

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, JULY 9, 2019
6:30 PM EXECUTIVE SESSION
7:00 PM REGULAR MEETING
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, July 9, 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;
Niki Hoesman, Community Program Coordinator;
Matt Deering, Attorney;
Allison Jones served as Recorder.

I. Call to Order

Vice-President Delcomyn served as meeting chair and called the meeting to order at 6:33 PM.

A. Remote Attendance

There was no remote attendance requested at this time.

II. Adjourn to Executive Session

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM, 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.

III. Reconvene Regular Board Meeting

The Vice-President Delcomyn reconvened the regular Board Meeting at 6:58 PM.

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

The Board announced that the following actions were taken:

1. Approve Executive Session Minutes:

The Board approved the minutes of the following Executive Sessions:

- 01/08/19
- 3/12/19
- 4/09/19 (6:07 pm)
- 4/09/19 (7:05 pm)

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: 1/8/19 (with the exception of the paragraph beginning “In regards to potential land acquisition...”), 3/12/19, 4/9/19 (6:07 pm) and 4/9/19 (7:05 pm).

3. Destroy recordings

The Board has authorized the destruction of the following Executive Session recordings: 7/11/17, 11/14/17, 12/05/17, and 1/9/18

IV. Accept Agenda

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

V. Public Hearing on Ordinance 2019-05 FY 2019-2020 Combined Budget and Appropriation

Vice-President Delcomyn opened the public hearing on Ordinance 2019-05 at 6:59 PM.

There were no comments from members of the public.

Vice-President Delcomyn closed the hearing at 7:00 PM.

VI. Public Comment

A. Public Comment

Beth Chato from Champaign County Audubon Society presented the annual bird report for 2018.

B. UPD New Staff Introductions

1. Sam Reiss, Intern – Caty Roland introduced Sam Reiss, UPD’s new Administration Intern.
2. Payton Juarez, Intern – Niki Hoesman introduced Payton Juarez, UPD’s new Outreach and Wellness Intern, as well as Kelly Horgan, Community Program Intern.

VII. Urbana Park District Advisory Committee (UPDAC) Report

Melissa Logsdon, UPDAC Chair, has provided a report of the June meeting.

Commissioner Delcomyn noted that the last UPDAC meeting was very thorough and well organized.

VIII. Consent Agenda

- A. Approval of the Minutes of the June 4, 2019 Board Study Session
- B. Approval of the Minutes of the June 11, 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 2019-07 to Enter into a Tenant Lease Agreement for 2808 S. Race St.

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.

IX. Reports

- A. Financial Reports
 - 1. Revenue & Expenditure Report
Caty Roland presented the Revenue & Expenditure Report.
 - 2. Action on Treasurer’s Report
Caty Roland presented the Treasurer’s Report.

COMMISSIONER BLUMTHAL 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 presented the Capital Budget spending.

Andy Rousseau provided updates on several projects, including Perkins Road phase 3 improvements, Blair Park public open house, Leal Park updates, and the Phillips Recreation Center playground opening.

- B. Executive Director
Director Bartlett provided updates on multiple projects and efforts, including:
 - Staff effort on 2019-2020 budget & goals
 - Leal Park updates
 - CU Special Recreation musical in June
 - UPD lease review
 - Crystal Lake Park bridge replacement
 - Screening of pump station at Meadowbrook Park
 - Climate change efforts
 - Wandell Sculpture Garden improvements
 - Carle/UPD gift agreement updates
 - Kickapoo Rail Trail updates
 - Park evaluation/review

- Urbana Downtown Get Down on 7/27
- Youth Theater events at the end of July
- Crystal Lake Park Art Fair coming up in August

Corky Emberson provided an update on Crystal Lake Park Family Aquatic Center attendance and income compared to previous years. He noted attendance numbers are very correlated to weather.

C. President

1. Review of upcoming meeting agenda

Vice-President Delcomyn reviewed the Board Meeting agendas for August.

D. Liaison Reports

1. Finance Study Group

Commissioner Digges noted that the Finance Study Group last met on 6/28 to receive updates on financial options from Speer Financial, specifically for funding 2020 Strategic Plan goals. He noted that information provided from Speer would be useful for a Board Study Session.

2. Policy Study Group

Commissioner Blumthal noted that the UPD Policy Study Group last met in May to review the Personnel Policy on the several topics and expects to meet next in the fall.

3. Urbana Parks Foundation Representative

Commissioner Digges reported on the last Urbana Parks Foundation meeting, which included information about the Campaign and ideas for continuing fundraising efforts, work on Giving Circles, and special event updates, including the Jazz Walk, Holiday Party, and Pool Party. He also noted work on youth scholarship fundraising efforts, annual dinner changes, and the Barn Bash event scheduled for next year on 5/15/20.

4. UPDAC Planning Study Group

Commissioner Cunningham noted the UPDAC Planning Group is expected to meet next in January.

X. Old Business

- A. Action on Ordinance 2019-05 FY 2019-2020 Combined Budget and Appropriation Ordinance
Caty Roland reviewed the final changes to the Budget Book and presented it for approval.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE ORDINANCE 2019-05 THE COMBINED BUDGET AND APPROPRIATION ORDINANCE. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

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

XI. New Business

- A. Action to Approve Carle Foundation Donation Agreement
Corky Emberson reviewed the history and process for the Carle Foundation donation agreement to support Outreach and Wellness Activities, specifically targeting underrepresented populations. Staff reviewed the plan for the funds for the first year, of the five-year donation agreement, which include funding for a mobile park vehicle, free backpack event, program scholarships, and outreach efforts.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE THE CARLE FOUNDATION DONATION AGREEMENT. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- B. Action to Approve Revisions of the 2017, 2018, and 2019 Capital Improvement Budgets
Andy Rousseau reviewed the changes to the 2017, 2018, and 2019 Capital Budgets, including donations, changes in contingency amounts, Crystal Lake Park rehabilitation, UIAC updates, property acquisition, heavy equipment purchases, Leal Park improvements, and grant funding.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO APPROVE REVISION #5 TO THE 2017 CAPITAL IMPROVEMENT BUDGET, REVISION #3 TO THE 2018 CAPITAL IMPROVEMENT BUDGET, AND REVISION #3 TO THE 2019 CAPITAL IMPROVEMENT BUDGET. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- C. Action to Approve Intergovernmental Agreement with the Illinois Department of Natural Resources for the Saline Habitat Enhancement Project
Andy Rousseau reviewed the history of the Saline Habitat Enhancement Project, and the purpose of the Intergovernmental Agreement.

COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE THE INTERGOVERNMENTAL AGREEMENT WITH THE STATE OF ILLINOIS DEPARTMENT OF NATURAL RESOURCES FOR THE STREAM RESTORATION AND REVEGETATION CONSTRUCTION COORDINATION PROJECT AT CRYSTAL LAKE PARK. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

- D. Action to Conditionally Award Saline Habitat Restoration Project
Andy Rousseau reviewed the bid process and changes for the Saline Habitat Restoration Project, as well as the revised scope of the project and the low bidder.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO CONDITIONALLY AWARD THE SALINE HABITAT RESTORATION PROJECT IN THE AMOUNT OF \$181,483 AND A CONTINGENCY OF \$32,167 TO SEMPER FI OF YORKVILLE, ILLINOIS, PENDING AN EXECUTED INTERGOVERNMENTAL AGREEMENT AND RECEIPT OF PROJECT FUNDS FROM THE ILLINOIS DEPARTMENT OF NATURAL RESOURCES. A ROLL CALL VOTE WAS TAKEN, MOTION CARRIED UNANIMOUSLY.

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

XII. Comments from Commissioners

Commissioner Cunningham expressed gratitude for UPD's continued support of Jettie Rhodes Day.

Commissioner Digges noted satisfaction at how quickly UPD staff cleared tree debris from the various weather storms lately.

XIII. Adjourn

Vice-President Delcomyn adjourned the meeting at 8:32 PM.

Nancy A. Delcomyn, Vice-President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: August 13, 2019