

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES - REGULAR BOARD MEETING
TUESDAY, JANUARY 13, 2026
6:00 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 13, 2026, at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:00 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 Cedric Stratton	X	
Vice-President Meredith Blumthal	X	
Commissioner Laura Hastings	X	
Commissioner Sarah Roper	X	
Commissioner Ashley Withers		X

Also present were Rachel Lenz, 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 Stratton called the meeting to order at 6:02 PM.

A. Remote Attendance

There was no remote attendance requested.

II. Adjourn to Executive Session

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

The Board entered Executive Session at 6:05 PM.

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

III. Reconvene Regular Board Meeting

President Stratton reconvened the regular Board Meeting at 6:16 PM.

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

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO:

1. Release all or part of Executive Session Minutes

The Board conducted the required semi-annual review of the unreleased minutes of past executive sessions and concluded that the need for confidentiality still exists for all the unreleased minutes or portions of minutes except the following minutes or portions of minutes no longer require confidential treatment and can be made available for public inspection: 07/08/2025 and 10/07/2025.

2. Destroy recordings

The Board has authorized the destruction of the following Executive Session recordings: 01/10/2023, 04/11/2023 at 6:35 PM, 04/11/2023 at 8:46 PM, 01/09/2024, 03/19/2024, 04/09/2024 and 07/09/2024.

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

IV. Accept Agenda

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER ROPER 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

1. Omar Santiago, Office Specialist I – introduced by HAWC Membership & Facility Coordinator Bethany Surowka.

2. Justin Matthew, Building Service Worker – introduced by Outreach & Wellness Manager Jameel Jones.

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

There was no December UPDAC meeting to report on.

VII. Consent Agenda

A. Approval of the Minutes of the December 2, 2025 Study Session, Joint Board Meeting UPD and UPF

B. Approval of the Minutes of the December 4, 2025 Joint Meeting with Champaign Park District and Urbana Park District for Champaign-Urbana Special Recreation (CUSR)

C. Approval of the Minutes of the December 9, 2025 Regular Board Meeting

D. Monthly Reports

1. Administration
 2. Planning/Operations
 3. Recreation
- E. Approval of the Monthly Paid Accounts Payable
 - F. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude
 - G. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses.
 - H. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses.
 - I. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses.
 - J. Approval of Commissioner and Corporate Authorities of the local agency Travel, Meal, and Lodging Expenses.
 - K. Approval of Executive Director Travel, Meal, and Lodging Expenses.

COMMISSIONER ROPER 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 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 spending in the Capital Budget.

Andy Rousseau provided updates on several projects, including the Weaver Park trailhead pavilion, the entrance ramp and railing at the Phillips Recreation Center, work to remove invasive European black alder trees at Meadowbrook Park, and the bid for portable toilet services.

- B. You Belong Here Report – report included in packet.
- C. Executive Director
Director Lenz provided updates on several projects, including the following:
 1. HAWC 1 Year Celebration – Really successful event and incredibly well attended. Corky Emberson presented attendance numbers for the event, which included 450 in attendance and over 200 memberships sold.

2. Soaring to New Heights Conference - Coming up on January 29 – 31, 2026 in Chicago, IL.
3. 2026: On the Horizon - Provided information on upcoming projects for the new year, including survey/report cards of all parks and facilities, community engagement, progress on King Park, Prairie-Weaver phase 2, opening Perkins Road park, and much more on the horizon.

D. President

1. Review of upcoming meeting agenda

President Stratton reviewed several upcoming events and meetings, including a staff training on mental health, the IAPD annual conference, a Study Session on 2/3/26, and the regular Board Meeting on 2/10/26.

E. Liaison Reports

1. Finance Study Group

Commissioner Stratton stated that the next Finance Committee Meeting will be 2/12/26.

2. UPD Policy Study Group

Commissioner Roper reported that the Policy Study Group last met on 12/8/25 to discuss staff paid leave and holiday policy and stated that they will be meeting again on 2/9/26.

3. Urbana Parks Foundation Representative

Commissioner Blumthal stated that the Urbana Parks Foundation met the previous day and had an overall light agenda. She also reported that approximately 70 people attended the holiday party.

4. UPDAC Planning Study Group

Commissioner Hastings noted that the UPDAC Planning Study Group would next meet in February 2026.

IX. Old Business

- A. Action to Accept the 2025 Annual Comprehensive Financial Report

Laura Orcutt reviewed the audit process and noted that FY 2026 is the last year in the current contract with Sikich as auditor. Board and staff discussed the audit and expressed support for keeping the usual deadline in October.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER ROPER TO ACCEPT THE 2025 ANNUAL COMPREHENSIVE FINANCIAL REPORT FOR THE YEAR ENDED APRIL 30, 2025. 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 Award Purchase of a Mini Track Loader

Andy Rousseau reviewed the schedule for vehicle renewal and replacement, noted that UPD does not currently own a track loader, and highlighted the projects that could benefit from this purchase. He also noted that the price quoted includes several attachments.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER HASTINGS TO AWARD THE PURCHASE OF THE MINI TRACK LOADER AND ATTACHMENT IN THE AMOUNT OF \$41,050 TO BIRKEYS OF URBANA, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

B. Action to Award Prairie/Weaver Phase II Design Services

Andy Rousseau stated that staff have continued working on next steps for design and engineering services for the future phases of the Prairie and Weaver Parks development. He reviewed the budget and details of the design proposal.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER ROPER TO AWARD DESIGN SERVICES FOR PRAIRIE & WEAVER PARKS PHASE II IN THE AMOUNT OF \$377,600 WITH A 10% CONTINGENCY OF \$37,760 TO FARNSWORTH GROUP OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

C. Action to Approve an IGA for Cost Sharing for the Perkins Rd Site (Solon Farm) ADA Accessible Trail and Parking Area

Derek Liebert reviewed the progress on improvements at the Perkins Road wet prairie site, including an ADA accessible trail and upgraded parking area.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER ROPER TO APPROVE THE INTERGOVERNMENTAL AGREEMENT FOR COST SHARING ON THE SOLON FARM ADA ACCESSIBLE TRAIL AND PARKING AREA. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

D. Action to Approve Updates to Paid Time Off and Holiday Policies

Director Lenz reviewed the process for evaluating paid time off and holiday policies for the Urbana Park District and she believes staff have come up with a good solution to meet all needs.

COMMISSIONER HASTINGS MADE A MOTION WITH A SECOND BY COMMISSIONER ROPER TO APPROVE THE PROPOSED REVISIONS TO THE PAID TIME OFF AND HOLIDAY POLICIES. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

E. Action on any New Business removed from Consent Agenda

There was no new business removed from the Consent Agenda.

XI. Comments from Commissioners

Commissioner Blumthal commented positively on the Health & Wellness anniversary event with great attendance and good energy. She also noted how busy the Phillips Recreation Center was at her last visit.

Commissioner Roper thanked the UPD staff for their collaboration with community groups, including the local contra dancing organization. She also noted excitement at the ongoing progress towards the Busey Woods bridge renovation.

Commissioner Hastings thanked staff for all their hard work.

XII. Adjourn

President Stratton adjourned the meeting at 7:14 PM.

Cedric A. Stratton, President

Rachel D. Lenz, Secretary

(Seal)

Date Approved: February 10, 2026