

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
MAY 17, 2022
CIVIC CENTER – BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:01 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 Parks Kim Hansen; Director of Facilities and Trades Josh Wyant; Director of Community Recreation Brittany Meyer; Director of Marketing and Public Relations Debbie Gentry; Director of Finance Brent Strumpf; Human Resources Manager 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 – Item 7: Matters from Commissioners will be moved to occur after Item 12A.

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 April 19, 2022; approval of the Paid Expenditures; approval of the Expense Approval Report; approval of Purchases; approval of Resolution #285: Freedom of Information Act (FOIA) Officer Designations: Allison Niemela, Lindsey Kaminsky and Brent Strumpf; approval of Special Use Permit: Windmill City Festival; approval of License Agreement Between the Batavia Park District and the Fox Valley Special Recreation Association. 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. A voice vote was taken and the motion passed unanimously.

GUESTS - MATTERS FROM THE PUBLIC – Batavia Parks Foundation President Britta McKenna updated the Board on the Foundation’s Play it Forward campaign.

CORRESPONDENCE – President Callahan acknowledged the following correspondence: a letter from Fox Valley Special Recreation Foundation thanking the Park District for its donation to their annual BBQ and Basket Raffle and thank you cards from the students and staff of the West Aurora High School Skills Program expressing appreciation to the Parks department for hosting their annual Work Day.

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ANNOUNCEMENTS – Director of Marketing and Public Relations Gentry read the following announcements: 1) Check out our Summer Fun Guide for exciting trips, programs, aquatics, sports and dozens of summer camps; 2) Hall Quarry Beach opens for the season on Saturday, May 28. Pre-season passes are on sale through May 27; 3) The Super Senior Expo is scheduled for Wednesday, June 1 from 9:00 a.m. to noon at the Eastside Community Center; 4) The River Rhapsody Concert Series kicks off on Wednesday, June 15 at the Riverwalk with the Final Say band. These free concerts will be held from 7:00 to 8:30 p.m. on select Wednesdays throughout the summer; 5) The Annual Fishing Derby will be held on Saturday, June 18 from 10:00 a.m. to noon at the Clark Island Recreation Area. This event is free to the public; 6) Join the Park District and Batavia Parks Foundation at the next “Pitch in the Parks” Community Work Day at 9:00 a.m. on Saturday, June 25 at the Batavia Riverwalk.

STAFF REPORTS –

Human Resources Manager Boerman advised the Board on the following: the Park District has been focusing on seasonal hiring. The Quarry and camps are fully staffed and we continue to finalize seasonal employees for the Parks department; Human Resources Manager Boerman and Director of Finance Brent Strumpf completed first round interviews for the IT Specialist position. The next round of interviews are scheduled for the end of May; the Marketing department will be offering a new high school student design mentorship opportunity. The Marketing department will also be recruiting a college-aged intern for the summer; Human Resources Manager Boerman has been conducting exit interviews; Human Resources Manager Boerman has will be working with HR Source to complete a Compensation Study; Human Resources Manager Boerman is working on building community relationships to assist with recruiting; the District will work on creating a DEI Policy; Human Resources Manager Boerman spoke regarding employee retention and various work perks.

Director of Finance Strumpf introduced himself and advised the Board on the following: Director of Finance Strumpf is working on the audit process with Executive Director Niemela and the Leadership Team; the budget schedule will be released soon and the District is looking to hold the CDP retreat in August.

Director of Facilities and Trades Wyant advised the Board on the following: the District was approached by members of the Batavia Bicycle Commission about adding three bike repair stations throughout the District. The locations would be along the bike path at the Quarry, along the bike path near The Lodge and the intersection of Fabyan Parkway and Route 31 (which is a Forest Preserve location). The Commission is pursuing a grant that would pay for the stations and installation. Park District staff are ready to support and help with this project; the South Mill Creek and Prairie & Lathem Tennis Court Resurfacing bid opening was extended

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another two weeks; however, no bids were submitted. President Callahan recommended staff withdraw the bid and wait until fall to go back out to bid for this project.

Director of Parks Hansen advised the Board on the following: staff have been focusing on getting the Quarry ready for opening day. Staff are expected to finish prep work a few days early and are now focusing on mulching and flower installation; the District has received the documents needed to transfer ownership of Prairie Commons from the developer to the District. Unfortunately, the Plat of Survey did not show the land swap done with the City of Batavia. A new Plat of Survey has been requested and the District is ready to move forward with accepting ownership once the updated Plat is received.

Director of Community Recreation Meyer advised the Board on the following: staff is excited to announce that former Recreation Intern Julie Galauner has been hired as the District's new Aquatics & Facilities Supervisor; Recreation Supervisor Kathy Freedlund has added a pop-up class for this fall called "Align with Wine". Participants will be learning mindful and easy yoga poses to help deepen relaxation and rid oneself of stress, followed by a wine tasting. This class is scheduled for Friday, November 11; staff are working on an agreement to host a sip and paint event; we are excited to announce that the Quarry and camps are fully staffed for the summer.

Director of Marketing and Public Relations Gentry advised the Board on the following: the Marketing team is working on finalizing Quarry deals with Groupon and Fox Valley Deals; Director of Marketing and Public Relations Gentry will be attending a working lunch later this month with the marketing and communications liaisons from the Batavia Public Library, Batavia High School, Batavia Main Street and the City of Batavia; the District is offering a new high school design mentorship opportunity this summer for a Batavia high school student who wishes to work with our team to broaden their skills for their portfolio, college and future career.

Acknowledgment of New Horizons Preschool Teacher Deb Carlson's 22 Years of Service and Retirement - Executive Director Niemela and the Park Board congratulated Deb Carlson on her retirement.

Board recess from 7:32 p.m. to 7:50 p.m. for retirement acknowledgement.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela advised the Board on the following: 1) The Park District's camps and Hall Quarry Beach are fully staffed for the summer. Thank you to all staff who helped with recruiting, hiring and onboarding; 2) Windmill City Festival will be held on July 8-10 this year. We are excited to have the carnival and golf challenge back this year; 3) A Flag Monument Groundbreaking event is scheduled for June 14 at 6:00 p.m. The Board is invited to attend; 4) The Park District acquired 209 S. River Street with

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the funds donated by Phil Elfstrom. The former homeowner of 209 S. River Street will remain in the home as a tenant until September 1. After the tenant moves out, the home will be demolished to create an open space. The end goal is to create a linear park along S. River Street; 5) Staff continues to explore the option for an outdoor fitness court at Clark Island as part of the Blackard Stake-n-Bike Park update. There will be a second community input meeting held on June 22 from 6:00 – 7:00 p.m. prior to the River Rhapsody Concert. The District is excited to continue to explore this option; 6) Two teams of staff recently participated in the IPRA Park Pursuit event; 7) The Pints by the Pond event will be held on September 24.

PRESENTATION – Tom Poulos and Sean Leider of Williams Architects presented the Board with an update on the Community Center and Museum Annex Study. The Board provided feedback on this project.

Williams Architects will plan to attend the July Park Board Meeting to update the Board on the project.

MATTERS FROM COMMISSIONERS – Commissioner Riley spoke regarding the pending agreement with the Historical Society for the use of 150 Houston Street.

Commissioner Gray spoke regarding the City of Batavia’s requirement for a sidewalk at Washington Park.

OLD BUSINESS – None.

NEW BUSINESS –

A. Award of Contract for Jones Meadow Park Trail Improvements Project

President Callahan entertained a motion to award the contract for Jones Meadow Park Trail Improvement Project to E. Hoffman, Inc. for the total amount of \$94,840. 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.

B. Approval of Addendum to Batavia Fox River Corridor Plan Agreement with Hitchcock Design Group, Inc.

President Callahan entertained a motion for approval of addendum to Batavia Fox River Corridor Plan Agreement with Hitchcock Design Group, Inc. for the total amount of \$22,800.

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The Park Board discussed the details of the proposed addendum to the Batavia Fox River Corridor Plan Agreement.

President Callahan entertained a revised motion for approval of addendum to Batavia Fox River Corridor Plan Agreement with Hitchcock Design Group, Inc. in a not-to-exceed amount of \$22,800 and directed Executive Director Niemela and Legal Counsel to engage with Hitchcock Design Group, Inc. to remove any mention of the City of Batavia from the addendum and to ensure the District is not being charged for duplicate efforts. 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. Appointment of Board Officers

- i. President Pro Tem**
- ii. Vice President Pro Tem**
- iii. Treasurer Pro Tem**
- iv. Secretary Pro Tem**

D. Election of Board Officers

- i. Board President**
- ii. Board Vice President**
- iii. Board Treasurer**
- iv. Board Secretary**

E. Appointment of Executive Director

F. Appointment of Law Firm

G. Appointment of Organization Representatives

- i. Batavia Parks Foundation Board Liaison**
- ii. Fox Valley Special Recreation Association (Alternate)**
- iii. Batavia Chamber of Commerce (Alternate)**

President Callahan entertained a motion to approve the FY 2022-23 Board Officer and Appointment election results (New Business Items C-G) as presented: Pat Callahan as President; John Tilmon as Vice President; Kevin Riley as Treasurer; and Tara Gray as Secretary; Allison Niemela as Executive Director; Ancel Glink as Legal Counsel; Molly Connolly as Batavia Parks Foundation Board Liaison; Allison Niemela as Primary and Brittany Meyer as Alternate for Fox Valley Special Recreation Association; Allison Niemela as Primary and Josh Wyant as Alternate for Batavia Chamber of Commerce as presented; Motion was made by

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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 – None.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 9:25 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