

URBANA PARK DISTRICT BOARD OF COMMISSIONERS
MINUTES – BOARD STUDY SESSION
TUESDAY, MAY 3, 2022
6:30 PM-8:00 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 3, 2022 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 Cedric Stratton		X
Commissioner Roger Digges		X
Commissioner Meredith Blumthal	X	

Also present were Tim Bartlett, Executive Director;
Derek Liebert, Planning and Operations Superintendent;
Laura Orcutt, Business Manager;
Kelsey Beccue, Development Manager;
Megan Puzey, UPF;
Steve Rugg, UPF;
Marianne Downey, UPF;
Jake Wolf, UPF;
Ellen Kirsanoff, UPF;
Jim Conlin, UPF;
Chris Scherer, UPF;
Nancy Schrumpf, UPF;
Jean Paley, UPF;
Bill Gray, UPF;
Carolyn Trimble, UPF;
Allison Jones served as Recorder.

I. **Call to Order**

President Walker called the meeting to order at 7:09 PM.

A. Remote Attendance

There was no remote attendance requested.

II. **Accept Agenda**

COMMISSIONER BLUMTHAL MADE A MOTION WITH A SECOND BY COMMISSIONER DELCOMYN 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**

A. Joint Discussion with Urbana Parks Foundation

1. UPF Information for UPD Board

a. Overview of UPF Organization

UPF President Megan Puzey provided an overview of the UPF, including the marketing consultant staff as well as retiring and new Board members. Next Megan provided highlights for the year, including fundraising efforts for Health & Wellness facility and Blair Park tennis courts, as well as resuming in person events such as the Jazz Walk and Annual Dinner. She also reviewed upcoming projects, including new events, growing the mailing list, continuing fundraising efforts, specifically for Prairie Play redevelopment, process updates, and continuing work on other UPD priority projects.

b. UPF Events Planning

Ellen Kirsanoff reviewed the UPF Annual Dinner, as well as reviewed upcoming events, such as the Barn Bash on May 20, UPD Neighborhood Nights, Jazz Walk, and a Holiday Event. She also noted there may be new donor centered events, possibly year-round.

c. UPF Financial Status

Jim Conlin presented abbreviated financial statements, including income and expenses for the Foundation. He also reviewed disbursements to the UPD.

d. UPF Fundraising Status

Steve Rugg, Nancy Schruppf, and Kelsey Beccue helped review updates on fundraising efforts, including for the Health & Wellness facility, Blair Park tennis courts, and planning for Prairie Play rehabilitation. They noted that good relationships have been built throughout the community, and next the Foundation will need to spend time focusing internally. They also discussed different levels and strategies for donation acquisition, the passion of the donors, and donor recognition. Lastly they reviewed next steps including pledge redemption, ARP funding through the City of Urbana, and reaching

out to additional stakeholders.

e. UPF Recruitment Status

Jake Wolf noted that 2 new UPF members have joined recently and that they are still working on recruitment efforts.

f. UPF Marketing Status

Megan Puzey noted there was a written marketing update included in the meeting materials, and that the focus continues to be producing content, design work, and growing the Foundation's reach.

2. UPD Information for UPF Board

a. Report from UPD Board President, Michael Walker

President Walker encouraged all UPF members to reach out to their Urbana City Council members to show their support for the UPD's request for ARP funding for the Health & Wellness facility.

b. Health & Wellness Initiative Update

Director Bartlett provided an updated on the scope of the Health & Wellness project to fit within the available funding.

c. Capital Projects Updates

Director Bartlett provided updates on Blair Park work, including the new masterplan for the park and additional funding possibilities through OSLAD. He also noted a possible Grand Opening event in the future when all projects for the park are complete.

d. Priority Projects List

President Walker reviewed the UPD Priority Project list and noted these projects are available as funding opportunities as the UPF works on outreach in the community.

e. Other Information

There were no additional updates.

3. Strategies for UPD and UPF to Support Priority Projects

The UPD and UPF Board's discussed ways to continue to support each other and work together most effectively.

V. Comments from Commissioners

UPD Commissioners thanked the UPF for their continued work and noted it makes a significant impact on the District and the community as a whole.

VI. Adjourn

President Walker adjourned the meeting at 8:04 PM.

Michael W. Walker, President

Timothy A. Bartlett, Secretary

(Seal)

Date Approved: June 14, 2022