

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES - REGULAR BOARD MEETING  
 TUESDAY, MAY 14, 2024  
 ANNUAL BOARD MEETING  
 AND  
 REGULAR BOARD MEETING  
 7:00 PM  
 PLANNING AND OPERATIONS FACILITY  
 1011 E. KERR AVENUE  
 URBANA, ILLINOIS 61802**

The regular and annual meetings of the Urbana Park District Board of Commissioners were held Tuesday, May 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 Meredith Blumthal		X
Commissioner Laura Hastings	X	
Commissioner Roger Digges	X	
Commissioner Cedric Stratton	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.

**ANNUAL BOARD MEETING AGENDA**

- I. Call to Order – Annual Board Meeting**  
 President Walker called the meeting to order at 7:00 PM.
- A. Remote Attendance  
 There was no remote attendance requested.

President Walker turned chairmanship of the meeting over to Secretary Tim Bartlett.

II. **Election of Officers**

**COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ELECT COMMISSIONER WALKER TO BE BOARD PRESIDENT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE", WITH ONE ABSTENTION FROM COMMISSIONER WALKER.**

Secretary Bartlett returned chairmanship of the meeting to President Walker.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO ELECT COMMISSIONER BLUMTHAL TO BE BOARD VICE PRESIDENT.**

After discussion, Commissioner Digges withdrew his motion.

**COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ELECT COMMISSIONER STRATTON AS VICE-PRESIDENT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE" WITH ONE ABSTENTION FROM COMMISSIONER STRATTON.**

III. **Appointments**

A. Action to Appoint Secretary, Assistant Secretary, Treasurer, Attorney, Recorder, Auditor

**VICE-PRESIDENT STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO MAKE THE FOLLOWING APPOINTMENTS:**

**BOARD SECRETARY – TIM BARTLETT**

**ASSISTANT SECRETARY – ALLISON JONES**

**BOARD TREASURER – THOMAS BROWN**

**ATTORNEY – MATT DEERING**

**BOARD RECORDER – ALLISON JONES OR DESIGNEE OF THE SUPERINTENDENT OF BUSINESS SERVICES**

**AUDITOR – Sikich**

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

B. Action to Appoint a Commissioner to the Urbana Parks Foundation

**COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY VICE-PRESIDENT STRATTON TO APPOINT COMMISSIONER DIGGES TO THE URBANA PARKS FOUNDATION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE", WITH ONE ABSTENTION FROM COMMISSIONER DIGGES.**

C. Action to Appoint Commissioner(s) as UPDAC Representative(s)

**VICE-PRESIDENT STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPOINT COMMISSIONERS HASTINGS AND STRATTON AS UPDAC REPRESENTATIVES. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

D. Action to Appoint a Representative to the Urbana TIF Joint Review Board

**COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPOINT COMMISSIONER WALKER AND DIRECTOR BARTLETT TO THE URBANA TIF JOINT REVIEW BOARD. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

IV. **Adjourn the Annual Board Meeting**

President Walker adjourned the Annual Board Meeting at 7:07 PM.

## REGULAR BOARD MEETING AGENDA

President Walker opened the regular Board Meeting at 7:08 PM.

### I. **Accept Agenda**

**VICE-PRESIDENT STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ACCEPT THE AGENDA AS PRESENTED. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

### II. **Public Comment**

#### A. Public Comment

There were no comments from members of the public.

#### B. New Staff Introductions

There were no new staff introductions.

### III. **Urbana Park District Advisory Committee (UPDAC) Report**

UPDAC Chair Ashley Withers provided a report of the April UPDAC meeting. Commissioner Hastings commented that it was a lively discussion about SPLASH, and that UPDAC recognized the need for more programming for the middle and grade school levels. Board and staff discussed the challenges for these programs, including financing and finding staff.

### IV. **Consent Agenda**

A. Approval of the Minutes of the April 2, 2024 Study Session Meeting

B. Approval of the Minutes of the April 9, 2024 Regular Board Meeting

C. Approval of the Minutes of the January 9, 2024 Executive Session

D. Approval of the Minutes of the March 19, 2024 Executive Session

E. Approval of the Minutes of the April 9, 2024 Executive Session

F. Monthly Reports

1. Administration

2. Planning & Operations

3. Recreation

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

H. Approval of the Monthly Paid Accounts Payable

I. Action on Resolution 2024-04 to Appoint UPD FOIA Officers

J. Action on Resolution 2024-05 to Appoint UPD OMA Representatives

K. Action on Resolution 2024-06 to Appoint UPD ADA Coordinators

L. Action on Annual Appointments and Assignments

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS THAT THE URBANA PARK DISTRICT BOARD OF COMMISSIONERS 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."**

### V. **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.

**VICE-PRESIDENT STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS THAT THE URBANA PARK DISTRICT BOARD OF COMMISSIONERS ACCEPTS THE TREASURER’S REPORT FOR AUDIT. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”**

3. Capital Budget Report  
Laura Orcutt presented updates to the Capital Budget.

Andy Rousseau presented updates on several capital projects, including Health & Wellness construction, Prairie Play construction, and installation of the Wandell Sculpture Garden interpretive node.

B. Executive Director

Director Bartlett presented updates on multiple projects, including:

1. You Belong Here Report – lots of great work happening;
2. Thanks to UPD Staff Teams:
  - APNC – Sculpture Dedication,
  - P&O/Admin – Crystal Lake Park Bridge Rededication,
  - H&W – Floor signing event & Mural,
  - CUSR – successful annual awards banquet;
3. IAPD New Legislation & OSLAD update – keeping track of incoming legislation;
4. IPARKS Update – working to keep rates as low as possible;
5. Community Based Programming – working with local stakeholders for more community-based programming in local schools;
6. UPD Marking & Communications – working with local media outlets to find best ways to reach the community;
7. SUNA Neighborhood Meeting – May 30, 2024;
8. KRT Team Kickoff/A&E meeting – making great progress;
9. Other Updates – state funding is in the works for park projects, more information to be released soon.

C. President

1. Review of upcoming meeting agendas  
President Walker reviewed the upcoming Board Study Session and Regular Board Meeting for June.

D. Liaison Reports

1. Finance Study Group  
President Walker reported on the May 3, 2024 Finance Committee meeting, which included discussions on Health & Wellness construction cost increases, the Weaver-Prairie Parks master planning process, and development of pop-up skate park events. He noted the next Finance Committee Meeting will be held May 31, 2024.
2. UPD Policy Study Group  
Vice-President Stratton noted there is a policy update on tonight’s agenda.

3. Urbana Parks Foundation Representative  
Commissioner Digges reported on the previous UPF meeting, including the planning for the upcoming Barn Bash, and the Annual Dinner to be held June 29 from 9:00 AM – 12:00 PM, which incorporates a bus tour. He also noted UPF exceeding their fundraising goal for Prairie Play with over \$200,000 raised in total.
4. UPDAC Planning Study Group  
Commissioner Hastings noted that the UPDAC Planning Study Group met to discuss agenda items and meeting locations for the remainder of 2024 and has the goal of UPDAC visiting the locations of some new UPD projects.

**VI. Old Business**

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

**VII. New Business**

- A. Request for Approval-Revisions to the Personnel Policy Manual  
Director Bartlett presented a change to the Personnel Policy Manual regarding nepotism and hiring related family members. He noted the goal of ensuring UPD captures as many skilled employees as possible, as long as separation of supervision is maintained. Board and staff discussed how best to adhere to the policy.

**VICE-PRESIDENT STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS THAT THE URBANA PARK DISTRICT BOARD OF COMMISSIONERS APPROVE REVISIONS TO THE PERSONNEL POLICY MANUAL, EFFECTIVE MAY 14, 2024 REGARDING THE EMPLOYMENT OF IMMEDIATE FAMILY MEMBERS IN BENEFIT-ELIGIBLE POSITIONS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- B. Action to Approve Transfer of Robin Hall Fund to the Urbana Parks Foundation  
Director Bartlett explained the history of the Robin Hall Sculpture Fund and noted that the UPF would best be able to leverage the funds to promote and grow the program.

**COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES THAT THE URBANA PARK DISTRICT BOARD OF COMMISSIONERS APPROVE THE FUNDS IN THE ROBIN HALL FUND BE TRANSFERRED FROM THE URBANA PARK DISTRICT TO THE URBANA PARKS FOUNDATION IN THE AMOUNT OF \$3,256.87. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- C. Action on Appointment to Fill a Vacancy on UPDAC  
Director Bartlett noted that a member of UPDAC will be stepping down, and staff have secured a volunteer to fill the vacancy, with the potential to continue on in the future.

**COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY VICE-PRESIDENT STRATTON THAT THE URBANA PARK DISTRICT BOARD OF COMMISSIONERS APPROVE THE RECOMMENDATION OF THE UPDAC PLANNING STUDY GROUP THAT MYRA STEVENS BE APPOINTED TO FILL A VACANCY ON THE URBANA PARK DISTRICT ADVISORY COMMITTEE. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

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

**VIII. Comments from Commissioners**

Vice-President Stratton inquired about which names will be engraved on the Board plaque at the new Health & Wellness Center. Board and staff discussed this and how best to recognize the involvement of Board, past Board, and donors.

President Walker and Commissioner Digges noted the success of the Health & Wellness floor signing event.

**IX. Adjourn**

President Walker adjourned the meeting at 8:17 PM.

---

Cedric Stratton, Vice President

---

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: June 11, 2024