

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, APRIL 11, 2023
 6:30 PM EXECUTIVE SESSION
 7:00 PM REGULAR BOARD MEETING
 8:00 PM EXECUTIVE SESSION
 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, April 11, 2023, 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;
 Laura Orcutt, Business Manager;
 Derek Liebert, Superintendent of Planning and Operations;
 Andy Rousseau, Project Manager;
 Jameel Jones, Champaign Park District;
 Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 6:31 PM.

A. Remote Attendance

There was no remote attendance requested.

II. Adjourn to Executive Session

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN, IN ACCORDANCE WITH SECTION 2, PART 'C', EXCEPTION #1 OF THE ILLINOIS OPEN MEETINGS ACT, TO ADJOURN TO EXECUTIVE SESSION FOR THE LIMITED PURPOSE OF DISCUSSING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

The Board went into Executive Session at 6:35 PM.

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

The Board adjourned the Executive Session at 7:01 PM.

III. **Reconvene Regular Board Meeting**

President Walker reconvened the Board Meeting at 7:06 PM.

IV. **Accept Agenda**

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE AGENDA WITH THE ADJUSTMENT OF ITEM X. NEW BUSINESS, A. REVIEW CUSR FY 2023-2024 BUDGET TO DIRECTLY AFTER PUBLIC COMMENT. 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.

- X. New Business, Item A.: Review CUSR FY 2023-24 Budget
Jameel Jones, Director of Recreation with the Champaign Park District and supervisor of CUSR staff, provided an overview of current CUSR projects and staffing. He noted staff have successfully advanced within CUSR and that they are currently fully staffed. He stated that primary efforts for CUSR include recovering from COVID declines, engaging users, further evaluating user needs, ensuring maximum inclusion, and bringing in new users. He also reviewed highlights and important events throughout the year, including summer camps, fundraisers, and staff training. He also noted the CUSR annual Banquet on April 25, 2023, the CU on the Field Day as a new program, and the receipt of a new Orange Krush grant. Board and staff discussed the affordability of programs, scholarships, and minimizing barriers.

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

Draft meeting minutes of the March UPDAC meeting were provided with the meeting materials.

VII. **Consent Agenda**

A. Approval of the Minutes of the March 7, 2023 Study Session Meeting

B. Approval of the Minutes of the March 14, 2023 Regular Board Meeting

C. Approval of the Minutes of the March 28, 2023 Special Board Meeting

D. Monthly Reports

1. Administration

2. Planning & Operations

3. Recreation

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

- F. Approval of the Monthly Paid Accounts Payable
- G. Action to Receive Post-Issuance Tax Compliance Report
- H. Action to Approve Resolution 2023-01 to Designate Committed Ending Fund Balances
- I. Action to Approve Resolution 2023-02 to Designate Assigned Ending Fund Balances

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE ALL 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 and Expenditure Report
Laura Orcutt presented the Revenue and Expenditure Report.
- 2. Action on Treasurer’s Report
Laura Orcutt presented the Treasurer’s Report.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES 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 reviewed several capital projects, including the ITEP pathway connection, Crystal Lake Park retaining wall, and updates at Meadowbrook Park.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

- 1. You Belong Here Report – Possible addition of new one-way drop off drive and/or new playground at CUSR Center;
- 2. City of Urbana – Comprehensive Plan;
- 3. Health & Wellness Center- Interior sculpture updated based on new layout;
- 4. IAPD Legislative Conference – May 2 and 3 in Springfield;
- 5. Coalition Executive Committee – adding the focus on overdose prevention and recovery/possible Narcan stations;
- 6. King Park Heritage Trail – continuing to work on Peace Pole project;
- 7. Other Updates – recent successful RST workshops.

C. President

- 1. Review of upcoming meeting agenda
President Walker reviewed the upcoming Study Session on 5/2/23 and Board Meeting on 5/9/23.

D. Liaison Reports

- 1. Finance Study Group
President Walker noted that the Finance Study Group last met on March 24th to discuss Health & Wellness Facility financing.

2. UPD Policy Study Group
There was no Policy Study Group report.
3. Urbana Parks Foundation Representative
Commissioner Digges stated that the UPF last met on April 10th and approved fund transfers for both the Health & Wellness Facility and the Wandell Sculpture Garden 25th Anniversary project. He also noted that the UPF's next fundraiser, the Barn Bash, will be held on May 12, 2023.
4. UPDAC Planning Study Group
There was no UPDAC Planning Study Group report.

IX. **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.

X. **New Business**

- A. Review CUSR FY 2023-24 Budget
See above.
- B. Approval of Health and Wellness Construction Testing Contract
Andy Rousseau reviewed the need for preliminary site testing in preparation for the new Health & Wellness Facility.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD MATERIAL TESTING SERVICES FOR THE HEALTH & WELLNESS CENTER PROJECT FOR \$39,877.50 AND A 10% CONTINGENCY IN THE AMOUNT OF \$3,988 TO MIDWEST ENGINEERING & TESTING OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. 1 ITEP Broadway Draft Funding Resolution 2022-13
Andy Rousseau reviewed the need for a small update to the Draft Funding Resolution for the ITEP Broadway project, which was originally approved last November.

COMMISSIONER SSTRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE RESOLUTION 2022-13, APPROPRIATING LOCAL MATCH FUNDS FOR THE ILLINOIS TRANSPORTATION ENHANCEMENT PROGRAM FOR THE BROADWAY AVENUE MULTI-USE PATH PROJECT IN CRYSTAL LAKE PARK. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- D. Action on Ordinance 2023-01 Revising the Combined Budget and Appropriation Ordinance
Laura Orcutt noted that this budget and appropriation ordinance is an annual process which aligns all transfers throughout the budget. She then reviewed the changes and transfers that will be codified in this resolution.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ADOPT ORDINANCE 2023-01, REVISING THE COMBINED BUDGET AND APPROPRIATION ORDINANCE. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- E. Action on Resolution 2023-03 to Approve 2023-2024 Annual Compensation Actions

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE RESOLUTION 2023-03 APPROVING FISCAL YEAR 2023-2024 ANNUAL COMPENSATION ACTIONS WITH A MARKET INCREASE OF 6.48%. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

F. Receive Preliminary Budget for FY 2023-2024

Laura Orcutt noted that the Board has now received the preliminary Budget for FY 2023-2024 and that updates will be made once levy, salary, and other information has been finalized.

G. Action to Approve Revisions of the 2019, 2016A, 2021, 2022, and 2023 Capital Improvement Budgets
Andy Rousseau reviewed the changes to the Capital Budgets, including changes due to donations, spending of contingency, new revenue grants, transfer from Foundation, and other changes.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE THE CAPITAL IMPROVEMENT BUDGETS: #7 REVISION TO THE 2019 CAPITAL IMPROVEMENT BUDGET, #2 REVISION TO THE 2019A CAPITAL IMPROVEMENT BUDGET, #4 REVISION TO THE 2021 CAPITAL IMPROVEMENT BUDGET, #1 REVISION TO THE 2022 CAPITAL IMPROVEMENT BUDGET, AND #1 TO THE 2023 CAPITAL IMPROVEMENT BUDGET. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

H. Action to Approve UIAC Agreement

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE A FOUR-YEAR AGREEMENT WITH URBANA SCHOOL DISTRICT FOR THE OPERATION OF UIAC. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

I. Action on any New Business Removed from the Consent Agenda

There was no new business removed from the Consent Agenda.

XI. **Comments from Commissioners**

Commissioner Blumthal commented positively on the free swim passes provided to single-parent households, as well as continuing support for the Freedom School hiring program.

Commissioner Walker emphasized the success of the Minority and Women Owned Business program, with almost 1/3 of contractors for the new Health and Wellness Facility falling into that category.

XII. **Adjourn to Executive Session**

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL IN ACCORDANCE WITH SECTION 2 PART "C", EXCEPTION #1 OF THE ILLINOIS OPEN MEETINGS ACT, ADJOURN TO EXECUTIVE SESSION FOR THE LIMITED PURPOSE OF DISCUSSING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES.) A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

The Board went into Executive Session at 8:46 PM.

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

The Board adjourned the Executive Session at 10:02 PM.

XIII. **Reconvene Regular Board Meeting**

President Walker reconvened the Regular Board Meeting at 10:02 PM.

XIV. **Adjourn**

President Walker adjourned the meeting at 10:03 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 5/9/23