

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, JUNE 12, 2018
 7:00 PM
 PLANNING AND OPERATIONS FACILITY
 1011 E. KERR AVENUE
 URBANA, ILLINOIS 61802**

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, June 12, 2018, at the Planning and Operations Facility, 1011 E. Kerr Avenue, 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 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, Business Manager;
 Derek Liebert, Superintendent of Planning and Operations;
 Andy Rousseau, Project Manager;
 Kara Dudek, Park Planner;
 Zoe Wu, Intern;
 Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 7:02 pm.

A. Remote Attendance

There was no remote attendance requested.

II. Accept Agenda

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

III. Public Comment

A. Public Comment

There were no comments from members of the public.

- B. UPD New Staff Introductions
 - 1. Zoe Wu, Planning & Operations Intern
 - Kara Dudek introduced Zoe Wu, UPD's new Planning Intern.

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

Roger Digges, former UPDAC Chair, has provided a report and noted good discussion around the strategic planning process.

V. **Consent Agenda**

- A. Approval of the Minutes of the May 1, 2018 Board Study Session
- B. Approval of the Minutes of the May 8, 2018 Regular Board Meeting
- C. Approval of the Minutes of the May 30, 2018 Special Board Meeting
- D. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude
- E. Monthly Reports
 - 1. Administration
 - 2. Planning/Operations
 - 3. Recreation
- F. Approval of the Monthly Paid Accounts Payable
- G. Action on Ordinance 2018-05 Regarding Prevailing Wage
- H. Action on Resolution 2018-10 to Enter into a Tenant Lease Agreement for 2808 S. Race St.

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

VI. **Reports**

Caty Roland provided an FY 2018 budget performance overview.

- A. Financial Reports
 - 1. Fund Balance Budget Report
 - Caty Roland provided the Fund Balance Budget Report for April 2018.
 - 2. Monthly Budget with History
 - Caty Roland provided the April and May 2018 Monthly Budget with History reports.
 - 3. Action on Treasurer's Report
 - Caty Roland provided the April and May 2018 Treasurer's Reports.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ACCEPT THE APRIL AND MAY TREASURER'S REPORT FOR AUDIT. ALL SAID "AYE," MOTION CARRIED.

- 4. Supplemental Report of Cash
 - Caty Roland provided the May Supplemental Report of Cash.
- 5. Capital Budget Report

Staff provided updates on several Capital Projects, including the siding at Phillips Recreation Center, bioswales at the Nature Center, dog park access, and the sanitary line at Judge Webber Park.

B. Executive Director

1. Wandell Sculpture Garden Updates

Director Bartlett provided updates on the following projects:

- UPD's presence at the May Southeast Urbana Neighborhood Association meeting
- Efforts soliciting public input on outreach efforts for strategic planning
- Meeting with state legislators
- A successful "Uncorked" event at Meadowbrook Park
- Realtor tour
- OSLAD grant opportunities
- Leal park sidewalk changes
- An estate gift
- Updates at the Wandell Sculpture Garden

C. President

1. Review of upcoming meeting agenda

President Walker noted there is no July Board Study Session and reviewed the agenda for the Board Meeting on July 10, 2018.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group has been meeting and will provide updates regarding UPD health insurance options soon.

2. UPD Policy Study Group

There was no report.

3. Urbana Parks Foundation Representative

There was no report.

4. UPDAC Planning Study Group

There was no report.

VII. **Old Business**

A. Receive DRAFT Ordinance 2018-06 to Adopt the FY 2018-2019 Combined Budget and Appropriation Ordinance.

The Board received the draft FY 2018-2019 Combined Budget and Appropriation Ordinance, which will be presented for approval at the July Board Meeting.

B. Budget Highlights Presentation

Caty Roland presented the FY 2018-2019 Budget, including reviewing the budget cycle and the budgeting process of planning, implementing, monitoring, and revising.

- C. 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 2018-07 Annexing Certain Territory to the Urbana Park District
Director Bartlett presented the 2018 Annexation Ordinance and noted that it has been reviewed by UPD attorney Matt Deering.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE ORDINANCE 2018-07 TO ANNEX CERTAIN TERRITORY TO THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- B. Action on Ordinance 2018-08 Revising the Personnel Policy Manual
Staff noted that these Policy Manual changes were reviewed in detail at the May Policy Study Group meeting and that most of the changes are for clarification purposes.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE ORDINANCE 2018-08 REVISING THE PERSONNEL POLICY MANUAL. ALL SAID "AYE," MOTION CARRIED.

- C. Action on Resolution 2018-09 to Accept the FY 2018-2019 CUSR Budget
As the FY 2018-2019 CUSR Budget was not available for Board review until the day of the meeting, the Board chose to take additional time to review the budget and vote on the Resolution at the July Board Meeting. Staff then reviewed some CUSR programming and planning goals and challenges for FY 2018-2019.

- D. Action to Approve Accounting Software Purchase
Caty Roland reviewed the process and details of acquiring new accounting software for the District, including on-site visits, possible future software updates and needs, and the implementation schedule.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE THE PROPOSAL FOR SOFTWARE AND SERVICES IN THE AMOUNT OF \$115,120 WITH A 15% CONTINGENCY OF \$17,268 WITH BS&A SOFTWARE OF BATH, MICHIGAN, AND AUTHORIZE BOARD VICE-PRESIDENT NANCY DELCOMYN TO APPROVE THE FINAL CONTRACT. ALL SAID "AYE," MOTION CARRIED.

- 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**

The Board discussed how best to maximize UPDAC efforts.

X. **Adjourn**

President Walker adjourned the meeting at 9:22 pm.

Nancy Delcomyn, Vice-President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: July 10, 2018