

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 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 Talent and Culture Lynn Boerman; Director of Community Recreation Brittany Meyer; and Executive Director Allison Niemela.

Legal Counsel Derke Price and Erin Monforti were also in attendance.

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

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – Remove 11b – Award of Contract for Tennis Court Color Coating at South Mill Creek Community Park and Prairie and Lathem Park – This item is tabled for next meeting.

CONSENT AGENDA – Approval of Minutes from the Regular Board Meeting, February 21, 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 Change Order #1 – Park Maintenance Services.

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.

MATTERS FROM COMMISSIONERS – None.

STAFF REPORTS – Director of Finance Strumpf stated the Finance Department is continuing to prepare for the 2022 financial statement audit with field work scheduled April 24-28, 2023. Initial work has begun for the fiber installation at The Hall Quarry Beach (Quarry) with construction anticipated to start in early April. Strumpf mentioned the December Consumer Price Index (CPI) for the 2023 Property Tax Levy was

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announced and the CPI change December 2022 – December 2021 was 6.5%. Strumpf introduced Accounts Payable and Payroll Coordinator Kayli Hubbs to the Board and Hubbs gave a brief background and introduction. Executive Director Niemela shared Strumpf has completed all four tests to apply to be a CPA and he will apply for CPA certification. Board members congratulated Strumpf on this achievement.

Director of Talent and Culture Boerman shared the following: 1) The first meetings with new Human Resources Information System Paycor have occurred and everything is on-track with the timeline; 2) Safety training has been completed with all employees on February 24th with a scavenger hunt; and 3) The District received a \$1,000 wellness grant from Park District Risk Management Agency (PDRMA) to fund lunchtime fitness programming.

Director of Facilities and Trades Wyant stated his department is in the transition season and preparing for spring and summer with the trades crew beginning The Hall Quarry Beach preparations with a tentative fill date of April 24th.

Director of Community Recreation Meyer shared the following: 1) 210 girls are signed up for softball league, 6U-14U; 2) Two Recreation Interns have been hired for the summer; and 3) The Recreation Team is adding back some classes and adding in new classes including partnering with Water Street Studios and bringing back a 5K race.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela shared the following report: 1) Commissioners Gray and Connolly attended the Depot Museum's Spring Exhibit: The Women Who Built Batavia; 2) Strategic Communications Specialist Gail Gaboda was a design mentor to Batavia High School students who were awarded First Place in the 2023 VALEES Graphic Communications Student of the Year Competition; 3) Photos and updates regarding the four egg hunts presented by The District; 4) Gearing up for Windmill City Festival July 7-9, 2023 with preliminary meetings with the Batavia Police Department; and 5) Shared photos and updates for The Hall Quarry Beach with preparations underway.

OLD BUSINESS – None.

NEW BUSINESS –

- A. **Discussion of Land Use Agreement for Main Street with the City of Batavia**
Rahat Bari, City Engineer for City of Batavia addressed the Board regarding the City's request for a Land Use Agreement.

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B. Award of Contract for Managed Information Technology Services

Director of Finance Strumpf addressed the Board with an overview of the Managed Information Technology Services recommendation.

President Callahan entertained a motion to award the contract for Managed Information Technology Services 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.

C. First Reading and Discussion of Select Personnel and Governance Manual Policies

Director of Talent and Culture Boerman addressed the Board with an overview of the proposed changes followed by discussion and feedback from Board Commissioners and Legal Counsel.

D. Award of Contract for the Abatement of the 150 Houston Street Property

Director of Facilities and Trades Wyant and Executive Director Niemela answered questions from the Board Commissioners on this project.

President Callahan entertained a motion to award the contract for the Abatement of the 150 Houston Street Property to Kinsale Contracting Group in the amount of \$98,900. 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 Prescribed Burn Services

President Callahan entertained a motion to award the contract for Prescribed Burn Services to Bluestem Ecological Services in the amount of \$30,540. 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 TO COME BEFORE THE BOARD –

- A. Approval of Resolution #291: Commemorating Park Commissioner & President Patrick J. Callahan’s 25 Years of Dedicated Service to the Batavia Park District & Naming of the Community Center as the “Patrick J. Callahan Community Center”.**

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Vice President Tilmon presented an overview of President Callahan’s service and leadership to the Park Board.

Vice President Tilmon entertained a motion to approve Resolution #291: Commemorating Park Commissioner & President Patrick J. Callahan’s 25 Years of Dedicated Service to the Batavia Park District & Naming of the Community Center as the “Patrick J. Callahan Community Center”.

Motion was made by Gray, seconded by Connolly. The roll was called. Ayes: Gray, Connolly, Riley and Tilmon. Nays: None. Abstain: Callahan Absent: None. Motion carried.

Vice President Tilmon read Resolution #291: Commemorating Park Commissioner & President Patrick J. Callahan’s 25 Years of Dedicated Service to the Batavia Park District & Naming of the Community Center as the “Patrick J. Callahan Community Center”.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 8:23 p.m. by President Callahan.



Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
Lindsey Williams, Executive Assistant