

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS**  
**MINUTES – BOARD STUDY SESSION**  
**TUESDAY, MAY 7, 2019**  
**6:30 PM-7:30 PM**  
**PLANNING AND OPERATIONS FACILITY**  
**1011 E. KERR AVENUE**  
**URBANA, ILLINOIS 61802**

The study session meeting of the Urbana Park District Board of Commissioners was held Tuesday, May 7, 2019 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:30 pm. 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.

COMMISSIONERS	PRESENT	ABSENT
President Michael Walker		X
Vice-President Nancy Delcomyn	X	
Commissioner Lashaunda Cunningham	X	
Commissioner Roger Digges	X	
Commissioner Meredith Blumthal	X	

Also present were Tim Bartlett, Executive Director;  
Derek Liebert, Planning and Operations Superintendent;  
Corky Emberson, Recreation Superintendent;  
Caty Roland, Business Manager;  
Ellen Kirsanoff, Development Manager;  
Andy Rousseau, Project Manager;  
Allison Jones served as Recorder.

Present from the Urbana Parks Foundation were:  
Helen Grandone, Fred Delcomyn, Megan Puzey, Carolyn Trimble, Dixie Whitt, Jim Conlin, Sarah Nemeth, Steve Rugg, Nancy Schruppf, and Tom Brown. Natalie  
Natalie Kenny Marquez, marketing staff, and Sarah Sensenbrenner, UPF intern, were also present.

**I. Call to Order**

Vice-President Delcomyn called the meeting to order at 6:32 PM.

**A. Remote Attendance**

There was no remote attendance requested at this time.

**II. Accept Agenda**

**COMMISSIONER CUNNINGHAM MADE A MOTION WITH A SECOND BY COMMISSIONER BLUMTHAL TO ACCEPT THE AGENDA AS PRESENTED. ALL SAID “AYE”, MOTION CARRIED.**

**III. Public Comment**

There were no comments from members of the public.

**IV. Discussion**

**A. Joint Discussion with Urbana Parks Foundation**

Boards, staff, and meeting attendees introduced themselves.

**1. Discussion – UPF Information for the UPD Board**

**a. Overview of UPF organization**

Fred Delcomyn provided an overview of UPF standing committees, and noted that committee reports will follow.

**b. UPF Events planning**

Megan Puzey noted that UPF has worked on multiple events over the last year, including participation at the Jazz Walk in September, The Big Splash in January to celebrate youth scholarships, the annual Holiday Party in December, and the Barn Bash coming up on May 17. She also noted UPF presence at multiple UPD events, including Turkey Trot, Strawberry Jam, etc., and would be glad to collaborate with UPD for any additional events that were appropriate.

**c. UPF financial status**

Tom Brown, Treasurer, and chair of the Finance Committee, reviewed Campaign fundraising, operational costs and expenditures, distributions to UPD, and investments. The Boards discussed investment strategies, pledges, expenditures, and disbursements to UPD.

**d. UPF fundraising status**

Steve Rugg provided an update on the fundraising efforts for the Campaign for the Next Century, which has reached \$1.4 million of their \$2 million goal. He reviewed current target groups for additional donations, the 3 pillars of the Campaign, and the breakdown of program areas for donations. Steve also discussed fundraising challenges, including corporate donations, and fundraising opportunities, such as Giving Circles.

The Boards discussed pledge and donation numbers, what programs are attracting donors, maximizing UPF contacts, marketing and outreach ideas, and ways to promote youth scholarships.

**e. UPF marketing status**

Natalie Kenney Marquez provided a report on UPF marketing activities, including press coverage, website and social media updates and reach, email list, advertising, and video production.

- f. UPF recruitment status  
Carolyn Trimble, Chair of the Nominating Committee, noted the successful recruitment of 2 new UPF Board members, Jim Conlin and Nancy Schruppf. The Boards discussed recruitment efforts, nominating criteria, and volunteer opportunities.
  - g. Other information for the UPD Board – Report on UPF Annual Dinner  
Fred Delcomyn provided a report on the UPF Annual Dinner, noting feedback on the event is always welcome.
- 2. Discussion – UPD information for the UPF Board  
Vice-President Delcomyn noted that the UPD Board wanted to review the ways that UPF funding has been beneficial, as well as review projects that could be helpful with UPF fundraising efforts.
  - a. Crystal Lake Project – status  
Staff provided an overview of the status of the rehabilitation of Crystal Lake Park, including the sediment basin, more natural lake edge, native plants, and improved pathways.
  - b. Showmobile update: “You Belong Here” Mission  
Staff provided an overview of the new showmobile as a tool for community outreach into new and underserved areas, new programs, and community partnerships.
  - c. Health & Wellness initiative update  
Staff provided an update on UPD efforts to expand health and wellness opportunities in the community, including possible community collaborations and additional space for programs.
  - d. KRT Planning and Expansion  
Director Bartlett provided an update regarding options for the expansion of the Kickapoo Rail Trail.
  - e. Value of UPD funding priorities for UPF  
Staff noted that the four pillars of the UPD Strategic Plan, Health & Wellness, “You Belong Here”, placemaking, and Trails & Connectivity, are all elements that can align with UPF fundraising efforts.
  - f. Other information for the UPF Board
- 3. Discussion – How UPD and UPF can help each other  
The Boards expressed mutual gratitude for all the hard work and dedication of Board members, staff, and the community for contributing to the success of Urbana parks.

## **V. Comments from Commissioners**

There were no additional comments from Commissioners.

**VI. Adjourn**

Vice-President Delcomyn adjourned the meeting at 8:21 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: \_\_\_\_\_