

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, JUNE 11, 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, June 11, 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;
 Grace Tissier, CUSR Manager;
 Rich McMahon, Grounds Maintenance Supervisor;
 Trina VanderArk, Grounds Maintenance Technician;
 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 remote attendance requested at this time.
- II. **Accept Agenda**
COMMISSIONER CUNNINGHAM 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

1. Trina Vander Ark, Grounds Maintenance Technician – Rich McMahon introduced the new Grounds Maintenance Technician.

IV. **Appointments – 2019-2020 UPDAC Class**

Ellen Kirsanoff presented the slate of UPDAC nominees, noting they were all self-nominated and have staff support for approval.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE THE FOLLOWING CANDIDATES TO SERVE 3-YEAR TERMS AS PART OF THE 2019-2020 CLASS FOR THE URBANA PARK DISTRICT ADVISORY COMMITTEE (UPDAC). THE CANDIDATES ARE: Nicoline “Nicki” Ambrose, Laura Hastings, and Cedric Stratton. ALL SAID “AYE,” MOTION CARRIED UNANIMOUSLY.

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

A written UPDAC report was provided. Ellen Kirsanoff noted that it is time to review UPDAC bylaws for regular review, and suggest the committee meet for review in the next few months, then present to UPDAC for input.

VI. **Consent Agenda**

- A. Approval of the Minutes of the May 7, 2019 Board Study Session
- B. Approval of the Minutes of the May 14, 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 to Approve Ordinance 2019-07 Revising the Personnel Policy Manual

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN 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, ALL SAID “AYE.”

VII. **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 CUNNINGHAM TO ACCEPT THE TREASURER’S REPORT FOR AUDIT. ALL SAID “AYE,” MOTION CARRIED UNANIMOUSLY.

3. Capital Budget Report

Caty Roland reviewed 2017, 2018, 2019 Capital Budget expenditures.

Andy Rousseau reviewed several Capital Projects, including the new ITEP path, Crystal Lake rehabilitation, Perkins Road site upgrades, and Leal park improvements.

B. Executive Director

Director Bartlett reviewed the following projects and events:

APNC 40th Anniversary programming, Urbana Free Library strategic planning, a Kickapoo Rail Trail fundraiser at the Art Theater, City of Urbana survey results, Cunningham Township successfully garden day event, post-tornado Larson park clean up, Downtown Get Down events, new mobile stage operations, the upcoming Crystal Lake Park Art Fair, UPD Climate Change discussion group, and Community Coalition updates.

C. President

1. Review of upcoming meeting agenda

President Walker noted there is no Study Session in July, and the regular Board Meeting will be held on 7/9/19.

D. Liaison Reports

1. Finance Study Group

President Walker noted the next Finance Study Group meeting is scheduled for 6/28/19.

2. UPD Policy Study Group

There was no Policy Study Group update.

3. Urbana Parks Foundation Representative

Commissioner Delcomyn and Director Bartlett noted that the last UPF meeting was focused on feedback from and wrapping up the successful Barn Bash Event.

4. UPDAC Planning Study Group

Commissioners Cunningham and Delcomyn noted that the UPDAC Planning Group will meet in the next month or two to discuss UPDAC bylaws.

VIII. **Old Business**

A. Receive DRAFT Ordinance 2019-05 to Adopt the FY 2019-2020 Combined Budget and Appropriation Ordinance

The Board received the draft ordinance, and staff noted that no action is needed at this time, as it will be presented at the July 2019 Board Meeting for formal approval.

B. Budget Highlights Presentation

Caty Roland presented budget highlights and updates for the FY 2019-2020 UPD Budget, including the process for posting the budget for public feedback, an overview of the budget cycle, revenue sources, extension information, expenditure overview, and major project highlight such as technology

upgrades, health & wellness programming, security and safety initiatives, and new exhibit construction.

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

IX. **New Business**

- A. Action on Ordinance 2019-06 Annexing Certain Territory to the Urbana Park District
Board and staff discussed location of the parcel, as annexed by the City.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE ORDINANCE 2019-06 TO ANNEX CERTAIN TERRITORY TO THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action on Resolution 2019-06 to Accept the FY 2019-2020 CUSR Budget
UPD and CUSR staff presented the 2019-2020 CUSR Budget, as well as programming information and strategic planning updates. The Board and staff discussed the budget and provided comments.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE RESOLUTION 2019-06 TO ACCEPT THE FY 2019-2020 CUSR BUDGET. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Action to Award Meadowbrook Park Gateway Project
Staff reviewed a donation received by UPD for \$50,000 from local residents Dixie and Greg Whitt, to help support gateway and interpretive elements at Meadowbrook Park. Staff also reviewed the bid from Taylor Studios for the project, budgeting elements, and design components.

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO AWARD THE MEADOWBROOK PARK GATEWAY PROJECT IN THE AMOUNT OF \$38,537 AND A CONTINGENCY OF \$5,000 TO TAYLOR STUDIOS OF RANTOUL, ILLINOIS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- D. Action to Approve CLP Rehab Phase II Design Contingency Increase
Staff reviewed the contingency status for the Crystal Lake Park phase II design work, including new and additional factors that have impacted the contingency, such as additional design elements and increased programming opportunities through an additional grant awards. Staff noted current contingency amounts are no longer sufficient to for further needs that may arise, and recommend increasing contingency by \$15,000.

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPROVE INCREASING THE DESIGN CONTINGENCY BY \$15,000 FOR THE CRYSTAL LAKE REHABILITATION PROJECT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- E. Action to Approve ITEP Construction Engineering Contingency Increase
Staff provided updates on the construction of the ITEP-funded path in Crystal Lake Park, including weather related construction delays. Staff noted that contingency increase would allow for the engineering to conclude as well as provide additional funds for any unforeseen needs if they arise.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE INCREASING THE DESIGN CONTINGENCY BY \$5,518 FOR ITEP CONSTRUCTION ENGINEERING TO FEHR GRAHAM OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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

X. **Comments from Commissioners**

Staff and Board discussed the new "Downtown Get Down" events and how it relates to other special events in the community.

XI. **Adjourn**

President Walker adjourned the meeting at 9:41 PM.

Nancy A. Delcomyn, Vice-President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: July 9, 2019