

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES – REGULAR BOARD MEETING
TUESDAY, JUNE 13, 2021
6:30 PM EXECUTIVE SESSION
7:00 PM REGULAR MEETING
ONLINE VIA ZOOM
URBANA, ILLINOIS 61802**

The regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, July 13, 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;
Elsie Hedgspeth, Outreach & Wellness Manager;
Ashley Dennis, Outreach & Wellness Coordinator;
Tyler Janczak, Outreach & Wellness Intern;
Matt Deering, UPD Counsel;
Kelsey Beccue served as Recorder.

I. Call to Order

A. Remote Attendance

Vice President Delcomyn called the meeting to order at 6:34 PM, noting all commissioners were attending remotely pursuant to Illinois Public Act 101-0640.

II. Adjourn to Executive Session

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND FROM COMMISSIONER STRATTON

TO ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF THE SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

The regular meeting was adjourned at 6:37 PM.

Vice President Delcomyn adjourned the Executive Session at 6:49 PM.

III. Reconvene Regular Board Meeting

Vice President Delcomyn reconvened the Regular Board Meeting at 7:02 PM.

A. Announce Determination to Release Executive Session Minutes and Destroy Recordings

Vice President Delcomyn announced that the Board approved the following actions in regard to the semi-annual review of Executive Session minutes:

- The Board approved the minutes of the following Executive Sessions: 1/12/2021, 03/09/2021, and 04/06/2021.
- The Board has conducted the required semi-annual review of the unreleased minutes of past executive sessions and concluded the need for confidentiality still exists for all the unreleased or portions of minutes except the following minutes or portions of minutes no longer require confidential treatment and can be made available for public inspection: 01/12/21, 03/09/21, and 04/06/21.
- The Board has authorized the destruction of the following Executive Session recordings: 12/10/19.

IV. Accept Agenda

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND FROM COMMISSIONER BLUMTHAL TO ACCEPT THE AGENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

V. Public Hearing on Ordinance 2021-06 FY 2021-2022 Combined Budget and Appropriation

Vice President Delcomyn opened the public hearing to receive comments on the FY 21-22 Combined Budget and Appropriation Ordinance. No comments were made, and Vice President Delcomyn declared the hearing closed.

VI. Public Comment

A. Public Comment

There was no public comment.

B. UPD New Staff Introductions

1. Tyler Janczak, Intern

Ashley Dennis, Outreach & Wellness Coordinator introduced Tyler Janczak, Outreach & Wellness Intern. Tyler then introduced himself to the Board, giving an overview of his parks and recreation background. Corky Emberson added that Tyler is doing a fantastic job at UPD, and Vice President Delcomyn welcomed Tyler to the park district.

VII. UPDAC Appointments

Kelsey Beccue presented on the candidates presented to the Board for approval. She noted that two candidates would be appointed for full three-year terms, and three others would be appointed for one-year terms to fill vacant positions on the committee to ensure the minimum required fifteen members. Commissioner Digges commented that there is no representation on the committee from any neighborhoods north of Main Street. Kelsey agreed that representation is an issue, and Caty Roland and Corky Emberson outlined some of the measures staff have taken to increase geographic balance.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND FROM COMMISSIONER DIGGES TO APPOINT ASHLEY MOORE AND GARY STENSLAND TO SERVE 3-YEAR TERMS AS PART OF THE 2021-2024 CLASS FOR THE URBANA PARK DISTRICT ADVISORY COMMITTEE (UPDAC). A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND FROM COMMISSIONER DIGGES TO APPOINT HOWARD SCHEIN, SARAH ROPER, AND JEAN PALEY TO ONE-YEAR TERMS TO FILL VACANT POSITIONS ON THE URBANA PARK DISTRICT ADVISORY COMMITTEE. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

VIII. Urbana Park District Advisory Committee (UPDAC) Report

Nancy noted that Laura Hastings had provided Commissioners with a written report of the June UPDAC Meeting.

IX. Consent Agenda

- A. Approval of the Minutes of the June 1, 2021 Study Session Meeting
- B. Approval of the Minutes of the June 8, 2021 Annual and 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

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND FROM 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.

X. Reports

A. Financial Reports

1. Revenue and Expenditure Report

Caty Roland noted that she would not be present for the August meeting, and would be presenting both July and August reports at the September meeting. She then presented the June Revenue and Expenditure Report.

2. Action on Treasurer's Report

Caty Roland presented the Treasurer's Report.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND FROM 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 capital projects including the Phillips Recreation Center roof replacement, UIAC domestic hot water replacement, Saline Habitat Enhancement Project, Crystal Lake rehabilitation, and Blair Park renovations.

Vice President Delcomyn commented that she has received many inquiries regarding renovations at Blair Park. Commissioner Digges said that he had heard many positive comments about the work going on at Blair. Tim Bartlett shared that the *News-Gazette* had recently published an article about the improvements.

Derek Liebert gave updates on UCSD and MTD's collaboration on solar panels behind our Hickory Street storage site and lighting use at UPD ballfields.

B. Executive Director

Tim Bartlett gave several updates on district activities.

1. You Belong Here Report

Tim Bartlett presented on the progress of You Belong Here initiatives.

2. COVID-19 American Rescue Plan Funding Requests

Tim Bartlett gave an update on the American Rescue Plan and our efforts to secure funding from agencies that received federal assistance. Letters were sent to the City of Urbana, Champaign County, and the Urbana School District seeking support for various district infrastructure projects.

3. Arts and Sculpture Updates

Tim Bartlett shared that the Bridging the Art Divide art installation would be coming soon, and said that it was a pleasure to be involved in the judging process. He also thanked Jaci Willis for her presence at the Meadowbrook Interpretive Center for the Boneyard Arts Festival this year.

4. Other Updates

Tim Bartlett thanked UPD landscape crew for their excellent work on district landscapes, aquatics staff for their work and commitment to safety, Caty and the administration team for their work on the audit, Mark Schultz for his Mark in the Park segments, and the people involved in the 48 Hours of Peace efforts in the community. He also provided updates on several district initiatives including Health & Wellness, KRT, and Prairie Play.

Tim also shared that the district has been seeing some troubling, unauthorized use of the parks that are disturbing park neighbors. Derek Liebert gave some information on park ambassador programs, which utilize retired police officers to do outreach in parks on Friday and Saturday nights to curb vandalism and other destructive park activities and increase safety for other park users. Tim commented that many other park districts are having similar issues.

Corky Emberson gave an update on CLPFAC with information on attendance, staffing, and swim team programs.

C. President

1. Review of upcoming meeting agenda
None.

D. Liaison Reports

1. Finance Study Group
Commissioner Digges commented that the Finance Study Group has not met since the last board meeting.
2. UPD Policy Study Group
Commissioner Blumthal commented that the UPD Policy Study Group last met April 13, 2021, and is working on scheduling another meeting.
3. Urbana Parks Foundation Representative
Commissioner Digges commented that the group was scheduled to meet July 12, 2021, but had to cancel.
4. UPDAC Planning Study Group
Commissioner Stratton commented that the UPDAC Planning Study Group last met on June 8, 2021 to discuss UPDAC bylaws, topics for the first half of 2022, and recruitment and appointments, and that Kelsey Beccue is drafting updates to the UPDAC bylaws discussed in the last meeting that will be shared with the UPD Policy Study Group at their next meeting.

XI. Old Business

- A. Receive FY 2021-2022 Budget Book
Caty gave an overview and shared some highlights of the FY 21-22 Budget Book.
- B. Action on Ordinance 2021-06 FY 2021-2022 Combined Budget and Appropriation

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND FROM COMMISSIONER STRATTON TO APPROVE ORDINANCE 2021-06 COMBINED BUDGET AND APPROPRIATION. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

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

XII. New Business

- A. Action to Approve Sales Agreements with City of Urbana for 909 and 911 N. Lincoln
Tim Bartlett commented that this is the final effort of the Eads Street development the district collaborated on with the City of Urbana.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND FROM COMMISSIONER STRATTON TO APPROVE THE SALES AGREEMENTS WITH THE CITY OF URBANA FOR 909 AND 911 N. LINCOLN AVENUE, URBANA, IL. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- B. Action to Award UPDAC Outdoor Learning Pavilion Design
Andy Rousseau shared some background on the UPDAC Outdoor Learning Pavilion Project. In late 2020, the district was notified of a Public Museum Grant award for a new Outdoor Learning Pavilion. Finalized contract documents have been executed, providing a grant schedule for completion prior to March 15, 2023. The grant application was for an \$808,700 project, of which \$750,000 are Museum Grant funds, and includes:

- New open-air pavilion with attached masonry building
- Heavy duty all weather curtains to provide “off-season” usage
- Gender-neutral bathroom and storage area
- New parking lot
- Solar lighting
- Walkways to connect to the nature center and Nature Playscape
- Stormwater management facilities and plantings

Pending Board approval, staff will commence the schematic design phase in August and intend to go to bid in the winter of 2021 for a spring 2022 construction period.

Derek Liebert mentioned that a CLP neighbor had some concerns about the proposed pavilion, and UPD would be hosting public input opportunities for neighbors of the park. Vice President Delcomyn inquired as to the nature of the concern, and Derek said it was primarily a concern of disruption to the quiet, serene nature of the park.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND FROM COMMISSIONER BLUMTHAL TO AWARD DESIGN SERVICES FOR THE UPDAC OUTDOOR LEARNING PAVILION PROJECT FOR \$96,000 AND A DESIGN CONTINGENCY FOR \$9,600 TO RATIO ARCHITECTS OF INDIANAPOLIS, IN. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- C. Action on any New Business Removed from the Consent Agenda

There was no New Business removed from the Consent Agenda.

XIII. Comments from Commissioners

There were no comments from Commissioners.

XIV. Adjourn

Vice President Delcomyn adjourned the meeting at 8:32 PM.

Vice President Nancy A. Delcomyn

Secretary Timothy A. Bartlett

(SEAL)

Date Approved: August 10, 2021