given to Smile Politely for their coverage of local parks.
3. Partnership Award – Carle – Janet Soesbe presented information on the Partnership Award given to Carle Foundation for their sponsorship of the UPD Urvana recreation van.

- **IX. New Business, Item A.: INTRODUCE DRAFT OF COLEMAN AND ASSOCIATES MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE (M_WBE) PROPOSAL**

Director Bartlett and Derek Liebert reviewed the process and the background of this initiative with the goal of engaging with more women and minority owned businesses in the UPD procurement/bid process. They introduced Fred Coleman, founder of Coleman and Associates Inc, a consulting firm that focuses on diversity in vendors and procurement. Fred Coleman reviewed his proposal, the pre-qualification process, local businesses that may work for UPD needs, possible projects, outreach efforts, and sustainability of these efforts. Board and staff discussed this process and questions they had. The Board expressed support to continue these efforts.

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

UPDAC Chair, Cedric Stratton, provided a written report of the October UPDAC Meeting. Commissioner Delcomyn commented on how much education on UPD programs and services can be provided to the community through UPDAC.

VI. **Consent Agenda**

- A. Approval of the Minutes of the October 6, 2020 Board Study Session Meeting
- B. Approval of the Minutes of the October 13, 2020 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

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 VOTE WAS TAKEN, ALL SAID "AYE."

VII. 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. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- 3. Capital Budget Report
Caty Roland presented the Capital Budget Report.

Andy Rousseau provided updates on several projects, including Blair Park pathways, and additional work at Crystal Lake Park.

- B. Executive Director
Director Bartlett provided updates on multiple projects, including:
 - Staff efforts on fall projects and programs
 - "You Belong Here" project updates and written report
 - CUSR Cupcake 5K event
 - IAPD committee work
 - UPD staff openings/options
 - Pickle Ball planning with local stakeholders
- C. President
 - 1. Review of upcoming meeting agenda
President Walker reviewed agendas for the 11/17 UPDAC meeting, 12/1 UPD Board Study Session, and the 12/8 Regular Board Meeting.
- D. Liaison Reports
 - 1. Finance Study Group

President Walker noted that next Finance Study Group meeting will be held 12/4.

2. UPD Policy Study Group
There was no report from the Policy Study Group.
3. Urbana Parks Foundation Representative
Commissioner Digges reported that many UPF plans are up in the air due to the pandemic, but a virtual celebration for the completion of the Campaign for the Next Century will be held Thursday.
4. UPDAC Planning Study Group
Commissioner Cunningham noted that the UPDAC Planning Study Group met previously in the day and will be working with the UPDAC Chair to finalize meeting topics for 2021.

VIII. **Old Business**

- A. Action to Approve Tax Levy Ordinance 2020-10
Cathy Roland presented the final details on the Tax Levy Ordinance for 2020, which had been reviewed and discussed previously by the Board.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE ORDINANCE 2020-10, AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT, AND COLLECTION OF TAXES FOR THE FISCAL YEAR 2021-2022 OF THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action on any Old Business removed from the Consent Agenda
There was no old business removed from the Consent Agenda.

IX. **New Business**

- A. Introduce Draft of Coleman and Associates Minority and Women-Owned Business Enterprise (M_WBE) Proposal
See above.
- B. Action to Assign 2021 IAPD/IPRA Conference Delegate Credentials for Annual Joint IAPD/IPRA Meeting
Staff noted that the 2021 IAPD/IPRA Conference would be held virtually in January due to the pandemic.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO CERTIFY THAT DIRECTOR BARTLETT AND COMMISSIONER NANCY DELCOMYN ARE DESIGNATED TO SERVE AS DELEGATES TO THE ANNUAL 2021 BUSINESS MEETING OF THE IAPD. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Introduction to UPD Climate Action, Resiliency, Education & Sustainability (CARES) Plan
Kara Dudek and Savannah Donovan presented an overview of the in-development Climate Action Plan for UPD, with a goal of releasing a finalized plan on Earth Day 2021. The Board commented positively on this process and plan.
- D. 2020 ADA Transition Plan Updates

Kara Dudek presented updates on the ADA Transition Plan and noted that nearly half of all outstanding issues have been addressed through this process. She reviewed efforts to continue incorporating accessibility in new projects and noted that it is nearly time to hire a new consultant for a fresh ADA Transition Plan.

E. Garden Action Plan and Organic Garden Program Review

Judy Miller and Chelsea Prah reviewed the Garden Action Plan and provide status updates, including soil testing, evaluation of plot locations, and multiple outreach efforts with community members and garden participants. They noted that several planned efforts were cancelled due to the pandemic but will be implemented in the future.

F. Review Annual Board Actions Calendar

Caty Roland presented the Annual Board Actions Calendar for review.

G. Action to Approve the 2021 Capital Improvement Budget and Revisions of 2018, 2019, and 2020 Capital Improvement Budgets

Andy Rousseau reviewed the most recent revisions to the Capital Improvements Budgets 2018 through 2020, which includes design work, tributes and donations, equipment, and an increase in Bond Funds. He also presented the finalized 2021 Capital Improvements Budget as previously reviewed. Staff and Board discussed items within the Capital Improvement Budgets.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE THE 2021 CAPITAL IMPROVEMENT BUDGET AND THE REVISIONS OF THE 2018, 2019, AND 2020 CAPITAL IMPROVEMENT BUDGETS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

H. Action on any New Business removed from Consent Agenda

There was no new business removed from the Consent Agenda.

X. **Comments from Commissioners**

Commissioner Cunningham commented on the hard work from staff even in the midst of a pandemic. Commissioner Delcomyn commented on the breadth of work going on at UPD. President Walker commented that working between departments and breaking out of usual staff roles has been impressive.

XI. **Adjourn**

President Walker adjourned the meeting at 9:45 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: December 8, 2020