

**URBANA PARK DISTRICT BOARD OF COMMISSIONERS  
MINUTES – BOARD STUDY SESSION  
TUESDAY, MAY 5, 2020  
6:30 PM-8:00 PM  
REMOTE MEETING VIA ZOOM  
URBANA, ILLINOIS 61802**

The study session meeting of the Urbana Park District Board of Commissioners was held Tuesday, May 5, 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;  
Ellen Kirsanoff, Development Manager;  
Andy Rousseau, Project Manager;  
Allison Jones served as Recorder.

Present from the Urbana Parks Foundation were:

Nancy Schrupf;  
Megan Puzey;  
Helen Grandone;  
Carolyn Trimble;  
Jim Conlin;  
Bill Gray;  
Fred Delcomyn;  
Sarah Nemeth;  
Steve Rugg;  
and Marketing Consultant Natalie Kenny Marquez.

**I. Call to Order and Introductions**

President Walker called the meeting to order at 6:33 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 WHICH SUSPENDS THE REMOTE ATTENDANCE REQUIREMENTS OF THE OPEN MEETINGS ACT THROUGH MAY 30, 2020, AND ALLOW ALL COMMISSIONERS TO ATTEND THIS MEETING REMOTELY. A ROLL CALL VOTE WAS TAKEN, ALL SAID "AYE."**

II. **Accept Agenda**

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

III. **Public Comment**

There were no comments from members of the public.

IV. **Discussion Items**

A. Joint Discussion with Urbana Parks Foundation

1. UPF Information for the UPD Board

i. Overview of UPF Organization; Committee Structure

Fred Delcomyn provided an overview of the current Urbana Parks Foundation organization and committee structure, which includes 11 appointed board members, as well as 4 active committees.

ii. UPF Events Planning

Megan Puzey, Events Committee Chair, reviewed UPF events for the last year, including attendance and outcomes. The events included the Barn Bash, Holiday Party, and The Big Splash. She noted that the next Barn Bash will be postponed until 2021 due to the pandemic. She noted that the Events Committee is considering new and different events for the future, as well as ways to improve existing events.

iii. UPF Financial Status

Jim Conlin, the new UPF Treasurer, provided an update on the Foundation's financial status, including contributions from 2019. He also noted that the UPF is using a new system of Quickbooks.

iv. UPF Fundraising Status

Steve Rugg, UPF Fundraising Committee Chair, reviewed the challenges of fundraising during this time, and noted that the UPF will continue with grassroots efforts.

v. UPF Recruitment Status

Carolyn Trimble, Nominating Committee Chair, provided an update on new Foundation members, including 4 new members in the last 12 months. She also noted that several long time Board members have reached the end of their terms per the by-laws, but continue to remain active.

Fred Delcomyn noted that it is time to review the UPF by-laws and that process will be happening soon.

vi. UPF Marketing Status

Natalie Kenney-Marquez, UPF's Marketing Consultant, provided updates regarding the UPF website, the Nature When you Need It Campaign, graphic design elements, and the annual report. Staff noted that the UPF provided around \$83,000 in financial support to the UPD in 2019, including funding specific projects as well as event sponsorship.

2. UPD Information for UPF Board

i. Report from UPD Board President, Michael Walker

President Walker reported on the refinancing of two UPD bonds, with a reduction in interest rates and additional available capital withdrawn for future projects. He noted a three-year time frame to spend the additional bond money. He also noted that UPD programming has been turned upside down with the pandemic situation, which will result in ongoing challenges for the foreseeable future.

ii. Health & Wellness Initiative Update

a) Discussion on Project Fundraiser for Health & Wellness Facility

Director Bartlett noted that the UPD 2019 Strategic Plan is now complete, and highlighted Placemaking, Trails and Connectivity, You Belong Here, and Health and Wellness. In regards to the Health & Wellness facility proposal, all fundraising options are being explored, and any support from the Foundation is appreciated. The UPD and UPD Boards discussed options and possibilities for maximum fundraising efforts.

iii. Capital Projects Update

Staff provided updates on several critical needs projects, including:

a) Crystal Lake Park

Andy Rousseau provided updates on renovations at Crystal Lake Park, including improved lakeshore, new playground, and new boat launch. He noted this work should begin in June. Derek Liebert noted that \$120,000 of support for this project was provided by the Urbana Parks Foundation.

b) Blair Park

Derek Liebert reviewed updates coming to Blair Park, including a new playground/challenge course, loop path, and electronic ball game. He noted that IDNR staff are working on the grant agreement and engineering should begin within the next few weeks.

c) Museum Grant

Derek Liebert provided background on the state museum grant

program, which could provide up to 100% funding, up to \$750,000, to help fund nature focused program areas. He noted that in the past this grant program helped pay for the boardwalk in Busey Woods and the gateway trail interpretation display. He noted that a current high needs project that would be eligible for this program would be a new nature day camp facility, which could also be used for rentals and a fire circle. He noted that concepts for this project will be reviewed soon, with an application submitted later this month.

- iv. Other Information for UPF Board  
There was no further information discussed.

- 3. Strategies for Effective UPD/UPF Collaboration to Support UPD Priority Projects  
The UPD and UPF Boards discussed how best to collaborate on projects and fundraising efforts, including possibly hiring outside fundraising staff.

**V. Action Items**

- A. Action to Affirm Staff Decisions on Facility Closures and Cancellation of Programs, Rentals, and Events

Director Bartlett reviewed the need for timely and prompt communication and decision-making in regards to program, facility, and staffing status during the ever-evolving pandemic situation. The Board and staff discussed how best to quickly provide updates and information to all parties, while making sure staff have latitude to work quickly. The Board requested weekly updates on any changes.

**VI. Comments from Commissioners**

The Board thanked staff for their hard work during these difficult circumstances.

**VII. Adjourn**

President Walker adjourned the meeting at 8:18 PM.

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Michael W. Walker, President

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Timothy A. Bartlett, Secretary

(Seal)

Date Approved: June 9, 2020