

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES - REGULAR BOARD MEETING  
TUESDAY, MARCH 8, 2022  
6:30 PM EXECUTIVE SESSION  
7:00 PM REGULAR BOARD MEETING  
ONLINE VIA ZOOM  
URBANA, ILLINOIS 61802**

A regular meeting of the Urbana Park District Board of Commissioners was held Tuesday, March 8, 2022, online via Zoom, 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;  
Laura Orcutt, Finance Manager;  
Paula Mondisa, Administration Office Manager;  
Leslie Radice, Aquatics Manager;  
Kathy Niles, Accounting Assistant II;  
Jennifer Nierenhausen, Aquatics Coordinator;  
Allison Jones served as Recorder.

**I. Call to Order**

President Walker called the meeting to order at 6:36 PM.

**A. Remote Attendance**

President Walker noted that the meeting is being held remotely pursuant to Illinois Public Act 101-0640 due to the covid-19 pandemic.

**II. Adjourn to Executive Session**

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES, IN ACCORDANCE WITH SECTION 2, PART 'C', EXCEPTION #1 OF THE ILLINOIS OPEN MEETINGS ACT, TO**

**ADJOURN TO EXECUTIVE SESSION FOR THE LIMITED PURPOSE OF DISCUSSING THE APPOINTMENT, EMPLOYMENT, COMPENSATION, DISCIPLINE, PERFORMANCE, OR DISMISSAL OF SPECIFIC EMPLOYEES. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

The Board adjourned to Executive Session at 6:46 PM.

-----

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ADJOURN THE EXECUTIVE SESSION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

The Executive Session was adjourned at 7:08 PM.

**III. Reconvene Regular Board Meeting**

President Walker reconvened the regular Board Meeting at 7:10 PM.

**IV. Accept Agenda**

**COMMISSIONER 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."**

**V. Public Comment**

**A. Public Comment**

1. 2021 Audubon Breeding Birds Report – Beth Chato

There were no comments from members of the public.

**B. Staff Introductions**

Caty Roland and Director Bartlett introduced the following new UPD staff:

1. Paula Mondisa, Administration Office Manager
2. Kathy Niles, Accounting Assistant
3. Laura Orcutt, Finance Manager

**VI. Urbana Park District Advisory Committee (UPDAC) Report**

Draft meeting minutes for the February UPDAC meeting were included in the meeting materials.

**VII. Consent Agenda**

- A. Approval of the Minutes of the February 1, 2022 Study Session Meeting
- B. Approval of the Minutes of the February 8, 2022 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 STRATTON 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."**

**VIII. Reports**

**A. Financial Reports**

1. Revenue & Expenditure Report
2. Action on Treasurer's Report
3. Capital Budget Report

Director Bartlett noted the financial reports are included in the meeting materials and will be presented to the Board in April.

Andy Rousseau reviewed the project updates for Blair Park, Health & Wellness facility development, and continued efforts on the Minority and Women Owned Enterprise Business program.

**B. Executive Director**

1. You Belong Here Report
2. Staff Thank-yous
3. UPDAC Outdoor Learning Pavilion
4. KRT/Friends of KRT Updates
5. Meadowbrook Playground Updates

Director Bartlett reviewed multiple projects, including:

- You Belong Here efforts
- Staff hard work on invasive removal at Meadowbrook Park
- Update on the Pavilion development at APNC
- Kickapoo Rail Trail Friends Group and an April 24 celebration event
- Meadowbrook Park Playground updates
- IAPD Legislative Conference & Champaign County First projects
- Athletic needs inventory/survey/needs assessment

**C. President**

1. Review of upcoming meeting agenda  
President Walker reviewed the agendas for the upcoming 4/5/22 Study Session and the 4/12/22 regular Board Meeting.

**D. Liaison Reports**

1. Finance Study Group  
President Walker noted that the Finance Study Group last met March 4, 2022 to discuss the Health & Wellness facility, UIAC, TIF Districts and Enterprise Zones, and UPD wages and Benefits.
2. UPD Policy Study Group  
There was no Policy Study Group report.
3. Urbana Parks Foundation Representative  
Commissioner Digges noted that the Foundation last met on 2/14/22 and discussed sponsorships

for the Barn Bash and the UPD new auditing firm.

4. UPDAC Planning Study Group  
There was no 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 on Resolution 2022-02 Authorizing Signatures for Urbana Park District Bank Accounts, Certificates of Deposit and Other Investments  
Director Bartlett noted that the resolution being presented will adjust who is an official signer on UPD financial accounts in relation to staffing changes.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPROVE RESOLUTION 2022-02 AUTHORIZING SIGNATURES FOR URBANA PARK BANK ACCOUNTS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- B. Action to Award Crystal Lake Park Roadway and Parking Improvements  
Andy Rousseau reviewed the Crystal Lake Park roadway study, the base bid and alternatives for the improvement work, the bid process, updated budget numbers, and presented renderings of the project.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO AWARD THE BASE BID AND ALTERNATES, 2,3,4,5,6 AND 7 FOR THE CRYSTAL LAKE PARK ROADWAY AND PARKING IMPROVEMENTS PROJECTS IN THE AMOUNT OF \$1,423,810.68 AND A 20% CONSTRUCTION CONTINGENCY OF \$284,762.14 TO OPEN ROAD PAVING OF URBANA, ILLINOIS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- C. Action to Award Portable Toilet Bid  
Andy Rousseau reviewed the bid process, timeline, and selection of the UPD's portable toilet services.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO AWARD THE PORTABLE TOILET BID, AND ALTERNATIVES #1 AND #2 FOR \$88,375.50 AND A 20% CONTINGENCY FOR \$17,675.10 FOR ADDITIONAL SERVICES OVER THREE YEARS, TO KEMPER INDUSTRIAL EQUIPMENT INC OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- D. Action on Personnel Policy Manual  
Director Bartlett reviewed the use of the temporary covid-19 illness leave policy, which has been in effect since 2020. He noted that this renewal would extend the policy to be available immediately as needed, but he also noted that with UPD covid restrictions being lifted, staff will be suspending the use of this policy for now.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELOMYN TO EXTEND THE TEMPORARY ADJUSTMENT TO THE PERSONNEL POLICY MANUAL REGARDING THE ELIGIBLE USES OF ACUTE ILLNESS LEAVE THROUGH SEPTEMBER 8, 2022 AND AUTHORIZE THE**

**EXECUTIVE DIRECTOR TO SUSPEND THE POLICY BASED ON COVID CONDITIONS. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

E. Blair Park Tennis Courts Recognition

Staff presented updated information on fundraising around the Blair Park tennis court and potential naming recognition for former Urbana tennis player and author Davis Foster Wallace. Board and staff discussed the complicated history surrounding this naming opportunity.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO NO LONGER MOVE FORWARD WITH A PLAQUE IN HONOR OF DAVID FOSTER WALLCE AT BLAIR PARK. COMMISSIONER BLUMTHAL, STRATTON, AND DIGGES VOTED "AYE", AND COMMISSIONERS WALKER AND DELCOMYN VOTED "NAY." MOTION CARRIED.**

F. Review of Urbana Indoor Aquatic Center Finances, Operations, and Future Agreements

Director Bartlett reviewed the history of the Urbana Indoor Aquatic Center, the cooperative agreements with USD #116 to operate the facility, and different options for continued operation of the facility in light of challenging financial situations. Board and staff discussed programming, rentals, fundraising and reallocation, best practices for the cooperative agreement, and community response. Board directed staff to continue conversations with USD #116 to best reach an agreement for next steps.

G. Action on any New Business removed from the Consent Agenda

There was no new business removed from the Consent Agenda.

XI. **Comments from Commissioners**

There were no further comments from Commissioners.

XII. **Adjourn**

President Walker adjourned the meeting at 10:46 PM.

---

Michael W. Walker, President

---

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: April 12, 2022