



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 ADVISORY COMMITTEE (UPDAC)
TUESDAY, NOVEMBER 16, 2021
7:00 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, IL 61802

I. Call to Order and Introductions

II. Public Comment

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

III. Discussion

- A. Champaign County Community Coalition – Tracy Parsons
- B. Introduction to Underrepresented Study Phase II

IV. Approval of the Minutes of the October 26, 2021 Meeting

V. Reports

- A. UPDAC Chair
- B. Board Representative
- C. Director's Report
- D. Capital Projects Report

Upcoming meetings:

December – no meeting
January 25, 2022
February 22, 2022
March 22, 2022

VI. UPDAC Member Comments, Questions, and Open Discussion

VII. Adjourn

*****This month's secretary is Ashley Withers*****

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.

EXECUTIVE SUMMARY

1. What are the recreational needs and interests of the underserved population in Urbana? Are the current activity offerings of the Urbana Park District meeting the needs of underserved constituents?

African American non-users have been asked what kinds of programs they would be interested in participating if their constraints on participation have been lifted or reduced. The activities and programs mentioned included: basketball, “gym,” dance, ballet, swimming, gymnastics, football and baseball.

When asked to describe activities **African American users** engaged in, the participants mentioned: soccer (youth), swimming (both indoor and outdoor), tennis, basketball (youth), baseball (youth), ballet (youth), fitness, yoga, and tap dance (youth).

Asian non-users represented immigrants from China, Pakistan, Iraq and Indonesia. When asked what kind of activities they would like to engage in, they mentioned walking, running, swimming and open air cooking of new (American) and traditional ethnic foods.

Asian users represented immigrants from China, Thailand and Indonesia. Some of them were recent immigrants (1 year in the US), while others were second generation Chinese-American. The interviewees mentioned a variety of activities they and their children engaged in: swimming (both indoor and outdoor), ballet (youth), summer camps (nature and arts), and soccer (youth). Asian users also mentioned attending various festivals in the Urbana parks, walking and enjoying nature.

Latino non-users interviewed in this study represented immigrants from Mexico, Chile, Peru, and one person from Puerto Rico. Asked what types of activities they would be interested in participating, Latino non-users mentioned exercising, swimming, soccer running, archery, and weaving classes.

Latino users listed a number of UPD programs and camps that they and their children participated in – soccer (youth and adult), swimming (youth and adult), yoga, summer arts program, and summer sports camps.

What other activities people would like the UPD to offer?

Users and non-users have been asked what kind of activities they would like the UPD to offer beyond of what is already included in the UPD programming portfolio. The suggestions included: a program for young mothers where they could share their stories and learn how to cope with stress and discuss issues related to raising children (a recommendation made by several interviewees), “wine and paint” programs for adults, cooking and baking classes (a recommendation made by several interviewees), volleyball for youth, and Latino dance classes (beyond of what is already being offered). Programs for young families and single mothers were mentioned by several interviewees. A number of interviewees recommended that the UPD provides more programs related to food, arts and activities related to health that can be done outdoors. A common perception, particularly among Asian interviewees, was

that a great proportion of the UPD programs targets families and children, while single adults are reluctant to participate in such activities. A number of Latino and Asian interviewees also stressed the importance of providing activities for a variety of age groups. A very common theme across interviewees from all three ethnic groups was a perception that the Urbana Park District does not provide enough activities targeting teenagers, particularly those who are not interested in sports. Classes related to beauty (hair, makeup, nails), skate park, self-defense, and more volunteer opportunities were mentioned as examples of activities the Park District could consider providing.

What are the other places where people go for recreation?

UPD users and non-users have been asked where else, besides the UPD programs and parks, they spent their free time. Several participants, primarily African American non-users, mentioned home and church activities. Private clubs such as Charter Fitness and Planet Fitness, YMCA, and fitness facilities that belonged to apartment complexes have also been mentioned. Not surprisingly, interviewees who were UIUC graduate students frequently used campus recreation facilities such as ARC and CRCE, as well as recreation areas in the vicinity of Orchard Downs university housing units.

2. What are the constraints to accessing recreation programs among underserved populations in Urbana? Do those constraints differ between users and non-users?

Users and non-users from all three ethnic groups have been asked about constraints/barriers that prevented them from using and accessing UPD programs and facilities or from enjoying their participation. The most important constraints mentioned by a number of interviewees included fees/cost, transportation, lack of knowledge of opportunities, safety, language barrier, racial tensions, lack of time /scheduling conflicts, dissatisfaction with the level of instruction and (lack of) competitiveness of the programs, and lack of programs for single adults. Some of the interviewees also mentioned constraints such as lack of room in some UPD programs / popular programs being overcrowded, and lack of child care.

Some of the constraints were highly related to people's socio-economic status (e.g., cost, lack of knowledge of opportunities, transportation), while others were culture-related (e.g., programs not competitive enough, language barrier) or associated with people's undocumented status (e.g., lack of credit cards).

African American residents of the Lierman community (in the vicinity of Brookens Gym) were significantly different from other groups of interviewees with respect to the number and strength of constraints they have experienced.

3. What are the benefits of participation in recreation programs offered by the Urbana Park District to the minority adults and youth?

Interviewed program participants and parents of youth who participated in the programs have been asked "Why do you participate in programs offered by UPD (why do you sign up your children for UPD programs)?" "What do you think you and your family get out of participation in recreation programs offered by UPD?" and "When you think about signing up your children for UPD programs, what are you looking for in the programs?" The most often mentioned benefits of program participation included: an ability to interact with

children of other ethnic and racial backgrounds and to learn about other cultures; health and being active; socialization/spending time with friends and meeting new people; establishing contacts with other parents; learning the language; developing children's interests; distraction from technology; stress reduction/relaxation; safety; and child-care function of the programs.

4. What are the needs, interests, and constraints related to the utilization of parks and park facilities among the underserved populations?

UPD users and park visitors have been asked which UPD parks they and their family/children like best and why, are there things that prevent them from visiting the UPD parks and park facilities more often, and what would be their suggestions for improving UPD parks and park facilities. The most popular parks among the study participants were Meadowbrook Park and Crystal Lake Park. Study participants also visited Victory Park, Blair Park, Madera Park and Larson Park.

Urbana parks were generally considered clean although a few interviewees commented that water in the Crystal Lake Park “looked a little bit dirty.” The interviewees agreed that amenities in the UPD parks were “in generally good shape.” Parks were seen as generally safe, although a few visitors expressed concern about crime and homeless people, especially in the evening hours, and complained about the lack of lighting and the parks being “empty” (no personnel, patrols, or police presence). Signs in Meadowbrook Park were used as an example of positive park amenities. A number of interviewees compared Meadowbrook in positive terms to other parks that had no signage and where bathrooms were “difficult to find.”

Constraints on park visitation and enjoyment were classified into three categories: those related to parks themselves (e.g., cost of renting facilities, lack of bathrooms, fear of crime in the park, and problems with finding a park); personal circumstances of the interviewees (too tired, too busy, lack of time and energy, lack of cars), and of the general nature (cold Illinois weather, problems with transportation – finding a parking spot, parks surrounded by busy streets).

When asked for recommendations on what can be done to improve Urbana parks, both users and non-users mentioned making parks more visually appealing (“adding more color” by planting flowers), keeping parks open longer in the summer, installing maps at park entrances, improving lighting, increasing security of parks, providing more infrastructure for older children, and installing bathrooms in parks that lack this amenity.

5. What can Urbana Park District do to better meet their needs?

Focus group and interview participants have been asked what Urbana Park District can do to better serve their needs. The interviewees provided a number of suggestions for improvement. Most of them were geared toward helping all disfranchised residents have a better access to the UPD programs (being creative about pricing of programs, providing diversity training to coaches), while others were group-specific (e.g., lowering language barrier), or targeted towards residents of the most disfranchised communities (Lierman). The suggestions included: lower prices, offer discounted activities, and advertise the scholarships better; make applying for scholarships easier; lower the language and cultural barrier;

consider modifying the hours when the programs are offered and the facilities are opened; be clear about the goals of the programs, improve training of the summer staff; provide food stands at facilities; provide information and diversity training to coaches; improve hygiene / do not allow food into pool areas; provide more opportunities for interaction among parents; and develop an outreach program to the most disfranchised communities.

6. How people are finding out about the Urbana Park District and how the communication can be improved?

How the users obtained the information

Participants have been asked how they had obtained information about the UPD programs and events. They mentioned that their main sources of information included the program guide received through the mail, word of mouth, flyers brought by children from school, UPD website and facebook posts, e-mail, seeing other people participating in activities, visits to the UPD facilities, and directly calling the Park District.

Suggestions for improvement in marketing/communications

Both UPD users and non-users have been asked how the UPD can improve its promotional materials and how best to reach the widest segments of African American, Asian, and Latino residents of Urbana. The participants' recommendations included: redesigning the activity guide, distributing flyers in the community (suggestion from the residents of Lierman), developing collaborations with Parkland and UIUC (distributing information through the housing office, International Student and Scholar Service, and individual departments, and organizing trips for the incoming international students and visitors to introduce them to facilities and parks), and sending e-mail reminders to the existing users to register for UPD programs.

7. UPD staff members' cross-cultural competence

The UPD managers who participated in interviews have been asked "Have you had training related to serving minority users of UPD programs? Do you think you could use additional training? If so, what kind of training would you like to receive?" The majority of the interviewed managers recalled attending half-a-day long cultural competency training at the Virginia Theatre organized by the Champaign Park District. In addition, some of the staff attended sessions at the Illinois Parks and Recreation conference and at some environmental conferences. However, some interviewees stated that only about one third of the employees attend such conferences, so many have not been exposed to additional trainings.

8. Cooperation between the Urbana Park District and other community stakeholders

The interviewed UPD managers have been asked "Does the UPD cooperate with other stakeholders in the Champaign-Urbana area? In response to this question, a number of formal and informal collaborations have been identified: with schools, community organizations, Child Care Resource Services (CCRS), Champaign Park District, YMCA, Boys & Girls Club, local churches, Champaign-Urbana Public Health District, Carle Hospital, and Clark Lindsey Village.

URBANA PARK DISTRICT ADVISORY COMMITTEE (UPDAC)
MINUTES
TUESDAY, OCTOBER 26, 2021
7:00 PM
CHAMPAIGN-URBANA SPECIAL RECREATION CENTER
2212 SANGAMON DRIVE
CHAMPAIGN, IL 61821

The meeting of the Urbana Park District Advisory Committee (UPDAC) was held Tuesday, October 26, 2021 at the Champaign-Urbana Special Recreation Center at 2212 Sangamon Drive, Champaign, IL 61821 at 7:00 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 member of the committee 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.

UPDAC Members	PRESENT	ABSENT
Laura Hastings, Chair		X
Gary Ambler	X	
Nicoline Ambrose	X	
Jonville Chenoweth		X
David Dorman	X	
Patricia Hatch		X
Ben Kaap	X	
Ashley Moore	X	
Jean Paley	X	
Ashley Price	X	
Sarah Roper	X	
Howard Schein	X	
Gary Stensland	X	
Karl Weingartner	X	
Ashley Withers	X	

Also present were:

Tim Bartlett, Executive Director
Nancy Delcomyn, Vice President Board of Commissioners
Corky Emberson, Superintendent of Recreation
Andy Rousseau, Project Manager
Kelsey Beccue, Office Manager
Grace Tissier, CUSR Program Manager

I. Call to Order and Introductions

Gary Ambler, acting as UPDAC Chair, called the meeting to order at 7:02 PM. Kelsey announced that Ben Kaap was re-appointed to UPDAC and will serve until June 2022. He is replacing Casey Diana who had to resign from the committee due to conflicting obligations on Tuesday nights.

II. Public Comment

There was no public comment.

III. Champaign-Urbana Special Recreation (CUSR) Facility Tour

“Champaign-Urbana Special Recreation (CUSR) was formed through a cooperative agreement with the Champaign and Urbana Park Districts to provide recreation programs and leisure services for residents with disabilities.” – <https://cuspecialrecreation.com/about-us/>

Grace Tissier, Program Manager of CUSR, gave UPDAC a tour of the recently renovated facility, which was built in the 1970s. Facility features include:

- 49 person multipurpose activity room (in which the UPDAC meeting was held)
- two office spaces, a larger one currently housing three staff and a smaller one housing the Program Manager
- storage/staff area
- large gym room for basketball and other sporting activities, with a divider that can break up the space for two simultaneous activities
- two bathrooms with adult changing stations
- two small sensory rooms, one for individuals who need stimulation and one for individuals who need a calming environment

IV. Discussion

A. Champaign-Urbana Special Recreation

Grace provided information regarding CUSR, including information on programming, people served, staffing, community partners, and the strategic plan.

Programs

All programs have fees, which are divided into resident and non-resident fees. There are also scholarships up to 50% of the applicable fee. Among CUSR programs are:

- Young adult post-school program (this program is just beginning)
- Special Olympics sports
- Therapeutic horseback riding for all ages, which also involves caring for horses
- Trip excursions
- Theater stage performance, which includes which includes both an annual play and a musical production

People Served

CUSR serves hundreds of people with disabilities throughout the region.

Staffing

Pre-pandemic, CUSR had about 15 staff and volunteers in each program area. They are currently down to about 15 staff and volunteers in total, but they are also way down in client participation, so existing staff and volunteers are able to manage. They are in the process of building their staff/volunteer levels back up.

Partners

Champaign-Urbana Special Recreation has several community partners including:

- Community Choices
- The Developmental Services Center (DSC)
- Special Olympics
- YMCA

Strategic Plan

A new 2022 – 2024 strategic plan is in the last stages of development. Finances are always a concern in future planning, as CUSR gets no ongoing state or federal funding. 4.5% of the Champaign and Urbana Park District regular budgets go toward CUSR as one of their main sources of revenue. They also do regular fundraising, and have two fundraisers coming up: a 5K cupcake fundraising for their scholarship fund and a popcorn sale, which last year netted over \$5,000.

V. Approval of the Minutes of the September 28, 2021 Meeting

Jean Paley made a motion with a second from Ashley Price to approve the minutes of the September 28, 2021 UPDAC meeting. All said aye, motion carried unanimously.

VI. Reports

A. UPDAC Chair
No report.

B. Board Representative
Board Vice President, Nancy Delcomyn reported that the Urbana Park District and Urbana Parks Foundation recently held an event at Prairie Park to promote the new Health & Wellness facility. Many staff and UPD supporters, including local office holders, were there.

C. Director's Report
Executive Director, Tim Bartlett reported that the UPD held a staff retreat last week, and mentioned the popularity of UPD's Pop-Up Parks program. The UPD reached out to the Boys and Girls Club, two local reverends, and others to create partnerships to reduce violence in Urbana. The 25th anniversary of the Wandell Sculpture Garden is coming up, and various sculpture rollouts are forthcoming. He reported on the status and prospects of the Kickapoo Rail Trail (KRT), including the positive impacts it can have on Weaver

Park and Urbana as a whole. He also reported that UPD has implemented a vaccine mandate for all staff—with medical and religious exemptions—beginning in early November.

D. Capital Projects Report

Project Manager, Andy Rousseau, and Superintendent of Recreation, Corky Emberson provided some updates on capital projects. Plans for the Health & Wellness Facility continue to move forward. The cost to the district, outside of awarded grants, is projected to be about \$3 million, though the construction costs are variable, especially in the current construction climate. The Urbana Parks Foundation so far has raised \$1.7 million in 1.5 years toward the project. The roof at the Phillips Recreation Center will be replaced soon. Blair Park is almost complete and funding is being sought for refurbishing the tennis courts there. UPD is doing design work for the pavilion at Crystal Lake Park, as well as other improvements there, which will begin as soon as funding is obtained.

VII. UPDAC Member Comments, Questions, and Open Discussion

There was discussion about why a new Meadowbrook play area is needed and efforts to get public input about a new design. There was also discussion about the new vaccine mandate for UPD staff going into effect in early November, why it is necessary, and its implications.

The topic of transportation adequacy and affordability to the Health & Wellness facility was discussed at some length; this is a priority of the UPD.

The status of Weaver Park development was discussed. This will come after the completion of the Health & Wellness facility. Future development of the KRT will also be a factor. It is hoped that a full trail facility with parking will be developed at Weaver Park.

The curtailment of the use by UPD of the Brookens facility for three months out of the year for use as a voting site was discussed and explained.

VIII. Adjourn

Acting UPDAC Chair, Gary Ambler, adjourned the meeting at 9:01 PM.

Respectfully submitted, David Dorman.

ADMINISTRATION REPORT

TO: Urbana Park District Board of Commissioners

FROM: Timothy A. Bartlett, Executive Director

DATE: November 9, 2021

RE: October 2021 Administration Department Report

Tim Bartlett – Executive Director

Urbana Park District/Urbana School District #116

As you may recall, UPD staff recommended exercising our 1-year extension on our contract for our joint operation of the Urbana Indoor Aquatic Center. The Aquatics Matrix team (both UPD and USD staff) will be discussing the basis for our new contract for going forward at the UIAC. Our current contract is for a five (5) year window of time—compared to the 20-year contract at the beginning of our arrangement. This shorter period was justified as a way to allow more flexibility with the joint operations. Both staff groups will be meeting soon and can update us on their progress. Preliminary staff reports indicate less interest from USD staff in renewal and replacement of some of the pool features scheduled for replacement. Staff has growing concern of our shared facilities and working relationships with the USD regarding their willingness to help pay for the benefits.

Staff recommends that we should expand our discussions with the Urbana School District prior to approving future agreements on how we go forward with all of our shared resources—parks, facilities, and staff support. We have growing concerns that we have an imbalance in our partnership. In recent talks, we have asked USD for support for improvements at Blair Park Tennis Center to rehabilitate the tennis courts. Blair Park is the home court for Urbana High School tennis. After discussion of the needs at Blair Park with UPD staff, USD declined cost support for improvements. We previously painted the tennis courts in their school colors, at an increased cost to UPD, to help instill pride and attraction to their users. Our hope was that the USD would help support the ongoing costs of operation in the future. It is unsustainable for UPD to provide that added support bearing 100% of the costs.

Staff have had recent discussion about the future of Prairie Park hardball/baseball field. The UPD does not advertise program use at that site, as we do not offer public programs for baseball. The University of Illinois does rent it for some level of practice for their training needs. At this point, we could consider leasing out the ballfield to another entity to avoid all of the ongoing operation costs and perhaps gain more rental income.

Staff recommends that we provide a report on all of our sports and athletic fields' uses/programming and make recommendations on our future needs and uses. That would be an ideal time to make any changes to help improve what we do offer and create a plan to provide relief on things that cost the district in operating expenses. Ongoing concerns about the costs and terms of using school facilities and having less access to parking, school playgrounds, and

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other community resources continue. Staff continues to hear UPDAC and community complaints about not having access to local schoolyards, basketball courts, and playgrounds.

It has been over a decade since our last joint UPD/USD board meeting where we discussed the future of our joint interests and operations. Many things have no doubt changed over that time for both districts. Staff is recommending that we should consider making that one of our new goals for 2022-2023. Therefore, it may be a good opportunity to come together and have a frank discussion about our current and future needs for athletic fields and courts, opportunities for shared costs, and other cooperative efforts that join both districts together. A future Study Session could provide the background on all of our shared and desired needs from the UPD perspective. Having a clear understanding of our commitments and obligations would help in the staff effort to prepare a districtwide athletic fields/courts study.

Phillips Recreation Center – “Position One”

Staff coordinated the installation of “Position One” by the late Ron Gard at the Phillips Recreation Center (PRC). We planned to relocate this sculpture from Meadowbrook Park to PRC as a permanent sculpture at that facility. You may recall that the UPD has long-term goals of locating high quality sculpture and/or cultural features at all main facilities. We have also been adding sculpture at “community entry points” like King Park, AMBUCS Park, Leal Park, and Meadowbrook Park as examples. Staff is very pleased to have a permanent sculpture at PRC that compliments the themes and uses of that building. We have already received many positive comments and we invite the Board of Commissioners to visit the site to see the new work. We thank Otto Baum, UPD staff, and the board for everyone’s help and support on this effort.

IAPD Legal Symposium

Leadership and key staff virtually attended the 2021 Illinois Association of Park Districts Legal Symposium on November 4, 2021. The in-person and virtual event was hosted at the traditional location at the Oakbrook Hyatt Hotel. Staff greatly benefits from attending this event each year as critical legal information is presented that includes new laws, rules, processes, procedures and reporting requirements for Illinois Park Districts. This year’s session included the following topics and speakers:

- Use of Background Information, Whistleblower Protections and Other New Changes in Labor and Employment Law – Chris Johlie, Littler Mendelson, P.C.
- Addressing Employee Leaves in the COVID-19 Era – Kevin Noll, Robbins Schwartz
- PAC Opinions, Court Rulings, and Other Open Meetings Act/FOIA Developments – Andrew Keyt, Heyl Royster
- Hot Topics in Park District and Forest Preserve Finance and Borrowing in the Wake of the Pandemic – Kelly Kost, Chapman Cutler LLP
- New Laws and Key Legislative Issues from the 102nd General Assembly that Impact Your Agency – Jason Anselment, IAPD
- Preparing for Capital Projects: Latest Updates on Prevailing Wage and Other Laws Impacting Public Works – Andrew Paine, Tressler LLP

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- Significant Court Decisions Affecting Your District's Day-to-Day Operations – Tom DiCainni, Ancel Glink, P.C.

The event is always well attended; it provides an opportunity for us to follow up with Matt Deering and/or other service providers at the UPD to help improve our administrative and day-to-day operations. Some of the most relevant annual topics include: FOIA/OMA, Tort Immunity/Liability, Bidding/Contract Awards, ADA, Sexual Harassment/Harassment, and Annual Bonds. Next year's symposium will be held November 3, 2022.

Business Services – Caty Roland, Superintendent of Business Services

General

In October, the Business Services Department completed several essential tasks:

- prepared and filed quarterly payroll tax reports
- prepared the annual Treasurer's Report for filing with the County Clerk
- saw that the public Notice of Availability of Audit Report for fiscal year 2021 was published in the *News-Gazette*
- submitted the Government Finance Officers Association (GFOA) application for the Excellence in Financial Reporting Award for the 2021 Comprehensive Annual Financial Report
- prepared materials used by the Board to determine the amount to be raised by taxation for the 2021 levy
- saw that the Notice of Proposed Property Tax Increase for the 2021 levy was published in the *News-Gazette* on October 28
- worked with Speer Financial to prepare the Bond Continuing Disclosure Report and file it on the EMMA website as required by federal law
- ensured that payment for the District's liability insurance policy was paid by the renewal date of October 16

Timekeeping Software

The project kick-off meeting for the Novatime implementation was conducted on September 28. The implementation team then presented the following software demonstrations to the staff work group: Novatime User Experience Demonstration, Novatime System Setup & Pay Rules Demonstration, and Novatime Advanced Scheduling Demonstration. The staff work group has met weekly for project discovery and discussions on site configuration. Our next project planning meeting is scheduled for November 9 when we will finalize the project timeline and next steps. We expect to go live with the new timekeeping system ahead of the summer hiring season.

COVID-19 Vaccine Mandate

As of November 4, 70% of active employees have submitted proof of vaccination. The deadline is November 13.

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Human Resources – Alexandra Ivanova, Human Resources Manager

In October, the District continued to respond to COVID-19 in a way that prioritized the safety and well-being of district staff as the state remained in Restore Illinois Phase 5. The district is following all recommended safety protocols and assisting staff with utilizing federal COVID-19 related leaves. In addition, the Urbana Park District has implemented an employee vaccine mandate to protect the health and safety of staff and the community at large.

Preliminary work on open enrollment for the 2022 calendar year benefits has begun. This year, open enrollment will be completed electronically again. The district received no increase from Health Alliance for the three existing insurance plans. These three plans will be offered again, with no increase in employee contributions. The district received no increase for ancillary benefits and the current dental, vision, group term life, and supplemental life insurance plans from Delta and Amalgamated will continue to be offered. The annual open enrollment meeting will be held virtually on November 18, 2021.

Development – Jeremy Thorpe, Development Manager

The Development Manager worked with the Recreation Department to host a community awareness event at the future site of the Health & Wellness facility on Saturday, October 23. Donors, foundation trustees, and community members were invited to have refreshments and learn more about the project. There were also games for the kids who attended. Yard signs promoting the new facility were purchased to be given out during/after this event and will be delivered to donors in the next week.

There were two separate 2021 Urbana Parks Foundation annual appeal letters. One letter went out to those who have donated to the Health & Wellness campaign while the other went to “friends of the foundation” which include prospects, prior donors, and those who have a relationship with the foundation in other ways. They are set to hit mailboxes the third week of November. Health & Wellness campaign donations continue to come in as the Development Manager meets with UPF trustees to find and solicit more donors.

The Development Manager is working with the Community Program Coordinator to get donations and sponsors for the 2022 Read Across America Program. Several sponsorship and grant applications have been submitted, and staff have reached out to work with managers at local retail stores.

PLANNING & OPERATIONS REPORT

TO: Urbana Park District Board of Commissioners

FROM: Derek Liebert, Superintendent of Planning & Operations

CC: Tim Bartlett, Executive Director

DATE: November 9, 2021

RE: October 2021 Planning & Operations Department Report

Superintendent of Planning and Operations Derek Liebert

Health & Wellness Facility Planning

Staff continued to coordinate with DCEO on Health & Wellness facility funding. Staff submitted the updated floor plan and budget that creates clear construction and funding separation between IDNR's PARC base facility project and the expanded DCEO wing and site work/paving. We also removed professional services from the grant scope in order to move forward with design prior to the final approval process. DCEO has responded by updating our draft scope agreement and directing the district to advance design and construction estimating to a level sufficient to complete the grant agreement. Staff, Farnsworth Group, and DCEO anticipate this would take place after design has advanced significantly but no later than January or February of 2022. Once these detailed cost estimates are available, DCEO expects we would have a signed final agreement within two to three months of submittal, though likely sooner as our project has already been through a preapproval merit review process in response to a Notice of Funding Opportunity. In response to staff concerns about expending funds on advancing design prior to receipt of a finalized grant agreement, DCEO responded that the funding is secure and that the UPD has already received the funding award through DCEO Merit Review Process.

Facilities Supervisor Shane Newell

Winter Preparation

Staff completed several seasonal projects that included removing volleyball nets, ordering supplies for snow removal, updating the snow removal schedule, servicing snow blowers, installing plow markers, blowing out water lines in exterior restrooms and irrigation systems, draining exterior hose bibs at Phillips, filling drain p-traps with antifreeze, and ordering portable toilets for Meadowbrook and AMBUCS parks for the winter season. The irrigation well at Meadowbrook will stay in operation until late fall or early winter. Staff will use the water supply to water trees that have been recently planted.

Grounds Supervisor Rich McMahon

Grounds Notes

Tree planting is in full swing. This past week we planted two of the Illinois American Water grant

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trees at King Park. Twenty-one first graders from King School came over to help us spread woodchips after they were planted. The kids were very enthusiastic, and it was fun sharing this experience with them. The rest of the water grant trees will have been planted by the time of this board meeting.

We recently planted a couple memorial trees at Carle, and in both instances there were many friends and family at the planting. This park has become very popular for tree donations over the last few years. One of these two plantings filled a void that was left when we had to remove a large Sugar Maple last year. It's nice when donations match up with a specific need like this, especially at a park like Carle, where it can be challenging to find a spot that'll provide enough sun for the tree to grow and thrive, and doesn't conflict with other park usage or features.

Construction Supervisor Keith Ewerks

Blair Park

We are waiting for the contractor to finish a few details around the playground and challenge course, but installation of the new playground at Blair is coming along. Not quite as quickly as I would like, due mostly to rain that we have gotten over the past few weeks. A positive is that with the heavy amount of rain that we have gotten lately, both the playground and the challenge course area have not had any standing water in them. The drainage that was installed is apparently working well. The soil conditions in the park are also very good. We will keep plugging along as weather allows.

Sculptures

We have some new sculptures coming to Meadowbrook this fall, and Position #1 was recently installed at Phillips Recreation Center after the concrete base underwent rehab with some repairs and new paint. Some of the new installations will be using our new portable concrete pads that we had fabricated. They are approximately nine-foot diameter circles made out of concrete with reinforced embedded eyelets for hooking chains for lifting/transporting. It will be interesting trying these out for the first time, but should make our sculpture program a little easier and more efficient.

Upcoming Projects

Blair Park playground and challenge course
Sculpture installations

Aquatics Facilities Supervisor Joseph Schmidt

UIAC

The Urbana Indoor Aquatic Center hosted a YMCA HEAT team swim meet. The joint management team met to review the capital budget. Staff met with Alpha Controls to discuss needed improvements to the building automation system. The maintenance supervisor met with the field supervisor for Johnson Controls to discuss repairs to the fire alarm system, leading to a

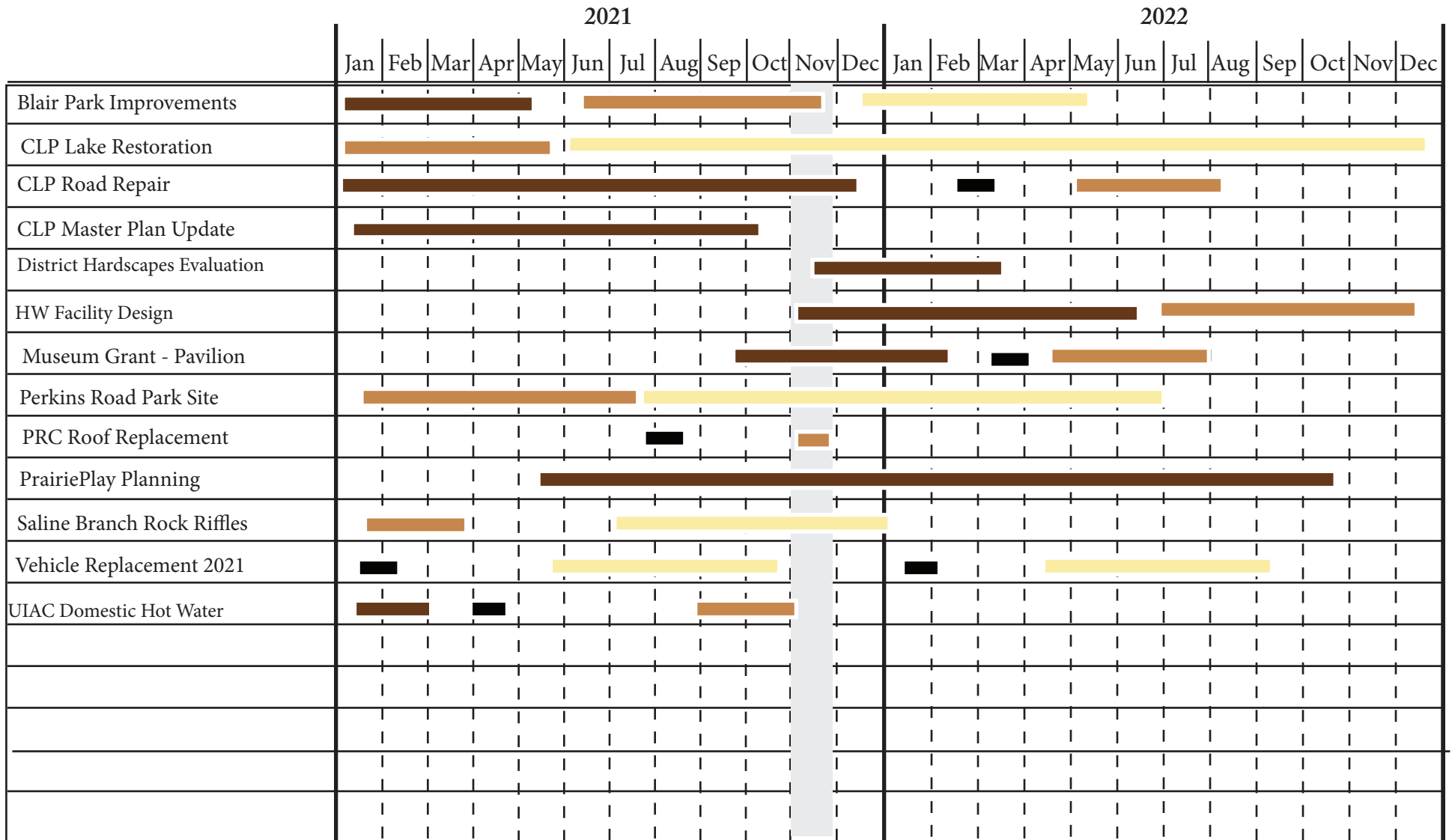
PLANNING & OPERATIONS REPORT

declaration of obsolescence and a requirement to replace the alarm panel and, potentially, all of the heat and smoke detectors.

CLPFAC

Staff worked to create several new procedural documents for winterization of the Crystal Lake Park Family Aquatic Center.

CAPITAL PROJECT TIMELINE



Future Projects		Legend	
APNC Solar Phase II	2022	<div></div>	<i>A&E Design</i>
Blair Tennis	Summer 2022	<div></div>	<i>Out to Bid</i>
		<div></div>	<i>Estimated Construction Period</i>
		<div></div>	<i>Closeout & Maintenance</i>

RECREATION REPORT

TO: Urbana Park District Board of Commissioners

FROM: Corky Emberson, Superintendent of Recreation

CC: Tim Bartlett, Executive Director

DATE: November 9, 2021

RE: October 2021 Recreation Department Report

Public Information and Marketing

Public Information Manager, Mark Schultz – Marketing promoted the October 3, Crystal Lake Park Open Road Celebration. The purpose of the event was to celebrate the end of the Crystal Lake Park project, and to allow vehicle-free, open road access for people wanting to walk, run, bike, or roll on the road. Despite the drippy day, the event was a success with several coming out to learn more about the park and enjoy an open road. We promoted this event through a news release, web stories, and several entries on Facebook, Twitter and Instagram.

Marketing helped spread the word about the new Health and Wellness Center during October. We marketed the October 23, 2021, public information event at Prairie Park in which the public came out to learn more about the proposed facility. We distributed a news release to all local media promoting the event, put a paid event on Facebook, and also promoted the event on Twitter and Instagram.

We booked Janet Soesbe on ciLiving and The Stevie Jay Show to discuss the Halloween Masquerade Car Parade and Trunk or Treat.

Another focus in marketing was to encourage registration for October and November programs and activities that focus on teens, nature and fitness and wellness.

Looking forward, Marketing looks forward to publishing the January – April 2022 program guide in November, promoting the 54th Annual Turkey Trot and, as always, letting the community know that “You Belong Here!”

Community

Community Program Manager, Janet Soesbe – The Arts and Culture Matrix Team has begun planning the Wandell Sculpture Garden’s 25th Anniversary, which will be in 2023. The current plan will involve a year of programs, events, workshops, and media stories, all through the lens of the Wandell Sculpture Garden or based on the sculptures themselves. The group intends to use existing programming wherever appropriate so we are not adding too much to our already over-filled plates. The Anniversary will be announced in August of 2022 and begin in October. The year of celebration will culminate at the 2023 Jazz Walk with a rededication event.

RECREATION REPORT

Community Program and Engagement Coordinator, Jacob Johnston – During the month of October and aside from his typical duties, Jacob helped Outreach and Wellness staff with another Steer Place event, assisted with the Crystal Lake Park Open Road event, assisted with several Urbana events, coordinated a successful cooking demonstration in the James Room Kitchen, and cleaned out the senior storage closet at Phillips Recreation Center. Additionally, one of Jacob's larger project this month was coordinating the Community Choices First Time Job Seekers program. Jacob connected Community Choices members with five different preceptors who were shadowed all around the district from the indoor swimming pool to Anita Purves Nature Center.

Volunteer Coordination

- **Soccer and Wood Bat:** Kyle Mills reported 23 volunteer coaches. They totaled 318 hours of volunteering during the month of October 2021.
- **Natural Areas Management:** Matt Balk reported 10 volunteers who removed invasive brush from Weaver Park. They totaled 36 hours of volunteering during the month of October 2021.
- **SPLASH:** Matthew Lewis reported 8 volunteers who helped with the SPLASH afterschool program. They totaled 80.25 hours of volunteering during the month of October 2021.

Total Volunteers for October 2021: 41 | Total Volunteer Hours for October 2021: 434.25

Community Program Coordinator, Matthew Lewis – This month the Community Program Coordinator focused primarily on planning for Read Across America, Youth Summer Theatre, Family Date Night, and Summer Arts Camp for next year. The Community Program Coordinator also has been meeting with the Community Program & Engagement Coordinator, Athletics Supervisor, and Athletics Coordinator about getting an eSports Gaming Program started for next season. We are also working with Community Choices on securing volunteers for Read Across America. The Program Coordinator and the Community Program Assistant have planned and hosted consistent Read Across America meetings. The Coordinator and the Community Program Assistant have also helped with multiple events this past month including Champaign-Urbana Pride Fest, Urbana Steer Place Event, Crystal Lake Park Open Road Event, and the Ribbon Cutting at UIAC for the "Murals on Glass".

Additionally, the Coordinator and Assistant have been planning all the classes that can be offered at each school site for the SPLASH program and have met with all site coordinators on staff performance. The Program Assistant has been planning all activities for School's Out Days and is in the process of planning 12 different SPLASH classes that will be offered at the Urbana Middle School.

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Recreation Office Manager, Heather Britsky – The Recreation Office Manager has introduced the POS system in Active to the Phillips front desk staff. After creating new inventory items and a layout specific to them, the Office Manager went over how to use the system. Front desk staff will be using POS from now on for the sale of physical items, such as Turkey Trot shirts, pool punch cards, and soccer jerseys. Previously it was done through the registration module, which is a longer process per patron, and new codes were required every season.

The office manager reached out to CUSR Manager Grace Tissier about bringing programs to Urbana, specifically the Phillips Recreation Center and the Anita Purves Nature Center. Environmental Office Manager Nicole Hilberg, CUSR Youth & Teen Coordinator Carlie Provow, and CUSR Adult Program & Events Coordinator Nikiaya Brandon were included in the initial contact. While both CUSR and UPD have “finalized” their Spring program guides, we are still looking into adding programs for the season.

Community Programs and Rentals

- The Phillips Recreation Center had 3 billable rental with 126 people
- The Phillips Recreation Center had 3 affiliate rentals with 216 people
- The Phillips Recreation Center had 343 visitors

Environmental

Environmental Program Manager, Savannah Donovan – This month the manager attended the annual conference of the North American Association for Environmental Education (NAAEE). Registration and workshop fees were gifted by the Environmental Education Association of Illinois (EEAI), for which the manager currently serves as the President-Elect. The two workshops that the manager attended were Building Action for Climate Empowerment in the United States and Climate Fresk: You’re Holding All the Cards. The Climate Fresk is a nonprofit organization whose aim is to raise public awareness about climate change through a collaborative game. The game is played with 42 cards, each with a different climate change concept summarizing the work of the Intergovernmental Panel on Climate Change. Participants discuss each concept, arrange the cards, make connections between them, and use them to create a one-of-a-kind “fresk”. The manager is looking into becoming an official Climate Fresk facilitator in order to

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offer this game locally. The standard version is for ages 15 and up, and there is a simplified version for kids age 8-14. Climate Fresk would make a good public program, school program, or UPD staff development activity!

Environmental Education Coordinator, Chelsea Prah – This month the coordinator has been reorganizing the nature center’s natural history items inventory. Over the years, the nature center has acquired an impressive collection of taxidermy, study skins, nests, bones, shells and much more. The coordinator has been working to reorganize these items to best support programming needs of nature center staff and the public. This process includes assessing natural history items, updating inventory, re-cataloging the collection, and updating the storage and display spaces for the collection.

The coordinator is simultaneously revamping the nature center’s educational “loan boxes” that are available for teachers and the public to rent. Updates to each kit will allow them to accommodate larger classes and better relate the content to official learning standards. The coordinator is focusing on five or six themed kits, and following Next Generation Science Standards and Illinois State Learning Standards to design integrative environmental education curriculum for a variety of school-aged students. The coordinator is also partnering with the Champaign County Forest Preserve District (CCFPD) to develop climate change-related loan boxes for each organization that will focus on helping educators navigate climate change education in their classrooms.

Environmental Public Program Coordinator, David Subers – The coordinator has been conducting “Forest Preschool” programming this month (pictured below). The program series takes place exclusively outdoors. Preschoolers meet twice a week from 8am-12pm on Mondays and Wednesdays in October for a total of eight sessions. Seven participants, aged 2-5 years, are enrolled. Children engage in various nature-based activities depending on their unique interests. Daily themes include Sky and Solar Systems, Tiny Worlds, Nuts & Seeds, and Preparing for Winter. Activities are designed to educate, build skills and confidence, practice working in a group setting, and connect children to the natural environment. Each day begins at the Friendship Grove Nature Playscape and includes a hike in Busey Woods. Participants cook and eat daily snacks around a campfire, and mornings typically conclude with reflection and nature journaling. Children and instructors have had a wonderful time building and practicing new skills. Verbal feedback from adults has been very positive so far, and the coordinator plans to send out a written survey at the conclusion of the program.

After receiving several requests from the public (particularly from homeschool families) to offer something similar for school-aged children, the coordinator planned a new pop-up “Forest School” program in November for children ages 5-11. This new program filled to capacity (16 children, plus 5 on the waitlist) in just a matter of days. The coordinator has taken this recent demand into account and has added another Forest School program series to the spring 2022 Program Guide.

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Nicole Hilberg, Environmental Office Manager – This month the Office Manager focused on ordering and processing new nature store merchandise for the upcoming holiday season. Due to pandemic shortages of materials and labor, shipping speeds are at a record low. Merchandise that would usually take two weeks to arrive is taking closer to two months, and so the Office Manager is shifting focus to local products for the newest nature store merchandise. Recent inventory includes new local honey; books *A Backyard Prairie* by Fred Delcomyn and James Ellis, and *In Defense of Plants* by Matt Candeias, PhD; and framed colored-pencil drawings of native birds by artist Lynn Hawkinson Smith. Monthly sales have been steadily increasing. Pictured below are the top 10 biggest money-makers and the top 20 best-sellers to-date.



Environmental Programs and Anita Purves Nature Center Rentals

- The Nature Center hosted 19 onsite programs that served 482 (includes FB Live views) people.
- The Nature Center was rented 5 times. The total number of people using the Center for rentals and meetings was 87.
- The Nature Center welcomed 1,168 people visiting or participating in programs at the Center.
- The Nature Center staff coordinated and conducted 9 offsite programs for 231 people this month.
- Busey Woods had 3,037 hikers this month.

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Outreach and Wellness

Outreach & Wellness Manager, Elsie Hedgspeth – During October, the Outreach & Wellness department worked to hire and train a new water aerobics instructor to fill the demand for a Friday Indoor Deep Water Aerobics class during the 11:50am-12:40pm time slot. Since resuming fitness classes in February of 2021, the class in this time slot was meeting on only Mondays and Wednesdays. Participants had expressed the need for the addition of a Friday class and it was officially added to the schedule for session 2 of the September-December 2021 season. The department is happy to welcome Nina Carmichael to the fitness staff. Nina has been a participant in various UPD water fitness classes since fall of 2020.

Outreach & Wellness Coordinator, Ashley Dennis – During October, the department worked on gathering COVID vaccination documentation for all part time staff. Nearly 100% of Outreach & Wellness' department staff have submitted documentation to administration staff as of the end of October. This is a huge step as the department continues to move towards a return to the pre-COVID fitness class schedule.

Facility Usage for Month of October 2021

Land Classes:

Phillips Recreation Center: 620
Brookens Gym: 82
Lake House at Crystal Lake Park: 46

Aquatic Classes:

Urbana Indoor Aquatic Center: 331