

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
MAY 17, 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, and Callahan. Gray was absent.

Staff in attendance were Director of Finance Brent Strumpf; Director of Facilities and Trades Josh Wyant; Director of Parks Kim Hansen; 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 was also in attendance.

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

**ITEMS REMOVED/ADDED/CHANGED ON AGENDA** – Item #8 Batavia Parks Foundation. The Batavia Parks Foundation will be in attendance during the June Park Board Meeting.

**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 March 21<sup>st</sup>, 2023; Approval of Minutes from the Regular Board Meeting held on April 18<sup>th</sup>, 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. Motion was made by Riley, seconded by Connolly to establish the Consent Agenda. The roll was called. Ayes: Riley, Connolly, Tilmon and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

President Callahan entertained a motion to approve the Consent Agenda as established. Motion was made by Riley, seconded by Connolly. The roll was called. Ayes: Riley, Connolly, Tilmon and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

**GUESTS - MATTERS FROM THE PUBLIC** – None.

**MATTERS FROM COMMISSIONERS** – Commissioner Connolly gave a brief thank you and farewell.

**PRESENTATIONS** –

**Service Recognition of Outgoing Board Member Kevin Riley** – Executive Director Niemela and President Callahan presented Commissioner Riley with a symbolic clock and gave a brief overview of Riley's time and impact on the Board.

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Commissioner Riley addressed the residents of Batavia, Batavia Park District staff, Legal Counsel, and the Board with a farewell message.

**Service Recognition of Outgoing Board Member Molly Connolly** – Executive Director Niemela and President Callahan presented Commissioner Connolly with a symbolic clock and gave a brief overview of Connolly’s time and impact on the Board. Commissioner Connolly gave a brief message of gratitude for her time on the Board.

**ADJOURNMENT SINE DIE** – A motion was made by Connolly seconded by Tilmon to adjourn the meeting sine die for a brief reception at 7:20 PM. The roll was called. Ayes: Connolly, Tilmon, Riley and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

**ROLL CALL** – President Callahan reconvened the meeting and called for the roll at 7:40 PM. Commissioners in attendance were Riley, Connolly, Tilmon and Callahan. Gray was absent.

**SWEARING IN OF NEWLY ELECTED PARK BOARD COMMISSIONERS JULIE LARSON AND SAMANTHA “SAM” BELL** – Judge Keith Johnson administered the Oaths of Office.

**PRESENTATIONS** – Leon Younger, PROS Consulting presented the findings of the Community Needs Assessment and entertained comments and questions from the Board.

**CORRESPONDENCE** – President Callahan acknowledged a website submission from a resident complimenting the Parks staff on their friendliness while working at Big Woods Park.

**ANNOUNCEMENTS** – None.

**STAFF REPORTS** – Director of Finance Strumpf shared the following: 1) The Financial Statement Audit is progressing and a draft report should be available soon; 2) He is waiting for an update from the Government Finance Officers Association regarding the 2021 application for the Excellence in Financial Reporting Award; 3) The first disbursement of property taxes was received on May 17th; 4) Staff enabled a security feature on BMO Harris Bank accounts called “Positive Pay”; 5) Water purification systems have been installed at several locations for staff; and 6) Fiber installation is complete at Hall Quarry Beach. Thank you to Steve Allen with City of Batavia for his assistance.

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Director of Facilities and Trades Wyant stated fiber installation was successful at Hall Quarry Beach. He met with Rahat Bari, City Engineer with City of Batavia regarding the Main Street land use agreement. Mr. Bari will present at the June Park Board Meeting.

Director of Parks Hansen shared Hall Quarry Beach preparations are wrapped up for the Parks Department. Flowers grown in the Batavia Park District greenhouse have been planted. Millview Park landscape renovations will be starting May 18<sup>th</sup>.

Director of Talent and Culture Boerman shared the Park District is fully staffed for seasonal staff with a waitlist. Orientations for seasonal staff will be completed by May 22<sup>nd</sup>. Employee engagement surveys will be sent out to staff in June and in July and August updates will be available for the Board. The Safety Committee met with Park District Risk Management Agency (PDRMA) regarding quarterly incentives on their risk management review process.

Director of Community Recreation Meyer stated New Horizons Preschool received a grant from the Batavia Mother's Club. The Hall Quarry Beach opens on May 27<sup>th</sup>, 2023. Kate Garrett, Director of the Batavia Depot Museum, is partnering with the Parks Department on an Interpretive Garden located at the Depot Museum.

**EXECUTIVE DIRECTOR'S REPORT** – Executive Director Niemela shared the following: 1) Members of the Leadership Team attended the Illinois Association of Park District's Legislative Conference in Springfield and were able to spend time with Illinois Speaker of the House and former Legal Counsel, Chris Welch; 2) Staff went to Illinois Park and Recreation Association's Park Pursuit as a team building activity; 3) Executive Director Niemela was a mentor with Illinois Park and Recreation Association's ProConnect Mentorship program and shared an overview of her time as a mentor; 4) The Batavia Park District's Depot Museum won the Illinois Association of Museum's Award of Excellence for "Refraction: Finding Identity"; 5) Batavia Park District's Hall Quarry Beach was named "Best of the Fox: Best Summer Fun Park District Location" in Kane County's Readers' Choice Awards; 6) Surplus property was sold at the Batavia Community Wide Garage Sale and \$830 was raised for scholarship programs. Parks and Facilities will auction off fleet with an online auction house; 7) City Council is inviting the Park Board on June 6<sup>th</sup> for a joint meeting with Hitchcock Design Group regarding the Fox River Corridor Master Plan; 8) Assistant New Horizons Preschool Teacher, Paulette Starck is retiring after 18 years. She will be invited to the next board meeting; and 9) The Parks Department was approached by the City of Batavia to accept fifteen oak trees that did not qualify for parkway trees. The trees have been planted between South Mill Community Park and Hawks Bluff Park. The City of Batavia offered to plant and water the trees for one year.

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**NEW BUSINESS –**

**APPOINTMENT OF BOARD OFFICERS**

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

**ELECTION OF BOARD OFFICERS**

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

**APPOINTMENT OF EXECUTIVE DIRECTOR**

**APPOINTMENT OF LAW FIRM**

**APPOINTMENT OF ORGANIZATION REPRESENTATIVES**

- i. Batavia Parks Foundation Liaison**
- ii. Fox Valley Special Recreation Association (Alternate)**

**President Callahan entertained a motion to approve the 2023-2024 Board Officer and Appointment and Election results as presented: Pat Callahan as President; John Tilmon as Vice President; Sam Bell as Treasurer; and Julie Larson as Secretary; Allison Niemela as Executive Director; Ancel Glink as Legal Counsel; The Director of Creative Development and Community Engagement as Primary for Batavia Parks Foundation Liaison and Tara Gray as Alternate; Allison Niemela as Primary and Brittany Meyer as Alternate for Fox Valley Special Recreation Association; and Sam Bell as Primary and Allison Niemela as Alternate for Batavia Chamber of Commerce as presented. Motion was made by Tilmon, seconded by Larson. The roll was called. Ayes: Tilmon, Larson, Bell, Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.**

**APPROVAL OF RESOLUTION #294: PARK AND RECREATION FACILITY CONSTRUCTION (PARC) RESOLUTION OF AUTHORIZATION**

**President Callahan entertained a motion to Approve Resolution #294: Park and Recreation Facility Construction (PARC) Resolution of Authorization. Motion was made by Tilmon, seconded by Larson. The roll was called. Ayes: Tilmon, Larson, Bell and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.**

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**APPROVAL OF RESOLUTION #295: A RESOLUTION FORMING A COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY**

Executive Director Niemela reviewed the need and structure of the Efficiency Committee. President Callahan entertained a motion to approve Resolution #295: A Resolution Forming a Committee on Local Government Efficiency. Motion was made by Tilmon, seconded by Bell. The roll was called. Ayes: Tilmon, Bell, Larson and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

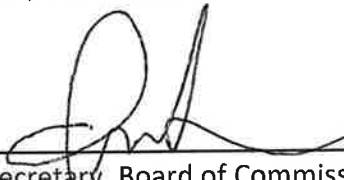
**APPROVAL OF PROPOSED GIFT PER THE SPECIFICATIONS BY THE BATAVIA PARKS FOUNDATION'S COMMITTEE**

President Callahan reviewed the proposed gift of new letters for the Batavia Peace Bridge from the Batavia Parks Foundation. President Callahan entertained a motion to Approve the Proposed Gift Per the Specifications by the Batavia Parks Foundation. A motion was made by Tilmon, seconded by Larson. The roll was called. Ayes: Tilmon, Larson, Bell and Callahan. Nays: None. Abstain: None. Absent: Gray. 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 9:00 PM. Motion was made by Tilmon, seconded by Larson. The roll was called. Ayes: Tilmon, Larson, Bell and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

  
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Secretary, Board of Commissioners  
Batavia Park District

Line prepared by:  
Lindsey Williams, Executive Assistant