

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
JANUARY 21, 2025  
CIVIC CENTER – BARTHOLOMEW ROOM**

**REGULAR MEETING** – The regular meeting was called to order at 7:03 PM by Vice President Tilmon.

**ROLL CALL** – Vice President Tilmon called for the roll. Commissioners in attendance were Larson, Bell and Tilmon. Grey and Callahan were absent.

Staff in attendance were Director of Finance Brent Strumpf; Director of Facilities and Trades Josh Wyant; Director of Parks Kim Hansen; Director of Talent and Culture Lynn Boerman; Director of Community Recreation Brittany Meyer; Director of Creative Development and Community Engagement Katie Burgess; Executive Director Allison Niemela and Executive Assistant Lindsey Williams.

Legal Counsel Erin Monforti was also in attendance.

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

**CALL TO ORDER – PUBLIC HEARING** – Vice President Tilmon entertained a motion to call to order a public hearing at 7:03 PM concerning the Budget and Appropriations Ordinance. Motion was made by Bell, seconded by Larson. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Abstain: None. Absent: None. Motion carried.

Vice President Tilmon entertained a motion to close the public hearing at 7:04 PM. Motion was made by Bell, seconded by Larson. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Abstain: None. Absent: None. Motion carried. Motion carried. No public or written comments were received.

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

**CONSENT AGENDA** – Vice President Tilmon 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 17, 2024; Approval of Minutes from the Executive Session held on December 17, 2024; Approval of the Paid Expenditures; Approval of the Expense Approval Report; Approval of the Investment Summary; Approval of the Income Statement; Approval of Purchases; Approval of Ordinance #423: Surplus Property; Approval of Resolution #311 Freedom of Information Act (FOIA) Designations: Allison Niemela (Executive Director), Brent Strumpf (Director of Finance) and Lindsey Williams (Executive Assistant); and Approval of CIP Purchase: 2024 Microbird G5 14 Passenger Shuttle Bus. Motion was made by Bell, seconded by Larson to establish the Consent Agenda. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Abstain: None. Absent: Gray and Callahan. Motion carried.

Vice President Tilmon entertained a motion to approve the Consent Agenda as established. Motion was made by Bell, seconded by Larson to establish the Consent Agenda. The roll was

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called. Ayes: Bell, Larson and Tilmon. Nays: None. Abstain: None. Absent: Gray and Callahan. Motion carried.

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

**MATTERS FROM COMMISSIONERS** – Commissioner Bell is looking forward to the Illinois Park and Recreation Association (IPRA)/Illinois Association of Park Districts (IAPD) State Conference.

**ANNOUNCEMENTS** – Director of Creative Development and Community Engagement Burgess read the following announcements: 1) Ice Skating is back on the Depot Pond this winter when the correct conditions are met. For ice conditions, check social media, the park district website or the flag system at the pond. Look for the green “it’s safe to skate” flag; 2) The popular Ties and Tiaras event is back this year on February 7<sup>th</sup>. Don your fancy clothes and dance the evening away in this fun adult and child evening of entertainment, dessert, photo booths, music, dancing and activities. Registration closes for the event on January 31st; 3) Purchase Hall Quarry Beach season passes at the lowest prices of the season. Passes are on sale now. Early bird pricing is available through April 30<sup>th</sup>; 4) Tickets to the Batavia Uncorked casual wine event on June 7th go on sale February 10<sup>th</sup>. Sit back, listen to live music and enjoy this three-hour casual event while sampling vintages from local wineries. Tickets will be available online and in person at all Batavia Park District community centers. Designated driver tickets will also be available for purchase; 5) Camp Sun-sational registration opens for new campers on February 17th. You can find the full list of camp options in the Winter Fun Guide or online at [bataviaparks.org](http://bataviaparks.org).

**STAFF REPORTS** –Director of Finance Brent Strumpf shared the 2023 Comprehensive Financial Report was awarded the 2023 Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting. The audit report is available to the public on [bataviaparks.org](http://bataviaparks.org). This is the 14<sup>th</sup> year in a row the District was awarded by the GFOA. The next audit will begin soon with field work starting February 6<sup>th</sup>.

Director of Facilities and Trades Josh Wyant shared the Callahan Community Center rough in construction is almost completed. The drywall will start to go up over the next few weeks. The Lacher Maintenance Facility shop lights have been replaced with LED fixtures and a new water bottle refilling station has been installed at the Batavia Depot Museum.

Director of Parks Kim Hansen shared the following updates: 1) The Parks Department has been working on trimming pathways and clearing invasive species; 2) The Depot Pond is open for skating today. Hansen thanked the City of Batavia Water Department for their assistance in hosing down the pond to smooth the ice; and 3) Hansen also shared the surveillance camera at West Main Community Park will no longer be funded by the Kane County Sheriff’s Office due to budget cuts. We can take over the contract and maintain the camera. Hansen will share more information with the Board on the available options.

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Director of Talent and Culture Lynn Boerman is in the process of reviewing applicants for seasonal positions and conducting interviews. The hope is to have all seasonal positions finalized by February 2<sup>nd</sup>. She noted Batavia Park District has an excellent return rate of seasonal employees. Boerman is working with Energage on the 2025 Top Workplace Employee Engagement Survey.

Director of Community Recreation Brittany Meyer highlighted new 3-week fitness pop up classes and a new NFL Flag Football league with Geneva and St. Charles Park Districts. February 28<sup>th</sup> is the new exhibit opening at the Batavia Depot Museum for the museum's 50<sup>th</sup> Birthday.

Director of Creative Development and Community Engagement Katie Burgess has been assisting the Recreation Department with updating manuals and materials for summer camps. Promotion for registration for spring softball and soccer is underway. The Marketing Department is getting everything prepared for the Depot Museum's 50<sup>th</sup> Birthday celebration. The Spring Fun Guide will go to the printer next week and will arrive in homes mid-February. Work for the Summer Fun Guide will begin next week.

**EXECUTIVE DIRECTOR'S REPORT** – Executive Director Niemela shared a review of the District's 2025 Goals and Objectives: 1) A 14 passenger mini bus will be added to our fleet and will receive a new branded wrap; 2) The four information kiosks will be replaced along the Fox River Trail; 3) Asphalt repairs and maintenance projects will take place on the Tanglewood trail. The District is responsible for maintaining this trail; 4) The Peg Bond Center will receive a new kitchen remodel by our in-house Facilities and Trades Department; 5) Siding will be improved at the facilities at the Hall Quarry Beach; 6) We're in the running for the 2025 Top Workplace Award by the Chicago Tribune. This would be our fifth Top Workplace Award and our second consecutive "3-peat"; 7) The Depot Museum will celebrate its 50<sup>th</sup> Anniversary on June 21<sup>st</sup> from 10AM – 12PM. There is a festive day planned with activities, scavenger hunt, bounce house and refreshments; 8) A new district website will be launched later this year with a fresh modern design, improved content and user experience, and a better connection with our residents; 9) Affiliate agreements will be refreshed and updated. Policies will be reviewed for suggested revisions. The first agreement that will be reviewed is with Batavia Youth Baseball. There was discussion on updating and/or re-writing the agreement; 10) Policy manuals will be revised with the assistance of staff and our legal counsel. The Board will be presented with suggested changes for approval; 11) There will be a compensation study done for full-time employees; 12) The District is in process of a new Strategic Master Plan. This plan will optimize our resources, efficiencies and innovation. It will provide data for decision making and strengthen our connection to our community; 13) The Civic Center will be re-imagined as a standalone revenue generating facility; 14) The District received a Fab Fox! Grant for the Clark Island Canoe Launch with an EZ Dock which will be installed in 2025; 15) The Clark Island Recreation Area will have a grand opening on April 12<sup>th</sup>. The event will start with the easter egg hunt at 10:00 AM with the dedication at 10:30. Activities for the day include skateboarding demonstrations and fitness court demonstrations. As parking might be difficult, we are partnering with local businesses and organizations for parking and we will offer a shuttle to the

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event. The guest list is being finalized with stakeholders and local legislators; 16) The Callahan Community Center will be completed by the end of May and a Grand Opening will be scheduled over the summer. This will be a stand-alone event in July or August with an Open House; 17) For the upcoming Illinois Park and Recreation Association (IPRA) and Illinois Association of Park Districts (IAPD) State Conference, the Marketing Department has submitted for awards for the Peace on Earth video, the Batavia Uncorked logo, the marketing plan for Batavia Uncorked and for the best program guide for the Fun Guide; 18) Director Burgess has been selected by IPRA to serve on the Joint Conference Committee; and 19) Executive Director Niemela has been selected to serve on the IPRA Distinguished Accreditation Committee as a shadow.

**OLD BUSINESS** – None.

**NEW BUSINESS** –

**A. Approval of Ordinance #422: Fiscal Year 2025 Budget and Appropriation Ordinance**

Vice President Tilmon entertained a motion to approve Ordinance #422: Fiscal Year 2025 Budget and Appropriations as presented. Motion was made by Bell, seconded by Larson. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Abstain: None. Absent: Gray and Callahan. Motion carried.

**B. Award of Contract for Solid Waste Refuse Services**

Vice President Tilmon entertained a motion award the contract for Solid Waste Refuse Services for 2025 with the option to extend the contract for 2026 and 2027 to Waste Management Services of Illinois out of Lombard, Illinois for \$10,874. Motion was made by Bell, seconded by Larson. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Abstain: None. Absent: Gray and Callahan. Motion carried.

**C. Award of Contract for General Park Landscaping Services**

Vice President Tilmon entertained a motion award the contract for General Park Landscaping Services for 2025 with the option to extend the contract for 2026 and 2027 to Uno Mas Landscaping of Elgin, Illinois for \$90,690. Motion was made by Bell, seconded by Larson. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Abstain: None. Absent: Gray and Callahan. Motion carried.

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

Vice President Tilmon entertained a motion to approve the Board of Commissioner's expenses in accordance with the Local Government Travel


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**Expense Control Act (Public Act 099-0604) as presented. Motion was made by Bell, seconded by Larson. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Abstain: None. Absent: Gray and Callahan. Motion carried.**

**EXECUTIVE SESSION – None.**

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD – None.**

**ADJOURNMENT –** With no further business to come before the Board, the regular meeting was adjourned at 8:14 PM. Motion was made by Bell, seconded by Larson. A voice vote was taken and the motion passed unanimously.

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end, positioned above a solid horizontal line.

Secretary, Board of Commissioners  
Batavia Park District

Line prepared by:  
Lindsey Williams, Executive Assistant