

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, FEBRUARY 9, 2021
7:00 PM
ONLINE VIA ZOOM
URBANA, ILLINOIS 61802**

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, February 9, 2021, 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;
Elsie Hedgspeth, Outreach and Wellness Manager;
Judy Miller, Environmental Program Manager;
Janet Soesbe, Community Program Manager;
Leslie Radice, Aquatics Manager;
Mark Schultz, Public Information and Marketing Manager;
Kyle Mills, Athletics Supervisor;
Alex Ivanova, Human Resource Manager;
Rachel Skaggs, GovHR;
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 DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN 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.”

III. **Public Comment**

A. Public Comment

1. 2020 Audubon Breeding Birds Report – Beth Chato with the Champaign County Audubon Society submitted a written report.

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

• **VIII. New Business, Item A.: Action to Accept Classification and Compensation Study**

Staff reintroduced Rachel Skaggs from GovHR and discussed potential solutions for questions the Board had about the proposed Classification and Compensation Plan. Alex Ivanova and Caty Roland reviewed advantages to a Defined Step Increment Plan, details about Annual Increases, and Plan Considerations such as Ability to Pay, Flexibility, and Communication.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE CLASSIFICATION AND COMPENSATION STUDY. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

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

Laura Hastings, UPDAC Chair, provided draft January UPDAC meeting notes for review.

V. **Consent Agenda**

A. Approval of the Minutes of the January 5, 2021 Study Session Meeting

B. Approval of the Minutes of the January 12, 2021 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 DIGGES 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.”

Commissioner Delcomyn thanked Derek Liebert for the information on goose deterrent spending.

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

3. Capital Budget Report
Caty Roland reviewed updates to the 2020 and 2019 Capital Budgets.

Andy Rousseau presented updates on projects at Crystal Lake Park, including the new playground, boat docks, and the lake water level. He also provided updates on maintenance at both the indoor and outdoor pools, as well as developing a hardscape evaluation, repair, and replacement schedule. Finally, he noted there would be new bids for vehicles and equipment purchase for the Board to consider tonight, as well as at next month's meeting.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

- * "You Belong Here" Report
- * Staff efforts on a veteran's vaccine site at Brookens
- * UPD's willingness to contribute to COVID vaccine distribution in any way needed
- * Student conference at UIUC with a major focus on accessibility for all community members
- * Health & Wellness fundraising efforts
- * Staff working on Annual Goals for upcoming Budgeting Process
- * Virtual IPRA/IAPD conference
- * CUSR staff changes

1. You Belong Here Report
2. Other Updates

C. President

1. Review of upcoming meeting agenda
President Walker reviewed the 3/2/21 Study Session focusing on the lease at Brookens, the 3/8/21 Legislative Breakfast, and the 3/9/21 regular Board meeting.

D. Liaison Reports

1. Finance Study Group
President Walker noted the next Finance Study Group meeting would be held on 2/26/21.
2. UPD Policy Study Group
Commissioner Blumthal noted that the Policy Study Group met today to review the Board Policy Manual chapters 1 and 2 and will be providing suggestions for updates as needed. She noted they will next meet on March 9 to review chapters 3 & 4.
3. Urbana Parks Foundation Representative
Commissioner Digges stated that the UPF met yesterday, with a focus on efforts to update the UPF website, as well as figure out the best way to move forward with the Annual Dinner. He also noted that the UPF recently provided funds for the Crystal Lake Park rehabilitation project.

4. UPDAC Planning Study Group
There was no UPDAC Planning Study Group report.

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 Accept Classification and Compensation Study

See above.

- B. Action to Award Annual Bid for Program Guide Printing Services
Mark Schultz provided details on the program guide bidding process for the 2021-2022 year. He noted it included four bids and that staff recommend approving the low bidder – Indiana Printing and Publishing for the 3 printings in the fiscal year. Corky Emberson noted that UPD mailed the bid information to about a dozen minority and women owned businesses. Commissioner Walker suggested following up with these businesses to see if UPD could provide further information to them for future bids.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD THE BID FOR PRINTING THE 2021-2022 SEASONAL PROGRAM GUIDES TO INDIANA PRINTING AND PUBLISHING FOR TWO 80-PAGE PRINT RUNS AND ONE 72-PAGE PRINT RUN WITH A TOTAL PRICE NOT TO EXCEED \$33,087. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Recreation Statistics Review Calendar Year 2020
Corky Emberson presented an overview of the 2020 Recreation Statistics Report. Staff provided details on areas such as marketing, advertising, nature programs and special events, aquatics operations and programming, athletics and space usage, community programs and special outreach efforts, virtual and in-person programming, partnerships, creative staffing, all with a heavy focus on the impact of the covid-19 pandemic on recreation offerings and operations.

The Board noted the creativity and hard work of staff during this difficult time.

- D. Action to Award 2021 Vehicle Bid
Andy Rousseau provided details on the bid for two trucks, which unfortunately included challenges due to supply chain issues because of the pandemic. He reviewed options for each bid as well as plans to auction, rather than trade in, previous vehicles.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AWARD THE LOW BID OF \$32,785 FOR A ½ TON TRUCK WITH OPTIONS #1-#4 to BOB RIDINGS OF TAYLORVILLE, IL AND TO AWARD THE LOW BID OF \$30,380 FOR A ¾ TON TRUCK WITH OPTIONS #1-#3 TO CHAMPAIGN FORD CITY OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- E. Action to Award 2021 Wide-Area Mower Bid
Andy Rousseau provided details for the bid on two wide-area mowers, with a worthwhile trade-in value, and noted that only one bid was received.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD THE LOW BID OF \$81,643.58 FOR TWO WIDE-AREA COMMERCIAL MOWERS WITH OPTIONS, AND TRADE-IN OF THE 2015 AND 2016 WIDE-AREA MOWERS TO ARENDS & SONS OF URBANA, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- F. Action to Accept Health & Wellness Campaign Donor Recognition Recommendations
Director Bartlett noted that the details of the proposed donor recognition policy were reviewed at the study session and have also been reviewed with the steering committee. He stated that it covers naming recognition policies, plaques, permanent signage, and special considerations.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ACCEPT THE HEALTH & WELLNESS CAMPAIGN DONOR RECOGNITION RECOMMENDATIONS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- G. 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 Delcomyn commented on lessons learned at the virtual IPRA/IAPD conference, including legal reasons for taking roll call votes. She also commented on UPDAC input for renovations at Blair Park and how critical their feedback was to the project.

Commissioner Blumthal noted that nominations for UPDAC are welcome.

Commissioner Cunningham commented on the growth and progress of the "You Belong Here" initiative.

X. **Adjourn**

President Walker adjourned the meeting at 8:54 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: March 9, 2021