

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, DECEMBER 13, 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, December 13, 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 Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Nancy Delcomyn		X

Also present were Tim Bartlett, Executive Director;
Corky Emberson, Superintendent of Recreation;
Laura Orcutt, Business Manager;
Derek Liebert, Superintendent of Planning and Operations;
Andy Rousseau, Project Manager;
Savannah Donovan, Environmental Program Manager;
Chelsea Prah, Environmental Public Program Coordinator;
Kara Dudek-Mizel, Park Planner;
Alex Ivanova, Human Resources Manager;
Cole Alvis, CUSR;
Christian Mott, CUSR;
Aaron Gold, Speer Financial.

I. Call to Order

President Walker called the meeting to order at 7:02 PM.

A. Remote Attendance

There was no remote attendance requested.

II. Accept Agenda

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ADJUST THE ORDER OF THE AGENDA AND MOVE OLD BUSINESS ITEM ‘A’ TO IMMEDIATELY AFTER “PUBLIC COMMENT.” A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

III. **Public Comment**

A. Public Comment

There were no comments from members of the public.

B. Staff Introductions-CUSR

1. Cole Alvis – Inclusion and Volunteer Coordinator
2. Christina Mott – Program Manager and Athletics Coordinator

Staff introduced Cole Alvis and Christina Mott, Champaign-Urbana Special Recreation staff.

C. Award Presentation

Chelsea Prahl and Savannah Donovan presented the UPD Board with the Arbor Day Award.

- Old Business Item VII. A: Consideration and Action on Ordinance 2022-08: An ordinance providing for the issue of approximately \$893,380 General Obligation Limited Tax Park Bonds, Series 2022, of the District, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof

Aaron Gold of Speer Financial presented information on UPD’s General Obligation Park Bonds, series 2022, for approximately \$893,380. He noted that bids were received on December 8, 2022 and the winning bid from Illinois National Bank is presented for Board approval.

1. Action to Award Low Bid

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE LOW BID ON BONDS TO ILLINOIS NATIONAL BANK WITH AN INTEREST RATE OF 3.64%. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

2. Action on Bond Ordinance

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ADOPT BOND ORDINANCE 2022-08 AUTHORIZING THE ISSUANCE OF \$893,380 GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2022, OF THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

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

There was no UPDAC report presented.

V. **Consent Agenda**

- A. Approval of the Minutes of the November 1, 2022 Study Session Meeting
- B. Approval of the Minutes of the November 8, 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

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES 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 STRATTON TO ACCEPT THE TREASURER'S REPORT FOR AUDIT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

3. Capital Budget Report
Laura Orcutt presented the Capital Budget report.

Andy Rousseau provided updates on multiple capital projects, including Blair Park, Crystal Lake Park road project, the retaining wall in Crystal Lake Park, ITEP Broadway project, and vehicle replacement.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

1. You Belong Here Report;
2. Wandell Sculpture Garden 25 Years celebration and programming;
3. Kickapoo Rail Trail updates;
4. Athlete and Wellness Survey – approx. 800 responses so far;
5. Champaign-Urbana Special Recreation staff;
6. Champaign Park District – New Executive Director and send-off for Joe Deluce;
7. IAPD/IPRA State Conference – Commissioner Stratton will serve representing UPD;
8. TIF 2 – Expiring 12/31/22.

Additional updates include the UPD Senior Club annual holiday party, UPD staff annual holiday party, and a memorial for Senator Scott Bennett on 12/19/22 at Krannert Center for the Performing Arts,

C. President

1. Review of upcoming meeting agenda
President Walker reviewed the meeting agendas for January 2023.

D. Liaison Reports

1. Finance Study Group
President Walker noted that the Finance Study Group met on December 2, 2022 to discuss Health & Wellness facility, Urbana Indoor Aquatic Center, Meadowbrook Park, Blair Park Pavilion, TIF 2 Retirement, Crystal Lake Park wall status, and other UPD Capital Projects, and will meet again on January 13, 2023.

2. UPD Policy Study Group
There was no Policy Study Group report.
3. Urbana Parks Foundation Representative
Commissioner Digges reported on the last UPF meeting, including the ongoing search for new UPF members.
4. UPDAC Planning Study Group
There was no UPDAC Planning Study Group report.

VII. **Old Business**

- A. Consideration and Action on Ordinance 2022-08: An ordinance providing for the issue of approximately \$893,380 General Obligation Limited Tax Park Bonds, Series 2022, of the District, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof
 1. Action to Award Low Bid
 2. Action on Bond Ordinance

See above.

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

VIII. **New Business**

- A. Action to Approve Ordinance 2022-07 Abating the Levy of Property Taxes on Urbana Park District General Obligation Park Bonds (Alternate Revenue Source), Series 2019A

Staff noted this is an annual action relating to the GO Park Bond issuance.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE ORDINANCE 2022-07 ABATING THE LEVY OF PROPERTY TAXES ON URBANA PARK DISTRICT GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019A. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Review and Accept the Annual Priority Projects Report to the Urbana Parks Foundation
Derek Liebert reviewed the annual Priority Projects Report which is to be presented to the Urbana Parks Foundation each year.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT AND FORWARD THE 2023 ANNUAL PRIORITY PROJECTS REPORT TO THE URBANA PARKS FOUNDATION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Action to Accept the 2023 Annual Meeting Calendar
COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE 2023 ANNUAL MEETING CALENDAR FOR REGULAR BOARD MEETINGS, STUDY

SESSIONS, JOINT MEETINGS, AND UPDAC MEETINGS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

D. 2022 ADA Transition Plan Updates

Kara Dudek-Mizel presented updates to UPD's ADA Transition Plan, including improvements/accommodations that were completed, as well as future projects in the works.

E. Personnel Policy Manual Ordinance 2022-09

Alex Ivanova presented proposed updates to the Policy Manual, specifically in regards to new laws relating to rest periods/days, paid leave, Juneteenth, bereavement leave, and other staff benefits.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT AND APPROVE THE REVISIONS TO THE PERSONNEL POLICY MANUAL, EFFECTIVE JANUARY 1, 2023. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

F. Safety Manual Ordinance 2022-10 Revising Personnel Policy Manual

Alex Ivanova presented several proposed updates to the Safety Manual.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT AND APPROVE THE REVISIONS TO THE SAFETY MANUAL, EFFECTIVE JANUARY 1, 2023. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

G. Brown Fund Principal

Staff provided information on the proposed Interpretation Circle at Meadowbrook Park and the Wandell Sculpture Garden and recommend spending from the Brown Fund to complete the project.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE THAT THE URBANA PARK DISTRICT BOARD OF COMMISSIONERS AUTHORIZE APPROXIMATELY \$65,000 OF BROWN FUND PRINCIPAL BE USED FOR THE PURCHASE OF NEW INTERPRETIVE/DONOR PLAZA AND SCULPTURE IDENTIFICATION STANDARDS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

H. Action on any New Business removed from Consent Agenda

There was no new business removed from the Consent Agenda.

IX. Comments from Commissioners

Commissioner Digges stated that Urbana Parks Foundation Nominating Chair Jake Wolf has requested assistance in looking for new UPF members.

X. Adjourn

President Walker adjourned the meeting at 8:57 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: January 10, 2023