

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
FEBRUARY 15, 2022
VIRTUAL MEETING**

REGULAR MEETING – The regular meeting was held as a virtual meeting and called to order at 7:03 p.m. by President Callahan.

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

Staff in attendance via video were Director of Finance Shane Johnson; Director of Parks Kim Hansen; Director of Facilities and Trades Josh Wyant; 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.

MOMENT OF SILENCE – In lieu of the Pledge of Allegiance, a moment of silence was held in honor of those affected by the current pandemic.

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – None.

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 January 18, 2022; approval of minutes from the Executive Session held on January 18, 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; and approval of CIP Purchase: Ford F150 Pick-Up Truck. 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 - Prior to the meeting, the public was invited to call into the meeting to address the Board or submit a public comment that would be read at the meeting by emailing: allisonn@bataviaparks.org. No public or written comments were received.

MATTERS FROM COMMISSIONERS – President Callahan provided the Board with an update regarding 150 Houston Street.

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BATAVIA PARKS FOUNDATION – Foundation Vice-President Stefin Steberl introduced himself to the Park Board. Vice-President Steberl stated that he is overseeing the marketing for the Parks Foundation. Currently, the Parks Foundation is working on launching a quarterly newsletter and obtaining sponsorships for the River Rhapsody Concert Series. Vice-President Steberl invited the Park Board to attend the Pitch in the Parks event scheduled for April 9, 2022. This event will run from 9:00 a.m. to 12:00 p.m. and will take place at the Riverwalk.

STAFF REPORTS –

Director of Community Recreation Meyer advised the Board on the following: the New Horizons open house is scheduled for March 9. Currently, 83 children are registered for the 2022-2023 school year; the Park District had its first open gym program on February 6. 46 drop-in participants attended the first session. Staff is working on adding more days/times for participants to enjoy; Recreation Supervisor Kathy Freedlund continues to offer fitness classes via Zoom. Currently, the Park District has participants attending Zoom classes from Florida, Arizona and Ohio.

Director of Finance Johnson advised the Board on the following: preliminary fieldwork for the 2021 Financial Statement Audit was completed on January 25. Audit final fieldwork is scheduled for April 25-29; staff has commenced the recruitment process for an IT Specialist position that was included in the 2022 approved budget; on Friday, February 11, an on-site Wellness Screening was held for all Park District employees.

Director of Parks Hansen advised the Board on the following: the Park District is currently out to bid for our mowing contract. The public bid opening is scheduled for March 1, with the bid award expected to take place at the March 15 Board meeting; the Park District will be going out to bid for our portable toilet contract. The public bid opening is scheduled for March 7, with the bid award expected to take place at the March 15 Board meeting; the Ice Rink has been open for 30 days.

Director of Facilities and Trades Wyant advised the Board on the following: the Park District went out to bid on February 15 for the Washington Park Playground Renovation. The public bid opening is scheduled for March 1, with the bid award expected to take place at the March 15 Board meeting; staff is preparing documentation for upcoming Capital Development projects.

Director of Marketing and Public Relations Gentry advised the Board on the following: the Park District received four awards at the IAPD/IPRA 2021 Agency Showcase Competition: 1st place for the Printed Brochure Series, 1st place for Large Format Marketing, 3rd place for Logo Design and 4th place for the Print Promotional category; Marketing and Customer Service staff are working with the Recreation team to begin

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planning for the Quarry season, which opens on May 28; staff is working on sponsorship opportunities for the Super Savvy Senior Expo and River Rhapsody Concert Series.

Director of Marketing and Public Relations Gentry presented the 2021 Social Media Overview.

Executive Director Niemela stated staff has been looking at our social media platforms as a whole and are requesting the Board support the decision to dissolve the Park District's Twitter account and replace it with a new TikTok account. The TikTok account will allow for creative and innovative ways to promote the Park District. The Board provided their verbal support of dissolving the Twitter account and replacing it with a TikTok account.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela advised the Board on the following: 1) At the annual IAPD/IPRA state conference, the Agency Showcase was held. The Batavia Park District was awarded 1st place in the Printed Brochure Series category, 1st place in the Large Format Marketing category and 3rd place in the Logo Design category; 2) Back in late 2020, in honor of Phil Elfstrom's vision for a linear park along South River Street and generous donation, the Park Board approved the naming rights of the District-owned trail and open space from Webster Street south to Clark Island Park after him. The Park District sourced a large boulder locally of which a memorial plaque will be affixed. A dedication and ribbon cutting will take place this year; 3) Using Phil Elfstrom's generous donation, the Park District is currently under contract for the property located at 209 S. River Street; 4) Much thanks to the Park Board's perseverance during the year 2020, the District was able to complete the construction of the James "Jim" Eby Gymnasium located at the Civic Center. As a result, the recreational programming is booming and the gymnasium is being put to great use; 5) In an effort to stay in touch with our residents' changing needs, the Park District has been hosting hybrid fitness classes by offering them via Zoom and in person. An unexpected benefit to the Zoom classes is that we have participants joining from different states whom wouldn't normally get the opportunity to attend the classes had we not offered them via Zoom; 6) The Batavia Depot Museum staff will host a special viewing for the Museum's two new spring exhibits on Friday, February 25, at 5:00 p.m.

OLD BUSINESS – None.

NEW BUSINESS –

A. Award of Contract for HVAC Preventative Maintenance –

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President Callahan entertained a motion to award the contract for HVAC Preventative Maintenance to the lowest responsive and reasonable bidder, 1 Source Mechanical, Inc. for the total amount of \$10,490.00. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Riley, Connolly, Tilmon, Gray and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

EXECUTIVE SESSION – None.

ANY OTHER BUSINESS – President Callahan congratulated the Strikers Fox Valley Club's U19 team for punching their ticket to the National Championship.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 7:49 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.



Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
Lindsey Kaminsky, Executive Assistant