

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES - REGULAR BOARD MEETING  
TUESDAY, AUGUST 14, 2018  
EXECUTIVE SESSION – 6:30 PM  
REGULAR 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, August 14, 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;  
Derek Liebert, Superintendent of Planning and Operations;  
Andy Rousseau, Project Manager;  
Allison Jones served as Recorder.

**I. Call to Order**

Vice-President Delcomyn called the meeting to order at 6:37 PM.

**A. Remote Attendance**

There was no request for remote attendance.

**II. Adjourn to Executive Session**

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES IN ACCORDANCE WITH SECTION 2, PART 'C', EXCEPTION #21 OF THE ILLINOIS OPEN MEETINGS ACT TO ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF THE SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

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**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO**

**ADJOURN THE EXECUTIVE SESSION. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

**III. Reconvene Regular Board Meeting**

Vice-President Delcomyn reconvened the regular Board Meeting at 7:02 PM.

**A. Announce Determination to “Release Executive Session Minutes and Destroy Recordings”**

The Board announced the following decisions:

**1. Approve Executive Session Minutes**

The Board has approved the minutes of the following Executive Sessions: 1/9/18, 2/13/18, 3/13/18, 3/27/18, 4/10/18, and 5/30/18.

**2. Release all or part of 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: 3/27/17, 1/9/18, 2/13/18, 3/13/18, 3/27/18, 4/10/18, and 5/30/18.

**3. Destroy recordings**

The Board has authorized the destruction of the following Executive Session recordings per state statute: 7/12/16 and 1/10/17

**IV. Accept Agenda**

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

**V. Public Comment**

**A. Public Comment**

**1. Beth Chato – Champaign County Audubon Society Breeding Bird Report**

Beth Chato from the Champaign County Audubon Society provided the 2017 Bird Survey Report, with Busey Woods/Crystal Lake Park having 58 breeding species, Meadowbrook with 54, Perkins having 43, and Weaver Park with 36.

**B. UPD New Staff Introductions**

**1. Chelsea Prah, Environmental Education Coordinator**

Judy Miller introduced Chelsea Prah, UPD’s new Environmental Education Coordinator.

Susan Parenti, Urbana resident, noted that she would be presenting additional information at the next Urbana Park District Board Meeting regarding the proposed “Composers Cove” with Artists in Residence project on Franklin Street with the School for Designing a Society.

**VI. Appointments – 2018-2019 UPDAC Class**

Commissioner Delcomyn and Commissioner Blumthal commented on updating the process and procedures for selecting and recruiting UPDAC members. They noted the continued goal of working towards recruiting from neighborhoods that are not represented as well.

Director Bartlett stated that staff would work with the UPDAC Study Group to examine by-laws and update the process.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE THE FOLLOWING CANDIDATES TO SERVE 3-YEAR TERMS AS PART OF THE 2018-2019 CLASS FOR THE URBANA PARK DISTRICT ADVISORY COMMITTEE (UPDAC). THE CANDIDATES ARE: Kelly Boeger, Howard Schein, Heath Isome, Timothy Stephens, Ben Kapp, Jean Paley, Tomas Delgado, Sarah Roper, and Travis Schiess. ALL SAID "AYE," MOTION CARRIED.**

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

There was no UPDAC meeting in July, but a written report of the June UPDAC meeting was included in the meeting materials. Commissioner Delcomyn added that she received positive comments from City of Urbana staff regarding the success of the planning and visioning event held with UPDAC.

**VIII. Consent Agenda**

- A. Approval of the Minutes of the July 10, 2018 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
- E. Action on Resolution 2018-11 to Enter into a Tenant Lease Agreement for 2808 S. Race St.
- F. Action on Ordinance 2018-10 Authorizing the Sale/Disposal of Personal Property

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL 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.**

**IX. 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 Reports – June and July  
Caty Roland presented the June and July Treasurer's Reports.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE JUNE AND JULY TREASURER'S REPORTS FOR AUDIT. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.**

- 4. Supplemental Report of Cash  
Caty Roland presented the Supplemental Report of Cash.

5. Capital Budget Report

Andy Rousseau presented updates on several Capital Projects, including King Park courts, Phillips Recreation Center siding, lighting element updates, pool air-handling equipment, and outdoor pool repairs.

B. Executive Director

Director Bartlett provided updates on multiple summer projects and activities, including the upcoming NRPA conference, hard working UPD summer staff, successful summer programs and events at various UPD facilities, violence prevention efforts, grant updates, and community collaboration efforts.

Corky Emberson also provided updated pool attendance and financial numbers for the season.

C. President

1. Review of upcoming meeting agenda

Vice-President Delcomyn commented on positive feedback received regarding UPD's support of the Lierman Community Gardens. She also reviewed UPD's Study Session and Board Meeting agendas for September.

D. Liaison Reports

1. Finance Study Group

There was no Finance Study Group report.

2. UPD Policy Study Group

There was no Policy Study Group report.

3. Urbana Parks Foundation Representative

Director Bartlett noted the UPF's social event before the Jazz Walk in September.

4. UPDAC Planning Study Group

The Board commented on UPDAC's efforts to recruit new, diverse members, as well as continuing to engage former UPDAC members.

X. **Old Business**

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

There was no old business removed from the Consent Agenda.

XI. **New Business**

A. Action on Resolution 2018-12 to Approve Illinois Department of Transportation Compensation for a Temporary Construction Easement and Permanent Easement in Leal Park for University Avenue Improvements

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO TABLE ACTION ON THIS ITEM UNTIL FURTHER INFORMATION REGARDING THE URBANA PARK DISTRICT'S COUNTER OFFER TO IDOT IS RECEIVED. ALL SAID "AYE," MOTION CARRIED.**

B. Action to Award Phillips Recreation Center James Room and Kitchen Remodeling

Andy Rousseau reviewed the bid for the Phillips Recreation Center's James Room remodel, including the final design materials and funding sources.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD THE PHILLIPS RECREATION CENTER JAMES ROOM/KITCHEN REMODELING PROJECT IN THE AMOUNT OF \$122,000 AND A CONTINGENCY OF \$12,200 TO BARBER & DeATLEY OF URBANA, IL. ALL SAID "AYE," MOTION CARRIED.**

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

XII. **Comments from Commissioners**

There were no additional comments from Commissioners.

XIII. **Adjourn to Executive Session**

No additional Executive Session was called.

XIV. **Reconvene Regular Board Meeting**

XV. **Adjourn**

Vice-President Delcomyn adjourned the meeting at 8:26 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: September 11, 2018