

URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, MARCH 9, 2021
6:30 PM EXECUTIVE SESSION
7:00 PM REGULAR MEETING
ONLINE VIA ZOOM
URBANA, ILLINOIS 61802

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, March 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;
Beth Chato, Champaign County Audubon;
Kelsey Beccue, Office Manager;
Laura Hastings, UPDAC
Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 6:34 PM.

A. Remote Attendance

COMMISSIONER BLUMTHAL 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. **Adjourn to Executive Session**

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM IN ACCORDANCE WITH SECTION 2, PART 'C', EXCEPTION #1 OF THE ILLINOIS OPEN MEETINGS ACT, TO ADJOURN TO EXECUTIVE SESSION FOR THE LIMITED PURPOSE OF DISCUSSING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

The Board went into Executive Session at 6:45 PM.

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

The Executive Session adjourned at 7:04 PM.

III. **Reconvene Regular Board Meeting**

President Walker reconvened the regular Board Meeting at 7:08 PM.

IV. **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."

V. **Public Comment**

A. Public Comment

1. 2020 Audubon Breeding Birds Report – Beth Chato with Champaign County Audubon Society presented the details of the 2020 Breeding Birds Report, including number of volunteers, bird observations, breeding pairs, and territories in the different park locations.

B. Staff Introductions

There were no new staff introductions.

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

Kelsey Beccue presented details on strategies to be used for this year's UPDAC recruitment efforts, including reaching underrepresented communities.

VII. **Consent Agenda**

- A. Approval of the Minutes of the February 2, 2021 Study Session Meeting
- B. Approval of the Minutes of the February 9, 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 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."

VIII. 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 presented details on changes in several Capital Budget line items.

Andy Rousseau presented details on project updates, including the Crystal Lake Park boat dock, Saline habitat enhancement maintenance, indoor and outdoor pool updates, and dog park maintenance and upgrades.

Derek Liebert reviewed updated information on the Health & Wellness budget, and Board and staff discussed these budget options. He also presented updates on the Crystal Lake Park water level and a potential UIAC new roof project.

- B. Executive Director

Director Bartlett commented on multiple projects, including:

- Health and Wellness facility funding
- "You Belong Here" Report updates
- COAST – Community Outreach and Support Team
- Jettie Rhodes Day Vaccination Events – 3/27/21 and 4/24/21

- GovHR staff training regarding wage strategies
- Perkins Road Master Planning
- Winter Staff trainings
- Annual TIF and Enterprise Zone Meetings in February
- Education and art workshops in the works for 2022

C. President

1. Review of upcoming meeting agenda
President Walker reviewed the April Study Session and April Board Meeting topics.

D. Liaison Reports

1. Finance Study Group
President Walker noted that the Finance Study Group last met February 26, 2021 to discuss the Health & Wellness facility funding and FY 2022 budget. He also noted that the Study Group would meet again March 26, 2021.
2. UPD Policy Study Group
Commissioner Blumthal noted that the UPD Policy Study Group met earlier in the day, with another meeting scheduled in April. She noted they worked on minor policy changes that will be presented at future board meetings for approval.
3. Urbana Parks Foundation Representative
Commissioner Digges noted that the UPF Annual Dinner would be held on June 11, 2021. He also noted that the UPF Board was greatly encouraged by the report from the nominating committee work regarding diversity.
4. UPDAC Planning Study Group
There was no report from the UPDAC Planning Study Group.

IX. **Old Business**

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

X. **New Business**

- A. Action on Ordinance 2021-01 Revising Chapter 7.00 of the Board Policy Manual
Cathy Roland presented details on this topic and the Policy Study group's work on this change, which would allow the Board to meet fully remotely without the need to vote every month to adjust the remote attendance rules. She noted that this essentially incorporates state law into UPD's policy.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE ORDINANCE 2021-01 REVISING CHAPTER 7.00 OF THE BOARD POLICY MANUAL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action on Ordinance 2021-02 Revising Chapter 3.00 of the Board Policy Manual
Caty Roland presented details on this change, which would allow for 3 minutes of public comment time per person at Board Meetings, a change from the current 2 minutes.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE ORDINANCE 2021-02 REVISING CHAPTER 3.00 OF THE BOARD POLICY MANUAL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Action on Personnel Policy Manual
Caty Roland presented details on this proposed change, which provides for a temporary allowance to revise use of acute illness leave. She noted it continues the extension of this leave through 9/8/21 for the pandemic.

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

- D. Action to Award Blair Park OSLAD Development Project
Andy Rousseau presented background on the updates for Blair Park, including community involvement, design work, grant award, and final bid documents. He noted that the work includes path updates, new electronic game wall and challenge course, interpretive elements, accessibility improvements, picnic area, and half-court basketball.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD THE BASE BID AND ALTERNATES #1 AND #2 FOR THE BLAIR PARK OSLAD DEVELOPMENT PROJECT FOR \$771,034.07 AND ASSIGN A DESIGN CONTINGENCY FOR \$77,103.41 TO MIDWEST ASPHALT CO. OF TILTON, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- E. Action to Award Compact Tractor Bid
Andy Rousseau reviewed the plan for the tractor replacement, noted that it was delayed a year due to the pandemic, and that 14 dealers got bid details, with two dealers submitting bids.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD THE LOW BID OF \$28,187.84 FOR ONE COMPACT TRACTOR, WITH OPTIONS AND TRADE-IN, TO BOBCAT OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- F. Action to Award Rear-Loading Garbage Truck Bid

Derek Liebert presented information on the new garbage truck purchase per the annual vehicle replacement schedule. He noted that UPD received two bids, and RNOW had low bid with better trade in value.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AWARD THE LOW BID AND TRADE-IN OF \$62,744 FOR A REAR-LOADING GARBAGE TRUCK TO R.N.O.W. INC. OF WEST ALLIS, WI. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- G. Action to Approve Purchase Agreement for Sculpture "Two in the Hand" by Michael Young
Director Bartlett reviewed details of securing funds for the sculpture and noted that a draft gift agreement is in the works.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE THE PURCHASE AGREEMENT FOR THE SCULPTURE "TWO IN THE HAND" BY MICHAEL YOUNG. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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

XI. **Comments from Commissioners**

Commissioner Digges thanked staff for the comprehensive report on goose management spending and efforts. Other Board members agreed it was extremely useful information.

Commissioner Delcomyn asked about reducing the amount of paper the Board receives and other ways to support the CARES plan.

XII. **Adjourn**

President Walker adjourned the meeting at 9:03 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: April 13, 2021