

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES – BOARD STUDY SESSION
DECEMBER 5, 2023
6:30 PM-8:00 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, ILLINOIS 61802**

The study session meeting of the Urbana Park District Board of Commissioners was held Tuesday, December 5, 2023 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:30 pm. 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.

| 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;
Derek Liebert, Superintendent of Planning and Operations;
Corky Emberson, Superintendent of Recreation;
Laura Orcutt, Business Manager;
Andy Rousseau, Project Manager;
Allison Jones served as Recorder.

I. Call to Order

President Walker called the meeting to order ta 6:33 PM.

A. Remote Attendance

There was no remote attendance requested.

II. Accept Agenda

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE AGENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

III. Public Comment

Two members of the public commented on the Weaver Park planning process.

IV. Discussion

A. Health and Wellness Updates

Andy Rousseau began by presenting updates on construction at the Health & Wellness Facility, including photos. He noted that the steel frame is nearly complete and utility structures are being put in place. He also noted that masonry work has begun and that next steps include purchasing furniture and solidifying IT needs. Board and staff discussed the District's increasing IT needs and the best process for meeting those needs.

Commissioner Blumthal inquired about fitness classes at other UPD facilities, and staff noted that the majority will be transitioned to the Health & Wellness facility, but some will remain at other locations, including Phillips Recreation Center.

Next staff reviewed the construction budget. Andy Rousseau noted a plan to increase contingency as change orders come in. He reviewed the total change orders to date (1-6, with number 3 still pending). He noted approximately \$175,000 in contingency remaining after all change orders are executed. He also commented on the several small contingencies that remain within the budget, including one for CORE and a design contingency.

Director Bartlett and Derek Liebert reviewed the overall project budget, noting an approximately \$16 million dollar cost, with approximately \$14.8 million in funding already identified. They reviewed the timeline for when large payouts are required and noted that cashflow may begin to be a problem around April 2024. Staff noted this is also affected by when grant funds come in. They noted this results in an approximately \$1.4 million cashflow gap.

Laura Orcutt reviewed the impact of this project on the UPD's fund balance program. She noted that the UPD can cover the long-term gap with existing fund balance without completely using up all resources. She also noted that borrowing is an option, but that interest rates are challenging currently. She also noted that cashing out investments is also a possibility. Director Bartlett noted that future funds may be available for further phases of this project, and staff are currently working with legislators on this.

The Board and staff discussed the options and what would work best for the UPD overall. President Walker also noted that UPD needs to have the funding to operate the Health & Wellness facility in a long-term way. Corky Emberson noted that athletics and fitness programs are strong and often fully pay for themselves.

Director Bartlett noted that the Finance Study Group will continue to work and evaluate options, narrowing in on a funding process in the next few months.

B. Annual Calendar Review

Director Bartlett reviewed the purpose and goals of the Annual Actions Calendar. He noted that there is some flexibility in when certain items are accomplished. Laura Orcutt noted that this calendar serves as an internal check list and it's helpful to spread items out throughout the year. Next, she reviewed the actions occurring each month. Board and staff discussed the process and made minimal changes to the calendar.

V. Comments from Commissioners

There were no additional comments from Commissioners.

VI. Adjourn

President Walker adjourned the meeting at 8:03 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 1/9/2024