

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, NOVEMBER 14, 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, November 14, 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, Business Manager;
Andy Rousseau, Project Manager;
Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order at 7:00 PM.

A. Remote Attendance

There was no remote attendance requested at this time.

II. Public Hearing for Truth in Taxation

President Walker opened the public hearing at 7:01 PM.

There were no comments from the public.

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

The hearing closed at 7:02 PM.

III. **Accept Agenda**
COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO ACCEPT THE AGENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

IV. **Public Comment**

A. Public Comment

Six community members commented on the planning process for Weaver Park. Two additional community members submitted written comment.

B. Staff Introductions

1. Evelyn Ambrocio, Athletic Fields Technician

Rich McMahan introduced Evelyn Ambrocio, the UPD’s new Athletic Fields Technician.

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

UPDAC Chair, Ashley Withers, provided a written report from the October UPDAC meeting.

VI. **Consent Agenda**

A. Approval of the Minutes of the October 3, 2023 Board Study Session Meeting

B. Approval of the Minutes of the October 10, 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 STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO APPROVE THE CONSENT AGENDA AND GIFTS LISTED WITH GRATITUDE. 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 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 changes in Capital Budgets.

Andy Rousseau presented updates on construction of the Health & Wellness facility, including furniture, IT needs, and construction status.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

1. You Belong Here Report;
2. CUSR
 - o Adventures in Oz – a great success,
 - o Annual Joint Meeting – on 12/7/23 at 5:30 PM,
 - o Cupcake 5k – very well attended;
3. CPD – Gold Medal – congratulations;
4. UPD Staff Retreat – held at Blair Park on 11/9/23;
5. Policy Committee – will need to meet soon;
6. KRT Updates – received \$11 million grant for the project with a 2-year completion timeline;
7. King Park- Peace Pole – receiving positive feedback;
8. MLK Peace Walk- January 15, 2024 – walk to Douglas Center in Champaign;
9. The Delcomyns and Ellen Kirsanoff– AFP Awards, January 17, 2024 at CCC - congratulations;
10. FY 2024 Goals Review – Board invited to share any goals they had in mind for the next fiscal year;
11. Other Updates - staff working on the annual Priority Projects list for the UPF.

C. President

1. Review of upcoming meeting agenda
 President Walker reviewed the upcoming 11/5/23 Study Session, the 12/7/23 CUSR meeting, the 11/14/23 regular Board Meeting.

D. Liaison Reports

1. Finance Study Group
 President Walker noted that the Finance Study Group last met on October 27, 2023 and discussed the Health and Wellness facility, ongoing drainage district work, the Crystal Lake Park sewage bridge, and Blair Park updates. They plan to meet again on December 1, 2023.
2. UPD Policy Study Group
 There was no UPD Policy Study Group report.
3. Urbana Parks Foundation Representative
 Commissioner Digges noted that the UPF last met on 11/13/23 and there is nothing major to report.
4. UPDAC Planning Study Group
 There was no UPDAC Planning Study Group report, but staff noted they would be meeting soon.

VIII. **Old Business**

- A. Action to Approve Tax Levy Ordinance 2023-03
 Director Bartlett noted that the Board reviewed the Tax Levy last month and this is the final action.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE ORDINANCE 2023-03, AN ORDINANCE PROVIDING FOR THE LEVYING, ASSESSMENT, AND COLLECTION OF TAXES FOR THE FISCAL YEAR 2024-2025 OF THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

- B. Action to Accept the 2023 Annual Comprehensive Financial Report

Director Bartlett noted that the UPD's auditor Sikich LLC presented the results of the annual audit at the last Study Session, and this is the final approval.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE 2023 ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR ENDED APRIL 30, 2023. 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 2024 Capital Improvement Budget and Revisions of the 2019, 2020, 2021, 2022, and 2023 Capital Improvement Budgets
Andy Rousseau reviewed the changes and updates to the 2024 Capital Improvement Budget, as well as the revisions to the 2019 - 2023 budgets. Older budget changes included release of contingency, donations, vehicle and equipment purchase, Crystal Lake Park spending, and a multitude of smaller projects. The 2024 budget included minor changes from when originally presented.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO APPROVE THE 2024 CAPITAL IMPROVEMENT BUDGET AND REVISIONS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

B. Action to Approve Purchase of Health and Wellness Center Fitness Equipment
Andy Rousseau reviewed the updated proposal for fitness equipment for the Health & Wellness facility, including cardio and strength machines.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE THE PURCHASE OF FITNESS EQUIPMENT FOR THE HEALTH & WELLNESS CENTER IN THE AMOUNT OF \$137,431 TO MIDWEST COMMERCIAL FITNESS OF YORKVILLE, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

C. Action to Approve Purchase of Health and Wellness Gymnasium Equipment
Andy Rousseau reviewed the proposed purchase of gymnasium equipment for the Health & Wellness Facility, including curtains, basketball hoops, controllers, and gym pads. Staff noted some in-kind upgrades to the equipment, including some graphics and an upgraded system.

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE THE PURCHASE OF GYM EQUIPMENT FOR THE HEALTH & WELLNESS CENTER IN THE AMOUNT OF \$212,285 AND A \$5,000 CONTINGENCY TO H2I GROUP OF LOMBARD, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

D. Action to Assign 2024 IAPD/IPRA Conference Delegate Credentials for Annual Joint IAPD/IPRA Meeting
Board and staff discussed who is interested and available to attend the IAPD/IPRA annual conference and meeting in January.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO CERTIFY THAT COMMISSIONER HASTINGS, COMMISSIONER STRATTON, AND DIRECTOR BARTLETT

**ARE DESIGNATED TO SERVE AS DELEGATES TO THE ANNUAL 2024 BUSINESS MEETING OF THE IAPD.
A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- E. Action to Approve the Purchase, Installation, and Configuration of Security Cameras
Derek Liebert reviewed the current status of UPD video security cameras, which are at 3 locations and installed over 10 years ago. He noted important considerations including video storage and deletion, new funding availability through the Police Fund, and the age of the system. He noted that the proposal includes 3 new facilities (Lake House, Phillips Recreation Center, and the administrative Cottage), as well as the Health & Wellness facility in the coming year. He noted increased resolution and video quality, as well as increased video access through an app for staff.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO
AWARD SECURITY CAMERA PURCHASE, INSTALLATION, AND CONFIGURATION THAT INCLUDES A 5%
CONTINGENCY FOR A TOTAL OF \$72,180.56. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

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

X. **Comments from Commissioners**

Commissioner Hastings commented that she has seen many people already using the new tennis practice board at Blair Park.

President Walker thanked staff for working on that project.

XI. **Adjourn**

President Walker adjourned the meeting at 8:43 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 12/12/2023