

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
 MINUTES – BOARD STUDY SESSION  
 TUESDAY, APRIL 7, 2020  
 6:30 PM  
 REMOTE MEETING VIA ZOOM  
 MEETING VIDEO LINK: <https://zoom.us/j/423548027>  
 MEETING PHONE NUMBER: (312) 626-6799  
 MEETING ID: 423 548 027  
 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, April 7, 2020 online via Zoom 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;  
 Chelsea Prah, Environmental Education Coordinator;  
 Judy Miller, Environmental Program Manager;  
 Jarrod Scheunemann, Campfire Concepts;  
 Allison Jones served as Recorder.

**I. Call to Order**

President Walker called the meeting to order at 6:31 PM.

**A. Remote Attendance**

**COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM TO TEMPORARILY SUSPEND THE URBANA PARK DISTRICT'S REMOTE ATTENDANCE POLICY PURSUANT TO STATE EXECUTIVE ORDER 2020-07 SUSPENDING THE REMOTE ATTENDANCE REQUIREMENTS OF THE OPEN MEETINGS ACT, AND ALLOW ALL BOARD MEMBERS TO ATTEND THIS MEETING REMOTELY. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

**II. Accept Agenda**

**COMMISSIONER DELCOMYN MADE A MOTION WITH A SECOND BY COMMISSIONER CUNNINGHAM 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. Organic Garden Program Focus Groups and Action Plan**

Jarrold Scheunemann with Campfire Concepts presented an overview of the feedback and action plan resulting from recent focus group surveys regarding the Organic Garden programs at Meadowbrook Park and Victory Park. He reviewed the background and history of the Organic Garden Program at UPD, presented demographic details of focus group participants, and discussed elements important to those users, including their values and motivations for participating. He noted that key elements for participants included ease of access to their garden plots, storage, fencing, growing conditions, a staff advocate for the program, and ensuring the continuation of the program. Other areas of concern include invasive species, deer, theft, communication, and fees. Next Jarrold reviewed participant priorities at each garden location, followed by a staff presentation of the Garden Action Plan, which include areas of improvement and ongoing efforts. These areas include communication efforts, soil improvement, replacement plots, new events and programs, wildlife and pest control, updated policy, storage, staff oversight, accessibility, and gardener support.

**B. COVID-19**

Director Bartlett reviewed UPD efforts to manage the COVID-19 situation, in regards to both the public and staff. He noted that primary efforts are focused on safe use of parks and protecting staff. He stated that essential work continues, but with modifications, and that future programs and facility use is still undetermined at this time. He expressed concern regarding fundraising, grant, and other revenue sources, budgeting, construction and improvement project timelines, programming through the summer and fall, and safety and sanitation efforts.

**V. Comments from Commissioners**

Board commented that they are proud of staff efforts through this uncertain time and

noted that UPD will continue to do our best to provide resources and programming as much as possible.

**VI. Adjourn**

President Walker adjourned the meeting at 9:14 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: May 12, 2020