

URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES – REGULAR BOARD MEETING
TUESDAY, MAY 11, 2021
7:00 PM
ANNUAL BOARD MEETING AND
REGULAR BOARD MEETING
ONLINE VIA ZOOM
URBANA, ILLINOIS 61802

The regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, May 11, 2021 at online via Zoom at 7:00 pm. 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.

| COMMISSIONERS | PRESENT | ABSENT |
|--------------------------------|---------|--------|
| | | |
| President Michael Walker | X | |
| Vice President Nancy Delcomyn | X | |
| Commissioner Meredith Blumthal | X | |
| Commissioner Roger Digges | X | |
| Commissioner Cedric Stratton | X | |

Also present were Tim Bartlett, Executive Director;
Caty Roland, Superintendent of Business Services;
Corky Emberson, Superintendent of Recreation;
Derek Liebert, Superintendent of Planning & Operations;
Andy Rousseau, Project Manager;
Kara Dudek, Park Planner;
Jennifer Skulski, Skulski Consulting LLC;
David Subers, Environmental Public Program Coordinator;
Matt Lewis, Community Program Coordinator;
Janet Soesbe, Community Program Manager;
Savannah Donovan, Environmental Program Manager;
Kelsey Beccue served as Recorder.

ANNUAL BOARD MEETING AGENDA

I. Call to Order – Annual Board Meeting

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

A. Remote Attendance

The meeting was held remotely due to the COVID-19 Pandemic, and pursuant to Illinois Public

Act 101-0640.

President Walker transferred chairmanship of the meeting over to Executive Director and Board Secretary Tim Bartlett.

II. Swearing-in of Newly Elected Commissioners

Director Bartlett administered the oath of office to Commissioners Blumthal and Stratton.

III. Election of Officers

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ELECT COMMISSIONER WALKER TO BE BOARD PRESIDENT. A ROLL CALL VOTE WAS TAKEN WITH COMMISSIONER WALKER ABSTAINING, MOTION CARRIED UNANIMOUSLY.

President Walker assumed responsibility as chair of the meeting.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ELECT COMMISSIONER DELCOMYN TO BE BOARD VICE PRESIDENT. A ROLL CALL VOTE WAS TAKEN WITH COMMISSIONER DELCOMYN ABSTAINING, MOTION CARRIED UNANIMOUSLY.

IV. Appointments

A. Action to Appoint Secretary, Assistant Secretary, Treasurer, Attorney, Recorder, Auditor
COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO MAKE THE FOLLOWING APPOINTMENTS:

- BOARD SECRETARY – TIM BARTLETT
- ASSISTANT SECRETARY – ALLISON JONES
- BOARD TREASURER – RICHARD PERCIVAL
- ATTORNEY – MATT DEERING
- BOARD RECORDER – ALLISON JONES OR DESIGNEE OF THE SUPERINTENDENT OF BUSINESS SERVICES
- AUDITOR – MARTIN HOOD, LLC

A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

B. Action to Appoint a Commissioner to the Urbana Parks Foundation

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPOINT COMMISSIONER DIGGES TO THE URBANA PARKS FOUNDATION. A ROLL CALL VOTE WAS TAKEN WITH COMMISSIONER DIGGES ABSTAINING, MOTION CARRIED UNANIMOUSLY.

C. Action to Appoint Commissioner(s) as UPDAC Representative(s)

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPOINT COMMISSIONERS DELCOMYN AND STRATTON AS UPDAC REPRESENTATIVES. A ROLL CALL VOTE WAS TAKEN WITH COMMISSIONERS DELCOMYN AND STRATTON ABSTAINING, MOTION CARRIED UNANIMOUSLY.

D. Action to Appoint a Representative to the Urbana TIF Joint Review Board

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPOINT COMMISSIONER WALKER AND EXECUTIVE DIRECTOR BARTLETT TO THE URBANA TIF JOINT REVIEW BOARD. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

V. Adjourn the Annual Board Meeting

President Walker adjourned the Annual Board meeting at 7:16 PM

REGULAR BOARD MEETING AGENDA

I. Accept Agenda

COMMISSIONER BLUMTHAL 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, MOTION CARRIED UNANIMOUSLY.

II. Public Comment

A. Public Comment

There were no comments from members of the public.

B. UPD New Staff Introductions

Corky officially introduced Savannah Donovan in her new role as Environmental Program Manager at UPD.

1. David Subers, Environmental Public Program Coordinator

Savannah Donovan introduced new Environmental Public Program Coordinator, David Subers.

2. Matt Lewis, Community Program Coordinator

Janet Soesbe introduced new Community Program Coordinator, Matt Lewis.

-- New Business, A. Action to Award Accessibility Consulting Services

Park Planner Kara Dudek introduced Jennifer Skulski of Skulski consulting LLC. Kara shared that summarize memo.

Jennifer Skulski introduced herself and her professional background in inclusion in the context of recreation and tourism, and took questions from the board about her proposal. President Walker asked about the proposed access database for tracking ADA improvements. Ms. Skulski responded that her database is easier to manage, uses software we already have, and has no licensing fee.

Director Bartlett commented that UPD has had a great experience so far with Ms. Skulski, and that her philosophy really aligns with the district's. Commissioner Delcomyn asked if Ms. Skulski would be assisting with accessibility at the new Health & Wellness facility in addition to other ADA improvements. Director Bartlett responded in the affirmative, and Derek Liebert mentioned that district staff would soon be touring a Health & Wellness facility that Ms. Skulski has worked on.

Finally, Commissioner Digges noted that Ms. Skulski's proposal was impressive, and President

Walker expressed the board's pleasure at having such a high quality consultant for ADA services.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD ACCESSIBILITY CONSULTING SERVICES FOR \$52,500 AND CONTINGENCY IN THE AMOUNT OF \$7,875 TO SKULSKI CONSULTING LLC OF FISHERS, IN. A ROLL CALL VOTE WAS TAKEN, MOTION PASSED UNANIMOUSLY.

III. Urbana Park District Advisory Committee (UPDAC) Report

UPDAC Chair Laura Hastings provided a written report of the April meeting.

IV. Consent Agenda

- A. Approval of the Minutes of the April 6, 2021 Study Session Meeting
- B. Approval of the Minutes of the April 13, 2021 Regular Board Meeting
- C. Monthly Reports
 - 1. Administration (Executive Director, Business, Development, Human Resources)
 - 2. Planning & Operations (Planning, Project Management, Facilities, Grounds, Aquatics)
 - 3. Recreation (Aquatics, Athletics, Community Programs, Environmental Programs, Public Information/Marketing, Champaign-Urbana Special Recreation – CUSR)
- D. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude
- E. Approval of the Monthly Paid Accounts Payable
- F. Action on Resolution 2021-04 to Appoint UPD FOIA Officers
- G. Action on Resolution 2021-05 to Appoint UPD OMA Representatives
- H. Action on Resolution 2021-06 to Appoint UPD ADA Coordinator
- I. Action on Annual Appointments and Assignments

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES 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, MOTION CARRIED UNANIMOUSLY.

V. Reports

- A. Financial Reports
 - 1. Revenue and Expenditure Report

Caty Roland presented the Revenue and Expenditure report. Commissioner Delcomyn mentioned that the report is more readable now with the highlights.
 - 2. Action on Treasurer's Report

Caty Roland presented the Treasurer's Report. Commissioner Delcomyn asked Caty how she makes decisions about how to invest district funds to ensure enough is accessible for district operations. Caty said she worked with IPDLAF on a cash flow analysis, which guides decision-making.

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, MOTION CARRIED UNANIMOUSLY.

3. Capital Budget Report

Caty Roland presented the Capital Budget Report.

Andy Rousseau provided updates on Crystal Lake Park including the boat dock installation, Broadway Plaza, fountain feature, and one-way road transition. He also provided updates on the Blair Park OSLAD project, and UIAC domestic hot water replacement.

Commissioner Delcomyn asked if UPD would be affected by the lack of supply, and subsequent increase, in pool chemical cost. Derek Liebert responded that a lot of inventory was already ordered, paid for, and in stock, but the district be affected on future supply orders. Derek also mentioned that the new roof is going on UIAC, so the pool is closed for safety reasons while the work is completed. He also noted that cooler weather has delayed the tile project at CLPFAC.

B. Executive Director

1. You Belong Here Report

Director Bartlett provided the You Belong Here Report along with updates on Ivanhoe Estates and the Community Coalition.

i. Ivanhoe Estates

Director Bartlett shared that the recent meeting with Ivanhoe Estates regarding community gardening went well. Bartlett noted that many of the residents prefer to garden at their homes, rather than a community style plot, so plans are being made to potentially assist with supplying gardening tools that can be used by the whole community for their home garden plots.

ii. Coalition Updates

Director Bartlett provided updates on the recent Community Coalition meeting where the topic of gun violence in the community was the overwhelming concern. Ideas for addressing this issue include a summer work program in the community to help give youth something to do while out of school, and also to help them gain useful skills in the world of work.

2. Other Updates

Director Bartlett also commented that UPD had won the GFOA Certificate of Achievement in Financial Reporting and shared updates on athletics field planning and the Weaver Park Master Plan. Finally, Director Bartlett shared an update on the Champaign County First outreach event where he promoted the KRT project to Senators Durbin and Duckworth, Representatives Davis and Miller, State Senator Bennett, and State Representative Marron. He also noted that high-speed rail legislation, which would have a profound impact on the entire community, is supported by State Senator Bennett and State Representative Ammons.

C. President

1. Review of upcoming meeting agenda
President Walker reviewed upcoming meetings and topics.

D. Liaison Reports

1. Finance Study Group

President Walker noted that Finance Study Group met last Friday and discussed land acquisition, Health & Wellness funding sources, Blair Park tennis courts and donor interest in updating them, UPD Brookens lease, using the English Fund for UIAC capital improvements, Perkins Road Site, MWBE contracting, and the CLPFAC repair/renewal fund.

Commissioner Blumthal asked what the principal balance is in the English Fund. Caty said that there is about \$600,000 in the principal of the fund.

2. UPD Policy Study Group

Commissioner Blumthal noted that the group met on April 13 to review chapters 5 and 6 of Board Policy Manual as well as the Qualifications Based Selection Policy coming up for board approval.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the group has not met since the last meeting he reported on.

4. UPDAC Planning Study Group

Nancy noted that the Kelsey Beccue would be reaching out to schedule a meeting in the near future.

VI. **Old Business**

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

VII. **New Business**

- A. Action to Award Accessibility Consulting Services
See above.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD ACCESSIBILITY CONSULTING SERVICES FOR \$52,500 WITH A CONTINGENCY IN THE AMOUNT OF \$7,875 TO SKULSKI CONSULTING LLC OF FISHERS, IN. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- B. Discussion on Resolution 2021-07 in Recognition of UPDAC's 50 Years of Service

President Walker opened discussion on Resolution 2021-07. Discussion included the suggestion of less formal language for the resolution and recognizing UPDAC on the yet-to-be-built Outdoor Learning Pavilion. It was determined this resolution would come back for action at the June Regular Board Meeting. Other relevant discussion included the upcoming UPDAC 50th Anniversary Celebration, general UPDAC recruitment, and convening the

UPDAC Planning Study Group now that new commissioners have been appointed.

- C. Action to Approve Ordinance 2021-04 Adopting a Qualifications Based Selection Policy
Derek Liebert discussed Qualifications Based Selection Policy as a requirement by IDOT for grant projects using federal funds, and shared that UPD's policy was developed by researching similar policies from similar agencies.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE ORDINANCE 2021-04 ADOPTING A QUALIFICATIONS BASED SELECTION POLICY. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- D. Action to Approve Lease Agreement with Champaign County for Use of Brookens Pod 400

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO TABLE ACTION ON THE LEASE AGREEMENT WITH CHAMPAIGN COUNTY FOR USE OF BROOKENS POD 400.

- E. Action on any New Business Removed from the Consent Agenda
There was no New Business removed from the Consent Agenda.

VIII. Comments from Commissioners

Commissioner Stratton thanked everyone for welcoming him to the Board, and said he looks forward to serving. Commissioner Delcomyn noted that the group is very collegial, and President Walker shared that the group seeks to share ideas and build consensus. Commissioner Blumthal said her service on the board has informed how she approaches her work and professional life.

IX. Adjourn

President Walker adjourned the meeting at 9:28 PM.

Nancy A. Delcomyn, Vice President

Timothy A. Bartlett, Secretary

(SEAL)

Date Approved: June 8, 2021