

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES – BOARD STUDY SESSION  
TUESDAY, JUNE 5, 2018  
6:30 PM-8:00 PM  
PLANNING AND OPERATIONS FACILITY  
1011 E. KERR AVENUE  
URBANA, ILLINOIS 61802**

The study session meeting of the Urbana Park District Board of Commissioners was held Tuesday, June 5, 2018 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:30 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 Lashaunda Cunningham	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

Also present were Tim Bartlett, Executive Director;  
Derek Liebert, Planning and Operations Superintendent;  
Corky Emberson, Recreation Superintendent;  
Caty Roland, Business Manager;  
Andy Rousseau, Project Manager;  
Alex Ivanova, Human Resources Manager;  
Kara Dudek, Park Planner;  
Allison Jones served as Recorder.

Guests present were Nicholas Gordon, Dan Zangerl, and Julie Birdwell from New Prairie Construction.

**I. Call to Order**

President Walker called the meeting to order at 6:32 pm.

**A. Remote Attendance**

There was no request for remote attendance.

**II. Swearing-in of Newly Appointed Commissioner**

Roger Digges was sworn in as a Commissioner of the Urbana Park District by Board Secretary Tim Bartlett.

**III. Accept Agenda**

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ACCEPT THE AGENDA AS PRESENTED. ALL SAID "AYE," MOTION CARRIED.**

**IV. Public Comment**

There were no comments from members of the public.

**V. Discussion Items**

**A. UPD Staffing Updates**

Alex Ivanova reviewed the Urbana Park District staffing needs study, which evaluated demographics, current staffing levels, assessed the UPD's capabilities, highlighted internal UPD work teams, and acknowledged the professional and educational background of staff. Staff reviewed the Recreation, P&O, and Administrative staff areas, including current staffing, growth needs, and outcomes for each department. The Board and staff discussed current staff teams of Technology, Customer Service Matrix, Aquatics Matrix, Green, Safety, and Arts & Culture.

**B. Solar Updates**

Nick Gordon and Dan Zangerl of New Prairie Construction reviewed a solar proposal for the Anita Purves Nature Center. They reviewed the proposal details, installation, system types, background information on solar systems, solar credits available in Illinois, community solar project ideas, and community education opportunities. Staff and Board discussed function, the life span of equipment, grant opportunities, and plans that would work best for the Nature Center.

**C. Receive UPDAC Nominees**

The Board received the annual packet of UPDAC nominees and discussed the candidates, community representation, and the schedule for moving forward with the process. The Board expressed their support for the quality, enthusiastic candidates available.

**VI. Action Items**

**A. Action to Award Urbana Indoor Aquatic Center Air Handling Unit Replacement**

Andy Rousseau presented bid information for the UIAC air handling unit replacement. He reviewed the bids and bid specifications, project cost, facility closure needs, and funding sources for the project.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD THE UIAC AIR HANDLING UNIT REPLACEMENT PROJECT IN THE AMOUNT OF \$648,865 WITH A 10% CONTINGENCY OF \$64,886.50 TO RELIABLE PLUMBING & HEATING OF CHAMPAIGN, IL. ALL SAID "AYE," MOTION CARRIED.**

**VII. Comments from Commissioners**

There were no further comments from Commissioners.

**VIII. Adjourn**

President Walker adjourned the meeting at 8:42 pm.

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Nancy Delcomyn, Vice-President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: July 10, 2018