



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, MARCH 25, 2025
7:00 PM
PLANNING & OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, IL 61802**

I. Call to Order

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. Approval of the Minutes of the February 25, 2025 Meeting

IV. New Business

- A. Urbana Park District Matrix Teams
- B. Robin Hall Fund for Public Art at the Urbana Parks Foundation

Reports

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

V. UPDAC Member Comments and Open Discussion

VI. Adjourn

Upcoming meetings:

April 22, 2025

May 27, 2025

June 24, 2025

July – NO MEETING

August 26, 2025

September 23, 2025

****This month's Secretary is Sylena Harper****

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.

**MEETING MINUTES
 URBANA PARK DISTRICT ADVISORY COMMITTEE (UPDAC)
 TUESDAY, FEBRUARY 25, 2025
 7:00 PM
 PLANNING & OPERATIONS FACILITY
 1011 E. KERR AVENUE
 URBANA, IL 61802**

The meeting of the Urbana Park District Advisory Committee (UPDAC) was held Tuesday, February 25, 2025 at the Urbana Park District (UPD) Planning & Operations Facility 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
Hannah Sheets, Chair	X	
Eusebio Briseño	X	
Lauren Chambers	X	
Lori Choquette		X
Kanittha Fay	X	
Sylena Harper	X	
Lauren Karplus		X
Lucia Maldonado	X	
Martha McSims	X	
Rachel Spencer		X
Ashley Sims		X
Michael Stevenson	X	
Myra Stevens		X
Brittany Tammen	X	
Gretchen Madsen Webb	X	
Darius White		X

Others Present:

Laura Hastings, Commissioner;
 Tim Bartlett, Executive Director;
 Corky Emberson, Superintendent of Recreation;
 Derek Liebert, Superintendent of Planning & Operations;
 Andy Rousseau, Project Manager;
 Kelsey Beccue, Development Manager

VII. Call to Order

UPDAC Chair, Hannah Sheets, called the meeting to order at 7:05 PM.

VIII. Public Comment

There was no public comment.

IX. Approval of the January 28, 2025 Meeting

Hannah presented the minutes of the January 28, 2025 UPDAC Meeting for discussion and approval. Kelsey noted that corrections needed to be made regarding the UPDAC members in attendance. Kanittha Fay, Sylena Harper, and Lucia Maldonado were not marked either present or absent for the January meeting, and it was determined they were all absent. Rachel Spencer and Michael Stevenson were marked as both present and absent, and it was determined that they were both present at the January meeting. All other attendance as noted was correct. Kelsey suggested an UPDAC member make a motion to approve the minutes with the noted attendance corrections.

Gretchen Webb made a motion to approve the January 28, 2025 UPDAC Meeting minutes with corrections as noted, with a second from Brittany Tammen. A vote was taken and the motion passed.

X. New Business

C. Urbana Park District Capital Improvement Plan/Budget

Tim Bartlett introduced the topic of the UPD Capital Improvement Plan and Budget as key information necessary for UPDAC to understand. He then noted that Andy Rousseau as UPD's Project Manager is responsible for maintaining the capital budget, and invited him to share more about UPD's capital improvement planning and budgeting process.

Andy shared a presentation that outlined the key points of UPD's capital planning and budgeting. Capital budget items are those that help to maintain or improve a UPD asset: new construction, expansion or renovation of parks and facilities, replacement of vehicles and equipment, and land acquisition. Typically, capital budget items are greater than \$5,000. Revenues for the capital budget are generated through UPD's annual General Obligation (GO) Bond sale, tributes and donations, grants, and ADA funds. The capital budget operates on a calendar year and each year's budget is active until fully expended. Andy noted that capital budgets can be revised.

UPDAC asked if the City of Urbana issues the bonds that raise revenue for the capital budget, and staff responded that the bonds are issued by UPD. Common expenses that appear on the annual capital budget are Vehicles & Equipment, Operations & Recreation Small Equipment, Mechanical Replacement, Hazard Tree, Hardscapes/Fencing, Technology, Construction Crew, Trails, and Crystal Lake Park Family Aquatic Center (CLPFAC) Improvements.

Next, Andy reviewed the capital budget process, noting that there is an internal staff team who works together to determine the budget that consists of the Executive Director, Superintendents of Planning & Operations, Business Services, and Recreation, Facilities and Grounds Supervisors, Project Manager, Park Planner, and Public Information Manager. This team meets monthly to review ongoing projects and plan for the future. Part of this planning includes developing a prioritized list of capital needs across the district. At this point there were a few questions. Gretchen asked if the Capital Improvement Budget (CIB) was shown within the regular budget. Andy said that they are wholly separate budgets, and Derek responded that the CIB cannot be used for general operating needs. Hannah asked if the CIB is used as a tool to coordinate planning and align goals, noting that capital improvements can be used to help meet programmatic goals. Derek answered that there is a separate list of needs that can be folded into the larger CIB. Tim commented that the CIB is for planned improvements.

Andy then shared the most recent prioritized list, which guides the development of the 5-year CIB Plan. This list is a “wish list” of future projects that are assigned a ranking: funding/donor driven for projects that might only move with donor/grant funds, or a 5 to 1 ranking, with 5 as the highest priority and 1 the lowest. This prioritized list gets updated every summer. The Capital Projects Team reviews the existing list and updates rankings and adds projects. New projects are solicited each year from managers and supervisors in all departments. These projects are then reviewed and added to the overall prioritized listing.

The 5-year CIB Plan was reviewed next. The highest priority projects are added as funding allows, and UPD budgets local match funds for grant funded projects as well. The 5-year CIB Plan maintains replacement schedules for courts, playgrounds, and vehicles and equipment. The development of the 5-year plan creates the next year’s capital budget to be reviewed and approved by the UPD Board of Commissioners. Once the prioritized list has been updated and new projects added, the 5-year CIB is updated – typically in August and September. Andy then shares the current 5-year CIB Plan, along with the 2025 capital budget. He said that the draft budget is reviewed by the Board in October, approved by the Board in November, and the bond sale to raise the revenue is in December.

Lauren Chambers asked about the numbers indicated on the right side of the 5-year CIB for each year, and Andy indicated that those are each year’s CIB contingency to account for projects that might increase in cost. Kelsey asked if inflation is accounted for in the CIB, and staff responded that it is. Tim also noted that staff communicate with local architecture and engineering firms informally on cost information. Lauren Chambers asked why the general operating budget and capital budget are on separate cycles, and Corky responded that the capital budget is on a different cycle to align with the annual bond sale.

Finally, Andy reviewed recent capital improvement projects along with their sources of funding. Of significance is that while UPD capital funds are set aside to complete many of these projects, few of the large-scale projects are solely funded with UPD capital funds. Most rely on a combination of UPD capital funds, grants, and donations. Tim commented that the capital budget is important because it forces you to plan for the maintenance of the assets you have and add – you can't outgrow yourself, and the CIB Plan keeps you on track. Eusebio asked how we keep donors who have supported capital projects like the Health & Wellness Center engaged. Kelsey responded that she is currently working with the Urbana Parks Foundation on development of a stewardship matrix to create some consistency in donor engagement. She also said that all donors are different and desire different levels of engagement, so it's important to meet them where they are.

D. UPD Alcohol Permits

Tim introduced some challenges that UPD has been having with alcohol use in parks and wanted to bring up UPD's current alcoholic beverage permit structure for review. UPD has been seeing some troubling trends with unsanctioned alcohol use and parties in parks, and requested UPDAC's feedback on how to manage these events. Sylena asked how often incidents occur. Corky responded that it doesn't happen often, but when it does it is significant, and can involve hundreds of people. Staff shared that they have been in communication with the Urbana Police Department about this issue, but their response has been limited given their staffing. Hannah voiced some concern about the police department leveraging this issue to engage the park district in helping them to meet their own needs, and suggested that there is a benefit to limited alcohol to the Lake House for containment purposes.

Lucia said that use of the fairgrounds for large community events might create some confusion regarding alcohol in parks, given its proximity to Crystal Lake Park. Lauren Chambers said she thought it made sense to limit alcohol to specific locations within the district. Brittany Tammen asked if we require a damage deposit, and Tim responded that we do. She also wondered about imposing fines on those who don't consume responsibly and within the rules. Sylena commented that she doesn't feel she has enough information to fully form an opinion and said she thought part of the issue (weapons leading to dangerous situations) isn't being addressed. She suggested policies related to attendance. Michael noted that some kind of monitoring might be effective. Lucia suggested that not allowing alcohol at all might be a wise course of action. Kanittha noted that the size of the Urbana Police Department is shrinking, limiting their ability to assist the park district with any enforcement. Sylena suggested limiting alcohol use to areas with security cameras. Tim thanked UPDAC for their input and said he would share their feedback with the Board. Hannah commented that if UPD chooses to ban or limit alcohol, enforcement of the new policies should be consistent.

XI. Reports

A. UPDAC Chair

Kelsey asked UPDAC members if they would be willing to provide testimonials for an NRPA award application for the Health & Wellness Center. Several UPDAC members indicated they would.

B. Board Representative

Laura Hastings thanked UPDAC for their good discussion of the meeting's topics.

C. Director's Report

Tim shared that UPD recently took part in a joint training with the Champaign Park District and Champaign County Forest Preserve District on communication. He noted that the annual Legislative Breakfast is coming up on March 3. Finally, he invited UPDAC to attend the UPD hosted Chamber After Hours Event at the Health & Wellness Center on April 10, and encouraged them to invite their business connections.

D. Capital Projects Report

Given the in-depth review of the Capital Improvement Budget as the meeting's main topic, there was no further report on capital projects.

XII. UPDAC Member Comments, Questions, and Open Discussion

UPDAC members noted that there is still good feedback about the Health & Wellness Center with regard to staff responsiveness, diversity of participants, and variety of activities.

Sylena commented that she was happy to see plenty of kids playing at PrairiePlay with the recent warm weather.

Gretchen said that she recently had a great experience at the Anita Purves Nature Center for a work retreat.

Kanittha suggested that UPD update the word "citizens" in its mission statement to "residents." A number of UPDAC members were in agreement that this would be more reflective of UPD's You Belong Here philosophy.

XIII. Adjourn

Hannah adjourned the meeting at 8:58 PM.

Respectfully submitted by Kelsey Beccue

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