

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES - REGULAR BOARD MEETING  
 TUESDAY, OCTOBER 9, 2018  
 EXECUTIVE SESSION 6:30 PM  
 REGULAR MEETING 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, October 9, 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;  
 Caty Roland, Business Manager;  
 Derek Liebert, Superintendent of Planning and Operations;  
 Andy Rousseau, Project Manager;  
 Allison Jones served as Recorder.

**I. Call to Order**

President Walker called the meeting to order at 6:33 PM.

**A. Remote Attendance**

There was no request for remote attendance.

**II. Adjourn to Executive Session**

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM IN ACCORDANCE WITH SECTION 2, PART 'C', EXCEPTION #5 OF THE ILLINOIS OPEN MEETINGS ACT, TO ADJOURN TO EXECUTIVE SESSION FOR THE LIMITED PURPOSE OF DISCUSSING THE PURCHASE OR LEASE OF REAL PROPERTY FOR THE USE OF THE PUBLIC BODY AND EXCEPTION #6 FOR THE LIMITED PURPOSE OF SETTING A PRICE FOR SALE OR LEASE OF PROPERTY OWNED BY THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

The Board adjourned to Executive Session at 6:37 PM.

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**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ADJOURN THE EXECUTIVE SESSION. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

The Board closed the Executive Session at 7:33 PM.

III. **Reconvene Regular Board Meeting**

President Walker reconvened the Regular Board Meeting at 7:37 PM.

IV. **Accept Agenda**

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO ACCEPT THE AGENDA, WITH THE ADJUSTMENT OF MOVING THE AUDIT DISCUSSION FOLLOWING PUBLIC COMMENT. ALL SAID "AYE," MOTION CARRIED.**

V. **Public Comment**

A. Public Comment

Todd Isler made a comment regarding discounts and scholarships for Urbana Indoor Aquatic Center memberships.

B. UPD New Staff Introductions

There were no new staff introductions.

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A. Review of and Action to Accept 2018 Comprehensive Annual Financial Report (2018 CAFR)

Greg Douglas and Maddie Eisenmenger from Martin Hood, LLC presented information on the 2018 Comprehensive Annual Financial Report. They reviewed the audit, noting an "Unmodified/Clean Opinion," which is the ideal result, meaning the District's financial statements are in compliance with generally accepted accounting principles. They also reviewed the basic financial statements, note disclosures, supplemental schedules, statistical schedules, upcoming changes to standards, and the post-governance audit letter.

Staff and Board then discussed the audit, how to make it more accessible to community members, UPD's relationship to the Urbana Parks Foundation and any implications on the audit, and the effect of new accounting software on future audits.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ACCEPT THE 2018 COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR) FOR THE YEAR ENDED APRIL 30, 2018. ALL SAID "AYE," MOTION CARRIED.**

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

UPDAC Chair Melissa Logsdon provided a report in the Board Meeting materials.

VII. **Consent Agenda**

- A. Approval of the Minutes of the September 4, 2018 Board Study Session
- B. Approval of the Minutes of the September 11, 2018 Regular Board Meeting
- C. Monthly Reports
  1. Administration
  2. Planning/Operations
  3. Recreation
- D. Approval of the Monthly Paid Accounts Payable
- E. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM 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.**

**VIII. Reports**

- A. Financial Reports
  1. Fund Balance Budget Report  
Caty Roland presented the Fund Balance Budget Report.
  2. Monthly Budget with History  
Caty Roland presented the Monthly Budget with History.
  3. Action on Treasurer's Report  
Caty Roland presented the Treasurer's Report.

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

4. Supplemental Report of Cash  
Caty Roland presented the Supplemental Report of Cash.
5. Capital Budget Report  
Caty Roland reviewed Capital Budget expenses from 2016, 2017, and 2018.

Andy Rousseau provided updates on sediment project at Crystal Lake Park, as well as updates on grant funding. Staff also provided updates on work on the Kickapoo Rail Trail.

- B. Executive Director  
Director Bartlett provided updates on multiple projects, including:
  - Upcoming joint all-district diversity and inclusion training;
  - The IAPD gala on 10/12/18 where UPD Green Team will be receiving an award;
  - The Friendship Grove Nature Playscape receiving the Governor's Hometown Award, with a ceremony on 11/15/18 in Springfield;
  - An athletics study in conjunction with Champaign Park District;
  - The UPD Fall Staff Retreat on 10/16/18 at Allerton Park with a focus on Strategic Planning;
  - A successful NRPA conference;
  - Landscape Architecture graduate students project with a focus on the Kickapoo Rail Trail;

- 2019 Arbor Day efforts;
- IAPD Legal Symposium.

Board and staff discussed ways increase access to pool for low-income residents, and it was suggested as a topic for a future Board Study Session.

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the 11/6/18 Study Session agenda and the 11/13/18 Regular Board Meeting agenda.

D. Liaison Reports

1. Finance Study Group

President Walker noted the Finance Study Group met last week and discussed health insurance updates, as well as property discussions.

2. UPD Policy Study Group

There was no Policy Study Group report.

3. Urbana Parks Foundation Representative

Commissioner Digges represented the UPD Board at the latest Urbana Parks Foundation meeting, and he reported discussions on making the fundraising campaign more visible, including an advertising schedule and budget.

4. UPDAC Planning Study Group

Commissioner Cunningham noted the UPDAC Planning Study Group will be meeting on 11/16/18.

IX. **Old Business**

A. Action on Resolution 2018-12 to Approve Illinois Department of Transportation Compensation for a Temporary Construction Easement and Permanent Easement in Leal Park for University Avenue Improvements

Staff presented information on the IDOT temporary construction easement along University Ave., the negotiating process, and the current offer from the agency of \$81,700.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT RESOLUTION 2018-12 APPROVING THE ILLINOIS DEPARTMENT OF TRANSPORTATION COMPENSATION OFFER FOR TEMPORARY CONSTRUCTION AND PERMANENT EASEMENTS IN LEAL PARK IN THE AMOUNT OF \$81,700. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

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

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPOINT COMMISSIONER DIGGES TO THE URBANA PARKS FOUNDATION. ALL SAID "AYE," MOTION CARRIED.**

X. **New Business**

A. Review of and Action to Accept 2018 Comprehensive Annual Financial Report (2018 CAFR)

See above.

- B. Action on Resolution 2018-15 Determining Amount to be Raised by Taxation  
Cathy Roland provided information on the property tax levy process for Fiscal Year 2020. She provided details on the options of a 20%, 25%, or 30% rate. Staff noted that there are many unknowns with taxing situations in the local community, so the numbers are a bit unusual for this levy. The Board and Staff discussed the options and the Board expressed interest in the middle 25% rate.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE RESOLUTION 2018-15 DETERMINING THE AMOUNTS ESTIMATED TO BE NECESSARY FOR THE 2018 LEVY PAYABLE IN 2019 UPON TAXABLE PROPERTY IS \$8,658,429 (OR 25%). A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

- C. Review of 2019 Capital Improvement Budget  
Andy Rousseau presented the 2019 Capital Improvement Budget draft. He noted that the final budget will be presented for approval in November. Items in the Capital Improvement Budget include ADA projects, showmobile, vehicles & equipment, hazard tree work, construction crew project, mechanical replacement, trails and hardscapes and fencing, UIAC projects, the new PRC playground, and the King Park pavilion and gazebo painting.
- D. Action to Approve Construction Engineering Services Agreement for Federal Participation for the Park Street Shared-Use Path ITEP Improvement Project  
Andy Rousseau provided a review of the ITEP grant for the Park Street shared-used path. This grant would cover 80% of the project costs. He noted that the Board signed and approved preliminary aspects of the project last month, and this proposal is for the engineering team services. He noted that this is budgeted in 2017 Capital Budget Trails line.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE THE CONSTRUCTION ENGINEERING SERVICES AGREEMENT FOR FEDERAL PARTICIPATION FOR PARK STREET SHARED USE PATH PROJECT IN CRYSTAL LAKE PARK, WITH FEHR-GRAHAM ENGINEERING FROM CHAMPAIGN, IL. FOR A TOTAL OF \$37,479.90. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

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

XI. **Comments from Commissioners**

Commissioner Cunningham commented on UPD's openness and willingness to collaborate with other community organizations. She also inquired about staffing updates with CUSR, as well as hiring for UPD's wellness position.

Commissioner Delcomyn commented about the NRPA brown bag debrief meeting, as well as the lack of UPD coverage in the local media.

XII. **Adjourn**

President Walker adjourned the meeting at 9:38 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: November 13, 2018