

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES - REGULAR BOARD MEETING  
TUESDAY, FEBRUARY 12, 2019  
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, February 12, 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;  
Judy Miller, Environmental Program Manager;  
Savannah Donovan, Environmental Public Program Coordinator;  
Chelsea Prah, Environmental Education Coordinator;  
Ellen Kirsanoff, Development Manager;  
Nicole Hilberg, Environmental Office Manager;  
Mark Schultz, Public Information and Marketing Manager;  
Travis Pittman, UPD Intern;  
Matthew Lewis, UPD Intern;  
Stacey Clementz, Environmental Education Association of Illinois;  
Allison Jones served as Recorder.

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

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

III. **Public Comment**

A. Public Comment

Stacey Clementz from the Environmental Education Association of Illinois presented an award to Savannah Donovan, for 7 years of dedicated service to the organization.

B. Staff Introductions

1. Travis Pittman, Intern

Judy Miller introduced Travis Pittman, UPD's new Environmental Program Intern.

2. Matthew Lewis, Intern

Ellen Kirsanoff introduced Matthew Lewis, UPD's new Athletics and Community Program Intern.

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

Commissioner Delcomyn provided an update on the January UPDAC meeting, noting a really involved UPDAC group.

V. **Consent Agenda**

A. Approval of the Minutes of the January 8, 2019 Regular Board Meeting

B. Monthly Reports

1. Administration

2. Planning/Operations

3. Recreation

C. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude

D. Approval of the Monthly Paid Accounts Payable

**COMMISSIONER CUNNINGHAM 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**

A. Financial Reports

1. Revenue and Expenditure Report

Caty Roland presented the new Revenue and Expenditure Report.

2. Action on Treasurer's Report

Caty Roland presented the Treasurer's Report.

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

3. Capital Budget Report

Caty Roland reviewed the Capital Budget Report.

Andy Rousseau presented updates on several Capital Projects, including renovations at the Phillips Recreation Center, design work for Crystal Lake Park, and the Saline Rock Ripple stream bank stabilization project.

B. Executive Director

Director Bartlett presented updates on multiple projects, including:

- Staff work and accomplishments through the winter season
- IAPD/IPRA conference and the topics and issues discussed
- The upcoming Legislative Breakfast on 3/11/19
- Forest Therapy program
- OSLAD Grant award
- Art Fair program in development
- Center on Health, Aging, and Disability presentation
- 1/30/19 Lobbying Day cancellation due to poor weather
- The Recreation, Sports, and Tourism department at the University of Illinois meeting to discuss student and project opportunities
- Community Coalition updates & events
- Athletics Study – how to engage with young people and their parents
- Kickapoo Rail Trail promotion and efforts

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the upcoming 3/5 Study Session & 3/12 Regular Board Meeting agendas. He also noted that 3/14/19 will be the Urbana Foundation Annual Dinner.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group Met in February, and will meet next in early April.

2. UPD Policy Study Group

There was no UPD Policy Study Group report.

3. Urbana Parks Foundation Representative

Commissioner Digges reported on two Urbana Parks Foundation meetings, where topics of discussion included the annual dinner, funding of UPD projects/equipment, investment strategy, and several special events.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

VII. **Old Business**

A. Goals Review

Director Bartlett continued to review UPD Goals & Objectives.

B. 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 Award Annual Bid for Program Guide Printing Services

Mark Schultz presented information on the bid process and specifications for the printing of the UPD Program Guide.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO AWARD THE BID FOR PRINTING THE 2019-2020 SEASONAL PROGRAM GUIDES TO INDIANA PRINTING AND PUBLISHING FOR TWO 80-PAGE PRINT RUNS AND ONE 72-PAGE PRINT RUN WITH A TOTAL PRICE NOT TO EXCEED \$35,000. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

B. Action to Award Portable Toilet Bid

Andy Rousseau presented an update on the bid specifications and changes from last year for the portable toilets throughout UPD parks. Several new toilets have been added, as well as additional room for special event drop-offs. He reviewed the bids received by 2 different companies, including the alternatives, and presented to the Board the low bid for approval.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD THE PORTABLE TOILET BID AND ALTERNATIVES #1 AND #2 FOR \$86,686 TO KEMPER INDUSTRIAL EQUIPMENT, INC OF CHAMPAIGN, IL WITH A 20% CONTINGENCY OF \$17,337.20 FOR ADDITIONAL SERVICES OVER THE THREE YEARS. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

C. Action to Approve Revision #1 to the 2019 Capital Improvement Budget

Staff reviewed updates to the 2019 Capital Improvement Budget, specifically with the addition of repairs to the Meadowbrook Park house.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE THE #1 REVISION TO THE 2019 CAPITAL IMPROVEMENT BUDGET. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

D. Recreation Statistics Review Calendar Year 2018

Corky Emberson presented the 2018 Year in Review Recreation Statistics. Board and staff discussed the details of the report and how to support program attendance and offerings.

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**

There were no further comments from Commissioners.

X. **Adjourn**

President Walker adjourned the meeting at 9:17 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: \_\_\_\_\_