

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES - REGULAR BOARD MEETING  
 TUESDAY, MARCH 11, 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, March 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;  
 Jameel Jones, Outreach and Wellness Manager;  
 Shane Newell, Facilities Maintenance Supervisor;  
 Kyle Kresin, Construction Maintenance Technician;  
 Corey Robinson, Building Service Worker;  
 Allison Jones served as Recorder.

**I. Call to Order**

President Walker called the meeting to order at 7:03 PM.

**A. Remote Attendance**

There was no remote attendance requested.

**II. Accept Agenda**

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE AGENDA AS PRESENTED. 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

1. Kyle Kresin, Construction Maintenance Technician
2. Corey Robinson, Building Service Worker

Shane Newell and Jameel Jones introduced two new UPD staff members.

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

UPDAC Chair Hannah Sheets has provided a written report of the February UPDAC meeting. Commissioner Hastings commented that it was a great meeting with excellent feedback and participation.

### V. Consent Agenda

- A. Approval of the Minutes of the February 4, 2025 Study Session Meeting
- B. Approval of the Minutes of the February 11, 2025 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

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

### 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 presented updates on the Capital Budgets.

Andy Rousseau presented updates on several Capital projects, including South Ridge Park trail improvements, the Kickapoo Rail Trailhead pavilion at Weaver Park, bridge evaluation, and tree removal, the ramp at the Phillips Recreation Center, and the Canaday Park shed demolition.

B. Executive Director

Corky Emberson provided updated statistics on usage at the Health and Wellness Center. He noted 1,132 memberships and nearly 16,000 visits to date. He also provided updates on programming, hours, and rentals.

Director Bartlett provided updates on multiple projects, including:

1. You Belong Here Report

2. Other Updates

- UPD is gearing up for busy season, including hiring and preparation for summer programs;
- Kick off meeting for King Park master planning;
- TIF & Enterprise Zone meetings – lots of growth happening’
- UPD staff have had legislative meetings with Ammons & Faraci recently - good discussions and tours, as well as discussed new and upcoming projects;
- Legislative Breakfast (March) and Parks Day at the Capitol (April);
- Ride Illinois State Trails Conference in Springfield, IL in May;
- UPF Organizational Planning Meeting with consultant;
- MLK Peace March April 4 at King Park;
- Acquired the *Yikes* sculpture at Meadowbrook Park and *Water* by the Crystal Lake Family Aquatic Center.

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the meeting agendas for several upcoming meetings, including the Special Board Meeting on 3/25/25, the 4/1/25 April Study Session, and the 4/8/25 regular Board Meeting. He also noted the upcoming MLK Walk event from King Park on 4/4/25.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group met last on 3/7/25, most of which has been discussed at this Board meeting. He also noted that they have discussed the Presence tax situation, and that the next meeting will be held 4/4/25.

2. UPD Policy Study Group

Commissioner Blumthal noted that the Policy Study Group last met on 2/19/25 to discuss updates regarding video recording policy, which will be presented to the Board for approval soon.

3. Urbana Parks Foundation Representative

Commissioner Digges was unable to attend the last Urbana Parks Foundation meeting.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

**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. Action to Award Portable Toilet Bid

Andy Rousseau reviewed information on the portable toilet bids. He reviewed the timeline, submitted bids, ADA compliance, and contract length.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE PORTABLE TOILET BID, AND AUTHORIZE STAFF TO APPROVE SUBSEQUENT YEARS FOR ALTERNATIVES #1 AND #2, FOR \$124,455, WITH A 20% CONTINGENCY OF \$24, 891 FOR ADDITIONAL SERVICES OVER THE THREE YEARS TO GULLIFORD SERVICES INC. DBA ILLINOIS PORTABLE TOILETS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- B. **Action to Approve Park Walkers Agreement**  
Derek Liebert reviewed the Park Walkers program, noted that it has been a very successful program, and that staff are eager to renew the program with the Developmental Services Center.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO COMMISSIONERS APPROVE THE 2025-2026 PARK WALKERS AGREEMENT FOR A NOT-TO-EXCEED TOTAL OF \$37,750. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- C. **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 further comments from Commissioners.

**X. Adjourn to Executive Session**

**COMMISSIONER HASTINGS 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 into Executive Session at 7:28 PM.

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

The Board concluded the Executive Session at 9:28 PM.

**XI. Reconvene Regular Board Meeting**

President Walker reconvened the regular Board Meeting.

**XII. Adjourn**

President Walker adjourned the meeting at 9:29 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: April 8, 2025