

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, MARCH 19, 2024
 7:00 PM
 EXECUTIVE SESSION
 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, March 19, 2024, 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 Meredith Blumthal	X	
Commissioner Roger Digges	X	
Commissioner Laura Hastings	X	
Commissioner Cedric Stratton	X	

Also present were Tim Bartlett, Executive Director;
 Corky Emberson, Superintendent of Recreation;
 Derek Liebert, Superintendent of Planning and Operations;
 Laura Orcutt, Finance Manager;
 Andy Rousseau, Project Manager;
 Allison Jones served as Recorder.

- I. **Call to Order**
 President Walker called the meeting to order at 7:00 PM.
 - A. Remote Attendance
 There was no remote attendance requested at this time.
- II. **Accept Agenda**
COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE AGENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."
- III. **Public Comment**
 - A. Public Comment
 Two members of the public commented on the Weaver Park Master Plan.
 - B. UPD New Staff Introductions

Czarina Waldo – Outreach & Wellness Intern

Jameel Jones introduce Czarina Waldo, the UPD’s new Outreach & Wellness Intern.

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

The draft February 2024 UPDAC meeting minutes were provided. Commissioner Hastings noted that meeting had a great presentation about the Kickapoo Rail Trial.

V. **Consent Agenda**

- A. Approval of the Minutes of the February 6, 2024 Study Session Meeting
- B. Approval of the Minutes of the February 13, 2024 Regular Board Meeting
- C. Monthly Reports
 - 1. Administration
 - 2. Planning/Operations
 - 3. Recreation
- ~~D. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude~~
- E. Approval of the Monthly Paid Accounts Payable
- F. Action on Ordinance 2024-01 Authorizing the Sale/Disposal of Personal Property

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS 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.”

VI. **Reports**

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

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE TREASURER’S REPORT FOR AUDIT. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

- 3. Capital Budget Report
Laura Orcutt reviewed changes in Capital Budgets.

Andy Rousseau presented updates on multiple capital projects, including construction at the Health & Wellness facility, the Busey Woods bridge, and Prairie Play renovations.

- B. Executive Director
Director Bartlett provided updates on multiple projects, including:
 - 1. Best in Show – staff are trying to encourage entries by younger participants;
 - 2. Read Across America – was a great success with lots of volunteers;
 - 3. PrairiePlay Helping Hands – paver retrieval – great success, great volunteers;
 - 4. Legislative Requests-Senator Durbin and Senator Duckworth – have new portal systems to make funding requests, trying to meet Durbin’s deadline, and UPD is asking for phase 2 projects at the Health & Wellness facility;

5. Clark Lindsey Village Expansion – staff attended the expansion open house;
6. Arbor Day 2024 – April 26, working with Tiger Academy;
7. UPD Staff Trainings – CPR and AED trainings in progress;
8. SUNA Neighborhood Association - trying to have tabling/open house at their event;
9. CUSR-Cinderella - April 6 at 2pm at CUSR Center.

C. President

1. Review of upcoming meeting agenda
President Walker reviewed the March 26, 2024 UPDAC agenda, April 2, 2024 Study Session agenda, and the April 9, 2024 regular Board Meeting agenda which includes an Executive Session.

D. Liaison Reports

1. Finance Study Group
President Walker stated that the Finance Study Group last met on February 23, 2024 and discussed multiple topics, including Health & Wellness funding, dog park fee changes, and a forthcoming staff salary/wage proposal. The next meeting is scheduled for March 22, 2024.
2. UPD Policy Study Group
There was no UPD Policy Study Group report.
3. Urbana Parks Foundation Representative
There was no Urbana Parks Foundation report.
4. UPDAC Planning Study Group
There was no UPDAC Planning Study Group report.

VII. **Old Business**

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

VIII. **New Business**

- A. 2023 Audubon Breeding Birds Report – Beth Chato
Beth Chato provided the 2023 Audubon Breeding Birds Report. This included information on different species spotted in Urbana Park District parks, as well as breeding pairs spotted. She noted 94 different breeding pairs and 203 species were seen, with Meadowbrook Park having the most sightings. She thanked the UPD for providing diverse habitat for the various bird species. She also noted the return of the Audubon weekend bird walks with great attendance, as well as other programs such as the Wood Cock Walk.
- B. Action to Approve Resolution 2024-01 for a Grant Application
Derek Liebert stated that the UPD is applying for a grant for the trail at Southridge Park. He noted that it is a rather large trail for a neighborhood park, but it is long over-due for updates. He noted that staff have collected neighborhood/community input on the project, as well as trying to incorporate interpretation and games/activities in the application. He noted the grant would cover 80% of the project costs if received.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO

APPROVE RESOLUTION 2024-01 FOR THE IDNR GRANT APPLICATION FOR THE SOUTH RIDGE PARK LOOP TRAIL REHABILITATION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

C. Action to Revise Urbana Dog Park Rates & Fees

Corky Emberson noted that at the last Study Session the Board discussed the potential adjustment to the UPD Dog Park Fees & Rates, to remain aligned with the Champaign Park District. He stated that the Champaign Park District implemented this change on March 6, 2024 and UPD will implement the change upon release of the new program guide in early April. The Board also requested that staff keep data on the change and provide updates on impacts over time.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES THAT THE URBANA PARK DISTRICT BOARD OF COMMISSIONERS ACCEPT THE RECOMMENDATION TO MOVE FORWARD WITH REMOVAL OF THE NON-RESIDENT (NR) AND INITIAL KEY FOB FEES FOR THE URBANA PARK DISTRICT DOG PARK. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

D. Action to Approve Intergovernmental Agreement with Urbana and Champaign Sanitary District for a shared multi use path in Ambucs Park

Derek Liebert reviewed the trail project for a multi-use path at Ambucs Park. He noted that the Urbana Champaign Sanitary District was already installing a path and UPD collaborated to increase the path width for greater accessibility and use for patrons. He noted UPD already has the extra \$50,000 to fulfill this project in unused DCO funding. He also noted that bids came in low for the project. President Walker commented on the complex language in the IGA and suggested more plain, easy to understand language for the future.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE THE INTERGOVERNMENTAL AGREEMENT WITH THE URBANA AND CHAMPAIGN SANITARY DISTRICT FOR A SHARED MULTI USE PATH IN AMBUCS PARK. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

E. Approval for New Equipment Purchase - Rear-Loading Garbage Truck

Staff recommend the Board of Commissioners reject the low bid from R.N.O.W on the basis of not meeting bid specifications and is therefore not advantageous to the interests of the Urbana Park District. Staff recommend the Board of Commissioners award the purchase of a new rear-loading garbage truck, and trade-in of the 2022 Isuzu garbage truck, in the amount of \$85,237.05 to the second lowest bidder, Rantoul Truck Center, LLC of Rantoul, IL.

Andy Rousseau reviewed the need to purchase a new rear-loading garbage truck. He noted multiple issues with the current make/model with multiple repairs needed. He reviewed the timeline, with bidding happening in February, resulting in 2 bidders. Next, he reviewed the two bids and noted that the low bidder did not meet multiple criteria from the bid requirements. Therefore, staff recommend rejecting the low bidder and accepting the second bid proposal, which meets all of the District's needs for this equipment.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO REJECT THE LOW BID FROM R.N.O.W. ON THE BASIS OF NOT MEETING BID SPECIFICATIONS AND IS THEREFORE NOT ADVANTAGEOUS TO THE INTERESTS OF THE URBANA PARK DISTRICT, AND AWARDING THE PURCHASE OF A NEW REAR-LOADING GARBAGE TRUCK, AND TRADE-IN OF THE

2022 ISUZU GARBAGE TRUCK, IN THE AMOUNT OF \$85,237.05 TO THE SECOND LOW BIDDER, RANTOUL TRUCK CENTER, LLC OF RANTOUL, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- F. **Action to Increase Contingency for Weaver Park and Prairie Park Master Planning Services**
Derek Liebert presented information on the continuation of the Weaver Park Master Planning process. He noted that the existing contingency for the project is nearly gone, and additional community outreach and steering committee meetings are still ongoing, so additional work from Farnsworth may be needed. He stated he thought this additional increase in contingency should get to completion of the project.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO INCREASE THE CONTINGENCY FOR MASTER PLANNING SERVICES WITH FARNSWORTH GROUP, INC. BY \$10,000. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- G. **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 Digges noted a successful final Play Date event for Meadowbrook Park Prairie Play with great attendance and a positive atmosphere. He also noted he was happy to see progress with the Wandell Sculpture Garden interpretive node.

Commissioner Hastings also noted great success with the Prairie Play paver retrieval event, including it being very well organized and feeling like it got people excited about what's next at the park. Staff noted that these events were a team effort and very positive overall.

X. **Adjourn to Executive Session**

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ADJORN TO EXECUTIVE SESSION TO CONDUCT AN ANNUAL PERFORMANCE REVIEW OF EXECUTIVE DIRECTOR TIM BARTLETT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

XI. **Reconvene Regular Board Meeting Discussion**

President Walker reconvened the regular Board Meeting.

XII. **Adjourn Meeting**

President Walker adjourned the meeting immediately after the conclusion of the Executive Session.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 4/9/24
