

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, OCTOBER 10, 2023
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, October 10, 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;
Chelsea Prah, Environmental Education Coordinator;
Ashley Nichols, Outreach and Wellness Coordinator;
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. Accept Agenda

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE AGENDA WITH THE ADDITION OF ITEM C. AWARDS PRESENTATION FOLLOWING PUBLIC COMMENT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

III. Public Comment

- A. Public Comment
Fourteen community members commented on the Weaver Park Master Plan.
One community member commented on programming for Climate Action Week.
- B. UPD New Staff Introductions
There were no new staff introductions.
- C. Awards Presentation
Corky Emberson presented an award to the Urbana Park District from the UC Pride Fest for the Teen Hangout Zone and for “Most Energy” entry for the Pride Parade.

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

A written report was included in the meeting materials.

V. **Consent Agenda**

- A. Approval of the Minutes of the September 5, 2023 Board Study Session
- B. Approval of the Minutes of the September 12, 2023 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 BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS 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 DIGGES 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 changes in the Capital Budgets.

Andy Rousseau presented updates on multiple capital projects, including Health & Wellness construction, furniture & fixtures bid, court repairs at Victory Park, bridge replacement for the ITEP Broadway project, and the new UC Sanitary District bridge.

- 4. 2023 Annual GO Bond Sale Planning Packet

Laura Orcutt presented preliminary details on the Annual GO Bond sale and noted that the sale is currently scheduled for 12/7/23, with closing on 12/27/23. She noted that minor revisions are expected before the final closing.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

1. You Belong Here Report format;
2. UPD Staff Work Group – Discussions and group meeting, as well as staff retreat at Blair Park in November;
3. Climate Action Week – UPD had programming throughout the week, and may team up with other groups in the future on specific events;
4. Meadowbrook Park Wandell Sculpture Garden – new signage being installed;
5. Interpretive Panel – a new design is in the works;
6. King Park – Peace Pole & Peace Walk event upcoming on 1/15/24;
7. Weaver-Prairie Park Master Plan – first new stakeholder meeting to be held on 10/23/23 to develop new draft recommendations;
8. IAPD Legal Symposium – in person and Zoom;
9. UPD Efficiency Report – one final meeting in November and the process should be complete;
10. Other

Board and staff discussed the Weaver Park master plan and incorporating the underrepresented survey into feedback and community needs. Staff emphasized meeting the needs of all groups and ensuring all interests are represented as much as possible in the next stakeholder meeting. Director Bartlett noted that almost all UPD park sites are shared use, for natural areas and active recreation, with very few single-use properties. Board and staff discussed the grant requirements at the Weaver property and the next steps at the stakeholder meeting on 10/23/23.

C. President

1. Review of upcoming meeting agenda

President Walker noted that UPDAC will be meeting on 10/24/23, the UPD Study Session will be held 11/7/23, and the UPD Regular Board Meeting on 11/14/23. Board and staff discussed timeline and best practices for discussion topics at Board Meetings and Study Sessions each month.

D. Liaison Reports

1. Finance Study Group

President Walker noted the Finance Study Group last met 9/29/23 and will meet again 10/27/23.

2. UPD Policy Study Group

There was no Policy Study Group report.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the UPF met the previous day and approved a table sponsorship for the Kickapoo Rail Trail fundraiser at Sleep Creek Vineyards on 11/8/23, discussed event scheduling for the holiday party as well as the annual dinner, fundraising fence pickets for Prairie Play, and the addition of new Board Member Nancy Delcomyn.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

VII. **Old Business**

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

VIII. **New Business**

- A. Action on Resolution 2023-11 Determining Amount to be Raised by Taxation
Laura Orcutt reviewed the options for the tax levy based on preliminary information from the County Clerk. She noted that this amount needs to capture all possible properties that could potentially go on the tax role. President Walker noted that the Board must make the decision with uncertainty, to try not to miss any possible tax income, and generally aim high due to legal uncertainty. Director Bartlett noted that the change in CPI was 6.5% but UPD is tax-capped at 5%.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE RESOLUTION 2023-11 DETERMINING THE AMOUNTS ESTIMATED TO BE NECESSARY FOR THE 2023 LEVY PAYABLE IN 2024 UPON TAXABLE PROPERTY IS \$11,322,251. A ROLL CALL VOTE WAS TAKEN, ALL SAID AYE.

- B. Review of Preliminary 2024 Capital Improvement Budget
Andy Rousseau reviewed the preliminary 2024 Capital Improvement Budget, including items such as ADA updates, vehicles and equipment, tree projects, technology, trails, hardscapes & fencing, updates at Crystal Lake Park Family Aquatic Center, mechanical replacement, athletic amenities, Lake House boats, a greenhouse, painting, engineering services, and contingency. He noted this will be finalized and voted on in November. Board and staff discussed these projects.
- C. Purchase of Health and Wellness Fitness Equipment
Andy Rousseau stated that staff have been working on collecting information from different vendors through the last year to fill the fitness equipment order for the new Health & Wellness Facility and have included a proposal for the purchase contract of these items. Board and staff noted an error on the quote, and this item will be re-evaluated at the next Board meeting when corrected.
- D. Purchase of PrairiePlay Playground Equipment
Andy Rousseau provided an update on the Prairie Play Project, including finalizing colors and getting final cost quotes, and then moving forward with pavilion updates. He reviewed the timeline for the project, which includes bidding in December 2023, with construction in April/May 2024 and completion by approximately August 2024. He noted the multiple bid approvals are for different playground components and then contingency.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD:

- **THE PURCHASE OF PRAIRIEPLAY PLAYGROUND EQUIPMENT FOR \$226,529.62 TO PLAYPOWER, INC. OF MONETT, MO.**
- **TO AWARD THE PURCHASE OF PRAIRIEPLAY PLAYGROUND EQUIPMENT FOR \$93,015 TO LANDSCAPE STRUCTURES OF DELANO, MN.**
- **TO AWARD A 10% CONTINGENCY TO BOTH PURCHASES FOR A TOTAL OF \$31,955.**

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

E. Approval of Bid for UIAC Slide Tower Replacement

Andy Rousseau reviewed the current status of the slide tower inside UIAC, which is original to the building and facing significant rusting, despite previous mitigation efforts. He noted this proposal is a full replacement with more rust-resistant material, as well as a bid alternate with different handrails due to cost. He also noted this has been approved at the Urbana School District, and the cost will be a 50/50 split, with installation slated for next summer during regular closure.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO AWARD THE BASE BID AND ALTERNATE #2 OF THE URBANA INDOOR AQUATIC CENTER SLIDE TOWER REPLACEMENT PROJECT IN THE AMOUNT OF \$299,406, AND INCLUDE A 10% CONTINGENCY OF \$29,940.60 TO SPLASHTACULAR, LLC., OF PAOLA, KS.

F. Action on any New Business removed from Consent Agenda

There was no new business removed from the Consent Agenda.

IX. **Comments from Commissioners**

Commissioner Blumthal requested to discuss the UIAC under the current agreement during next month's Recreation Annual Report, as she has received some feedback from the community and wants to maximize communication efforts.

The Board and staff discussed messaging for projects, how best to communicate sensitive issues, how to ensure communication goes both ways, and how to be responsive and show trustworthiness.

X. **Adjourn**

President Walker adjourned the meeting at 10:00 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 11/14/23