



It is the mission of the Urbana Park District to:

- Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system,
- Pursue excellence in a variety of programs, parks, and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment, and the overall health of the community.

NOTICE AND AGENDA OF MEETING
URBANA PARK DISTRICT ADVISORY COMMITTEE (UPDAC)
TUESDAY, MARCH 22, 2022
7:00 PM

ONLINE VIA ZOOM

LINK: <https://us02web.zoom.us/j/85088168980>

MEETING ID: 850 8816 8980

PASSCODE: 018184

PHONE: (312) 626-6799

I. Call to Order

This meeting is being held remotely due to the COVID-19 pandemic, and pursuant to Illinois Public Act 101-0640. Though the meeting will be conducted remotely, the regular meeting location (Urbana Park District Planning & Operations Facility at 1011 E. Kerr Avenue, Urbana, IL 61802) will be open to the public.

II. Public Comment

Any member of the public may make a brief statement at this time within the public participation rules of the Board.

III. Discussion

A. Meadowbrook Park Playground Concepts

IV. Approval of February 22, 2022 UPDAC Meeting Minutes

V. Reports

- A. UPDAC Chair
- B. Board Representative
- C. Director's Report
- D. Capital Projects Report

VI. UPDAC Member Comments, Questions, and Open Discussion

VII. Adjourn

Upcoming meetings:

April 26, 2022

May 24, 2022

June 28, 2022

July – NO MEETING

*****This month's secretary is Kelsey Beccue*****

Note: The Meeting Agenda and Supporting Materials are on the UPD website at <http://www.urbanaparks.org/documents/index.html>; choose the "Public Meetings" category and search for the meeting information you wish to download.

URBANA PARK DISTRICT ADVISORY COMMITTEE (UPDAC)
MINUTES
TUESDAY, FEBRUARY 22, 2022
7:00 PM
ONLINE VIA ZOOM
LINK: <https://us02web.zoom.us/j/88468217557>
MEETING ID: 884 6821 7557
PASSCODE: 145673
PHONE: (312) 626-6799

The meeting of the Urbana Park District Advisory Committee (UPDAC) was held Tuesday, February 22, 2022 online via Zoom at 7:00 pm. 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 member of the committee 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.

UPDAC Members	PRESENT	ABSENT
Laura Hastings, Chair	X	
Gary Ambler	X	
Nicoline Ambrose	X	
Jonville Chenoweth		X
David Dorman	X	
Patricia Hatch	X	
Ben Kaap	X	
Ashley Moore	X	
Jean Paley		X
Ashley Price		X
Sarah Roper	X	
Howard Schein	X	
Gary Stensland	X	
Karl Weingartner	X	
Ashley Withers	X	

Also present were;
Nancy Delcomyn, Board Vice President
Cedric Stratton, Commissioner
Tim Bartlett, Executive Director
Corky Emberson, Superintendent of Recreation
Derek Liebert, Superintendent of Planning & Operations
Caty Roland, Superintendent of Business Services
Laura Orcutt, Finance Manager
Andy Rousseau, Project Manager
Kelsey Beccue, Development Manager

I. Call to Order

UPDAC Chair, Laura Hastings, called the meeting to order at 7:02 PM.

II. Public Comment

There was no public comment.

III. Discussion

A. UPD Finance 101

Caty Roland, Superintendent of Business Services, presented on the main UPD financial functions of the district. She gave a review of common financial acronyms, the levy cycle, budget cycle, and capital improvements program, and explained that the goal of the information is to empower UPDAC to be able to respond to questions about UPD finances.

Some common acronyms that Caty reviewed were:

- **EAV: Equalized Assessed Valuation**
It is the partial value of your property and the figure your tax bill is calculated on.
- **CPI: Consumer Price Index**
CPI is the measure of average change over time in prices paid by consumers for certain consumer goods and services. It is used as an economic indicator of inflation, but does not always keep up with other economic factors of the district.
- **PTELL: Property Tax Extension Limitation Law**
This is also known as “tax caps.” It limits the increase in property tax extensions for non-home rule taxing districts. It allows a taxing district to receive an inflationary increase in tax extensions on existing property, limited to the lesser of 5% or the change in CPI, plus an additional amount for new construction. PTELL was adopted in 1996. It does not cap individual property owner’s tax bills. It only caps the district’s overall tax extension. It protects the taxpayer in times of increases and the park district in times of decreases.

Caty summarized the property tax levy cycle:

- It begins in October with a board resolution and the “Black Box” ad published in the newspaper.
- November has a public hearing and board ordinance.
- December is the filing deadline for the ordinance.
- In April, the district receives their tax extension.

The black box is a required notice 7-14 days prior to the November board meeting with the public hearing. It is required when your levy increases by more than 5%, but is impractical for PTELL districts. Over the years, UPD has been levying a high amount due to the uncertainty regarding hospital tax exemptions. Vice President Delcomyn explained to the group that if the district levies incorrectly, then any funds we miss out on are lost forever. The next year’s extension is based on the previous year’s, so levying less than allowed means all your future levies are reduced. Even levying large percentage increases only results in a minimal increase overall. The levy does not determine the extension. The extension is determined by the

change in the CPI, new property or annexations, and expiring TIF districts.

Caty also gave a review of the district's budget cycle, which has five main steps: plan, prepare, implement, monitor, and revise. Budget planning begins in November of the previous fiscal year. UPD uses a decentralized budget process that begins at the coordinator level, and filters up to managers, superintendents, the director, and finally the board. The budget is like law – the district cannot spend more than it has appropriated. Caty explained that any surplus goes toward the overall fund balance of the district, which the board is allowed to appropriate by creating a deficit in the following year's budget. The board does not like to do that without a clear reason and explanation. The district has specific fund balance targets, and in cases where the fund balance exceeds those targets, the board might make a purposeful choice to spend it down.

Caty then reviewed the UPD capital program. She explained that the district has separated dollars used for capital improvements, such as building and land improvements, that cannot be used for other expenses. The annual bond issue funds the district's capital program. The district maintains a prioritized list of capital improvement projects, and take the highest priorities and put them into a five year plan.

Laura Hastings commented that the district would miss Caty after her departure from the district, and Nancy praised Caty for her exemplary work. Caty then introduced new Finance Manager, Laura Orcutt, who was welcomed by the group.

B. Health & Wellness Updates

Director Bartlett spend some time reviewing the district's request to city council for American Rescue Plan Act funds for the Health & Wellness facility and park project, and noted that UPDAC may have a role to play after the presentation. He said that UPD would be presenting on February 28, and the focus would be on the facility and surrounding park improvements, along with how this project can help to address the violence in the community. Kelsey shared a fundraising update on the campaign: so far \$1.83 million has been raised by the Urbana Parks Foundation, with \$1.75 million dedicated toward construction of the facility. She noted that fundraising would continue through May. Andy Rousseau shared some updates on facility construction schedule, noting that some of the first bids are expected this summer. He also shared the facility floorplan and some new interior facility renderings. Derek Liebert mentioned that the district is looking into bird-friendly glass options to reduce bird strikes. Corky Emberson provided information about two art installations planned for the facility to promote a welcoming feel.

Gary Stensland asked about places where people could sit and stand, and Corky responded that seating options throughout the building would be varied. Gary asked about if people were using the track, where they might take a rest break, and Derek noted the floor plan has some pull off areas on the track that would be good for resting or stretching. Ashley Withers asked about the size of the track, and Corky said that ten laps would equal one mile.

IV. Approval of January 25, 2022 UPDAC Meeting Minutes

Gary Stensland made a motion to approve the minutes of the January 25, 2022 UPDAC meeting with a second from Ben Kaap. A roll call vote was taken, and the motion passed unanimously.

V. Reports

A. UPDAC Chair

Laura asked for people to begin thinking about UPDAC recruitment, and how we might better reach out to the diverse members in our community. Laura shared a few ideas she had about reaching out to Black and Latinx communities through churches and minority-owned businesses, as well as neighborhood canvassing and working with the city and Ward 3 representative. Ashley Moore mentioned that she can help get the word out to the Lierman Neighborhood Action Committee. Tim said that schools, parent groups, social fraternities, and service clubs are good resources also. Howie Schein asked if there was any way to get more young people involved with UPDAC, and Tim responded that UPD operated a teen board many years ago, and something similar might be an option. Gary Stensland thought that ten UPDAC meetings a year might wear thin on young people, and suggested fewer engagements geared specifically to their interests and concerns. Ben suggested that a flexible recruiting cycle might be good for recruitment.

B. Board Representative

Nancy mentioned that UPD would be taking a look at masking in light of changes in the state mandate upcoming.

C. Director's Report

Tim thanked Caty for her service, and welcomed Laura Orcutt as new Finance Manager. Tim suggested Jettie Rhodes Day would be a good event for UPDAC to have a presence at, along with our other play days and events. Tim also shared some information about the challenges in the joint management of the UIAC. The Urbana School District has indicated that the costs are not financially sustainable, so the team is looking for ways to reduce costs. Tim noted that some Meadowbrook playground concepts would be shared at the next UPDAC meeting. Lastly, Tim shared that Janet Soesbe has been working on the Heritage Trail to illuminate Black history in C-U, and mentioned that King Park would be a significant stop with the sculpture Byways to Equality.

D. Capital Projects Report

Andy said the Blair improvements are nearly complete, with the exception of the Sutu wall, which the district is hoping will be installed before the March UPDAC meeting. The Crystal Lake Park road project has received bids which came in near what was originally estimated. There is enough funding to do almost all the bid alternates, and the district is planning for an intense construction period this summer. The project will include a mill and resurface of the road, new pavement on all existing parking areas, new parking will be added, as will a turnaround/retaining wall/garbage enclosure. The district is working on getting the Blair Tennis Project out to bid in the next month. Sarah asked about flooding in Crystal Lake Park leading staff to close the road, and asked if there would be elevation changes with the road project. Andy responded that there was no plan to change elevation, and that the park road was closed due to icing issues. Gary asked about the completion date for the road resurfacing, and Andy said the road/parking would be open by July 29, but at least one

parking lot would remain open throughout the project. The district is expecting periodic road closures throughout the summer. Corky noted that we closed the lake house to rentals through the summer due to the construction to avoid impacts.

VI. UPDAC Member Comments, Questions, and Open Discussion

Laura thanked Ashley Moore for taking the minutes.

VII. Adjourn

UPDAC Chair, Laura Hastings, adjourned the meeting at 9:00 PM.

Respectfully submitted by Ashley Moore