

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES - REGULAR BOARD MEETING  
 TUESDAY, APRIL 9, 2024  
 7:00 PM REGULAR MEETING  
 EXECUTIVE SESSION  
 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, April 9, 2024, 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;  
 Mark Schultz, Public Information and Marketing Manager;  
 Jarrod Scheunemann, Champaign Park District;  
 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 BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE AGENDA, WITH THE ADJUSTMENT OF MOVING ITEM A. TO DIRECTLY AFTER PUBLIC COMMENT AND REMOVING THE SECOND EXECUTIVE SESSION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

III. **Public Comment**

A. Public Comment

There were no comments from members of the public.

B. UPD New Staff Introductions

There were no new staff introductions.

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• VIII. New Business, Item A.: Review CUSR FY 2024-25 Budget

Jarrod Scheunemann from the Champaign Park District presented highlights from the FY 2024-2025 CUSR Budget. He thanked CPD and UPD staff for continuing this great collaborative program for the community. He noted the next major goal of implementing a new Strategic Plan, as the current one ends this fiscal year, with a focus on outreach to the community and education opportunities for staff. Next, Jarrod provided an update on Youth & Teen programs, including day camps and afterschool programs. He noted the need to continue to grow these programs, as well as the need for inclusion aids. Next Jarrod discussed Special Events, including updating the Awards Banquet. Lastly, he reviewed some upcoming Capital Project spending, including roof repairs and an accessible driveway for the CUSR Center. Board and staff discussed the budget, the programs, their importance within the community, and how to further expand and support the efforts of CUSR staff.

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

Draft meeting minutes of the March UPDAC meeting were included in the meeting materials.

Commissioner Hastings and Stratton reported positive feedback on UPD's You Belong Here efforts at the March UPDAC meeting.

V. **Consent Agenda**

A. Approval of the Minutes of the March 5, 2024 Study Session Meeting

B. Approval of the Minutes of the March 19, 2024 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 to Receive Post-Issuance Tax Compliance Report

G. Action to Approve Resolution 2024-02 to Designate Committed Ending Fund Balances

**COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON 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."**

VI. **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 STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS 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 projects, including construction at the Health & Wellness facility, bridge work at Busey Woods, Prairie Play demolition and reconstruction, and the Meadowbrook Park/Wandell Sculpture Garden interpretive node. Next Derek Liebert reviewed feedback from the neighborhood for the Weaver Park master planning process and phase 2 amenities for the site. He noted that staff will continue to review results, reconvene the planning committees, and begin to reengage Farnsworth Group for design work.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

1. You Belong Here Report: many exciting updates in this month’s report;
2. CUSR – Cinderella: terrific performance, looking forward to next year;
3. Martin Luther King Jr. March: cancelled due to weather but looking forward to next year;
4. KRT - Urbana Parks Foundation Support
5. IPRA – New Executive Director: staff met the new IPRA Executive Director at local event;
6. Urbana Public Library - New Donor Database: staff are looking into this resource;
7. Brookens Gym/Athletic Fields Update: staff have continued discussions on this topic with the County but unfortunately not much has changed. He noted that the County is focusing on shifting their facility sites, and that Brookens leases run through 2026. He also noted that they are not yet able to commit to anything long term regarding their athletic fields. And in light of the new Health & Wellness facility opening this year, UPD staff will then need to focus on relocating to the new facility and out of Brookens.
8. UPDAC Recruitment: all suggestions welcome;
9. Urbana Parks Foundation Updates: working on improving marketing and communication efforts potentially in collaboration with the UPD;
10. Other Updates: IDOT work on east University Ave. in Urbana continues, ideally including incorporating access to MTD site and AMBUCS park and supporting bicycle access.

C. President

1. Review of upcoming meeting agenda  
President Walker reviewed the upcoming UPDAC meeting on April 23, 2024, the May 14, 2024 annual and regular Board Meeting, and the May 28, 2204 UPDAC meeting. He also reviewed the upcoming May 7, 2024 joint UPD Board and UPF Board meeting. Staff noted that many people are out of town during this time, and it was suggested to move the joint meeting to the December Study Session date. All agreed to shift the meeting date upon approval from the UPF Board.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group last met March 22, 2024 and discussed salary/wage considerations and capital project updates. He stated the next meeting is scheduled for May 3, 2024.

2. UPD Policy Study Group

There was no Policy Study Group Report.

Laura Orcutt noted that there will be several policy updates for review in the coming months.

3. Urbana Parks Foundation Representative

Director Bartlett reported that the UPF has a new Treasurer, Michael Stephens, and that the current Treasurer, Jim Conlin, will be working with him for the transition through the end of the year.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

Director Bartlett noted they would next be meeting in May.

VII. **Old Business**

A. Action on any Old Business Removed from the Consent Agenda

There was no old business removed from the Consent Agenda.

VIII. **New Business**

A. Review CUSR FY 2024-25 Budget

See above.

B. Action to Revise Power Purchase Agreement Rate for District Solar Agreements

Director Bartlett noted that the Board received a detailed presentation on the updated solar project at the last Study Session and it now needs final approval. Derek Liebert noted that the UIAC facility is not included in the update, as USD has its hands full with other solar projects currently.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO REVISE THE APPROVAL OF 20-YEAR POWER PURCHASE AGREEMENT WITH GENERAL ENGERGY/DSD RENEWABLES AT A NOT TO EXCEED AGGREGATED RATE OF \$0.097/KWH PENDING LEGAL AGREEMENT ON THE CONTRACT TERMS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

C. Action on Ordinance 2024-02 Revising the Combined Budget and Appropriation Ordinance

Laura Orcutt noted that this revision is an annual task and includes various updates and transfers within funds.

**COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ADOPT ORDINANCE 2024-02, REVISING THE COMBINED BUDGET AND APPROPRIATION ORDINANCE. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

D. Action on Resolution 2024-03 to Approve 2024-2025 Annual Compensation Actions

Director Bartlett provided an overview of the wage and salary recommendations. He noted that there are options for an across-the-board increase, as well as an Executive Session to discuss adjustments

for specific employees. He noted that inflation and increasing minimum wage have been issues to account for in wage discussions.

Laura Orcutt reviewed the specific options, including a \$0.75, \$1.00, and \$1.25 option for wage increases. She noted that in order to remain competitive, UPD would be looking at around a 3-5% increase across the board, and that staff recommend the \$1.00/hour increase. Corky Emberson noted that this increase also helps prevent wage compression between part-time staff getting minimum wage increases and full-time staff.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE RESOLUTION 2024-03 APPROVING FISCAL YEAR 2024-2025 ANNUAL COMPENSATION ACTIONS WITH A MARKET INCREASE OF 3.69%. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

**COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL, IN ACCORDANCE WITH SECTION 2, PART 'C', EXCEPTION #1 OF THE ILLINOIS OPEN MEETINGS ACT, TO ADJOURN TO EXECUTIVE SESSION FOR THE LIMITED PURPOSE OF DISCUSSING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES OF THE PUBLIC BODY. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

The Board entered Executive Session at 8:22 PM.

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**COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ADJOURN THE EXECUTIVE SESSION AND RETURN TO THE REGULAR BOARD MEETING. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

The Board adjourned the Executive Session at 9:02 PM.

The Board reconvened the Regular Meeting at 9:04 PM.

**COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE RESOLUTION 2024-03 APPROVING FISCAL YEAR 2024-2025 ANNUAL COMPENSATION ACTIONS FOR INDIVIDUALS DISCUSSED IN EXECUTIVE SESSION, AND FOR THE EXECUTIVE DIRECTOR SALARY, AS PREVIOUSLY POSTED. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- E. Receive Preliminary Budget for FY 2024-2025  
Laura Orcutt presented the Board with the preliminary budget for FY 2024-2025. She noted items that still need to be finalized include wages, levy, and extension numbers. She noted that this budget will be more in line with what's standard, as a lot of the Health & Wellness Facility spending will be wrapping up.
- F. Action to Approve Revisions of the 2019, 2021, 2022, 2023, 2024 and 2019A Capital Improvement Budgets  
Andy Rousseau provided an overview of revisions to multiple Capital Improvement Budgets. He noted most changes were small amounts and included items such as reducing contingency, donations, vehicle and equipment schedule changes, and other small projects.

**COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO APPROVE THE CAPITAL IMPROVEMENT BUDGETS: #9 REVISION TO THE 2019 CAPITAL IMPROVEMENT BUDGET, #6 REVISION TO THE 2021 CAPITAL IMPROVEMENT BUDGET, #3 REVISION TO THE 2022 CAPITAL IMPROVEMENT BUDGET, #3 REVISION TO THE 2023 CAPITAL IMPROVEMENT BUDGET, #1 TO THE 2024 CAPITAL IMPROVEMENT BUDGET AND #3 REVISION TO THE 2019A CAPITAL IMPROVEMENT BUDGET. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

G. Recommendation for a New Website Provider

Mark Schultz reviewed the process for establishing an updated, more user friend UPD website. He noted the need for additional features, such as embedded YouTube videos and more ADA capabilities. He noted surveying other park districts for their website providers, holding discussions with companies, interviewing 3, and reviewing proposals from 2. He stated that the new provider with the best bid was Purel. Next, he presented examples of Purel websites and demonstrated the accessibility features. Board and staff discussed options, budget, and timelines for implementation, including a month overlap for back-up.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE PUREI AS THE NEW URBANAPARKS.ORG WEB PROVIDER AND HOST FOR A ONE-TIME CONSTRUCTION COST OF \$28,110. WEBSITE CONSTRUCTION WILL BEGIN MAY 1, 2024. THE NEW WEBSITE WILL "GO LIVE" SEPTEMBER 1, 2024. AMERICAN EAGLE WILL CONTINUE TO HOST URBANAPARKS.ORG THROUGH OCTOBER 1, 2024. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

H. Action on any New Business Removed from the Consent Agenda

There was no new business removed from the Consent Agenda.

IX. **Comments from Commissioners**

There were no additional comments from Commissioners.

~~X. **Adjourn to Executive Session**~~

~~XI. **Reconvene Regular Board Meeting**~~

XII. **Adjourn**

President Walker adjourned the meeting at 9:35 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: 5/14/24