



*It is the mission of the Urbana Park District to:*

*- Improve the quality of life of its citizens through a responsive, efficient, and creative park and recreation system,*

*- Pursue excellence in a variety of programs, parks and special facilities that contribute to the attractiveness of neighborhoods, conservation of the environment and the overall health of the community.*

**NOTICE AND AGENDA OF MEETING  
URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
REGULAR BOARD MEETING  
TUESDAY, MARCH 13, 2018  
6:30 PM EXECUTIVE SESSION  
7:00 PM REGULAR BOARD MEETING  
PLANNING AND OPERATIONS FACILITY  
1011 E. KERR AVENUE  
URBANA, ILLINOIS 61802**

**I. Call to Order**

A. Remote Attendance

*The Board may authorize, by a voice vote of the physically present board members, any Commissioner wishing to attend remotely, pursuant to the UPD Remote Attendance Policy (Ord 2017-03).*

**II. Adjourn to Executive Session**

*Executive Sessions are closed meetings and may be held subject to the restrictions of the Open Meetings Act.*

**III. Reconvene Regular Board Meeting**

**IV. Accept Agenda**

**V. Public Comment**

*Any member of the public may make a brief statement at this time within the public participation rules of the Board.*

A. Public Comment

B. UPD New Staff Introductions

1. Mark Schultz, Public Information and Marketing Manager
2. Jake Prizant, Administration and Recreation Intern

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

*UPDAC is an advisory committee appointed by the Board of Commissioners. The members of UPDAC are appointed for staggered three-year terms.*

## **VII. Consent Agenda**

*All action and information items appearing below are considered routine by the Board and shall be enacted by one motion. If discussion is desired, that item shall be removed and discussed separately. Commissioners have had an opportunity to review these items prior to the Board Meeting.*

- A. Approval of the Minutes of the February 6, 2018 Board Study Session Meeting
- B. Approval of the Minutes of the February 13, 2018 Regular Board Meeting
- C. Action to Accept the Philanthropy Report and Gifts Listed with Gratitude  
*Gifts and donations must be officially accepted by the Board. The Philanthropy Report also lists volunteer service hours for the month.*
- D. Monthly Reports  
*These are monthly reports from each department of the district.*
  - 1. Administration (Executive Director, Business, Development/Volunteers, Human Resources)
  - 2. Planning/Operations (Planning, Project Management, Facilities, Grounds)
  - 3. Recreation (Museum, Aquatics, Athletics, Community Programs, Public Information/Marketing, Champaign-Urbana Special Recreation – CUSR)
- E. Approval of the Monthly Paid Accounts Payable  
*This report is available for review by each Commissioner.*
- F. Action to Approve Ordinance 2018-02 to Authorize the Disposal/Sale of Personal Property  
*Per State law, any property no longer required for district business must be declared as Surplus and disposed of in a manner stipulated by Board policy.*

*Action on any item removed from the Consent Agenda will be taken during Old or New Business as appropriate.*

## **VIII. Reports**

- A. Financial Reports  
*These are financial reports that are reviewed by the board each month. The board must take action to accept the Treasurer's Report.*
  - 1. Fund Balance Budget Report
  - 2. Monthly Budget with History
  - 3. Action on Treasurer's Report
  - 4. Supplemental Report of Cash
  - 5. Capital Budget Report
- B. Executive Director  
*This is an opportunity for the Executive Director to provide special information to the Commissioners.*
  - 1. DSC Employment Program
  - 2. UPD Seasonal Employment
  - 3. Arts and Culture Matrix Update
- C. President  
*This is an opportunity for the President to make a comment.*
  - 1. Review of upcoming meeting agenda
- D. Liaison Reports

1. Finance Study Group  
*(meets as needed to discuss financial matters of the District)*
2. UPD Policy Study Group  
*(meets as needed to discuss policy matters of the District)*
3. Urbana Parks Foundation Representative  
*(Reports on Park Foundation activities)*
4. UPDAC Planning Study Group  
*(meets as needed to coordinate and enhance Board-UPDAC activities and communication)*

**IX. Old Business**

- A. Action on any Old Business removed from the Consent Agenda

**X. New Business**

- A. Action on Bids for the King Park Tennis Court Project
- B. Action on any New Business removed from the Consent Agenda

**XI. Comments from Commissioners**

**XII. Adjourn**

Note: The Meeting Agenda and Supporting Materials are on the UPD website at <http://www.urbanaparks.org/documents/index.html>, choose the "Public Meetings" category and search for the meeting information you wish to download.