

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
FEBRUARY 21, 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 Community Recreation Brittany Meyer; Director of Marketing and Public Relations Debbie Gentry; Director of Talent and Culture Lynn Boerman; 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 – Agenda items 15 A-F (New Business) will be moved to occur after 9A-B (Presentations).

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 17, 2023; 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 #410: An Ordinance Implementing the Provisions of the State Officials and Employees Ethics Act. 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 – Joe Culotta, Batavia resident, addressed the Board regarding the Recreation Alternatives for the Fox River Corridor Master Plan. Mr. Culotta shared his concerns regarding potential water levels of the Depot Pond.

Dave Weiher, Batavia resident, addressed the Board regarding the Recreation Alternatives for the Fox River Corridor Master Plan. Mr. Weiher asked if the gazebo would stay in its current location or if it would be relocated. Mr. Weiher shared his concerns of the potential removal of the dam.

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MATTERS FROM COMMISSIONERS – None.

BATAVIA PARKS FOUNDATION – Batavia Parks Foundation President Britta McKenna provided an update of the Foundation’s 2023 work plan goals.

PRESENTATIONS –

- A. Maintenance Facility Feasibility Study: Williams Architects –** Marc Rhode of Williams Architects presented the Board with an overview of the Maintenance Facility Feasibility Study. The Board asked questions and provided feedback on this project.

- B. Schematic Design Progress Report of the Civic Center: Williams Architects –** Tom Poulos and Seam Leider of Williams Architects presented the Board with an overview of the Schematic Design Progress Report of the Civic Center. The Board asked questions and provided feedback on this project.

NEW BUSINESS –

A. Award of Contract for Hall Quarry Beach Master Plan Services

Williams Architects presented the Board with an overview of the Hall Quarry Beach Master Plan Services.

President Callahan entertained a motion to award the contract for Hall Quarry Beach Master Plan Services to Williams Architects, in the amount of \$70,000. 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 the Final Draft of Recreation Alternatives for the Fox River Corridor Master Plan: Steve Konters, Hitchcock Design Group

Steve Konters of Hitchcock Design Group presented the Board with an overview of the Final Draft of Recreation Alternatives for the Fox River Corridor Master Plan.

President Callahan entertained a motion to approve the Final Draft of Recreation Alternatives for the Fox River Corridor Master Plan, 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.

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C. Approval of Recommendation for Human Resources Information System Software

Director of Talent and Culture Boerman presented the Board with an overview of the Human Resources Information System software recommendation.

President Callahan entertained a motion to approve the recommendation for Human Resources Information System Software to Paycor, 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.

D. Approval of Intergovernmental Agreement with the City of Batavia for the Installation of Fiber at the Hall Quarry Beach

President Callahan entertained a motion to approve the Intergovernmental Agreement with the City of Batavia for the Installation of Fiber at the Hall Quarry Beach, 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.

E. Award of Contract for the Demolition of 209 South River Street Property

President Callahan entertained a motion to award the contract for the Demolition of 209 South River Street Property to Fowler Enterprises LLC, in the amount of \$22,840. 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.

F. Award of Contract for Weed Control Services

President Callahan entertained a motion to award the contract for the Weed Control Services for 2023, with the option to extend the contract to 2024 and 2025, to TruGreen, in the amount of \$46,724.50. 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.

CORRESPONDENCE – President Callahan acknowledged the following correspondence:
1) A letter to Ms. Mikulik acknowledging the formal commitment to install a plaque and interpretive sign to honor Robert Smith and his generous donation of a gazebo to the

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Park District; 2) A letter from a resident complimenting the Parks staff on the upkeep and the conditions of the District's parks, facilities and grounds.

ANNOUNCEMENTS – Director of Marketing and Public Relations Gentry read the following announcements: 1) Welcome a new sport or activity by reviewing our Spring Fun Guide, which will be delivered to homes and available online at bataviaparks.org; 2) New Horizons Preschool is now enrolling for the 2023-2024 school year. Families may register in person at the Eastside Community Center or at the Civic Center during regular business hours. For more information or to schedule a tour, please contact Assistant Director of Community Recreation Lori McDonald at 630-406-5282; 3) The Batavia Depot Museum will reopen on March 1. On March 3, from 6-8 p.m., members of the Batavia community are invited to attend the Museum's opening reception for its new exhibit, *Never Done – The Women Who Built Batavia*; 4) The Tween Flashlight Egg Hunt will be held on March 31. Our Easter Egg Hunt for children ages 2-8 will be held on April 1 at Prairie Path Park, and our Doggie Easter Egg Hunt will be held on April 1 at West Main Community Park's Bark Park.

STAFF REPORTS – Director of Finance Strumpf stated the Finance Department has been hard at work preparing for the 2022 Financial Statement Audit. Sikich conducted their preliminary fieldwork both on site at the Civic Center and remotely during the week of February 6th. Audit final fieldwork is scheduled for April 24 through April 28, 2023. Director Strumpf stated as part of the annual financial statement audit, Sikich has emailed audit interviews to each commissioner. Please complete the questionnaire and return it directly to Sikich per their instructions. Director Strumpf stated Staff has begun planning the process of implementing network and fiber infrastructure upgrades that were budgeted as part of the 2023 Capital Improvement Program. The upgrades will increase the reliability of the District's core inter-site connectivity and improve throughput between sites. This increased throughput will lead to notable improvements for users, and would unlock other potential benefits including backups and disaster recovery. The upgrades are anticipated to be fully completed later this year.

Director of Talent and Culture Boerman stated the District received a \$1,000 wellness grant from PDRMA to be used for the 2023 Lunchtime Fitness Buffet. Director Boerman thanked for Board for the approval of the new HRIS system. Director Boerman stated she is collaborating with Energage (Top Workplace) to produce and distribute the employee engagement survey in spring 2023.

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Director of Facilities and Trades Wyant stated quotes are being gathered for the reseal and restripe of the Eastside Community Center parking lot, recoating of the Civic Center Gym floor and the installation of managed access at the Depot Museum.

Director of Community Recreation Meyer provided the following recreation programming data: 1) In 2022, the District retained 62% of its annual households, compared to 55% in 2021; 2) In 2022, the District had its highest average of registrations per customer. Additionally in 2022, the District had its highest number of registrations per household, which was 5.0; 3) 73% of the District's households are signing up for multiple programs throughout the year; 4) Programming participation areas that have increased since COVID are the senior club, special events, summer camp and educational variety.

Director of Marketing and Public Relations Gentry stated Marketing Staff continue to work on the Fun Guide, ordering promotional items and creating a facility rental brochure. Strategic Communications Specialist Gail Gaboda and Community Engagement Specialist Carolyn Potosnak introduced themselves to the Board.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela advised the Board on the following: 1) The District received a first-place award for its Printed Brochure (Fun Guide) Series at the Agency Showcase competition, part of the state-wide IAPD/IPRA Conference. The District also received an honorable mention for a karate photo submitted in the IAPD's "Give Us Your Best Shot" photo contest; 2) The Ties and Tiaras event had nearly 400 participants. Thank you to the Recreation Department for planning this event; 3) A Legislative Forum, held on February 17, was attended by several members of the Leadership Team; 4) The Depot Museum held its Exhibit Preview for the spring exhibit - Never Done: The Woman Who Built Batavia, on February 24. The exhibit is scheduled to open on March 3, 2023; 5) Construction for the Flag Day Memorial Monument will start soon. This area will no longer be available for the Windmill City Festival; 6) The City of Batavia has informed the District that event fencing for the River Rhapsody Concert Series is no longer needed. Fencing will still be required for larger events such as Windmill City Festival and Pints by the Pond.

OLD BUSINESS – None.

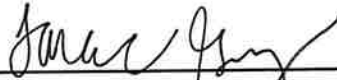
EXECUTIVE SESSION – None.

ANY OTHER BUSINESS – Commissioner Gray congratulated the Marketing Team for their success at the IAPD/IPRA Conference Agency Showcase competition.

Commissioner Gray and staff discussed the possibility of creating a traffic/bicycle safety playground.

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ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 8:40 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