

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, DECEMBER 12, 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, December 12, 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;
 Kelsey Beccue, Development Manager;
 Jameel Jones, Outreach and Wellness Manager;
 Keenan Portis, Park Planner;
 Kern McCalla, Outreach and Wellness Coordinator;
 Aaron Gold with Speer Financial;
 Todd McNutt with MCS;
 Shawn Ajazi with Progressive Business Solutions on Zoom;
 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.
- II. **Accept Agenda**

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO ADJUST THE ORDER OF THE AGENDA TO MOVE OLD BUSINESS ITEM 'A' AND NEW BUSINESS ITEMS "E" AND "F" TO IMMEDIATELY AFTER "PUBLIC COMMENT". A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

III. **Public Comment**

A. Public Comment

One community member commented on the Weaver Park planning process. Two community members submitted written comment.

B. Staff Introductions

1. Kern McCalla – Outreach and Wellness Coordinator

Jameel Jones introduced Kern McCalla, UPD's new Outreach and Wellness Coordinator.

Old Business Item VII. A: Consideration and Action on Ordinance 2023-05, An Ordinance providing for the issue of \$931,525 General Obligation Limited Tax Park Bonds, Series 2023, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser.

Laura Orcutt introduced Aaron Gold with Speer Financial. Aaron Gold presented information on the Bond sale for the General Obligation Bond. He noted the sale resulted in 5 bids, with the lowest being 4.39% from Time Bank in Park Ridge, Illinois. He noted that the sale will close on 12/27 and have a December 15, 2024 maturity date.

President Walker commented on the assurance of knowing UPD is in good hands with expertise in the process with Speer Financial.

1. Action to Award Low Bid

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD THE LOW BID ON BONDS TO TIME BANK WITH AN INTEREST RATE OF 4.39%. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

2. Action on Bond Ordinance

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ADOPT BOND ORDINANCE 2023-05 AUTHORIZING THE ISSUANCE OF \$931,525 GENERAL OBLIGATION LIMITED TAX PARK BONDS, SERIES 2023, OF THE URBANA PARK DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

New Business Item VIII. E: Action to Award Health and Wellness Center IT Equipment & Programming Contract

Andy Rousseau introduced Todd McNutt with MCS of Gibson City. He noted that UPD has worked with MCS before on IT projects, basically everything that doesn't run through the City of Urbana. He stated that this time the focus is on the new Health & Wellness facility.

Todd McNutt, President of MCS, reviewed the rooms of the Health & Wellness facility that have IT needs, including gym, hallways, community room, equipment room, group fitness room, audio rack, network infrastructure, lobby, break room, access control, and cellular extension service. He reviewed all equipment needed, including speakers, cables, mounting equipment, projector, screen, microphone, control panel, receiver, television, amps, communication ports, security equipment, wifi access points, video surveillance cameras, sensors, video storage server, key fob readers/keypad, intercom system, and antennae. Andy noted that installation would begin in late spring, and Todd McNutt stated he is working with vendors to keep prices as low as possible.

Board and staff discussed the project, future needs of the facility, and how best to complete the project.

COMMISSIONER BLUMTHAL MADE A MOTION WITH SECOND BY COMMISSIONER HASTINGS TO AWARD THE CONTRACT FOR IT EQUIPMENT AND PROGRAMMING FOR THE HEALTH & WELLNESS CENTER IN THE AMOUNT OF \$207,841.74, AND A CONTIGENCY OF \$20,784 TO MCS OFFICE TECHNOLOGIES OF GIBSON CITY, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

New Business Item VIII. F: Update on Solar Power Purchase Agreement

Staff introduced Shawn Ajazi from Progressive Business Solutions, who had previously presented to the Board about solar options for UPD facilities. Shawn reviewed the previous proposal and options, and then provided additional information relating to different facility options. He noted he plans to reissue the bid for the project with developers to get pricing, which would be available around 12/27. He noted next steps of a formal proposal at the January 9, 2024 Board meeting. Staff noted that they're currently working with USD #116 on solar for the Urbana Indoor Aquatic Center and how that contract might look, as it is a shared facility.

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

The UPDAC Chair, Ashley Withers, has provided a written report for the November UPDAC meeting.

V. **Consent Agenda**

- A. Approval of the Minutes of the November 7, 2023 Study Session Meeting
- B. Approval of the Minutes of the November 14, 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 BLUMTHAL TO APPROVE THE CONSENT AGENDA AND GIFTS LISTED WITH GRATITUDE 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 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 spending in the Capital Budgets.

Derek Liebert noted an in-kind donation of approximately \$45,000 in value from Mid-Illinois Concrete for the demolition of Prairie Play. Andy Rousseau presented photos of the Health & Wellness facility construction, and noted items being worked on included poured concrete and metal exterior panels. He also noted work on other projects, including lighting at Crystal Lake Park, and that the Blair Park tennis court practice board receiving a lot of positive feedback.

B. Executive Director

Director Bartlett reported on multiple projects, including:

1. You Belong Here Report – very useful ADA trainings;
2. KRT updates – working with CCFPD and VCCD on an IGA;
3. IAPD/IPRA Soaring to New Heights Conference –coming up in January.
4. U of I Compact – Future Grant Opportunity – upcoming grant opportunity;
5. UPDAC – conference updates as the topic for the February 2024 meeting;
6. Other Updates

Thanking staff for all technical projects going on – solar, IT, sound, etc;

Also thank the staff team who organized the staff holiday party at Jupiters;

Great senior club holiday party;

Great CUSR annual meeting last week, working with new advisory committee;

Staff is working in January to provide our legislators top priority/needs.

Commissioner Stratton commented that Nancy Delcomyn might be interested in CUSR Advisory Committee.

C. President

1. Review of upcoming meeting agenda
President Walker noted that there is no Study Session in January, and also recommended to hold the Executive Session for the Board Meeting on 1/19/24 at 7:00pm, as it is expected to go quickly.

D. Liaison Reports

1. Finance Study Group
President Walker stated that the Finance Study Group met on December 1 and discussed a new postage system, staff timecard system changes, new lighting, fundraising related to Blair Park, the

status of an ITEP grant, sculpture benches for Prairie Play and the right of first refusal related to Delcomyn Homestead. He noted that they will meet again on January 5, 2024.

2. UPD Policy Study Group
There was no UPD Policy Study Group report.
3. Urbana Parks Foundation Representative
Commissioner Digges noted that the UPF met on December 11, and has raised \$133,000 of the \$150,000 goal for Prairie Play.
4. UPDAC Planning Study Group
There was no UPDAC Planning Study Group report.

VII. **Old Business**

A. Consideration and Action on Ordinance 2023-05 An Ordinance providing for the issue of \$931,525 General Obligation Limited Tax Park Bonds, Series 2023, for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the Park District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser.

1. Action to Award Low Bid
2. Action on Bond Ordinance

See above.

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

VIII. **New Business**

A. Action to Approve Ordinance 2023-04 ORDINANCE abating the tax hereto levied for the year 2023 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2019A.

Laura Orcutt stated that this ordinance abating the tax levy is an annual action taken by the Board.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPROVE ORDINANCE 2023-04 ABATING THE LEVY OF PROPERTY TAXES ON URBANA PARK DISTRICT GENERAL OBLIGATION PARK BONDS (ALTERNATE REVENUE SOURCE), SERIES 2019A. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

B. Review and Accept the Annual Priority Projects Report to the Urbana Parks Foundation
Kelsey Beccue presented the 2024 Priority Projects Report for the Urbana Park District. She noted this annual report is provided to the Urbana Parks Foundation to use as guidance on important upcoming fundraising and promotional opportunities. She noted that last year the UPF was able to disburse over \$490,000 to the UPD.

Board and staff discussed multiple aspects of fundraising, including in-kind donations, corporate

sponsors, youth and family scholarship needs, loss of certain grant funding, and capital projects. The Board suggested minor changes to the report.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE 2024 PRIORITIES REPORT FOR URBANA PARKS FOUNDATION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Action to Accept the 2024 Annual Meeting Calendar
Board and staff reviewed the 2024 Annual Meetings Calendar. The Board discussed the start times of the meetings and decided to move the Board Study Sessions to a 7:00 PM start time, in line with the Board Meetings.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE 2024 ANNUAL MEETING CALENDAR FOR REGULAR BOARD MEETINGS, STUDY SESSIONS, JOINT MEETINGS, AND UPDAC MEETINGS WITH THE CHAGNE OF A 7:00 PM START TIME FOR STUDY SESSIONS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- D. 2023 ADA Transition Plan Updates
Keenan Portis and Jameel Jones provided updates on the ADA Transition Plan. Keenan Portis presented information on removing physical barriers, as well as an emphasis on universal design in all new UPD construction. He noted UPD is working with Skulski Consulting for ADA evaluation, including a new ADA Audit Database. He noted that in 2011 UPD had over 700 barriers, and the current audit showed only 442. Jameel Jones reviewed efforts in programming to eliminate barriers to access, starting with a new more accessible route for the Turkey Trot. He also noted other areas of focus, including the website and programs, as well as continued staff training efforts. Board and staff discussed how best to remove barriers throughout the district and continue to make the Urbana Park District accessible for all.
- E. Action to Award Health and Wellness Center IT Equipment & Programming Contract
See above.
- F. Update on Solar Power Purchase Agreement
See above.
- G. Action to Approve Purchase of Health & Wellness Center Furniture
Andy Rousseau reviewed the bidding process for the furniture purchase for the Health & Wellness Facility. He noted 4 bidders, with the low bidder of Stocks Office Furniture. He also noted that the bid came in about \$40,000 under the estimated cost. He also recommends a 10% contingency.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO APPROVE THE PURCHASE OF FURNITURE FOR THE HEALTH & WELLNESS CENTER IN THE AMOUNT OF \$93,289.15 AND A CONTINGENCY OF \$9,329 TO STOCKS OFFICE FURNITURE OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- H. KICKAPOO RAIL TRAIL INTERGOVERNMENTAL AGREEMENT
Director Bartlett reviewed the Intergovernmental Agreement proposal for the next phase of construction for the Kickapoo Rail Trail. He noted that the Champaign County Forest Preserve District would be the lead agency, working with the DCEO for the grant process. The IGA allows all partners to

share in the funding and manage each portion. He reviewed the process of collaboration, including progress reports to each agency and weekly meetings during construction. He also noted that this IGA will be dissolved upon completion of construction. Board and staff reviewed UPD's portion of the KRT, on Main St. to the eventual Weaver Park trailhead.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO PROVISIONALLY APPROVE THE KRT INTERGOVERNMENTAL AGREEMENT FOR THE DCEO GRANT OF \$11,200,000.00, CONTINGENT UPON SUBSEQUENT APPROVALS FROM CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT AND VERMILION COUNTY CONSERVATION DISTRICT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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

- IX. **Comments from Commissioners**
There were no further comments from Commissioners.

- X. **Adjourn**
President Walker adjourned the meeting at 9:35 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 1/9/2024