

URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, FEBRUARY 8, 2022
7:00 PM
REMOTE MEETING VIA ZOOM
URBANA, ILLINOIS 61802

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, February 8, 2022, online via Zoom, Urbana, IL 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 Cedric Stratton	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;
Mark Schultz, Public Information and Marketing Manager;
Elsie Hedgspeth, Outreach and Wellness Manager;
Alex Lynch, Aquatics Specialist;
Janet Soesbe, Community Program Manager;
Savannah Donovan, Environmental Program Manager;
Jennifer Nierenhausen, Aquatics Coordinator;
Leslie Radice, Aquatics Manager;
Kyle Mills, Athletics Supervisor;
Nancy Chilel-Sandoval, Intern;
Devin Munoz, Intern;
David Dorman, UPDAC,
Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 7:05 PM.

A. Remote Attendance

President Walker noted that the Board Meeting is being held via remote virtual meeting, in accordance with IL Public Act 101-0640, due to the covid-19 pandemic.

- II. **Accept Agenda**
COMMISSIONER DELCOMYN 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. Staff Introductions

1. Nancy Chilel-Sandoval, Outreach & Wellness Intern
2. Owen Moore, Outreach & Wellness Intern
3. Devin Munoz, Athletics Intern
4. Jennifer Nierenhausen, Aquatics Coordinator
5. Alex Lynch, Aquatics Specialist

New staff and interns were introduced to the Board.

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

Draft minutes of the January UPDAC meeting have been provided. Commissioner Delcomyn noted that it was a productive meeting discussing Phase 2 of the Underrepresented Study.

V. **Consent Agenda**

- A. Approval of the Minutes of the January 11, 2022 Regular Board Meeting
- B. Monthly Reports
 1. Administration
 2. Planning/Operations
 3. Recreation
- C. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude
- D. Approval of the Monthly Paid Accounts Payable

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON 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.”

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 DELOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE TREASURER’S REPORT FOR AUDIT. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

3. Capital Budget Report

Caty Roland reviewed spending the Capital Budgets, including updates at Crystal Lake Park, construction crew projects, the new pavilion at APNC, Blair Park updates, and the completion of the saline rock riffle project.

Andy Rousseau presented additional details on the new pavilion at the Anita Purves Nature Center, the bridge replacement in Crystal Lake Park, and an award nomination.

B. Executive Director

1. You Belong Here Report
2. Other Updates

Director Bartlett provided updates on multiple projects, including:

- Working with University of Illinois on the Call to Action Program
- Peace Walk on Martin Luther King Jr. Day, over 100 attendees
- Staffing updates at the Administration Office
- UIAC operational changes
- Potential ARPA Funds via the City of Urbana
- Legislative Conference on March 8th and 9th in Springfield
- Boneyard Arts Festival
- Meeting with Franklin Street residents
- Meeting with Carle staff and the Executive Director of the Champaign County Fair Grounds to share updates on Crystal Lake Park
- Jettie Rhoads Day planning committee
- Planning for Arbor Day on April 29

President Walker inquired about the status of the Minority and Women Owned Business initiative.

C. President

A. Review of upcoming meeting agenda

President Walker reviewed information for the upcoming Legislative Breakfast, UPD March Study Session, and the UPD March Board Meeting.

D. Liaison Reports

1. Finance Study Group

President Walker stated that the Finance Study Group last met in January to discuss audit proposals, Health & Wellness updates, Blair Park, and UIAC, and will meet again on February 9.

2. UPD Policy Study Group

There was no Policy Study Group update.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the UPF will have it's next meeting on Monday, 2/14.

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 Award Blair Tennis Rehabilitation Design Services
Andy Rousseau reviewed the Blair Park tennis court project, including users, timeline, and funding for the project.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD DESIGN SERVICES FOR THE BLAIR PARK TENNIS COURT REHABILITATION PROJECT FOR \$26,400 WITH A 15% DESIGN CONTINGENCY IN THE AMOUNT OF \$3,960 TO MSA OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action to Award Annual Bid for Program Guide Printing Services
Staff reviewed the bid process for the Program Guide printing, including paper types, quality, and color options.

COMMISSIONER BLUMTHAL MADE MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE BID FOR PRINTING THE 2022-2023 SEASONAL PROGRAM GUIDES TO AMERICAN LITHO FOR TWO 80-PAGE PRINT RUNS AND ONE 72-PAGE PRINT RUN WITH A TOTAL PRICE NOT TO EXCEED \$42,124. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Recreation Statistics Review Calendar Year 2021
Staff presented the UPD Annual Recreation Statistics Report for Calendar Year 2021. Reports on specific areas included: statistics, program offerings, cancellations, participation numbers, and safety procedures. Marketing staff reviewed projects, advertising, and major media campaigns. Environmental staff reviewed gardens, school programs, environmental education, Take a Child Outside week, visits, and virtual and in person programs. Aquatics staff reviewed free life vest distribution, rentals, parties, continued areas of focus of training, operations, safety, and employee recruitment and retention. Athletic staff reviewed summer camps, program participation numbers, and rentals. Community Program staff reviewed Lake House updates, art events, Age Friendly programming, Summer SPLASH, and summer camps. Outreach & Wellness staff reviewed Urvana programs, Special Events, fitness, and community collaborations.
- D. Action to Approve Wage Increase for Full-Time Employees
Director Bartlett noted that UPD has evaluated staff wages over the last few years, including hiring GovHR for a formal analysis, and wants to retain staff as much as possible and fill vacancies as quickly as possible.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO INCREASE THE WAGES OF ALL FULL-TIME DISTRICT EMPLOYEES BY \$1 PER HOUR RETROACTIVE TO JANUARY 1, 2022. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- E. 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 Digges thanked the Board, on behalf of the Champaign County Audubon Board, for taking bird strikes seriously when developing the new Health & Wellness facility.

X. **Adjourn**

President Walker adjourned the meeting at 9:23 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: March 8, 2022