

**URBANA PARK DISTRICT LOCAL GOVERNMENT EFFICIENCY COMMITTEE
MINUTES – MEETING 1
TUESDAY, SEPTEMBER 5, 2023
6:00 – 6:30 PM
PLANNING AND OPERATIONS FACILITY
1011 E. KERR AVENUE
URBANA, ILLINOIS 61802**

A meeting of the Urbana Park District Local Government Efficiency Committee was held Tuesday, September 5, 2023 at the Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, IL at 6:00 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.

COMMITTEE MEMBERS	PRESENT	ABSENT
President Michael Walker		X
Vice-President Meredith Blumthal		X
Commissioner Cedric Stratton	X	
Commissioner Roger Digges	X	
Commissioner Laura Hastings		X
Executive Director Tim Bartlett	X	
Urbana Resident Ashley Withers	X	
Urbana Resident Megan Puzey	X	
UPD Staff Member Allison Jones	X	

Also present were:
Laura Orcutt, Finance Manager.

I. Call to Order

Commissioner Digges called the meeting to order at 6:00 PM.

II. Introductions

Members of the Committee introduced themselves.

III. Accept Agenda

DIRECTOR BARTLETT MADE A MOTION WITH A SECOND BY ASHLEY WITHERS TO ACCEPT THE AGENDA AS PRESENTED. ALL SAID “AYE,” MOTION CARRIED UNANIMOUSLY.

IV. Public Comment

There were no comments from members of the public.

V. Overview of the Efficiency Committee & Process

Allison Jones provided an overview of the Efficiency Committee requirements and process. She reviewed the legal requirements that must be met, as well as the next steps and timeline in moving forward with this process.

Director Bartlett reviewed previous and ongoing efforts by the Urbana Park District to remain efficient and as streamlined as possible, including participating in external agency review through the National Recreation and Park Association and the Illinois Association of Park Districts. He also noted that efficiency will look different depending on the size of the agency, and elements like cost, staff time, and resources available are important to consider as well.

VI. Comments from Committee

Ashley Withers commented on making employee application paperwork digitally fillable and more accessible to help streamline the process.

Commissioner Stratton commented on possibly reviewing the final report of other agencies to see what efficiency measures may apply to the UPD.

Commissioner Digges commented on the internal UPD website for staff as an efficiency measure.

VII. Survey of Attendees

There were no additional comments from Committee members or the public.

VIII. Adjourn

Commissioner Roger Digges adjourned the meeting at 6:28 PM.

Roger Digges, Commissioner

Timothy A. Bartlett, Executive Director

(Seal)

Date Approved: 10/3/24