

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES - REGULAR BOARD MEETING  
TUESDAY, NOVEMBER 13, 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, November 13, 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;  
Jake Wolf, Engineering Resource Associates;  
Dave Phillips, Speer Financial;  
Dan Forbes, Speer Financial;  
Aaron Gold, Speer Financial;  
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 request for remote attendance.

**II. Public Hearing for Truth in Taxation**

President Walker opened the Hearing for Truth in Taxation at 7:03 PM.

There were no comments from members of the public.

President Walker closed the hearing at 7:04 PM.

**III. Accept Agenda**

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ADJUST THE ORDER OF THE AGENDA TO MOVE OLD BUSINESS ITEM B, AS WELL AS ITEM E UNDER NEW BUSINESS, TO IMMEDIATELY AFTER "PUBLIC COMMENT" ALL SAID "AYE," MOTION CARRIED.**

IV. **Public Comment**

A. Public Comment

There were no comments from members of the public.

B. Presentation of 35 Year Board Service Plaque to Michael Walker

Director Bartlett presented a 35 Years of Board Service plaque to Michael Walker.

C. Presentation of Retirement Card to Dave Phillips of Speer Financial

Michael Walker presented a retirement card to Dave Phillips of Speer Financial.

D. Urbana Park District – Staff Introductions

There were no staff introductions.

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**VIII. Old Business**

B: Consideration and Action on Ordinance 2018-12:

Dave Phillips introduced Dan Forbs & Erin Gould, the new staff contacts at Speer Financial. Next, Dave reviewed the 5 bids for the UPD General Obligation Limited Tax Park Bonds, series 2018. He noted the best bid was from Park Ridge Bank.

Board and staff thanked Dave Phillips for all his work over the years and wished him luck on his retirement.

1. Action to Award Low Bid:

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD THE LOW BID ON BONDS TO PARK RIDGE COMMUNITY BANK WITH AN INTEREST RATE OF 2.53% A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

2. Action on Bond Ordinance:

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO ADOPT BOND ORDINANCE 2018-12 AUTHORIZING THE ISSUANCE OF \$738,065.00 GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2018, OF THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

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**IX. New Business**

E. Action to Award Crystal Lake Rehabilitation Project Site Environmental Services

Andy Rousseau reviewed the status of the Crystal Lake project, which is currently in phase 2. He noted the lake was last rejuvenated in the mid-1980s. He stated that the problems facing the lake today include lakeshore deterioration, invasive species, and water quality issues.

Staff noted that they took tours of multiple projects completed by Engineering Resource Associates and found them comparable to our local project and goals. Jake Wolf from ERA was present to answer questions and provide details for the proposal, schedule, and fee for this project.

**COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO AWARD SITE ENVIRONMENTAL SERVICES FOR THE CRYSTAL LAKE REHABILITATION PROJECT IN THE AMOUNT OF \$95,138 AND A DESIGN CONTINGENCY OF \$14,270 TO ENGINEERING RESOURCE ASSOCIATES OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

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

UPDAC Chair, Melissa Logsdon, has provided a written report of the October meeting. Commissioner Delcomyn commented that it was a very informative and engaging meeting.

**XI. Consent Agenda**

- A. Approval of the Minutes of the October 9, 2018 Regular Board Meeting
- B. Monthly Report
  - 1. Administration
  - 2. Planning/Operations
  - 3. Recreation
- C. Approval of the Monthly Paid Accounts Payable
- D. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL 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.**

**XII. 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 CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN 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 spending in the 2018, 2017, and 2016 Capital Budgets.

Staff then reviewed the Capital Budget projects, including the ITEP project, the Phillips Recreation Center James Room renovation, the Crystal Lake Park one-way road study, and the Perkins Road Sanitary District drainage pipe work.

B. Executive Director

1. Legal Symposium
2. Downtown Arts Series
3. ORPR – Athletics Study
4. ADA Review

Director Bartlett reviewed the following projects and programs:

- Updates to the UIAC pool pack
- The IAPD Leal Symposium
- ORPR Athletics Study
- ADA project review
- Legislative Breakfast next spring, which UPD will be hosting

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the upcoming December Board Study Session and Regular Board Meeting agendas and topics for discussion.

D. Liaison Reports

1. Finance Study Group

President Walker noted that most items discussed at the last Finance Study Group were discussed at this meeting, and the next scheduled meeting is for early January.

2. UPD Policy Study Group

Commissioner Blumthal noted the Policy Study Group will meet in December.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the UPF has shifted the date of their meetings and the next one will be on 11/19/2018.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

**XIII. Old Business**

- A. Action to Adopt Ordinance 2018-11 Tax Levy Ordinance

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ADOPT ORDINANCE 2018-11, AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT, AND**

**COLLECTION OF TAXES FOR THE FISCAL YEAR 2019-2020 OF THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

- B. Consideration and Action on Ordinance 2018-12: An Ordinance providing for the issue of approximately \$740,140.00 General Obligation Limited Tax Park Bonds, Series 2018, of the Urbana Park District, Champaign County, Illinois, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of said Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof.
  - 1. **Action to Award Low Bid:**  
See above.
  - 2. **Action on Bond Ordinance:**  
See above.
- C. Action on any Old Business removed from the Consent Agenda  
There was no Old Business removed from the Consent Agenda.

**XIV. New Business**

- A. Action to Approve 2019 Capital Improvement Budget and Revisions of 2016 and 2018 Capital Improvement Budgets  
Staff reviewed the changes to the 2016 & 2018 Capital Improvement Budgets and noted that the details of the 2019 Capital Improvement Budget were presented at the last Board Meeting.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE THE 2019 CAPITAL IMPROVEMENT BUDGET, THE #5 REVISION TO THE 2016 CAPITAL IMPROVEMENT BUDGET, AND THE #2 REVISION TO THE 2018 CAPITAL IMPROVEMENT BUDGET. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

- B. Action to Assign 2019 IAPD/IPRA Conference – Delegate Credentials for Annual Joint IAPD/IPRA Meeting

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO CERTIFY THAT DIRECTOR BARTLETT WITH COMMISSIONER DIGGES AS FIRST ALTERNATE ARE DESIGNATED TO SERVE AS DELEGATES TO THE ANNUAL 2019 BUSINESS MEETING OF THE IAPD. ALL SAID "AYE," MOTION CARRIED.**

- C. Action to Approve Purchase Contract for 103 Grossbach Drive, Urbana, IL  
**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY TO APPROVE THE CONTRACT TO PURCHASE REAL PROPERTY IDENTIFIED AS PARCEL IDENTIFICATION NUMBER (PIN) 92-21-104-022, COMMONLY KNOWN AS 103 GROSSBACH DR. IN URBANA, FOR \$69,000.00 AND TO AUTHORIZE EXECUTIVE DIRECTOR TIMOTHY BARTLETT OR HIS DESIGNEE TO SIGN THE CLOSING DOCUMENTS ON BEHALF OF THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

D. Action on Resolution 2018-16 to Apply for the Illinois Safe Routes to School Program Grant for the Lohmann Park Path

Derek Liebert reviewed the Illinois Safe Routes to School Program grant proposal, which would cover 100% of project costs this year, for a Colorado Avenue to Lohman Park route. He noted that the school district is in support, as well as the nearby apartment complex. He also noted that preliminary engineering work has been done and is so far under budget.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE RESOLUTION 2018-16 FOR THE ILLINOIS SAFE ROUTES TO SCHOOL GRANT APPLICATION FOR THE LOHMANN PARK PATH PROJECT CONNECTING TO THOMAS PAINE ELEMENTARY SCHOOL. ALL SAID "AYE," MOTION CARRIED.**

E. Action to Award Crystal Lake Rehabilitation Project Site Environmental Services  
See above.

F. Action to Award 2018 Vehicle Bid  
Andy Rousseau reviewed the 2018 vehicle bid for a new 1-ton dump truck, the bid process, and the sale or trade-in of the old 2-ton truck.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO AWARD THE BID OF \$46,165 FOR A 1-TON TRUCK (M-12) WITH OPTIONS #1-7 TO BOB RIDINGS OF TAYLORVILLE, IL, AND AUTHORIZE STAFF TO AUCTION OR TRADE IN THE 2-TON DUMP TRUCK. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

G. Action to Award Crystal Lake Park Family Aquatic Center Modifications  
Andy Rousseau reviewed the needed updates and the one bid for the Crystal Lake Park Family Aquatic Center, including new exterior lockers and adjustments to the locker rooms to provide more changing areas.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD CRYSTAL LAKE PARK FAMILY AQUATIC CENTER MODIFICATIONS IN THE AMOUNT OF \$63,000 AND A CONTINGENCY OF \$9,450 TO COMMERCIAL BUILDERS INC. OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

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

**I. Comments from Commissioners**

Board and staff discussed SPLASH program transportation, new sculpture information, and solar options for UPD facilities.

**J. Adjourn**

President Walker adjourned at the meeting at 8:51 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: December 11, 2018