

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS**  
**MINUTES - REGULAR BOARD MEETING**  
**TUESDAY, SEPTEMBER 14, 2021**  
**7:00 PM**  
**PLANNING AND OPERATIONS FACILITY**  
**1011 E. KERR AVENUE**  
**URBANA, ILLINOIS 61802**

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, September 14, 2021, 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 Nancy Delcomyn	X	
Commissioner Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

Also present were Tim Bartlett, Executive Director;  
 Corky Emberson, Superintendent of Recreation;  
 Caty Roland, Superintendent of Business Services;  
 Derek Liebert, Superintendent of Planning and Operations;  
 Andy Rousseau, Project Manager;  
 Kara Dudek, Park Planner;  
 Allison Jones served as Recorder.

**I. Call to Order**

President Walker called the meeting to order at 7:02 PM.

**A. Remote Attendance**

There was no remote attendance requested.

**II. Accept Agenda**

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE AGENDA AS PRESENTED. ALL SAID "AYE", MOTION CARRIED.**

### III. 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.

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

A written UPDAC report was provided.

### V. Consent Agenda

#### A. Approval of the Minutes of the August 3, 2021 Study Session

#### B. Approval of the Minutes of the August 10, 2021 Regular Board Meeting

#### C. Monthly Reports

##### 1. Administration

##### 2. Planning/Operations

##### 3. Recreation

#### D. Approval of the Monthly Paid Accounts Payable

#### E. Action to Accept the August 2021 Philanthropy Report and Gifts Listed with Gratitude

#### F. Action on Resolution 2021-09 to Enter into a Tenant Lease Agreement for 2808 S. Race St.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES 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 and Expenditure Report

Caty Roland presented the Revenue and Expenditure Report.

##### 2. Action on July and August Treasurer's Reports

Caty Roland presented the Treasurer's Report.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO ACCEPT THE TREASURER'S REPORTS FOR AUDIT. ALL SAID "AYE", MOTION CARRIED.**

##### 3. Capital Budget Report

Caty Roland provided updates on Capital Budget spending on Crystal Lake Park, tree work, park planning, design services, heavy equipment, tributes, and Blair Park improvements, among other small projects.

Andy Rousseau updated the Board on the ITEP Broadway Ave. project, including a new bridge, and updates at Blair Park. Derek Liebert presented an update on trees at Carle Park.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

- You Belong Here efforts with UPD's Diversity, Inclusion, and Equity perspective
- "You Belong Here" billboard
- Health & Wellness fundraising
- Community Outreach opportunities/events
- Jazz Walk event debrief
- Artist event at Lake House
- Kickapoo Rail Trail project updates
- IAPD award winners: UPD in arts category

1. You Belong Here Report

C. President

1. Review of upcoming meeting agenda

President Walker noted the next UPD Study Session on 10/5 and the next UPD Board meeting on 10/12.

D. Liaison Reports

1. Finance Study Group

President Walker noted that the Finance Study Group last met on 9/10 and discussed the Health & Wellness facility, PrairiePlay planning, as well as discussion on the levy. He also noted the group would next meet on 10/6.

2. UPD Policy Study Group

There was no update from the UPD Policy Study Group.

3. Urbana Parks Foundation Representative

Commissioner Digges noted that the UPF met the previous day and discussed new Board Members, the tennis court situation, and fundraising efforts.

4. UPDAC Planning Study Group

There was no update from the UPDAC Planning Study Group.

**VII. Old Business**

A. Action on Personnel Policy Manual

Caty Roland presented information on continuing to extend the use of acute illness leave for COVID purposes for another six months. She noted there have not been any issues with adjusting the policy so far.

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO EXTEND THE TEMPORARY ADJUSTMENT TO THE PERSONNEL POLICY MANUAL REGARDING THE ELIGIBLE USES OF ACUTE ILLNESS LEAVE THROUGH MARCH 8, 2022. 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.

#### VIII. New Business

- A. Action to Award PrairiePlay Master Plan Consulting Services  
Kara Dudek presented the next steps in replacing the PrairiePlay playground at Meadowbrook Park, which includes working with a consultant to consider options, accessibility needs, and community value.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD PRAIRIEPLAY MASTER PLAN CONSULTING SERVICES FOR \$14,664 AND CONTINGENCY IN THE AMOUNT OF \$5,336 TO UPLAND DESIGN LTD. OF PLAINFIELD, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- B. Action to Approve Selection of Timekeeping System  
Caty Roland presented information on the need and process for selecting a new comprehensive time keeping software. She noted an extensive review process and reviewed the implementation process and timeline, as well as features and accessories of the software.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD THE CONTRACT FOR THE TIMEKEEPING SYSTEM IN THE AMOUNT OF \$35,930 AND A 10% CONTINGENCY OF \$3,593 TO NOVATIME OF WILMINGTON, NC. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

- C. Action to Award Phillips Recreation Center Roof Replacement  
Andy Rousseau presented information on the roof replacement at the Phillips Recreation Center due to hail damage, and noted the challenges working within the insurance company requirements. He presented information on the different options for roofing and the bids received.

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO CONDITIONALLY AWARD THE PHILLIPS RECREATION CENTER ROOF REPLACEMENT, PENDING FINALIZED INSURANCE AGREEMENT, \*UP TO \* THE AMOUNT OF \$104,675.48 AND A 15% CONTINGENCY OF \$15,701.32 TO CENTRAL ROOFING OF SULLIVAN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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

**IX. Comments from Commissioners**

Commissioner Stratton commented positively on the disc golf course at Lohmann Park.

**X. Adjourn**

President Walker adjourned the meeting at 8:37 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: October 12, 2021