

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, DECEMBER 11, 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, December 11, 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;
 Ellen Kirsanoff, Development Manager;
 Derek Liebert, Superintendent of Planning and Operations;
 Elsie Hedgspeth, Outreach and Wellness Manager;
 Ashley Dennis, Outreach and Wellness Coordinator;
 Kara Dudek, Park Planner;
 Alex Ivanova, Human Resources Manager;
 Andy Rousseau, Project Manager;
 Allison Jones served as Recorder.

- I. **Call to Order**
 President Walker called the meeting to order at 7:01 PM.
 - A. Remote Attendance
 There was no request for remote attendance.

- II. **Accept Agenda**
COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES 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. Urbana Park District – Staff Introductions

1. Ashley Dennis, Outreach and Wellness Coordinator

Elsie Hedgspeth introduce Ashley Dennis, the UPD’s new Outreach and Wellness Coordinator.

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

Melissa Logsdon, UPDAC Chair, provided a report of the November UPDAC meeting.

V. **Consent Agenda**

A. Approval of the Minutes of the November 6, 2018 Study Session Meeting

B. Approval of the Minutes of the November 13, 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

F. Action on Ordinance 2018-15 Authorizing the Disposal/Sale of Personal Property

G. Action on Resolution 2018-17 Accepting Revisions to the Urbana Park District Safety Manual

COMMISSIONER BLUMTHAL 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.

VI. **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 changes to the Capital Project Budgets.

Andy Rousseau provided updates on several projects, including the James Room remodel, which is delayed but scheduled to be completed by February, the Crystal Lake Park open house, the Crystal Lake rehabilitation kick-off meeting with the design team, and finally proposals for demolition and testing for the Grossbach property. Derek Liebert presented an update on the Crystal Lake Park one-way road study and 2019 Hazard Tree work.

B. Executive Director

1. Proposed Art Fair
2. Sculpture Updates
3. Other Updates

Director Bartlett provided an update on several projects, including:

- New downtown Urbana art events,
- Fundraising and work with the Urbana Parks Foundation,
- New sculptures at several parks, including Leal, and AMBUCS, and in Meadowbrook in 2019,
- Public Art League events,
- An update from the most recent UPDAC meeting,
- Sports Study in the works,
- Summer program planning with Krannert Art Museum,
- The UPD Senior Club holiday event,
- The March 2019 Legislative Breakfast to be hosted by UPD,
- A meeting in Bloomington-Normal, IL regarding their Constitution Trail.

C. President

1. Review of upcoming meeting agenda

President Walker noted there is no January Study Session and then reviewed the Regular Board Meeting agenda.

D. Liaison Reports

1. Finance Study Group

President Walker noted the Finance Study Group will be meeting on 1/4/19.

2. UPD Policy Study Group

Commissioner Blumthall noted that the UPD Policy Study Group met before the Board Meeting and discussed policy updates and goals, including a policy statement regarding records and record keeping.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the UPF held a meeting on 12/10/18. He stated that they elected officers, provided updates on the fundraising Campaign, discussed their holiday party, as well as a February 2019 community outreach event for youth scholarship families, the March 2019 Annual Dinner, and other future fundraising events.

4. UPDAC Planning Study Group

Director Bartlett provided an update on his meeting with Melissa Logsdon, UPDAC Chair, and their planning efforts for topics for discussion for UPDAC 2019 meetings.

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 Approve Ordinance 2018-13 Abating the Levy of Property Taxes on Urbana Park District General Obligation Park Bonds (Alternate Revenue Source), Series 2010 (Build America Bonds)

Caty Roland provided an overview of bond abatement process, which is an annual action.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE ORDINANCE 2018-13 ABATING THE LEVY OF PROPERTY TAXES ON URBANA PARK DISTRICT GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2010 (BUILD AMERICA BONDS). A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

B. Action to Approve Ordinance 2018-14 Abating the Levy of Property Taxes on Urbana Park District General Obligation Park Bonds (Alternate Revenue Source), Series 2011A

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPROVE ORDINANCE 2018-14 ABATING THE LEVY OF PROPERTY TAXES ON URBANA PARK DISTRICT GENERAL OBLIGATION PARK BONDS. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

C. Review and Accept the Annual Priority Projects Report to the Urbana Parks Foundation
Director Bartlett provided an overview of the Annual Priority Projects document to be presented to the Urbana Parks Foundation. Board and staff discussed other formats and ways to present the information in order to maximize impact.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO ACCEPT AND FORWARD THE 2019 ANNUAL PRIORITY PROJECTS REPORT TO THE URBANA PARKS FOUNDATION. ALL SAID "AYE," MOTION CARRIED.

D. Review Annual Board Actions Calendar

The Board discussed adjusting the UPDAC schedule and will approve the updated actions calendar in January.

E. Action to Accept the 2019 Annual Meeting Calendar

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE 2019 ANNUAL MEETING CALENDAR FOR REGULAR BOARD MEETINGS, STUDY SESSIONS, JOINT MEETINGS, AND UPDAC MEETINGS. ALL SAID "AYE," MOTION CARRIED.

F. Action to Approve Construction Engineering and Construction Contingency for Park Street Path Project

Andy Rousseau provided an update on the timeline and process for continuing with the Park Street Path project, including a completion goal of June 2019.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE CONSTRUCTION ENGINEERING CONTINGENCY IN THE AMOUNT OF 15% (\$5,622), AND APPROVE CONSTRUCTION CONTINGENCY IN THE AMOUNT OF 15% (\$66,376) FOR THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM FOR THE “PARK STREET: SHARED USE PATH PROJECT” IN CRYSTAL LAKE PARK. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

G. Action to Approve James Room Remodeling Contingency Increase

Andy Rousseau provided an overview and update on the work at the Phillips Recreation Center’s James Room, and explained the need for additional project contingency.

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE INCREASING THE CONSTRUCTION CONTINGENCY AMOUNT FOR THE JAMES ROOM REMODELING PROJECT FROM 10% TO 15%, AN AMOUNT OF \$18,300. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

H. Action on Phillips Recreation Center Playground Equipment Replacement

Andy Rousseau provided an overview of the need for new playground equipment at the Phillips Recreation Center, community input on the design, and next steps for the project.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AWARD THE PHILLIPS RECREATION CENTER PLAYGROUND EQUIPMENT BID FOR DESIGN #2 IN THE AMOUNT OF \$74,732 AND ASSIGN A 15% CONTINGENCY OF \$11,210. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

I. Review of 2018 Urbana Park District ADA Transition Plan – Completed Projects

Kara Dudek reviewed the 2018 ADA Transition Plan, including areas of success in removing barriers, both large and small. She noted on-going maintenance work to keep areas in compliance, as well as larger, one-time projects. She also noted outreach with other experts in the field and commented positively on UPD’s ongoing effort to eliminate barriers of access for all patrons. Finally, Kara reviewed plans to continue the work for 2019, including projects at a variety of locations.

J. Action on any New Business removed from Consent Agenda

There was no new business removed from the Consent Agenda.

X. Comments from Commissioners

Board and staff discussed impact on the relationship between the UPD Board and the USD #116 Board in light of recent changes.

Commissioner Delcomyn inquired about the cancellation of a water aerobics class.

Commissioner Digges commented positively on the staff doing tree removal in the Meadowbrook sculpture garden area and how tidy they were keeping the area. Derek Liebert commented on the additional planting of 259 trees in the park through the end of the project.

XI. Adjourn

President Walker adjourned the meeting at 8:46 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: January 8, 2019