

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, FEBRUARY 11, 2025
7:00 PM
REGULAR BOARD MEETING &
EXECUTIVE SESSIONS
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, February 11, 2025, 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 BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON, 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."

The Board entered Executive Session at 7:08 PM.

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

The Board concluded the Executive Session at 7:55 PM.

III. Reconvene Regular Board Meeting

President Walker reconvened the regular Board Meeting at 7:57 PM.

IV. Accept Agenda

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON 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 Introduction

1. Kyle Kresin – Construction Maintenance Technician – postponed.
2. Timothy Plunkett – Office Services Specialist I – Janet Soesbe introduced Timothy Plunkett.
3. Tam Luu, Community Program Intern – postponed.
4. Kyia George, Community Program Intern – postponed.

VI. Urbana Park District Advisory Committee (UPDAC) Report

Hannah Sheets provided a written report of the January UPDAC meeting.

VII. Consent Agenda

- A. Approval of the Minutes of the January 14, 2025 Regular Board Meeting
- B. Approval of the Minutes of the January 14, 2025 Executive Session
- C. Approval of the Minutes of the January 22, 2025 Special Board Meeting and Executive Session
- D. Monthly Reports
 1. Administration
 2. Planning/Operations
 3. Recreation
- E. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude
- F. Approval of the Monthly Paid Accounts Payable

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON 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 BLUMTHAL 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 reviewed changes in the Capital Budgets.

Andy Rousseau presented updates on several capital projects, including Prairie Play picket sales and final invoices, expanding the Kickapoo Rail Trail, replacing the entrance ramp at the Phillips Recreation Center, Busey Woods bridge replacement, the upcoming portable toilet bid, Carle Pavilion painting, restrooms at AMBUCS, and demolition of the shed at Canaday Park.

B. Executive Director

Director Bartlett provided an update on multiple projects, including:

1. You Belong Here Report – the community is very supportive of these outreach efforts and UPD is committed to these ideals;
2. Health and Wellness opening – thanks to staff, donors, artists, and the community for their support in opening the new Health and Wellness Center;
3. Christina Mott with CUSR has received her Therapeutic Recreation Certificate;
4. IAPD Institute – Leadership Program for Commissioners;
5. IAPD Legislative Breakfast – March 3, 2025; Homer Lake Preserve;
6. IAPD Spring Legislative Conference – April 29-30, 2025 for Day at the Capitol and Conference;
7. Illinois Bike Summit – May 7, 2025, Springfield;
8. Federal Funding impacts at the UPD – potentially EV charging stations;
9. Preparing for ICE;
10. Preparing for "Independent Audits" – UPD has updated facility signage;
11. Planning for future Environmental Sculpture Exhibition – Wandell Sculpture Garden – potentially a major environmentally themed exhibit.

C. President

1. Review of upcoming meeting agenda
President Walker reviewed the meeting agendas for the upcoming UPDAC meeting on 2/28/25, Legislative Breakfast on 3/3/25, March Study Session on 3/4/25, the TIFF Board meeting on 3/4/25, and the March Board meeting on 3/11/25.

D. Liaison Reports

1. Finance Study Group
President Walker noted that the Finance Study Group last met on January 31, 2025 with plans to meet again on March 7, 2025.
2. UPD Policy Study Group
Commissioner Stratton stated that the Policy Study Group would meet the following week.

3. Urbana Parks Foundation Representative
Director Bartlett noted that the most recent UPF meeting was cancelled.
4. UPDAC Planning Study Group
There was no UPDAC Planning Study Group Report.

IX. Old Business

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

X. New Business

- A. Action to Award Annual Bid for Program Guide Printing Services
Mark Schultz presented information on the recent Program Guide printing bid. He noted that the UPD received 3 bids, with the winning bid going to the current vendor KK Stevens Publishing. The Board and staff also discussed options with regards to physical printing or digital guides.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO ACCEPT THE BID FROM KK STEVENS PUBLISHING TO PRINT THE PROGRAM GUIDE WITH OFFSET PAPER AND AN ADDITIONAL GLOSSY COVER IN FULL-COVER PAPER THREE TIMES IN FY 2025-26 AT A COST NOT TO EXCEED \$48,798.29. THEY WILL PRINT TWO EDITIONS OF 80 PAGES AND ONE EDITION OF 72 PAGES. THIS REPRESENTS A TOTAL YEARLY INCREASE OF \$1,400.41. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Annual Recreation Statistics Report for Calendar Year 2024
Corky Emberson reviewed the Annual Recreation Statistics Report for 2024, including programs offered, programs cancelled, and program attendance.
- C. 2023-24 ADA Transition Plan Updates
Jameel Jones presented an update on the 2023-2024 ADA Transition Plan in regards to programming, including quarterly planning meetings, utilizing safety officers at events, and working with DRES with the University of Illinois. Derek Liebert provided an update on physical accessibility improvements, including the new PrairiePlay playground, as well as ongoing projects including Southridge Park trail replacement, playground mulch top offs, portable toilet accessibility, signage, restrooms, and the entrance ramp at the Phillips Recreation Center. He noted that the list of deficiencies to address was previously around 750 and is now down to less than 450.
- D. Action to Award Design Services for King Park Master Plan
Derek Liebert reviewed multiple steps towards planning for King Park, including assembling a steering committee, gathering community feedback, and engaging with professionals to see the process through. He stated there is funding in the Capital Budget for this process and hopes to apply for an OSLAD grant later in the year. He noted priority items for King Park include lighting, amenities, and other projects based upon available grant funding.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE PROPOSAL FOR MASTER PLAN DESIGN SERVICES FOR KING PARK IN THE AMOUNT OF \$37,775, AND A 10% CONTINGENCY IN THE AMOUNT OF \$3,778 TO THE FARNSWORTH GROUP. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- E. Action to Award Crystal Park Lake Family Aquatic Center Slide Repairs

Derek Liebert reviewed the need for rejuvenation of the slides at the Crystal Lake Park Family Aquatic Center. He noted the fading is purely cosmetic but staff want to maintain the facility to high standards, and that the funding is available through the Renewal and Replacement Fund.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE CONTRACT WITH RAIN DROP THROUGH SOURCEWELL IN THE AMOUNT OF \$50,103.07, AND A 10% CONTINGENCY IN THE AMOUNT OF \$5,010.00. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

F. Action to Award Weaver Park KRT Trailhead Project

Andy Rousseau and Derek Liebert reviewed the details of the Weaver Park Kickapoo Rail Trailhead project, including the funding process, the design, amenities, alternates, and the process for change orders. They noted that the final approval will come through the Champaign County Forest Preserve District. Board and staff discussed the project.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD, PENDING FINAL APPROVAL FROM THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT, THE BASE BID AND ALTERNATES #1 AND #2 FOR THE WEAVER PARK KRT TRAILHEAD PAVILION PROJECT IN THE AMOUNT OF \$951,575 TO MID-ILLINOIS CONCRETE AND EXCAVATION INC. OF URBANA, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

G. Action to Award South Ridge Park Trail Improvements

Andy Rousseau reviewed the timeline and the bid process for the South Ridge Park trail project.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE BID FOR THE SOUTH RIDGE PARK TRAIL IMPROVEMENT PROJECT IN THE AMOUNT OF \$253,777, AND A CONSTRUCTION CONTINGENCY IN THE AMOUNT OF \$38,067 TO MIDWEST ASPHALT OF TILTON, IL. 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.

XI. Comments from Commissioners

Commissioner Stratton inquired about staff communication with the Board of Commissioners and if there is a formal route for that to occur. Director Bartlett noted staff group meetings, trainings, public comment, e-mail messages, and other avenues for communication opportunities.

XII. Adjourn to Executive Session

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

The Board entered Executive Session at 9:34 PM.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO

ADJOURN THE EXECUTIVE SESSION AND RETURN TO THE REGULAR MEETING. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

The Board concluded the Executive Session at 9:58 PM.

XIII. Adjourn

President Walker adjourned the regular Board Meeting.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: March 11, 2025