

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES - REGULAR BOARD MEETING  
 TUESDAY, MARCH 14, 2023  
 7:00 PM  
 IN PERSON AND VIA ZOOM  
 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, March 14, 2023, at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL, and online via Zoom, 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;  
 Laura Orcutt, Business Manager;  
 Derek Liebert, Superintendent of Planning and Operations;  
 Andy Rousseau, Project Manager;  
 Beth Chato, Champaign County Audubon;  
 Allison Jones served as Recorder.

**I. Call to Order**

Commissioner Delcomyn called the meeting to order at 7:01 PM.

**A. Remote Attendance**

There was no remote attendance requested.

**II. Accept Agenda**

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO ACCEPT THE AGENDA WITH THE ADJUSTMENT OF MOVING ITEM A AND B UNDER NEW BUSINESS IMMEDIATELY AFTER PUBLIC COMMENT. 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  
There were no new staff introductions at this time.

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A. CORE's Presentation

Director Bartlett provided an overview of the bid opening for the Health & Wellness facility, the project timeline, and next steps.

Joel Baum with CORE provided a detailed post-bid update, including reviewing the base bid pricing, budget comparison, the master budget, alternative options, and next steps. He noted there were 12 bid packages today with low bids coming in at \$12,625,000. He stated previous estimates were around \$11,600,000 and reviewed the key differences in the amounts. He explained next steps, including reviewing all documents in detail, accepting alternates, compiling the contract, and then Board approval.

Board and staff discussed the bids and expressed gratitude to see progress being made.

B. 2022 Audubon Breeding Birds Report – Beth Chato

Beth Chato with the Champaign County Audubon Society presented the annual Audubon Breeding Birds Report. She noted a wide range of habitat on UPD properties and reviewed unique bird species observed. She also reviewed program attendance at bird walks and other Audubon events and noted some important historical comparisons. Derek Liebert noted that UPD is working on some native shrub planting with Audubon Society at Crystal Lake Park.

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

An UPDAC report was included in the meeting materials. Commissioner Delcomyn noted the presentation about natural areas management and subsequent discussion were positive.

V. **Consent Agenda**

- A. Approval of the Minutes of the February 7, 2023 Study Session Meeting
- B. Approval of the Minutes of the February 14, 2023 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 DIGGES TO APPROVE ALL ITEMS ON THE CONSENT AGENDA IN AN OMNIBUS MANNER. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

## VI. Reports

### A. Financial Reports

1. Revenue & Expenditure Report  
Laura Orcutt presented the Revenue & Expenditure Report.
2. Action on Treasurer's Report  
Laura Orcutt presented the Treasurer's Report.

**COMMISSIONER STRATTON 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 presented changes in the Capital Budgets.

Andy Rousseau reviewed updates to multiple Capital Projects, including the pavilion at APNC, the sanitary bridge replacement timeline, the ITEP project progress, and Prairie Play funding and progress.

### B. Executive Director

Director Bartlett presented information on multiple projects, including:

1. You Belong Here Report – Community Art Quilt at PRC featured on WILL radio;
2. Illinois Arts Council Update;
3. Film – The Magic Stump – a report from the screening of the film, was well attended;
4. Urbana School District's Freedom School Update –working on summer employment opportunities for students;
5. CUSR Grease-ish Cabaret! – a very successful performance;
6. Other Updates: receiving a major grant for the Prairie Play replacement project.

### C. President

1. Review of upcoming meeting agenda  
Commissioner Delcomyn noted a special UPD Board meeting to be held on 3/28/23.

### D. Liaison Reports

1. Finance Study Group  
Commissioner Digges stated that the Finance Study Group meeting discussed the financing and replacement of Prairie Play at Meadowbrook Park.
2. UPD Policy Study Group  
No report.
3. Urbana Parks Foundation Representative  
Commissioner Digges noted that the UPF Events Committee is working on developing a strategic plan for events, as well as working on centralizing the UPF Board nomination process.
4. UPDAC Planning Study Group

No report.

VII. **Old Business**

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

VIII. **New Business**

- A. CORE's Presentation  
See above.
- B. 2022 Audubon Breeding Birds Report – Beth Chato  
See above.
- C. Action to Approve Sanitary Sewer Easement Agreements with City of Urbana and Champaign County  
Derek Liebert reviewed the need for the sanitary sewer easement with the City of Urbana and Champaign County for the new Health & Wellness facility. He noted that this agreement will meet the facilities needs and is important for other construction or future improvements in the area.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE THE SEWER EASEMENT BETWEEN THE CITY OF URBANA AND THE URBANA PARK DISTRICT ASSIGNING RIGHT, TITLE, AND INTEREST IN THE SEWER AND GRANTING PERMANENT EASEMENT TO THE CITY OF URBANA. ALSO TO APPROVE THE SEWER EASEMENT BETWEEN CHAMPAIGN COUNTY, THE CITY OF URBANA AND THE URBANA PARK DISTRICT ASSIGNING RIGHT, TITLE, AND INTEREST IN THE SEWER TO THE CITY OF URBANA. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

- D. Action to Approve Park Walkers Agreement with the Developmental Services Center of Champaign County  
Staff reviewed the proposed 2-year agreement for the Park Walkers Program in association with the Developmental Services Center and how the program is mutually beneficial to both agencies. They noted that it provides meaningful employment to DSC clients and also keeps UPD parks clean. Staff and Board were all very supportive of the program.

**COMMISSIONER DIGGES MADE A MOTION WITH A SECOND BY COMMISSIONER STRATTON TO APPROVE THE 2023-2024 PARK WALKERS AGREEMENT FOR A NOT-TO-EXCEED TOTAL FO \$34,000. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

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

IX. **Comments from Commissioners**

Commissioner Digges expressed confidence in staff leading up to the Health & Wellness facility bidding and budget finalization process.

X. **Adjourn**

Commissioner Delcomyn adjourned the meeting at 8:07 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

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Date Approved: April 11, 2023