

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES – ANNUAL AND REGULAR BOARD MEETING  
TUESDAY, MAY 10, 2022  
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, May 10, 2022, 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;  
Derek Liebert, Superintendent of Planning and Operations;  
Laura Orcutt, Finance Manager;  
Andy Rousseau, Project Manager;  
Mark Schultz, Public Information and Marketing Manager;  
Beth Chato, Champaign County Audubon,  
Scott Burge, Farnsworth Group;  
Allison Jones served as Recorder.

**ANNUAL BOARD MEETING AGENDA**

**I. Call to Order – Annual Board Meeting**

President Walker called the meeting to order at 7:04 PM.

**A. Remote Attendance**

There was no remote attendance requested at this time.

President Walker transferred chairmanship of the meeting to Board Secretary and Executive Director Tim Bartlett.

II. Election of Officers

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ELECT COMMISSIONER WALKER TO BE BOARD PRESIDENT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

Board Secretary Bartlett returned chairmanship of the meeting to President Walker.

COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO ELECT COMMISSIONER BLUMTHAL TO BE BOARD VICE PRESIDENT. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

III. Appointments

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

COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO MAKE THE FOLLOWING APPOINTMENTS:

BOARD SECRETARY – TIM BARTLETT

ASSISTANT SECRETARY – ALLISON JONES

BOARD TREASURER – TOM BROWN

ATTORNEY – MATT DEERING

BOARD RECORDER – ALLISON JONES OR DESIGNEE OF THE FINANCE MANAGER

AUDITOR – SIKICH LLP

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

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

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPOINT COMMISSIONER DIGGES TO THE URBANA PARKS FOUNDATION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."

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

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO APPOINT COMMISSIONERS DELCOMYN 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 BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON 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 meeting at 7:14 PM.

President Walker called to order the Regular Board Meeting at 7:15 PM.

**I. Accept Agenda**

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

**II. Public Comment**

**A. Public Comment**

**1. 2022 Audubon Breeding Birds Report – Beth Chato**

Beth Chato presented local birding information for the year, including challenges, species counts, and unique bird highlights. She also thanked the UPD for continued participation in the Bird-A-Thon.

**B. UPD New Staff Introductions**

**1. Suzanne Kayala, Recreation Custodian – Corky Emberson introduced Suzanne Kayala, the UPD's new Recreation Custodian.**

**2. Kelsey Cutright, Graphic Designer – Mark Schultz introduced Kelsey Cutright, UPD's new Graphic Designer.**

**C. Award Presentation**

**1. Board Award presentation – Derek Liebert presented the Board with the Project of the Year Award from the American Public Works Association for the Crystal Lake Park shoreline rehabilitation project.**

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

Kelsey Beccue provided a written report of the April UPDAC meeting.

Commissioner Stratton commented on the meeting, which was held at Blair Park, and all the new features and updated amenities.

**IV. Consent Agenda**

**A. Approval of the Minutes of the April 5, 2022 Study Session Meeting**

**B. Approval of the Minutes of the April 12, 2022 Regular Board Meeting**

**C. Approved of the Minutes of the April 20, 2022 Special Board Meeting**

**D. Monthly Reports**

**1. Administration**

**2. Planning & Operations**

**3. Recreation**

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

**F. Approval of the Monthly Paid Accounts Payable**

**G. Action on Resolution 2022-05 to Appoint UPD FOIA Officers**

- H. Action on Resolution 2022-06 to Appoint UPD OMA Representatives
- I. Action on Resolution 2022-07 to Appoint UPD ADA Coordinator
- J. Action on Annual Appointments and Assignments

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO 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.

COMMISSIONER DELCOMYN 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 reviewed changes in the Capital Budgets.

Andy Rousseau reviewed the Crystal Lake Park road update, the sanitary bridge replacement project, ITEP Broadway project, and Blair Park updates.

### B. Executive Director

1. You Belong Here Report
2. CDAP Special Events
3. CUSR
4. UIAC Staff Analysis
5. Dance Music Therapy
6. Meadowbrook Playground
7. UPD Treasurer-Tom Brown

Director Bartlett presented multiple updates, including:

- You Belong Here staff training events
- CDAP Special Event – women & minority owned business outreach
- CUSR Bowling event rescheduled – August 12
- UIAC internal analysis - deeper evaluation of cost/programs/next steps/community outreach
- Dance Music Therapy events return this summer

- Meadowbrook Park Prairie Play – discussion with local business
- UPD new Treasurer Tom Brown

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the agendas for the upcoming May 24 UPDAC meeting, the June 7 Board Study Session, and June 14 Regular Board Meeting.

D. Liaison Reports

1. Finance Study Group

Commissioner Walker noted that the Finance Study Group last met on April 25 and will meet again on May 23, 2022.

2. UPD Policy Study Group

There was no Policy Study Group report.

3. Urbana Parks Foundation Representative

There was no report from the Urbana Parks Foundation.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

**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. Action to Award Blair Tennis Rehabilitation and Fencing Improvements

Andy Rousseau reviewed the contract to MSA for design and construction of the updated Blair Park tennis courts, the options for the repairs/restoration, the schedule and timeline, and funding sources.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD THE BLAIR TENNIS COURT REHABILITATION COURT SURFACING FOR \$292,128 WITH A 15% DESIGN CONTINGENCY IN THE AMOUNT OF \$43,819.20 TO ALL WEATHER COURTS OF DAWSON, IL. AND ALTERNATE D – FENCING IMPROVEMENTS, FOR \$68,879.20 WITH A 15% CONTINGENCY IN THE AMOUNT OF \$10,331.88 TO SK FENCING OF CHAMPAIGN, IL. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”**

B. Health and Wellness Project Updates

Staff introduced Scott Burge with Farnsworth Group to review the updated layout for the preferred Health & Wellness Facility design. Scott presented additional details of the plan, including room layouts, budget specifications, and the project timeline, as well as the

projected completion in October 2023. Staff provided additional details on grant submission and other funding possibilities.

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

**VIII. Comments from Commissioners**

Commissioner Blumthal commented on the temperature at the Phillips Recreation Center and inquired about the art at Victory Park.

**IX. Adjourn**

President Walker adjourned the meeting at 8:52 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: June 14, 2022