

URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, APRIL 13, 2021
7:00 PM
ONLINE VIA ZOOM
URBANA, ILLINOIS 61802

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, April 13, 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;
 Rich McMahan, Grounds Maintenance Supervisor;
 Grant Goff, Grounds Maintenance Technician;
 John Adams, Facilities Maintenance Technician;
 Kara Dudek, Park Planner;
 Laura Hastings, UPDAC;
 Shane Newell, Facilities Maintenance Supervisor;
 Savannah Donovan, Environmental Public Program Coordinator;
 Cedric Stratton, newly elected UPD Board member;
 Allison Jones served as Recorder.

- I. **Call to Order**
 President Walker called the meeting to order at 7:04 PM.

- A. Remote Attendance

The meeting was held via remote attendance on Zoom.

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. John Adams, Facilities Maintenance Technician I – Shane Newell introduced John Adams, UPD's new Facilities Maintenance Technician I.
2. Grant Goff, Grounds Maintenance Technician I – Rich McMahon introduced Grant Goff, UPD's new Grounds Maintenance Technician I.

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

Laura Hastings provided a verbal and written report on the March UPDAC meeting on the topics of marketing, operations during covid, grants updates, and project updates.

V. **Consent Agenda**

- A. Approval of the Minutes of the March 2, 2021 Study Session Meeting
- B. Approval of the Minutes of the March 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
- F. Action to Receive Post-Issuance Tax Compliance Report
- G. Action to Approve Resolution 2021-01 to Designate Committed Ending Fund Balances
- H. Action to Approve Resolution 2021-02 to Designate Assigned Ending Fund Balances

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPROVE ALL 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 reported on activity within the 2018, 2019, 2020, and 2021 capital budgets.

Andy Rousseau provided updates on multiple projects, including Crystal Lake Park planting and maintenance, the Saline Habitat restoration, community outreach for Blair Park, and dog park parking lot updates.

B. Executive Director

Director Bartlett reviewed multiple projects and programs, including:

- You Belong Here Report
- Vaccine clinic support
- Thanked Commissioner Cunningham for her service to the UPD
- Health & Wellness facility work/fundraising
- Kickapoo Rail Trail updates
- Grant updates
- Meetings with Legislators
- Perkins Road updates
- Land acquisition possibilities
- Ball field/site evaluation study
- Ecological study

1. You Belong Here Report
2. Other Updates

C. President

1. Review of upcoming meeting agenda
President Walker reviewed the upcoming May UPD Study Session, and the May Annual UPD Board Meeting.

D. Liaison Reports

1. Finance Study Group
President Walker noted that the Finance Study Group last met March 26, 2021 to discuss preliminary budget and plans to meet again on May 7, 2021.
2. UPD Policy Study Group

Commissioner Blumthal noted that the UPD Policy Study Group met previously this evening to review the UPD policy manual section 5 & 6 and have no major changes to suggest. She also noted that the Policy Study Group is continuing to evaluate the UPD mission and vision statement.

3. Urbana Parks Foundation Representative
Commissioner Digges noted that the UPF met the previous day and discussed donor recognition, trustee nomination, and the future of UPF and long-term fundraising efforts.
4. UPDAC Planning Study Group
There was no UPDAC Planning 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 on Ordinance 2021-03 Revising the Combined Budget and Appropriation Ordinance
Caty Roland presented this standard annual action prior to the closing of the audit with a general focus on fund transfers.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ADOPT ORDINANCE 2021-03, REVISING THE COMBINED BUDGET AND APPROPRIATION ORDINANCE. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action on Resolution 2021-03 to Approve 2021-2022 Annual Compensation Actions
Caty Roland presented final updates on the annual compensation actions and noted this was reviewed previously by the Board in March.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE RESOLUTION 2021-03 APPROVING FISCAL YEAR 2021-2022 ANNUAL COMPENSATION ACTIONS WITH A MARKET INCREASE OF 3%. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Receive Preliminary Budget for FY 2021-2022
Caty Roland presented the preliminary budget for FY 2021-2022. She noted details will be reviewed with the Board, generally at the June Study Session or Board Meeting. She also noted UPD is still waiting on the final levy numbers, and she reviewed the general overview of the proposed budget.
- D. Action to Accept Urbana Park District Climate Action, Resilience, Education, and Sustainability (CARES) Plan
Kara Dudek and Savannah Donovan presented the updated UPD CARES plan. They reviewed the introduction, purpose statement, the Equity, Inclusion, and Justice statement, the Vision

and Values statement, the 3 Plan Pillars, goals and objectives, plan implementation, glossary of key terms and concepts, impacts of climate change, and sources.

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE URBANA PARK DISTRICT CLIMATE ACTION, RESILIENCE, EDUCATION, AND SUSTAINABILITY PLAN. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- E. Action on Revisions of the 2019, 2020, and 2021 Capital Improvement Budgets
Andy Rousseau provided updates on revisions to the 2019, 2020, and 2021 Capital Budgets, which include new donations, extra contingency/reassignment, Blair Park construction funding, grant funds, ADA fund distribution, and bond sale revenue. He noted the next round of revisions would come in July.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE THE #6 REVISION TO THE 2019 CAPITAL IMPROVEMENT BUDGET, #2 REVISION TO THE 2020 CAPITAL IMPROVEMENT BUDGET, AND #1 REVISION TO THE 2021 CAPITAL IMPROVEMENT BUDGET. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- F. Action to Award Custodial Services for Phillips Recreation Center, Anita Purves Nature Center, and Brookens' Pod 400
Derek Liebert reviewed the cleaning needs and bidding process for custodial services for several UPD facilities.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AWARD THE BASE BID OF \$5,525/MO OR \$66,300/YEAR FOR CUSTODIAL SERVICES TO ESS CLEAN INC. OF URBANA, IL WITH THE OPTION TO EXTEND FOR A SECOND OR THIRD YEAR PER BID ALTERNATE #1. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- G. Action to Award Urbana Indoor Aquatic Center Domestic Hot Water Replacement
Andy Rousseau reviewed the need for updated Urbana Indoor Aquatic Center hot water system, the bid process, challenges, and timeline for the work.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO REJECT THE LOW BID IN THE BEST INTEREST OF THE URBANA PARK DISTRICT, AND AWARD THE URBANA INDOOR AQUATIC CENTER DOMESTIC HOT WATER REPLACEMENT PROJECT IN THE AMOUNT OF \$49,890 AND INCLUDE A 15% CONTINGENCY OF \$7,483.50 TO UNITED MECHANICAL GROUP, INC. OF CHAMPAIGN, IL. 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.

IX. **Comments from Commissioners**

Commissioner Blumthal commented on the positives and negatives using a digital packet of meeting materials. She also asked about the possibility of hosting Neighborhood Nights this summer, and staff noted that current COVID restriction size limits would be prohibitive.

President Walker thanked Commissioner Cunningham for her years of service and welcomed Cedric Stratton to his new role as Commissioner.

X. **Adjourn**

President Walker adjourned the meeting at 9:02 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: May 11, 2021