

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, JANUARY 11, 2022
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, January 11, 2022, online via Zoom in 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 Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

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

I. Call to Order

President Walker called the meeting to order at 6:35 PM.

A. Remote Attendance

President Walker noted the meeting was held remotely, in accordance with the State of Illinois Public Act 101-0640, due to the COVID-19 pandemic.

II. Adjourn to Executive Session

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN IN ACCORDANCE WITH SECTION 2, PART 'C', EXCEPTION #21 AND EXCEPTION #1 OF THE ILLINOIS

OPEN MEETINGS ACT, I MOVE TO ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF THE SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES AND MATTERS OF PERSONNEL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMISSIONER DELCOMYN TO ADJOURN THE EXECUTIVE SESSION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

III. **Reconvene Regular Board Meeting**

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

President Walker announced the following:

1. Approve Executive Session Minutes

The Board has approved the minutes of the following Executive Sessions: 7/13/21

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: 7/13/21

3. Destroy recordings

The Board has authorized the destruction of the following Executive Session recordings per state statute: 1/14/20 and 3/10/20

IV. **Accept Agenda**

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

V. **Public Comment**

A. Public Comment

There were no comments from members of the public.

B. UPD New Staff Introductions

There were no new staff introductions.

VI. **Urbana Park District Advisory Committee (UPDAC) Report – No December Meeting/No Report**

There was no December UPDAC report.

VII. **Consent Agenda**

- A. Approval of the Minutes of the December 1, 2021 Joint Board Meeting with Champaign Park District for Champaign-Urbana Special Recreation (CUSR)
- B. Approval of the Minutes of the December 7, 2021 Board Study Session Meeting
- C. Approval of the Minutes of the December 14, 2021 Regular Board Meeting
- D. Monthly Reports
 - 1. Administration
 - 2. Planning/Operations
 - 3. Recreation
- E. Approval of the Monthly Paid Accounts Payable
- F. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude
- G. Approval of Commissioner Travel, Meal, and Lodging Expenses

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN 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."

VIII. 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 DELCOMYN 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
Caty Roland reviewed Capital Budget spending, including work at Crystal Lake Park, updates on the Health & Wellness facility, construction crew projects, updates at Blair Park, Phillips Recreation Center roof repairs, sculptures, Urbana Indoor Aquatic Center, and the Meadowbrook Park legacy circle.

Andy Rousseau provided detailed updates on several projects, including road work in Crystal Lake Park, Lake House construction, tennis court rehabilitation, and the UPDAC outdoor learning pavilion near APNC.

- B. Executive Director
 - 1. You Belong Here Report
 - 2. Midnight Basketball
 - 3. Blair Park Pavilion/Donor Interest

4. Other Updates

Director Bartlett provided updates on multiple projects, including:

- Muslim American Month
- Martin Luther King Jr. Day/Walk for Peace
- Midnight Basketball at Brookens
- IAPD/IPRA Conference in January
- COVID-19 relief funds available
- Staffing changes/challenges
- Memoriam discussion

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the upcoming February meetings, including the Board Study Session, Board Meeting, TIF Review Board meeting, and Legislative Breakfast.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group last met on January 6, 2022 to discuss audit proposals, Health & Wellness updates, Blair Park, and UIAC.

2. UPD Policy Study Group

There was no UPD Policy Study Group report.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that there was a UPF meeting on January 10 and that December was a very good month for donations to the Foundation.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

IX. Old Business

A. Action on Resolution 2021-11 Opening an Investment Account with Busey Wealth Management

Caty Roland previously reported on the Brown Estate gift and efforts to find the best investment opportunity for this fund. She reviewed several options with different banks and found maximum benefits through Busey Wealth Management.

COMMISSIONER DELOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE RESOLUTION 2021-11 OPENING AN INVESTMENT ACCOUNT WITH BUSEY WEALTH MANAGEMENT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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

X. **New Business**

- A. Action to Accept Audit Services Proposal
Staff reviewed the need to maintain auditing services for the District and provided details on several potential options for this service, including the top three contenders: Martin Hood LLC, Clifton Larson Allen LLP, and Sikich LLP.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE PROPOSAL FOR AUDIT SERVICES FOR FISCAL YEARS 2022-2026 FROM SIKICH LLP IN THE AMOUNT OF \$106,200. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action to Approve Health & Wellness Construction Manager At-Risk Services
Andy Rousseau provided an overview of the Manager At-Risk Services for the Health & Wellness Facility. He noted there were 4 RFQ submissions and reviewed the process for selecting the best fit.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD CONSTRUCTION MANAGER AT-RISK SERVICES FOR THE INDOOR HEALTH & WELLNESS FACILITY TO CORE CONSTRUCTION SERVICES OF ILLINOIS INC. OF PEORIA, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Action to Award Preliminary and Construction Engineering Services for the Broadway Avenue Multiuse Path and Pedestrian Bridge Project
Andy Rousseau reviewed the Broadway Avenue Multiuse Path and Pedestrian Bridge project, including the timeline, grant funding, budgeting, and next steps to finalize the engineering services contractor.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE AND EXECUTE THE PRELIMINARY ENGINEERING AGREEMENT FOR \$91,172, AND CONSTRUCTION ENGINEERING AGREEMENT IN THE AMOUNT OF \$65,855, FOR THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM – BROADWAY AVENUE MULTIUSE PATH AND PEDESTRIAN BRIDGE PROJECT TO FEHR-GRAHAM OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- D. Action to Approve Resolution 2022-01 Entering into an Agreement with Sourcewell
Derek Liebert reviewed the process of participating in the Sourcewell Purchasing Cooperative in order to utilize cooperative purchasing power for financial savings.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE RESOLUTION 2022-01 ENTERING INTO AN AGREEMENT WITH THE SOURCEWELL PURCHASING COOPERATIVE. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

E. Action to Award the Purchase of a Brush Chipper

Andy Rousseau provided an overview of the replacement of UPD's brush chipper, which is part of the 2022 replacement schedule.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE PURCHASE OF A NEW BRUSH CHIPPER, AND TRADE-IN OF CURRENT MODEL, IN THE AMOUNT OF \$64,412 TO VERMEER MIDWEST OF GOODFIELD, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

F. Action on any New Business removed from Consent Agenda

There was no New Business removed from the Consent Agenda.

XI. **Comments from Commissioners**

Commissioner Blumthal inquired about outreach for the Finance Manager position.

XII. **Adjourn**

President Walker adjourned the meeting at 9:11 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: _____