

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES – ANNUAL BOARD MEETING
 AND REGULAR BOARD MEETING
 TUESDAY, MAY 9, 2023
 7:00 PM
 PLANNING AND OPERATIONS FACILITY
 1011 E. KERR AVENUE
 URBANA, ILLINOIS 61802**

A regular meeting and annual meeting of the Urbana Park District Board of Commissioners was held Tuesday, May 9, 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 Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Laura Hastings	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;
 Rich McMahon, Grounds Maintenance Supervisor;
 Savannah Donovan, Environmental Public Program Manager;
 Chelsea Pahl, Environmental Education Coordinator;
 Allison Jones served as Recorder.

ANNUAL BOARD MEETING

I. Call to Order – Annual Board Meeting

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

A. Remote Attendance

There was no remote attendance requested.

President Walker transferred Chairmanship of the meeting to Director Bartlett.

II. Swearing-in of Newly Elected Commissioner

Director Bartlett led the swearing in of new UPD Commissioner Laura Hastings. Commissioner Hastings took the Oath for her 6-year term as Commissioner.

III. **Election of Officers**

Director Bartlett accepted nominations for Officers of the Board.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ELECT COMMISSIONER WALKER TO BE BOARD PRESIDENT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE" WITH COMMISSIONER WALKER ABSTAINING.

Director Bartlett returned Chairmanship of the meeting to President Walker.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ELECT COMMISSIONER BLUMTHAL TO BE BOARD VICE PRESIDENT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE".

IV. **Appointments**

A. Action to Appoint Secretary, Assistant Secretary, Treasurer, Attorney, Recorder, Auditor

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO MAKE THE FOLLOWING APPOINTMENTS:

BOARD SECRETARY – TIM BARTLETT

ASSISTANT SECRETARY – ALLISON JONES

BOARD TREASURER – THOMAS BROWN

ATTORNEY – MATT DEERING

BOARD RECORDER – ALLISON JONES OR DESIGNEE OF THE FINANCE MANAGER

AUDITOR – Sikich

A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

B. Action to Appoint a Commissioner to the Urbana Parks Foundation

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO APPOINT COMMISSIONER ROGER DIGGES TO THE URBANA PARKS FOUNDATION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

C. Action to Appoint Commissioner(s) as UPDAC Representative(s)

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPOINT COMMISSIONER LAURA HASTINGS AS UPDAC REPRESENTATIVE. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE"

D. Action to Appoint a Representative to the Urbana TIF Joint Review Board

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPOINT COMMISSIONER MICHAEL WALKER AND DIRECTOR TIM BARTLETT TO THE URBANA TIF JOINT REVIEW BOARD. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

V. **Adjourn the Annual Board Meeting**

President Walker adjourned the Annual Board Meeting at 7:07 PM.

REGULAR BOARD MEETING

President Walker opened the regular Board Meeting at 7:08 PM.

I. Accept Agenda

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE AGENDA AS PRESENTED WITH A STAFF AWARD PRESENTED DIRECTLY AFTER NEW STAFF INTRODUCTIONS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

II. Public Comment

A. Public Comment

Director Bartlett noted the retirement of Commissioner Nancy Delcomyn from Board service after nearly 30 years of service to the Community. Board and staff thanked her for all her hard work and dedication.

B. New Staff Introductions

1. Kyle McHugh, Natural Landscape Technician

Rich McMahon introduced Kyle McHugh, the UPD's new Natural Landscape Technician.

Staff Award: Savannah Donovan presented the EEA Award of Non-Formal Educator of the Year to Chelsea Prah.

III. Urbana Park District Advisory Committee (UPDAC) Report

Ashley Withers provided a written report of the April UPDAC meeting.

IV. Consent Agenda

- A. Approval of the Minutes of the April 4, 2023 Study Session Meeting
- B. Approval of the Minutes of the April 11, 2023 Regular Board Meeting
- C. Monthly Reports
 - 1. Administration
 - 2. Planning & Operations
 - 3. Recreation
- D. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude
- E. Approval of the Monthly Paid Accounts Payable
- F. Action on Resolution 2023-04 to Appoint UPD FOIA Officers
- G. Action on Resolution 2023-05 to Appoint UPD OMA Representatives.
- H. Action on Resolution 2023-06 to Appoint UPD ADA Coordinator
- I. Action on Annual Appointments and Assignments

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."

V. 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 BLUMTHAL 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 reviewed changes in the Capital Budget.

Andy Rousseau presented updates on several Capital Projects, including pedestrian bridge replacement in Crystal Lake Park, the wall retention project in Crystal Lake Park, the parking lot at the Lake House, and the stone pillar refurbishment on Broadway Ave.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

1. You Belong Here Report – efforts reaching out to legislators;
2. IAPD Legislative Conference – good information gathered;
3. IPARKS Spring Meeting – working on several important projects of tracking climate change efforts and monitoring for cyber-attacks;
4. Coalition Executive Team – a focus on mental health in the coming months, and how local agencies can continue to help with projects like support groups and job for community members;
5. "MIC" An Evening with Deke, Latrelle and Jason – successful and well attended event;
6. Committee for Local Government Efficiency – UPD has begun this state-mandated process;
7. Other Updates – summer seasonal trainings beginning; Health & Wellness updates to the community and other stakeholders; and the Health & Wellness facility ground-breaking event.

C. President

1. Review of upcoming meeting agenda
President Walker reviewed the meeting agendas for the upcoming May 23, 2023 UPDAC meeting, June 6, 2023 Board Study Session, and June 13, 2023 regular Board Meeting.

D. Liaison Reports

1. Finance Study Group
President Walker noted the next Finance Study Group meeting will be held on May 19, 2023.
2. UPD Policy Study Group
There was no Policy Study Group report.
3. Urbana Parks Foundation Representative
Commissioner Digges noted the joint UPD Board/UPF Foundation Board meeting last week on May 2, 2023.
4. UPDAC Planning Study Group
There was no UPDAC Planning Study Group report.

VI. Old Business

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

VII. New Business

- A. Action to approve ARPA Intergovernmental Agreement for Health and Wellness Center between the City of Urbana and Urbana Park District.
Staff presented information on the ARPA funding agreement between the City of Urbana and the Urbana Park District for the new Health & Wellness Facility in the amount of \$2 million. Board and staff discussed the details of the proposed IGA.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE THE INTERGOVERNMENTAL AGREEMENT WITH EXHIBIT A FOR HEALTH AND WELLNESS FACILITY ASSISTANCE BETWEEN THE CITY OF URBANA AND THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action to approve ARPA Intergovernmental Agreement for Health and Wellness Facility assistance between the County of Champaign and the Urbana Park District.
Staff presented information on the ARPA funding agreement between the County of Champaign and the Urbana Park District for the new Health & Wellness Facility in the amount of \$500,000. Board and staff discussed the details of the proposed IGA.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR HEALTH AND WELLNESS FACILITY ASSISTANCE BETWEEN THE COUNTY OF CHAMPAIGN AND THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Action to Award Design Services for Meadowbrook PrairiePlay.
Andy Rousseau provided details on the design stage for the new playground at Meadowbrook Park. He noted important elements such as community feedback, fundraising and grant opportunities, timeline, ordering of materials, and bid alternatives. Board and staff discussed the project and how to meet community need during construction.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD PRAIRIEPLAY DESIGN SERVICES FOR \$131,300 AND A 15% CONTINGENCY IN THE AMOUNT OF \$19,695 TO UPLAND DESIGN LTD. OF PLAINFIELD, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- D. Action on Resolution 2023-07 Efficiency Report
Director Bartlett provided information on a new state law requiring efficiency evaluation and reporting in local government agencies. He noted the requirement of forming an official committee to conduct several public hearings and compile a report. The Board and staff discussed the process for this project and timeline for completion.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE RESOLUTION 2023-07 TO FORM A COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY IN PURSUANT TO 50 ILCS 70/1 AND APPOINT ASHLEY WITHERS AND MEGAN PUZEY AS TWO RESIDENT

MEMBERS OF THE EFFICIENCY COMMITTEE WITH THE ADVICE AND CONSENT OF THE BOARD OF COMMISSIONERS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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

VIII. Comments from Commissioners

Commissioner Stratton, Digges, Walker, and Blumthal welcomed new Commissioner Laura Hastings to the Board.

IX. Adjourn

President Walker adjourned the meeting at 8:33 PM.

Meredith Blumthal, Vice-President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 6/13/23