

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES - REGULAR BOARD MEETING  
TUESDAY, SEPTEMBER 13, 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, September 13, 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;  
Derek Liebert, Superintendent of Planning and Operations;  
Andy Rousseau, Project Manager;  
Laura Orcutt, Business Manager;  
Kara Dudek, Park Planner;  
Allison Jones served as Recorder.

**I. Call to Order**

President Walker called the meeting to order at 7:03 PM.

**A. Remote Attendance**

There was no remote attendance requested.

**II. Accept Agenda**

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

**III. Public Comment**

**A. Public Comment**

There were no comments from members of the public.

B. UPD New Staff Introductions – none

**IV. Appointments – UPDAC Vacancies & 2022-2025 UPDAC Class**

Director Bartlett reviewed the current UPDAC vacancies available for approval. He also noted staff are working with one additional person. He stated that are at 16 UPDAC members, which meets the goal of at least 15.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN TO APPROVE THE FOLLOWING CANDIDATE TO SERVE A 3-YEAR TERM AS PART OF THE 2022-2025 CLASS FOR THE URBANA PARK DISTRICT ADVISORY COMMITTEE. THE CANDIDATE IS: Brittany Tammen. ALSO TO APPROVE THE FOLLOWING CANDIDATES TO FILL CURRENT UPDAC VACANCIES: THE CANDIDATES ARE: Darius White (2 year term) and Lori Choquette (1 year term). A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE”.**

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

Draft UPDAC meeting minutes were provided in the Board Meeting packet.

Commissioner Delcomyn noted low attendance for the UPDAC annual kick off and suggested reconsidering the time of the meeting. Similarly, Director Bartlett suggested moving the kick-offs meeting to September.

**VI. Consent Agenda**

- A. Approval of the Minutes of the August 2, 2022 Study Session
- B. Approval of the Minutes of the August 9, 2022 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 2022 Philanthropy Report and Gifts Listed with Gratitude

**COMMISSIONER STRATTON MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES 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.”**

**VII. Reports**

- A. Financial Reports
  - 1. Revenue and Expenditure Report  
Laura Orcutt presented the Revenue and Expenditure Report.
  - 2. Action on July and August Treasurer’s Reports  
Laura Orcutt presented July and August Treasurer’s Reports.

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE TREASURER’S REPORTS FOR AUDIT. A ROLL CALL VOTE WAS TAKEN, ALL SAID “AYE.”**

3. Capital Budget Report

Laura Orcutt presented details on Capital Budget spending.

Andy Rousseau reviewed multiple ongoing Capital Projects, including the Crystal Lake road project, ITEP Broadway bridge and path project, and the pavilion at the Nature Center.

B. Executive Director

Director Bartlett provided updates on multiple projects, including:

1. You Belong Here Report
2. Heritage Trail – King Park
3. Wandell Sculpture Garden 25<sup>th</sup> Anniversary
4. C-U Special Recreation – Manager
5. ARPA Update
6. Arbor Day – Gold Leaf Award
7. Leal Cottage – Historic Oak Tree
8. Electronic Bicycles (eBikes)

Corky Emberson provided preliminary CLPFAC attendance numbers and revenue figures for the summer season.

Director Bartlett thanked summer staff for their hard work and noted excitement going into the next season. He provided updates on multiple projects, including the completion of the updated underserved population report from the University of Illinois Diversity Lab, expansion of the Heritage Trail, a new CUSR manager, grant efforts, UPD receiving the Gold Leaf Award, oak tree damage at Leal Park, and the need to evaluate rules regarding e-bikes.

C. President

1. Review of upcoming meeting agenda

President Walker reviewed the upcoming meeting agendas for UPDAC, Study Session, and Regular Board Meeting.

D. Liaison Reports

1. Finance Study Group

President Walker noted that all major items discussed at the last Finance Study group on 9/2/22 had been discussed at this month's Study Session and Board meeting, and that the group will meet next on 10/7/22.

2. UPD Policy Study Group

There was no Policy Study Group report.

3. Urbana Parks Foundation Representative

Commissioner Digges reported that the last UPF meeting was focused on creating donor specific events for specific projects, funding for the Health & Wellness facility, and funding for the Meadowbrook Park playground replacement.

4. UPDAC Planning Study Group

There was no UPDAC Planning Study Group report.

**VIII. Old Business**

- A. Action on any Old Business removed from Consent Agenda  
There was no old business removed from the Consent Agenda.

**IX. New Business**

- A. Action to Approve Contract with Farnsworth Group, Inc. for Prairie Park and Weaver Park Master Plan  
Kara Dudek reviewed the need for an updated Master Plan for Weaver Park and Prairie Park. She noted the shifting sports offerings, both indoors and outdoors, through UPD and how the new Health & Wellness Facility will impact these offerings. She noted that Farnsworth Group is especially supportive and understanding of the level of community input UPD requires for such large projects. Board and staff discussed public input options and community outreach for the Master Planning process.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DIGGES TO AWARD THE WEAVER AND PRAIRIE PARK MASTER PLANNING SERVICES TO FARNSWORTH GROUP, INC. IN THE AMOUNT OF \$55,919.00 WITH A 10% CONTINGENCY OF \$5,591.90. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- B. Action to Approve Resolution 2022-11 for an OSLAD Grant Application for Meadowbrook Playground  
Kara Dudek reviewed the Meadowbrook Park playground replacement project, including grant writing to support the project. She reviewed the proposal for the OSLAD grant for the project.

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE RESOLUTION 2022-11 AUTHORIZING THE URBANA PARK DISTRICT'S OSLAD GRANT APPLICATION FOR THE MEADOWBROOK PARK PLAYGROUND. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

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

**X. Comments from Commissioners**

Commissioner Delcomyn commented about wanting to increase community visibility of UPD's Urbana.

Commissioner Digges expressed concern over pedestrian and bicycle interaction.

Director Bartlett noted that UPD was featured in a Chicago Tribune article on sculpture parks in Illinois.

**XI. Adjourn**

President Walker adjourned the meeting at 8:48 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: October 11, 2022