



BOARD OF COMMISSIONERS VACANCY

The Urbana Park District is now accepting applications to fill a vacancy on the Board of Commissioners. The person appointed will serve on the board from date of appointment through the remainder of the term – May 8, 2018 to May 13, 2019.

QUALIFICATIONS:

Any person who is a registered voter, who resides within the District, and who meets all other requirements of law is qualified to be a candidate for the office of commissioner.

ESSENTIAL FUNCTIONS:

The primary function of the Board is to establish and implement policies and objectives for effective administration and implementation of the park and recreation projects, activities, and programs to meet the needs of the citizens of the District. In addition, it is the responsibility of the Board to operate within the framework of the Illinois Park District Code, which was enacted in 1947, 70 ILCS 1206, et. seq.

RESPONSIBILITY:

Commissioners serve as members of the Board. Individual Commissioners do not have authority to act for the Board unless duly authorized to do so by the Board. Authority as a Commissioner is limited to participation in official meetings of the Board or official committees thereof and to other duties that have been specifically delegated by the Board to its elected officers or to other board members on an ad hoc basis. The Board regularly meets twice a month – a schedule is attached to this notice. Additional special meetings may be scheduled as needed.

APPLICATION PROCESS:

An application is included at the end of this notice, and may also be obtained at the Urbana Park District Darius E. Phebus Administration Office at 303 W. University Avenue, Urbana, IL between the hours of 8:00 am and 5:00 pm. The application may also be downloaded online at www.urbanaparks.org. Completed applications must be returned no later than Friday, March 30, 2018 to:

Tim Bartlett
Urbana Park District
303 W. University Avenue
Urbana, IL 61801

Applications must be submitted in a sealed envelope marked “Board Member Vacancy”. Questions about the application process may be directed to Executive Director, Tim Bartlett at 217-367-1536, or tbartlett@urbanaparks.org.



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.*

APPLICATION FOR APPOINTMENT TO THE URBANA PARK DISTRICT BOARD OF COMMISSIONERS

The Urbana Park District Board of Commissioners oversees the operation of the Urbana Park District. The five-member board is elected by voters who live within the Urbana Park District boundaries, and each member serves a six-year term. Commissioners serve without compensation. In the case of a vacancy, the board will solicit applications or resumes to fill the vacancy within two months. The following information will help the Urbana Park District Board of Commissioners to evaluate your interest and ability to volunteer to serve on the board. Please answer the following questions as fully as possible—use extra sheets of paper if needed.

Name: _____ Phone: _____

Address: _____

Email Address: _____

What activities or special events at the UPD have you participated in during the last twelve months?

Do you have family members who participate in UPD programs?

What UPD park or facility is closest to where you live?

What UPD parks and facilities do you visit often? Please check all that apply.

- | | |
|---|---|
| <input type="checkbox"/> Phillips Recreation Center | <input type="checkbox"/> Brookens Gym |
| <input type="checkbox"/> Anita Purves Nature Center | <input type="checkbox"/> Meadowbrook Park |
| <input type="checkbox"/> Crystal Lake Park | <input type="checkbox"/> Blair Park |
| <input type="checkbox"/> Urbana Indoor Aquatic Center | <input type="checkbox"/> Victory Park |
| <input type="checkbox"/> AMBUCS Park | <input type="checkbox"/> Wheatfield Park |
| <input type="checkbox"/> Other _____ | <input type="checkbox"/> South Ridge Park |

Tell us a little something about your hobbies, or particular areas of interest you have.

Please provide three references.

Your application will be reviewed, and if appropriate, a member of the Urbana Park District Board of Commissioners may contact you by phone to schedule an interview.

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**2018
URBANA PARK DISTRICT
BOARD OF COMMISSIONERS STUDY SESSIONS, REGULAR BOARD MEETINGS, AND UPDAC MEETINGS**

The Urbana Park District Board of Commissioners schedules periodic meetings to study special topics. These Board Study Sessions are normally held on the **1st Tuesday of the month at 6:30 PM. Meetings will be held at the UPD Planning and Operations Facility, 1011 E. Kerr Avenue, Urbana, Illinois unless otherwise posted.**

Notice of Meeting and Agendas are published and posted on the Urbana Park District website www.urbanaparks.org, "Documents" section prior to Board meetings. Minutes, once approved by the Park Board, will be published and available on the Park District website.

2018 BOARD STUDY SESSIONS

| DATE | LOCATION |
|-------------------|--|
| January 2, 2018 | No Meeting |
| February 6, 2018 | 1011 Kerr Ave. |
| March 6, 2018 | 1011 Kerr Ave. |
| April 3, 2018 | 1011 Kerr Ave. |
| May 1, 2018 | 1011 Kerr Ave. *Special joint board meeting with Urbana Parks Foundation |
| June 5, 2018 | 1011 Kerr Ave. |
| July 3, 2018 | No Meeting |
| August 7, 2018 | 1011 Kerr Ave. |
| September 4, 2018 | 1011 Kerr Ave. |
| October 2, 2018 | 1011 Kerr Ave. |
| November 6, 2018 | 1011 Kerr Ave. |
| December 4, 2018 | 1011 Kerr Ave. |



The Urbana Park District Board of Commissioners meets monthly to conduct the business affairs of the Park District. These Regular Board meetings are held on the **2nd Tuesday of the month at 7:00 PM unless otherwise posted. Meetings will be held at the UPD Planning and Operating Facility, 1011 E. Kerr Avenue, Urbana, Illinois unless otherwise posted.**

Notice of Meeting and Agendas are published and posted on the Urbana Park District website www.urbanaparks.org, "Documents" section prior to Board meetings. Minutes, once approved by the Park Board, will be published and available on the Park District website.

2018 REGULAR BOARD MEETINGS

| DATE | LOCATION |
|--------------------|-----------------|
| January 9, 2018 | 1011 Kerr Ave. |
| February 13, 2018 | 1011 Kerr Ave. |
| March 13, 2018 | 1011 Kerr Ave. |
| April 10, 2018 | 1011 Kerr Ave. |
| May 8, 2018 | 1011 Kerr Ave. |
| June 12, 2018 | 1011 Kerr Ave. |
| July 10, 2018 | 1011 Kerr Ave. |
| August 14, 2018 | 1011 Kerr Ave. |
| September 11, 2018 | 1011 Kerr Ave. |
| October 9, 2018 | 1011 Kerr Ave. |
| November 13, 2018 | 1011 Kerr Ave. |
| December 11, 2018 | 1011 Kerr Ave. |

SPECIAL JOINT BOARD MEETING WITH CHAMPAIGN PARK DISTRICT FOR CUSR
THURSDAY, December 6, 2018 1311 W. Church Street, Champaign, IL 5:30PM

SPECIAL JOINT BOARD MEETING WITH URBANA PARKS FOUNDATION (UPF)
Tuesday, May 1, 2018 1011 E. Kerr Avenue, Urbana, IL 6:30PM



**2018 - URBANA PARK DISTRICT
URBANA PARK DISTRICT ADVISORY COMMITTEE MEETINGS**

The Urbana Park District Advisory Committee (UPDAC) is an advisory committee appointed by the Board of Commissioners. UPDAC members serve three year terms. The Park Board endeavors to select a diverse group of members that are representative of different areas of the community. UPDAC is composed of 16-20 members. UPDAC meets 10 times per year (no meetings in July or December). Meetings are held on the **4th Tuesday of the month at 7:00 PM unless otherwise posted. Meetings will be held at the UPD Planning and Operations Facility, 1011 Kerr Avenue, Urbana, Illinois unless otherwise posted.**

Notice of Meeting and Agendas are published and posted on the Urbana Park District website www.urbanaparks.org, "Documents" section prior to UPDAC meetings.

2018 URBANA PARK DISTRICT ADVISORY COMMITTEE MEETINGS

| DATE | LOCATION |
|--------------------|--|
| January 23, 2018 | 1011 Kerr Ave. |
| February 27, 2018 | 1011 Kerr Ave. |
| March 27, 2018 | 1011 Kerr Ave. |
| April 24, 2018 | 1011 Kerr Ave. |
| May 22, 2018 | 1011 Kerr Ave. |
| June 26, 2018 | 1011 Kerr Ave. |
| July 24, 2018 | No Meeting |
| August 28, 2018 | Meadowbrook Interpretive Center |
| September 25, 2018 | 1011 Kerr Ave. |
| October 23, 2018 | 1011 Kerr Ave. |
| November 27, 2018 | 1011 Kerr Ave. |
| December 25, 2018 | No Meeting |