

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
 MINUTES - REGULAR BOARD MEETING
 TUESDAY, JANUARY 14, 2025
 7:00 PM
 REGULAR BOARD 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 on Tuesday, January 14, 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 Cedric Stratton	X	
Commissioner Laura Hastings	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

Also present were Tim Bartlett, Executive Director;
 Corky Emberson, Superintendent of Recreation;
 Laura Orcutt, Superintendent of Business Services;
 Derek Liebert, Superintendent of Planning and Operations;
 Andy Rousseau, Project Manager;
 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. Adjourn to Executive Session

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL, IN ACCORDANCE WITH SECTION 2, PART 'C', EXCEPTION #21 OF THE ILLINOIS OPEN MEETINGS ACT, TO ADJOURN TO EXECUTIVE SESSION FOR THE PURPOSE OF THE SEMI-ANNUAL REVIEW OF EXECUTIVE SESSION MINUTES. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO CONCLUDE THE EXECUTIVE SESSION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

The Board left the Executive Session at 7:11 PM.

III. Reconvene Regular Board Meeting

President Walker reconvened the regular Board meeting at 7:13 PM.

A. Announce Determination to Release Executive Session Minutes and Destroy Recordings

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AUTHORIZE THE FOLLOWING:

- **APPROVE EXECUTIVE SESSION MINUTES FROM: 12/03/24 AND 12/10/24;**
- **RELEASE THE EXECUTIVE SESSION MINUTES FROM: 07/09/24;**
- **AND AUTHORIZE THE DESTRUCTION OF THE RECORDING FROM EXECUTIVE SESSION: 07/09/24;**

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

IV. Accept Agenda

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

V. 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.

VI. Urbana Park District Advisory Committee (UPDAC) Report – No December Meeting/No Report

There was no UPDAC report.

VII. Consent Agenda

A. Approval of the Minutes of the December 3, 2024 Joint Board Meeting with UPD and UPF Study Session and Executive Session

B. Approval of the Minutes of the December 5, 2024 Joint Meeting with Champaign Park District and Urbana Park District for Champaign-Urbana Special Recreation (CUSR)

C. Approval of the Minutes of the December 10, 2024 Regular Board Meeting

~~D. Approval of the Minutes of the December 10, 2024 Executive Session~~

E. Monthly Reports

1. Administration
2. Planning/Operations
3. Recreation

F. Approval of the Monthly Paid Accounts Payable

G. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude

H. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses – Commissioner Cedric Stratton.

I. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses – Commissioner Laura Hastings.

- J. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses – UPDAC Chair Hannah Sheets.
- K. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses – Executive Director Bartlett.
- M. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses – Ashley Withers.
- N. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses – Sarah Roper.

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.”

VIII. 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 reviewed changes in the Capital Budgets.

Andy Rousseau presented updates on several projects, including the Health & Wellness Center, bids for the Kickapoo Rail Trail trailhead pavilion and parking, and the Southridge Park trail and amenities. Derek Liebert provided an update on the Baker’s Lane trail construction.

B. Executive Director

Director Bartlett presented updates on several projects, including:

- 1. You Belong Here Report – great information;
- 2. Health & Wellness Center – Grand Opening event, operations so far, memberships, adjusting hours and programs to meet community needs, feedback received, programming, and next steps with phase 2 amenities;
- 3. UPD Staff Team Meetings – Leadership Team is meeting with all work groups to update them on staff and Board transitions;
- 4. Kickapoo Rail Trail – the 2025 Arbor Day event maybe held at the new KRT trailhead, would be a great opportunity to work with new groups on special tree-related events;
- 5. Soaring to New Heights Conference – all travel arrangements have been made and staff and Commissioner attendees are ready to attend and learn;
- 6. Other Updates

C. President

1. Review of upcoming meeting agenda
President Walker reviewed the meeting topics for the upcoming Board Meetings on 2/4/25 and 2/11/25.

D. Liaison Reports

1. Finance Study Group
President Walker stated that the Finance Study Group last met on 1/3/25 and discussed the Health and Wellness Center grand opening event, public art, wages and benefits, Weaver Park and the Kickapoo Rail Trail pavilion, budgeting for the next fiscal year, the future Delcomyn Park, and updates to the Capital Improvement budget.
2. UPD Policy Study Group
Commissioner Blumthal noted that the next UPD Policy Study Group meeting would be in February 2025.
3. Urbana Parks Foundation Representative
Commissioner Digges noted that the Urbana Parks Foundation met on 1/13/2025 and discussed working on a portfolio for Kickapoo Rail Trail trailhead donations. He noted the next meeting will be 3/10/25 from 12:00 – 2:00 PM with a focus on Board development.
4. UPDAC Planning Study Group
There was no UPDAC Planning Study Group report.

IX. Old Business

- A. Action to Accept the 2024 Annual Comprehensive Financial Report
Laura Orcutt presented the 2024 Annual Comprehensive Financial Report audit. She noted that it took longer to complete than normal due to staffing issues and additional auditing due to grants requirements. She also noted that the auditors awarded UPD an “unmodified” or “clean” opinion, which meets the highest level of standards. She also noted that the audit has been filed with the appropriate agencies.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO ACCEPT THE 2024 ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR ENDED APRIL 30, 2024. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

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

X. New Business

- A. Action to Approve New 2025 Equipment Purchase of Mowers
Andy Rousseau presented information on the purchase of 3 new lawn mowers with attachments. He noted trade in of current models will help offset the cost and that staff are adjusting the replacement schedule with this purchase to better suit UPD’s needs.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO AWARD THE PURCHASE OF THREE MOWERS, ATTACHMENTS, AND TRADE-IN OF CURRENT MODELS WITH ATTACHMENTS IN THE AMOUNT OF \$62,015.15 TO AHW LLC OF URBANA, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”

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

XI. Comments from Commissioners

Commissioner Hastings thanked staff for their work to open the Health and Wellness Center.

XII. Adjourn to Executive Session

COMMISSIONER DIGGES 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 PURPOSE OF DISCUSSING AN EMPLOYMENT MATTER. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO CONCLUDE THE EXECUTIVE SESSION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

The Board left the Executive Session at 9:16 PM.

XIII. Reconvene Regular Board Meeting

President Walker reconvened the regular Board Meeting at 9:16 PM.

XIV. Adjourn

President Walker adjourned the meeting at 9:17 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: February 11, 2025