

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, NOVEMBER 8, 2022
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, November 8, 2022, 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 Nancy Delcomyn		X
Commissioner Roger Digges	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;
Mark Schultz, Public Information and Marketing Manager;
Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 7:01 PM.

A. Remote Attendance

There was no remote attendance requested.

II. Public Hearing for Truth in Taxation

President Walker opened the Public Hearing for Truth in Taxation at 7:02 PM.
There were no comments from members of the public.
President Walker closed the public hearing at 7:03 PM.

Public Hearing for Annual Bonds Sale

President Walker opened the Public Hearing for the Annual Bond Sale at 7:04 PM.
There were no comments from members of the public.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ADJOURN THE PUBLIC HEARING. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

The public hearing was closed at 7:05 PM.

III. **Accept Agenda**

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

IV. **Public Comment**

A. Public Comment

There were no comments made from members of the public.

B. Staff Introductions

1. Christina Mott, CUSR Manager- Postponed until December.

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

A written UPDAC report was provided by UPDAC Chair Ashley Withers.

VI. **Consent Agenda**

A. Approval of the Minutes of the October 4, 2022 Board Study Session Meeting

B. Approval of the Minutes of the October 11, 2022 Regular Board Meeting

C. Monthly Reports

1. Administration
2. Planning/Operations
3. Recreation

D. Approval of the Monthly Paid Accounts Payable

E. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude

F. Action on Ordinance 2022-06 Authorizing the Sale/Disposal of Personal Property

COMMISSIONER BLUMTHAL 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."

VII. **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 STRATTON 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 and spending in the Capital Budgets.

Andy Rousseau provided updates on several Capital projects, including the new pavilion at APNC and the retaining wall at Crystal Lake Park. Next, he reviewed 2022 Capital Budget, as well as the draft 5-year Capital Budget, which includes projects such as electric vehicle charging, a new greenhouse, Canaday Park shed demolition, and general spending, such as equipment, technology, playgrounds, and hardscapes and fencing.

B. Executive Director

1. You Belong Here Report
2. WSG 25th Anniversary
3. KRT Fundraiser
4. H&W City of Urbana ARPA Update
5. E-bikes Update
6. Juneteenth
7. Other Updates

Director Bartlett provided updates on multiple projects, including:

- Wandell Sculpture Garden 25th anniversary celebration continuing through Jazz Walk 2023, with probably 3 additional new sculptures in the spring
- KRT Fundraiser at Sleepy Creek – successful event
- Submitting ARPA funding request next week for Health & Wellness facility, other funding options as well
- Working on stakeholders for e-bike meeting
- Consider adding Juneteenth holiday paid leave for UPD staff
- Next steps for the Brown Fund, an arts and fund improvement at Meadowbrook. Staff want to consider funding the Sculpture Interpretive Node, which would include seating, information, and donor recognition. The Board requested a small 1 page proposal on this fund and this proposed spending. Board and staff discussed best way to spend money, what it would earn as an investment, etc.
- Next steps for the English Fund, which is used for indoor pool recreation at UIAC, and if it can be relied upon for UIAC capital needs.
- IAPD legal symposium last week, very helpful, variety of topics, new law passed emphasizing efficiencies of Districts.
- Successful Cupcake 5K race with over 400 attendees

C. President

1. Review of upcoming meeting agenda

President Walker noted that the UPDAC meeting is moved up a week in November due to the Thanksgiving holiday. He also noted that the December UPD Study Session would focus on the Urbana Indoor Aquatic Center, and the December UPD Board Meeting would be an end-of-year wrap up.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group met last Friday, with most everything discussed being presented previously at this Board Meeting. He also noted some general discussion about the Carle Wellness grant and hopes to continue that, as well as noted that the Finance Committee will be meeting next in December.

2. UPD Policy Study Group
There was no UPD Policy Study Group report.
3. Urbana Parks Foundation Representative
Commissioner Digges noted that there will be a UPF annual holiday party in the near future.
4. UPDAC Planning Study Group
There was no UPDAC Planning Study Group report.

VIII. **Old Business**

- A. Action to Approve Tax Levy Ordinance 2022-05
Staff noted that the Board must act on this and that all of the required notices and actions have been completed for this Tax Levy Ordinance.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE ORDINANCE 2022-05, AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT, AND COLLECTION OF TAXES FOR THE FISCAL YEAR 2023-2024 OF THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action to Accept the 2022 Annual Comprehensive Financial Report
Staff noted that the partner in charge from Sikich LLC auditing firm presented the finalized audit and key information within the audit at the November 1st, 2022 Board Study Session. Staff also noted that the auditors have given UPD an "unmodified/clean" opinion, meaning that in their review and testing of UPD financials, they found nothing of concern.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE 2022 ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR ENDED APRIL 30, 2022. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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

IX. **New Business**

- A. Action to Approve the 2023 Capital Improvement Budget
Andy Rousseau noted the 2023 Capital Improvement Budget was presented last month, and there have been no changes since then. He noted that major projects include funding for Prairie Play replacement, trails at Southridge Park, and major and minor vehicle and equipment replacement.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE THE 2023 CAPITAL IMPROVEMENT BUDGET. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action to approve Resolution 2022–13 Local Funding Resolution & Joint Funding Agreement– ITEP Broadway Ave Path.

Andy Rousseau presented information on the joint funding resolution for the ITEP Broadway path, which is a similar process to the previous ITEP path along Park Street.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE LOCAL FUNDING AGREEMENT FOR STATE-LED CONSTRUCTION WORK AND RESOLUTION 2022-13. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

- C. Action to Authorize Purchase of 3 Fleet Trucks

Staff provided background on the need to purchase three new fleet trucks, including the difficult purchasing climate due to covid-19 disruptions. Staff reviewed the narrow pricing windows for these units, as they are in short supply.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE THE PURCHASE, THROUGH COOPERATIVE GOVERNMENT BIDDING, OF UP TO THREE NEW FLEET TRUCKS AT A COST NOT TO EXCEED; ONE – ¾ TON TRUCK UP TO \$60,000, ONE - ¾ TON TOOL TRUCK UP TO \$70,000, AND A 1 – TON DUMP TRUCK UP TO \$70,000. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

- D. Action to Assign 2023 IAPD/IPRA Conference Delegate Credentials for Annual Joint IAPD/IPRA Meeting

Director Bartlett noted that as the conference is fully in-person this year, he is planning on attending. Commissioner Stratton expressed interest in attending as well.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO CERTIFY THAT COMMISSIONER STRATTONS, BLUMTHAL, AND/OR DIRECTOR BARTLETT ARE DESIGNATED TO SERVE AS DELEGATES TO THE ANNUAL 2023 BUSINESS MEETING OF THE IAPD. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

- E. Review Annual Board Actions Calendar

The Board received and reviewed the Annual Actions Calendar and had no changes or comments.

- F. Fiscal Year 2023 Goals Review

Director Bartlett noted that staff are pleased with the number and quality of goals that have been able to be completed thus far. He stated that this is a mid-point for this set of goals and so staff will continue to work on and evaluate this list as the fiscal year progresses. President Walker stated that in light of so many covid-19 challenges, the Board is pleased with the progress at this point.

- G. Crystal Lake Park Bridge-Intergovernmental Agreement with Urbana-Champaign Sanitary District

Director Bartlett reviewed the background of the Sanitary District bridge replacement project in Crystal Lake Park. He noted that costs were growing and it was clear the Sanitary District could not shoulder the funding costs entirely on its own. He explained that this IGA helps bridge that funding gap with possible DCO funding from the state of Illinois. Derek Liebert reviewed the cost cutting measures enacted to continue to make the bridge affordable for both parties.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE THE IGA PROVIDED FOR COST SHARING FOR THE CRYSTAL LAKE INTERCEPT PROJECT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

H. Review and discuss projects or charges for UPDAC
Director Bartlett noted that this an annual task, and that staff are open to all suggestions or changes from the Board on projects for UPDAC or other ways to include UPDAC.

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

X. **Comments from Commissioners**
There were no further comments from Commissioners.

XI. **Adjourn**
President Walker adjourned the meeting at 8:37 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: December 13, 2022