

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, JANUARY 8, 2019
 EXECUTIVE SESSION - 6:30 PM
 REGULAR BOARD 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, January 8, 2019, 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;
 Matt Deering, Attorney;
 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 remote attendance requested.

II. Adjourn to Executive Session

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM, IN ACCORDANCE WITH SECTION 2, PART 'C', EXCEPTIONS #5 AND #21 OF THE ILLINOIS OPEN MEETINGS ACT, TO ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING THE PURCHASE OR LEASE OF REAL PROPERTY TO BE USED BY THE PUBLIC BODY AND FOR THE PURPOSE OF THE SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

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

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

The Board closed the Executive Session at 7:12 PM.

III. Reconvene Regular Board Meeting

President Walker reconvened the meeting at 7:15 PM.

The Board announced the following actions that were taken:

1. Approved Executive Session Minutes

The Board has approved the minutes of the following Executive Sessions:

- 8/14/18
- 9/4/18
- 10/9/18

2. Released Executive Session Minutes

The Board has conducted the required semi-annual review of the unreleased minutes of past executive sessions and concluded that the need for confidentiality still exists for all the unreleased minutes or portions of minutes except the following minutes or portions of minutes no longer require confidential treatment and can be made available for public inspection:

- 8/14/18
- 9/4/18
- 10/9/18, sections 1, 2, & 5 only

3. Destroy recordings

The Board has authorized the destruction of the following Executive Session recordings:

- 3/14/17
- 3/27/17
- 4/11/17
- 6/13/17

IV. Accept Agenda

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

V. Public Comment

A. Public Comment

There were no comments from members of the public.

B. UPD New Staff Introductions

There were no new staff introductions.

VI. **Urbana Park District Advisory Committee (UPDAC) Report – No December Meeting/No Report**

There was no December UPDAC meeting, therefore no report for the month.

VII. **Consent Agenda**

- A. Approval of the Minutes of the December 4, 2018 Study Session Meeting
- B. Approval of the Minutes of the December 6, 2018 Joint Board Meeting with Champaign Park District for Champaign-Urbana Special Recreation (CUSR)
- C. Approval of the Minutes of the December 11, 2018 Regular Board Meeting
- D. Monthly Reports
 - 1. Administration
 - 2. Planning/Operations
 - 3. Recreation
- E. Approval of the Monthly Paid Accounts Payable
- F. Approval of Commissioner Travel, Meal, and Lodging Expenses
- G. Approval of Employee Travel, Meal, and Lodging Expenses
- H. Action to Approve Ordinance 2019-01 Authorizing the Sale/Disposal of Personal Property

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
Cathy reviewed changes in the 2019, 2018, and 2017 Capital Budgets.

Andy Rousseau provided updates on Capital Projects, including the new playground at the Phillips Recreation Center, the James Room kitchen updates at the Phillips Recreation Center, improvements at the Crystal Lake Park Family Aquatic Center, and community input and grant opportunities on the Crystal Lake Park renovations.

B. Executive Director

Director Bartlett provided updates on several projects, including:

- UPD efforts on climate change initiatives
- Sculptures
- IAPD/IPRA Annual Conference coming up in January
- IAPD efforts on a Facility and Park Usage study
- UPD hosting the annual Legislative breakfast to be held in March

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the agendas for the upcoming 2/5/19 and 2/12/19 UPD Board Study Session and Regular Meeting.

D. Liaison Reports

1. Finance Study Group

Commissioner Walker noted the next Finance Study Group meeting is scheduled for early February.

2. UPD Policy Study Group

There was no UPD Policy Study Group report.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the Foundation would be meeting the following week.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

IX. **Old Business**

A. Review 2019 Annual Actions Calendar

Staff presented the 2019 annual actions calendar with incorporated updates.

B. Action on any Old Business removed from the Consent Agenda

There was no old business removed from the Consent Agenda.

X. **New Business**

A. Action to Award Portable Stage

Andy Rousseau presented information on the potential purchase of a new portable stage or "Showmobile." He noted the positive impacts of the purchase, including improving visibility at events, increasing event opportunities, and the ease of set up and take down. Staff noted that research on this product included multiple reference checks and discussions with other organizations who have purchased this brand, all receiving positive feedback.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AWARD THE BID OF \$78,050 FOR A PORTABLE STAGE WITH OPTIONS #1-10, BRINGING THE TOTAL TO \$101,367, AND A 5% CONTINGENCY OF \$5,068 TO CENTURY INDUSTRIES OF SELLERSBURG, IN. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- B. Action to Accept an Audit Services Agreement with Martin Hood, LLC
Caty Roland presented information on extending the Martin Hood, LLC audit contract for an additional 3-year term. She noted that there would be a new on-site contact and new partner at the firm, and that there is no legal requirement to change auditors. The Board and staff discussed options.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AWARD A THREE-YEAR CONTRACT FOR FISCAL YEARS 2019, 2020, AND 2021 TO MARTIN HOOD AT A COST OF \$70,500 FOR THE THREE-YEAR PERIOD. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

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

XI. **Comments from Commissioners**

Commissioner Delcomyn commented on a local business, Dr. G's Brainworks, and possible collaboration with UPD's age-friendly programming.

Commissioner Cunningham commented positively about the purchase of the show-mobile.

XII. **Adjourn**

President Walker adjourned the meeting at 8:23 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 2/12/2019