

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
JANUARY 17, 2023  
CIVIC CENTER – BARTHOLOMEW ROOM**

**REGULAR MEETING** – The regular meeting was called to order at 7:00 p.m. by President Callahan.

**ROLL CALL** – President Callahan called for the roll. Commissioners in attendance were Riley, Connolly, Tilmon, Gray and Callahan.

Staff in attendance were Director of Finance Brent Strumpf; Director of Facilities and Trades Josh Wyant; Director of Parks Kim Hansen; Director of Community Recreation Brittany Meyer; Director of Marketing and Public Relations Debbie Gentry; Executive Assistant Lindsey Kaminsky and Executive Director Allison Niemela. Legal Counsel Megan Mack was also in attendance.

**PLEDGE OF ALLEGIANCE** – All stood for the Pledge of Allegiance.

**ITEMS REMOVED/ADDED/CHANGED ON AGENDA** – None.

**CALL TO ORDER – PUBLIC HEARING** – President Callahan entertained a motion to call to order a public hearing at 7:01 p.m. concerning the Budget and Appropriations Ordinance. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried. President Callahan entertained a motion to close the public hearing at 7:02 p.m. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried. No public or written comments were received.

**CONSENT AGENDA** – President Callahan entertained a motion to establish the Consent Agenda as presented which included approval of the following: Approval of Minutes from the Regular Board Meeting held on December 20, 2022; Approval of Minutes from the Executive Session held on December 20, 2022; Approval of the Paid Expenditures; Approval of the Expense Approval Report; Approval of the Investment Summary; Approval of the Income Statement; Approval of Purchases. Motion was made by Tilmon, seconded by Gray to establish the Consent Agenda. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

President Callahan entertained a motion to approve the Consent Agenda as established. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

**GUESTS - MATTERS FROM THE PUBLIC** – None.

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**MATTERS FROM COMMISSIONERS – None.**

**PRESENTATIONS –**

- A. West Main Community Park Tree Installation Eagle Scout Presentation: Thomas Kerfoot** – Thomas Kerfoot provided a presentation regarding his completed Eagle Scout Project, which included the installation of nine trees at West Main Community Park. President Callahan thanked Mr. Kerfoot for his service and positive impact he provided to the Park District and the community.
  
- B. District-wide Asphalt Assessment and Report: Engineering Resource Associates, Inc.** – Howard Killian, Municipal Services Director of Engineering Resource Associates, presented the Board with an overview on the District-wide Asphalt Assessment and Report. The Board provided feedback on this project.

**CORRESPONDENCE** – President Callahan acknowledged a Proclamation presented to long time Batavia Senior Citizen Club member, Curtistine Matthews, honoring her 100th birthday.

**ANNOUNCEMENTS** – Director of Marketing and Public Relations Gentry read the following announcements: 1) Check out the Winter Fun Guide on [bataviaparks.org](http://bataviaparks.org) to register for exciting programs and events; 2) Continue to check the District’s website for updates for ice skating at the Depot Pond; 3) Registration is open for our popular sweetheart event, Ties & Tiaras, to be held at Rotolo Middle School on February 3. For all details and to register, visit [bataviaparks.org](http://bataviaparks.org).

**STAFF REPORTS** – Director of Finance Strumpf stated the District has received the funds from the 2023 Bond Issuance in the amount of \$758,080. These funds are an important part of the Capital Development Program. Thank you to Speer Financial and Chapman & Cutler for their assistance with this transaction. Director Strumpf stated the Finance Department has started preparing for the 2022 Financial Statement Audit. Audit fieldwork is scheduled to begin with preliminary fieldwork on February 6. Final fieldwork is tentatively scheduled for April 24 – 28. Director Strumpf noted W-2 and 1099 tax reporting are in process and will be distributed before the deadline of January 31. Director Strumpf stated the full replacement of the District’s IT server infrastructure has been completed. The new hardware will bolster dependability, reduce complexity and support costs, and allow for the implementation of newer security paradigms that enhance the District’s resilience and recovery capability in the face of threats such as ransomware. Director Strumpf noted the 2023 IPRA/IAPD State Conference is scheduled for January 26-28, 2023.

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Director of Facilities and Trades Wyant provided information regarding the option for the installation of permanent pickleball courts at West Main Community Park. This plan also includes the resurfacing and repainting of courts, for both tennis and pickleball, at South Mill Creek Community Park. Director Wyant will be meeting with Upland Design this week to discuss the project and cost in more detail. The Board provided their verbal consensus for staff to move forward in researching this option.

Director of Parks Hansen has had two community groups and one Eagle Scout reach out regarding the potential installation of butterfly gardens within the District. Director Hansen noted the ice rink at the Depot Pond has not been open for skaters due to the weather.

Director of Community Recreation Meyer noted the upcoming Ties & Tiaras event has over 300 registered participants. Director Meyer stated the District has added a 2<sup>nd</sup> evening to the open gym pickleball schedule. With this addition, the District now offers open gym for pickleball five days a week.

Director of Marketing and Public Relations Gentry stated the Marketing team submitted designs in four categories for the 2023 IPRA/IAPD Conference's Agency Showcase competition. Director Gentry noted the March/April issue of The Batavian is underway. The District will be submitting information on spring events, athletic and recreation offerings and 150 Houston Street.

**EXECUTIVE DIRECTOR'S REPORT** – Executive Director Niemela presented a review of the District's 2023 Goals and Objectives: 1) The District is wrapping up the Community Needs Assessment. PROS Consulting will attend a future Board Meeting to present the assessment results; 2) The District continues work to complete the Jones Meadow Path project; 3) The Maintenance Facility Feasibility Study identified electrical upgrades that will be made at the Lacher Maintenance Facility; 4) The District continues to work with Hitchcock Design Group on the Batavia Fox River Corridor Master Plan; 5) The District has applied for and is working on receiving its Distinguished Accreditation status; 6) The dedication for the Peace Bridge will be held on September 21, 2023; 7) The District has submitted an OSLAD grant application for the Clark Island Recreation Expansion project; 8) The award of contract for the Demolition of 209 South River Street will be presented the Board for approval at an upcoming Park Board Meeting. This demolition will help create additional green space for the Phillip B. Elfstrom Memorial Greenway; 9) Improvements at the Lacher Maintenance Facility, including a new parking lot and electrical upgrades, will be made this year; 10) The expansion of pickleball opportunities will be explored; 11) Fiber at the Hall Quarry Beach will be installed; 12) Planning for a reimagined 150 Houston Street continues; 13) Planning for a reimagined Civic Center continues; 14) The District will be implementing a new human resources information system (HRIS); 15) The District will be applying for the Chicago Tribune's Top Workplaces

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award; 16) District staff continue to prepare to hold a virtual auction to sell Board approved surplus property; 17) The District will be introducing a new customer loyalty rewards program.

**OLD BUSINESS** – None.

**NEW BUSINESS** –

**A. Approval of Ordinance #403: Fiscal Year 2022 Budget and Appropriations**

President Callahan entertained a motion to approve Ordinance #408: Fiscal Year 2023 Budget and Appropriations as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

**B. Approval of Expenses for the Board of Commissioners in Accordance with the Local Government Travel Expense Control Act (Public Act 099-0604)**

President Callahan entertained a motion to approve the Board of Commissioner's expenses in accordance with the Local Government Travel Expense Control Act (Public Act 099-0604) as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

**EXECUTIVE SESSION** – None.

**ANY OTHER BUSINESS** – None.

**ADJOURNMENT** – With no further business to come before the Board, the regular meeting was adjourned at 8:09 p.m. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

  
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Secretary, Board of Commissioners  
Batavia Park District

Line prepared by:  
Lindsey Kaminsky, Executive Assistant