

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
APRIL 18, 2023
CIVIC CENTER – BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:02 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; Executive Assistant Lindsey Williams and Executive Director Allison Niemela.

Legal Counsel Erin Monforti, and Parks Foundation Member Laura Basil were also in attendance.

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

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – The removal of 5A - Approval of Minutes – Regular Board Meeting, March 21, 2023. Minutes will be approved at the May meeting.

CONSENT AGENDA – President Callahan entertained a motion to establish the Consent Agenda as presented which included approval of the following: 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 CIP Purchase: 2024 Ford E350 Lift Bus; Approval of License Agreement Between the Batavia Park District and Fox Valley Special Recreation Association for the Lease of the Lodge at Laurelwood; Approval of Resolution #292 Freedom of Information Act Designations; Approval of Resolution #293 Open Meetings Act Designations and Approval of Ordinance #411 Surplus Property.

Legal counsel Monforti advised of a scrivener's error on item 5K with the recommendation to amend the error.

Motion to amend the error made by Tilmon, seconded by Gray. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None

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.

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BATAVIA PARKS FOUNDATION – Foundation Board Member Laura Basil shared the following information: 1) Updates regarding the Peace on Earth permanent project. Bids are due May 5th and will be reviewed at the May meeting; 2) Pitch in at the Parks was held on April 1st with Plain Dirt Gardeners and Parks Staff in the Wildflower Sanctuary. The next Pitch in at the Parks event is scheduled for August 5th; 3) The next planning meeting for Peace Day is at Limestone on April 24th at 8:30 AM. The event is September 21st. Thank you to Batavia Rotary Club for their 2023 Grant as Presenting Sponsor, Drendel and Jansons Law Firm as Community Sponsor, and Kiss the Sky as Entertainment Sponsor; 4) First pickleball tournament is planned for August 12th with information to come. Tournament will be held at the Civic Center; 5) Marketing is working on new marketing opportunities to celebrate their 20th Anniversary; 6) Seeking Friends of the Foundation to help volunteer. There is no cost to become a Friend of the Foundation.

CORRESPONDENCE – A letter from State Representative Maura Hirschauer congratulating the Park District on receiving an OSLAD grant through the Illinois Department of Natural Resources for the Clark Island Project.

STAFF REPORTS – Director of Finance Strumpf shared the Finance Department continues to prepare for the 2022 financial statement audit with final fieldwork scheduled for the week of April 24th. Work has begun for fiber installation at the The Hall Quarry Beach (Quarry).

Director of Talent and Culture Boerman stated the District is fully staffed for seasonal lifeguards and seasonal camp staff with a small waitlist. The Safety Committee has Park District Risk Management Agency (PDRMA) coming to visit for new risk management videos. Training is underway for the new Human Resources Information System (HRIS).

Director of Facilities and Trades Wyant shared Quarry preparation is underway. Sand grading will take place on April 19. Fiber installation has gone from the north building to concessions, manager's office, and south admissions.

Director of Community Recreation Meyer stated the Recreation Team is preparing for summer programs, some weeks of Camp Sensational are already filling up. Registration started 4/17.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela advised the Board on the following: 1) Photographs of storm damage from the March 31 storm and commended the park staff for the clean-up efforts. No brick-and-mortar facilities were damaged; 2) Parks Department held a hands-on vocational program with special education students from West Aurora High School; 3) Loyalty program Rec Rewards has launched for fitness classes and the structure for rewards was shared; 4) Next month PROS Consulting will

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present about the Community Needs Assessment; 5) Niemela reflected on the involvement of the Park District's Leadership team in various community organizations; and 6) Announcement of surplus property included in the Batavia Community Wide Garage sale on May 5th and 6th at the Eastside Community Center with funds directed to the scholarship fund. Big ticket items will be included in a virtual auction.

OLD BUSINESS – Second Reading and Approval of Select Personnel and Governance Manual Policies. Policies for review and approval include commissioner benefits, hours of work, telework, and use of programs and facilities. Director of Talent and Culture Boerman reviewed the changes based on recommendations and feedback.

President Callahan entertained a motion to approve the Personnel and Governance Policies, 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.

NEW BUSINESS –

A. Award of Contract for Tennis Court Color Coating at South Mill Creek Community Park and Prairie and Lathem Park.

President Callahan entertained a motion to approve the contract for the Tennis Court Color Coating at South Mill Creek Community Park and Prairie and Lathem Park to U.S. Tennis Court in the amount of \$41,441.20 for the base bid and \$60,200.22 for alternate #1.

Commissioner Tilmon clarified the total amount for both projects as \$101,641.42

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. Award of Contract for Blown-in Installation of Playground Engineered Wood Fiber.

President Callahan entertained a motion to award the contract of Blown-in Installation of Playground Engineered Wood Fiber to Homer Industries, LLC, in the amount of \$16,210.81 with a two-year contract extension option. 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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EXECUTIVE SESSION – None.

ANY OTHER BUSINESS – None.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 7:31 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 Williams, Executive Assistant