

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, FEBRUARY 13, 2024
 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, February 13, 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 Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Laura Hastings	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;
 Janet Soesbe, Community Program Manager;
 Katie Bickers, Community Outreach & Wellness Coordinator;
 Mark Schutlz, Public Information & Marketing 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.

II. Accept Agenda

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE AGENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

III. Public Comment

A. Public Comment

There were two members of the public who commented on the Weaver Park Master Plan.

- B. UPD New Staff Introduction
Katherine Bickers –Community Outreach & Wellness Coordinator
Janet Soesbe introduced Katie Bickers, UPD’s new Community Outreach & Wellness Coordinator.
Corky Emberson reviewed staff allocation and make-up in relation to the new Health & Wellness facility.

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

There was no UPDAC report.

V. **Consent Agenda**

- A. Approval of the Minutes of the January 9, 2024 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
Gifts and donations must be officially accepted by the Board. The Philanthropy Report also lists volunteer service hours for the month.~~
- D. Approval of the Monthly Paid Accounts Payable

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

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

Andy Rousseau reviewed the status of major capital projects, including the Health & Wellness facility construction, the bridge to Busey Woods, the Crystal Lake Park retaining wall, the Kickapoo Rail Trail Weaver Park trailhead, and Meadowbrook Park Prairie Play updates.

Derek Liebert reviewed updates on repairs at the Urbana Indoor Aquatic Center and a new vehicle purchase.

Commissioner Digges inquired about bird safety at the new Health & Wellness facility, and staff noted that major windows at risk for bird strikes will be made from “bird glass,” a material that has more visibility for birds in flight. Director Bartlett also noted the possibility of various “art on glass” projects that could potentially help with visibility of glass as well.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

1. You Belong Here Report – report included in meeting materials;
2. TIF/EZ – staff and President Walker attended the latest meeting at the City of Urbana, and also were impressed with the Think Urbana program;
3. KRT Updates – the KRT working group is hiring an owner’s representative and engineering groups for the next phase of the project;
4. Delcomyn Park Updates – there is a planned 25 year solar development around the Delcomyn Park land and staff have concerns regarding impacts of this project on future parkland, with the next zoning meeting to discuss the project will be March 14;
5. Saline Greenway Updates – a project trying to connect norther parks;
6. UPD/CPD Joint Staff Training – on the topic of trauma in the workplace and empathy;
7. CC FIRST – Mahomet Aquifer Mapping project;
8. Other Updates – the rescheduling of the MLK March from King Park to Douglas Park to April 4, 2024 at 5:30pm; and a potential new sculpture at Meadowbrook Park.

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the upcoming meetings of UPDAC on 2/27/24, the March 4, 2024 Legislative Breakfast at the Martins Center in Champaign, the March 5, 2024 UPD Study Session, and the March 19, 2024 Regular Board Meeting.

He also noted that the Urbana TIF 4 district will be expiring at the end of 2025, so additional EAV may be possible. He also made a positive report on the inside of the new Royer Hotel in downtown Urbana.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group last met in January and will be meeting next on February 23.

2. UPD Policy Study Group

There was no Policy Study Group report.

3. Urbana Parks Foundation Representative

Staff noted that the UPF met the previous day and that although Commissioner Digges was not in attendance, Director Bartlett shared a report to the UPF Board and updated them on ongoing projects.

4. 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 action on old business removed from the Consent Agenda.

VIII. **New Business**

- A. Action to Award Annual Bid for Program Guide Printing Services
Mark Schutlz presented the bid for printing services for UPD’s Program Guide. He noted that information was sent out to 24 printers, bids opened in January, and 2 bids were received. He also noted that the pricing includes bulk mail rates and extra copies for staff/office use. Board and staff discussed the difference between the two bids and the challenges this type of printing job offers.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO ACCEPT THE 60# PAPER BID FROM KK STEVENS PUBLISHING TO PRINT THE PROGRAM GUIDE WITH OFFSET PAPER AND AN ADDITIONAL GLOSSY COVER IN FULL COLOR WITH 60# PAPER THREE TIMES IN FY 2023-2024 AT A COST NOT TO EXCEED \$47,398. THEY WILL PRINT TWO EDITIONS OF 80 PAGES AND ONE EDITION OF 72 PAGES. THIS REPRESENTS AN INCREASE OF ROUGHLY \$1,472 PER PRINTING OVER LAST YEAR-WITH A TOTAL YEARLY INCREASE OF \$4,416. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

- B. Annual Recreation Statistics Report for Calendar Year 2023
Corky Emberson presented the annual Recreation Statistics Report for calendar year 2023. This report included total visitors to facilities, rental numbers, programs offered and cancelled, and volunteer contribution.
- C. Action to Award New Equipment Purchase of Arbor Lift Truck
Andy Rousseau reviewed the need for purchase of a new arbor lift truck and noted that this was a scheduled replacement. He noted that no trade-in was offered through the dealership so the old truck will be auctioned off once the new one has arrived.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD THE PURCHASE OF A 2025 FREIGHTLINER LIFT TRUCK IN THE AMOUNT OF \$205,997 TO CUSTOM TRUCK ONE SOURCE OF FOREST, VA. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

- D. Action to Award Crystal Lake Park Lighting Improvements Project
Andy Rousseau presented information on the lighting improvement project in Crystal Lake Park, which will match fixtures already installed at Crystal Lake Park Family Aquatic Center and the upcoming Health & Wellness center. He also noted they are dark sky compliant and that the lowest bid came in from Davis Electric of Urbana, IL and will include alternates 1 and 2.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE BASE BID AND ALTERNATES 1 AND 2 FOR THE CRYSTAL LAKE LIGHTING IMPROVEMENT PROJECT IN THE AMOUNT OF \$208,171, AND A CONSTRUCTION CONTINGENCY OF 15% IN THE AMOUNT OF \$31,226 TO DAVIS ELECTRIC OF URBANA, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

- E. Action to Award PrairiePlay Replacement Project
Andy Rousseau presented information on the bid for replacing PrairiePlay at Meadowbrook Park. He noted this project has been in the works for multiple years, and included community input, grant funds, donations, and community events. He reviewed the bidding process, timeline, and 7 alternates.

He noted the winning bid went to Mid-Illinois Concrete and Excavation of Urbana, IL including alternates 3, 4, 6, and 7. He also stated an approximate \$204,000 additional dollars will be needed outside of this contract for various amenities and accessories.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD PRAIRIEPLAY REPLACEMENT PROJECT FOR \$897,181 AND A 10% CONTINGENCY IN THE AMOUNT OF \$89,718 TO MID-ILLINOIS CONCRETE & EXCAVATION INC. OF URBANA, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

F. Action on Transfer of James Smith Hatch Gift to the Urbana Parks Foundation

Laura Orcutt noted that the UPD had received a large estate gift from James Smith Hatch and recommended transferring the funds to the Urbana Parks Foundation until a specific purpose could be identified for the funds. She noted that discussions with legal counsel approved the transfer.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS THAT URBANA PARK DISTRICT TRANSFER TO URBANA PARKS FOUNDATION THE FUNDS RECEIVED FROM JAMES SMITH HATCH GIFT FOR MANAGING AND INVESTING, IN THE AMOUNT OF \$42,198.40, AND TO KEEP WITH DONATION RECEIVED PREVIOUSLY BY URBANA PARKS FOUNDATION FROM JAMES SMITH HATCH. 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 support in public comment for additional soccer fields.

President Walker noted that he would like to see cost difference between engineer estimates vs. bid outcomes in all projects.

Commissioner Stratton noted that the Champaign Park District is no longer producing a program guide each season, and that having a conversation on what would be best for the Urbana community would be worth exploring. Board and staff discussed options, including hybrid options, a hard-copy guide once a year for summer programs, or completely eliminating the guide. Board and staff noted they would like to continue evaluating options at a later date.

X. **Adjourn**

President Walker adjourned the meeting at 8:40 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 3/19/24