

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES - REGULAR BOARD MEETING  
TUESDAY, JULY 12, 2022  
6:30 PM EXECUTIVE SESSION  
7:00 PM REGULAR MEETING  
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, July 12, 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 Meredith Blumthal	X	
Commissioner Nancy Delcomyn	X	
Commissioner Roger Digges	X	
Commissioner Cedric Stratton		X

Also present were Tim Bartlett, Executive Director;  
Corky Emberson, Superintendent of Recreation;  
Laura Orcutt, Finance Manager;  
Kelsey Beccue, Development Manager;  
Andy Rousseau, Project Manager;  
Tom Brown, UPD Treasurer;  
Allison Jones served as Recorder.

**I. Call to Order**

Vice-President Blumthal called the meeting to order at 6:45 PM.

**A. Remote Attendance**

There was no remote attendance requested.

**II. Adjourn to Executive Session**

COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN, 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 6:49 PM.

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

The Executive Session concluded at 6:57 PM.

**III. Reconvene Regular Board Meeting**

Vice-President Blumthal reconvened the regular Board Meeting at 7:01 PM.

A. Announce Determination to Release Executive Session Minutes and Destroy Recordings  
Vice-President Blumthal announced the following determinations from the Executive Session:

1. Approve Executive Session Minutes

The Board approved the minutes of the following Executive Session(s): 01/11/2022, 02/1/2022, 03/08/2022, and 04/05/2022 (parts 1 & 2).

2. 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 the need for confidentiality still exists for all the unreleased 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: 01/11/22, 02/01/22, 03/08/22 and 04/05/22 (parts 1 & 2).

3. Destroy Recordings

The Board authorized the destruction of the following Executive Session recordings: 8/18/2020, 9/17/2020, 1/12/2021.

**IV. Accept Agenda**

COMMISSIONER DELCOMYN 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 Hearing on Ordinance 2022-03 FY 2022-2023 Combined Budget and Appropriation**

Vice-President Blumthal opened the public hearing on Ordinance 2022-03 at 7:04 PM  
There were no comments from members of the public.

Vice-President Blumthal closed the public hearing at 7:05 PM.

**VI. Public Comment**

**A. Public Comment**

There were no comments from members of the public.

**B. UPD New Staff Introductions**

**1. Thomas Brown, Treasurer**

Director Bartlett introduce Tom Brown, UPD's returning Treasurer.

**VII. UPDAC Appointments**

Kelsey Beccue reviewed the 3 new proposed UPDAC appointments, bringing the total to five new members for the year with a few more potentially in the works. Board and staff discussed outreach and recruitment strategies for UPDAC.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO APPOINT MIKE STEVENSON, KANITTHA FAY, AND AMY DELAHANTY TO SERVE 3-YEAR TERMS AS PART OF THE 2022-2025 CLASS FOR THE URBANA PARK DISTRICT ADVISORY COMMITTEE (UPDAC). A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

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

A written UPDAC report for June was provided in the meeting materials.

**IX. Consent Agenda**

- A. Approval of the Minutes of the June 7, 2022 Study Session Meeting
- B. Approval of the Minutes of the June 14, 2022 Annual and 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
- F. Action on Resolution 2022-10 to Enter into a Tenant Lease Agreement for 2808 S. Race St

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN 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."**

## X. Reports

### A. Financial Reports

Laura Orcutt reviewed the 2022-2023 Budget Book and important highlights, and the timeline and process for completing the annual budget.

#### 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 spending in the Capital Budgets.

Andy Rousseau reviewed multiple capital projects, including Crystal Lake water quality, Health & Wellness budget updates, Crystal Lake Park road work, Blair Park tennis courts and new playground equipment, pickleball needs and plans, and the new nature pavilion construction.

### B. Executive Director

#### 1. You Belong Here Report

#### 2. CLFAC

#### 3. American Bison

#### 4. Summer Program Updates

Director Bartlett reviewed multiple on-going projects, including:

- Summer youth theater
- Other summer programming
- New sculpture possibilities
- Pool attendance numbers

### C. President

#### 1. Review of upcoming meeting agenda

Vice-President Blumthal reviewed the upcoming Study Session, Board Meeting, and UPDAC meeting agendas for August.

### D. Liaison Reports

#### 1. Finance Study Group

Commissioner Digges noted that the Finance Study Group last met on 6/29 to review UIAC

operations, Meadowbrook Park playground updates, and Health & Wellness Facility planning.

2. UPD Policy Study Group  
Vice-President Blumthal noted that a new policy update would be coming before the Board in the next month.
3. Urbana Parks Foundation Representative  
Director Bartlett noted that the last UPF meeting was focused on regular operational business.
4. UPDAC Planning Study Group  
Commissioner Delcomyn noted that the UPDAC Planning Study Group met before this Board Meeting and brainstormed multiple topics for forthcoming UPDAC meetings.

#### **XI. Old Business**

- A. Receive FY 2022-2023 Budget Book  
Staff noted that the Board received the FY 2022-2023 Budget Book with the meeting materials and no action is needed at this time.
- B. Action on Ordinance 2022-03 FY 2022-2023 Combined Budget and Appropriation  
**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPROVE ORDINANCE 2022-03 COMBINED BUDGET AND APPROPRIATION. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**
- C. Action on any Old Business removed from Consent Agenda  
There was no old business removed from the Consent Agenda.

#### **XII. New Business**

- A. KRT Intergovernmental Agreement  
Director Bartlett provided updates on the Kickapoo Rail Trail construction, funding, trail head location possibilities, and the proposed Inter-Governmental Agreement between the agencies working on the project.  
  
**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPROVE THE PROPOSED INTERGOVERNMENTAL AGREEMENT BETWEEN UPD, THE CHAMPAIGN COUNTY FOREST PRESERVE DISTRICT, AND THE VERMILION COUNTY CONSERVATION DISTRICT FOR THE BASIC MANAGEMENT NEEDS OF THE KICKAPOO RAIL TRAIL. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**
- B. Action on any New Business Removed from the Consent Agenda  
There was no new business removed from the Consent Agenda.

**XIII. Comments from Commissioners**

There were no further comments from Commissioners.

**XIV. Adjourn**

Vice-President Blumthal adjourned the meeting at 8:23 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

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Date Approved: August 9, 2022