

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES  
ANNUAL BOARD MEETING &  
REGULAR BOARD MEETING  
TUESDAY, MAY 14, 2019  
7:00 PM  
PLANNING AND OPERATIONS FACILITY  
1011 E. KERR AVENUE  
URBANA, ILLINOIS 61802**

The annual and regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, May 14, 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;  
Ellen Kirsanoff, Development Manager;  
Derek Liebert, Superintendent of Planning and Operations;  
Andy Rousseau, Project Manager;  
Leslie Radice, Aquatics Manager;  
Anna Colcagno, Aquatics Coordinator;  
Ed Morford, Swim Pro;  
Sandra Bake, Custodian;  
Shane Newell, Facilities Maintenance Supervisor;  
Allison Jones served as Recorder.

**ANNUAL BOARD MEETING AGENDA**

**I. UPDAC & Volunteer Awards Presentation**

Ellen Kirsanoff presented three Community Service Awards to the following recipients:

- Heath & Kristie Isome

- Brad Hudson
- Jamie Nelson

II. **Call to Order – Annual Board Meeting**

President Walker called the meeting to order at 6:56 PM.

A. Remote Attendance

There was no remote attendance requested.

President Walker transferred chairmanship of the meeting over to Executive Director Tim Bartlett.

III. **Swearing-in of Newly Elected Commissioners**

Director Bartlett administered the oath of office to Commissioners Walker and Digges.

IV. **Election of Officers**

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ELECT COMMISSIONER WALKER TO BE BOARD PRESIDENT. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

President Walker resumed responsibility as chair of the meeting.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER WALKER TO ELECT COMMISSIONER DELCOMYN TO BE BOARD VICE PRESIDENT A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

V. **Appointments**

A. Action to Appoint Secretary, Assistant Secretary, Treasurer, Attorney, Recorder, Auditor

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO MAKE THE FOLLOWING APPOINTMENTS:**

- **BOARD SECRETARY – TIM BARTLETT**
- **ASSISTANT SECRETARY—ALLISON JONES**
- **BOARD TREASURER – RICHARD PERCIVAL**
- **ATTORNEY – MATT DEERING**
- **BOARD RECORDER – ALLISON JONES OR DESIGNEE OF THE BUSINESS MANAGER**
- **AUDITOR – MARTIN HOOD LLC**

**ALL SAID “AYE,” MOTION CARRIED UNANIMOUSLY.**

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

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER WALKER TO APPOINT COMMISSIONER DIGGES TO THE URBANA PARKS FOUNDATION. ALL SAID “AYE,” MOTION CARRIED UNANIMOUSLY.**

C. Action to Appoint Commissioner(s) as UPDAC Representative(s)

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER WALKER TO APPOINT COMMISSIONERS DELCOMYN AND CUNNINGHAM AS UPDAC REPRESENTATIVES. ALL SAID “AYE,” MOTION CARRIED UNANIMOUSLY.**

- D. Action to Appoint a Representative to Urbana TIF Joint Review Board

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPOINT COMMISSIONER WALER AND DIRECTOR BARTLETT TO THE URBANA TIF JOINT REVIEW BOARD. ALL SAID "AYE," MOTION CARRIED UNANIMOUSLY.**

**VI. Adjourn the Annual Board Meeting**

President Walker adjourned the Annual Board Meeting at 7:13 PM.

**REGULAR BOARD MEETING AGENDA**

**I. Call to Order**

President Walker called the meeting to order at 7:14 PM.

A. Remote Attendance

There was no remote attendance requested.

**II. Accept Agenda**

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

**III. Public Comment**

A. Public Comment

There were no comments from members of the public.

B. UPD New Staff Introductions:

Leslie Radice introduced Ed Morford, UPD's new Swim Pro, and Anna Colcagno, UPD's new Aquatics Coordinator. Shane Newell introduced Sandra Baker, UPD's new full-time custodian.

C. Illinois American Water grant award

Staff from Illinois American Water presented the UPD Board with a grant to support lake edge restoration at Crystal Lake.

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

UPDAC Chair Melissa Logsdon has provided a written report.

**V. Consent Agenda**

A. Approval of the Minutes of the April 2, 2019 Board Study Session

B. Approval of the Minutes of the April 9, 2019 Regular Board Meeting

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

D. Monthly Reports

1. Administration

2. Planning/Operations

3. Recreation

E. Approval of the Monthly Paid Accounts Payable

F. Action on Resolution 2019-03 to Appoint UPD FOIA Officers

G. Action on Resolution 2019-04 to Appoint UPD OMA Representatives

- H. Action on Resolution 2019-05 to Appoint UPD ADA Coordinator
- I. Action on Annual Appointments and Assignments
- J. Action to Approve Ordinance 2019-04 Authorizing the Sale/Disposal of Personal Property

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGES TO APPROVE ALL 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 Revenue and Expenditure Report.
- 2. Action on Treasurer's Report  
Caty Roland presented the Treasurer's Report.

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

- 3. Capital Budget Report  
Andy Rousseau provided updates on several Capital Projects, including the ITEP Park St. path, the Phillips Recreation Center playground installation, the arrival of the new showmobile, and the APNC solar installation.

### **B. Executive Director**

Director Bartlett provided updates on multiple projects, including:

- the productive 2019 IAPD Legislative Conference,
- a successful April UPDAC meeting,
- the new Wandell Sculpture Garden installation,
- a Health & Wellness update, including new programming possibilities,
- "Downtown Get Down" partnership events coming up this summer,
- a Crystal Lake Park Art Fair coming in August,
- and Meadowbrook Park organic garden policy updates.

### **C. President**

- 1. Review of upcoming meeting agenda  
President Walker reviewed the upcoming Board Study Session and Meeting in June.

### **D. Liaison Reports**

- 1. Finance Study Group  
Commissioners Digges and Walker noted that the Finance Committee has been discussing renovation needs at Leal Park, and the impact of the minimum wage increase.
- 2. UPD Policy Study Group

Staff noted that the Policy Study Group last met in May to review Personnel Policy on the following topics: Records Retention, Social Media, Employer Reimbursement, and Nursing/Breastfeeding, and those items will be presented to the full Board for review in June.

3. Urbana Parks Foundation Representative  
Commissioner Digges noted a successful joint UPD Board and UPF Board meeting on 5/7/2019.
4. UPDAC Planning Study Group  
There were no updates from the UPDAC Planning Study Group, and the next meeting is expected in January.

## **VII. Old Business**

- A. Action to Award Perkins Road Phase III Restoration Project  
Staff presented details on the restoration efforts at Perkins Road, including funding, the different phases of the restoration work, the bid process, and the latest proposed upgrades, such as new drain tile, lagoon restoration, reseeding, and road repair. Staff also reviewed the need for additional contingency for design services and/or construction observation work.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMY TO AWARD THE PERKINS ROAD PHASE III RESTORATION PROJECT, INCLUDING ALTERNATES 1, 2, AND 3, TO DIG IT OF CHAMPAIGN, IN THE AMOUNT OF \$560,000, WITH A \$20,000 CONTINGENCY, IN ADDITION TO AN ADDITIONAL DESIGN CONTINGENCY IN THE AMOUNT OF \$2,500 TO APPLIED ECOLOGICAL SERVICES. ALL SAID "AYE," MOTION CARRIED.**

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

## **IX. Comments from Commissioners**

Commissioner Delcomyn noted the Urbana Park Foundation's Barn Bash event coming up on Friday, 5/17, commented on the plantings at the Nature Center parking lot, and inquired about the status of the July regular Board Meeting, which will be held as usual.

President Walker commented positively on the increase in Urbana schoolchildren attendance at Nature Center school programs. He also commented positively on staff efforts to make scholarships easier for the students at the Youth Assessment Center.

## **X. Adjourn**

President Walker adjourned the meeting at 8:35 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

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