

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JUNE 20, 2023
CIVIC CENTER – BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:03 p.m. by President Callahan.

ROLL CALL – President Callahan called for the roll. Commissioners in attendance were Larson, Bell, Tilmon, Gray, and Callahan.

Staff in attendance were Director of Finance Brent Strumpf; Director of Facilities and Trades Josh Wyant; Director of Parks Kim Hansen; Director of Community Recreation Brittany Meyer; Executive Assistant Lindsey Williams and Executive Director Allison Niemela.

Legal Counsel Derke Price and Batavia Parks Foundation member, Katie O'Brien were also in attendance.

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

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – Item #9B Museum Assessment Program (MAP) Update was removed from the agenda. The MAP Update will be presented at the July Park Board Meeting. Item #14A, Approval of License for Main Street with the City of Batavia, was changed to Discussion of License for Main Street with the City of Batavia.

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 May 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; Appointment of Chamber Board Representative; and Annual Treasurer's Report. Motion was made by Tilmon, seconded by Gray to establish the Consent Agenda. The roll was called. Ayes: Tilmon, Gray, Larson, Bell 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 to establish the Consent Agenda. The roll was called. Ayes: Tilmon, Gray, Larson, Bell and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

GUESTS - MATTERS FROM THE PUBLIC – None.

MATTERS FROM COMMISSIONERS – President Callahan addressed the Joint City Council and Park Board Meeting of June 6th and thanked the Board for the conversation and discussion at the meeting.

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BATAVIA PARKS FOUNDATION – Foundation member Katie O’Brien shared the following update: The “Pop-Up in the Parks” season kicked off at the Batavia Farmer’s Market earlier this month. Be on the lookout for the Foundation and 20th Anniversary giveaways at River Rhapsody Concerts. The Foundation will be pouring beer Sunday afternoon at Windmill City Fest; A first ever joint Parks Foundation meeting of St. Charles, Geneva, and Batavia Parks Foundations was held on June 6th at Pottawatomie Park in St. Charles. Batavia will host the next meeting; Batavia’s first ever Pickleball Tournament registration is now open on Eventbrite. The “Big Dill” is coming up on Saturday, August 12th beginning at 8:00 a.m. and ending with a social. Twelve teams of two recreational level players, for a total of 24 individuals, will get to each play 6 games, with one team being crowned, “The Big Dill.” All proceeds from the tournament support the work of the Foundation. A special thanks to the Park District for hosting at the Civic Center; The second “Pitch in at the Parks” is scheduled for Saturday, August 5th from 9 am – Noon at Payne Woods Park; The Foundation’s 20th Anniversary project construction for the Peace on Earth permanent artwork is now underway. The Peace on Earth Construction team is working hard to keep the project on target for a September 21st Peace Day Ribbon Cutting. The Foundation is proud to have the Rotary Club of Batavia as presenting sponsor this year and thank Drendel & Jansons Law Firm as a Community Sponsor, as well as Kiss the Sky, Entertainment sponsor. Special thanks to the Batavia Park District for their assistance as site host. New this year is a “Peaceful Yoga and Sound Healing” by Jenny Bergold at 4:00 p.m., as well as numerous hands-on activity stations adopted by Batavia non-profits and live entertainment from 5:00 – 7:00 p.m. Please make sure you have the date of Thursday, September 21st on your calendar with a tentative ribbon-cutting time of 7:00 p.m. at the Peace Bridge, followed by a community luminaria lit sing-along.

PRESENTATIONS –

Recreation Programming Review – Brittany Meyer, Director of Community Recreation, presented a Recreation Programming First Quarter Review to the Board. The Board discussed the presentation and shared feedback. The Board would like to have an annual report like this presented each year and a one-page report distributed to the Board quarterly.

CORRESPONDENCE – President Callahan acknowledged the following correspondence: A thank you letter to Executive Director Niemela from the Illinois Association of Park Districts for attending the 2023 Legislative Conference; A letter of support from Congressman Bill Foster for the Park and Recreational Facility Construction (PARC) Grant for the Callahan Community Center; A letter of support from State Senator Linda Holmes for the PARC Grant; A letter of support from City Administrator Laura Newman for the PARC Grant; A letter of support from Fox Valley Special Recreation Association Executive Director Alex Engelhardt for the PARC Grant; A letter of support from President and CEO of Batavia Chamber of Commerce Margaret Perreault for the PARC

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Grant; And a thank you email from Dr. Linda Schielke for usage of the Riverwalk and the Peg Bond Center for the Flag Day event.

ANNOUNCEMENTS – None.

STAFF REPORTS – Director of Finance Strumpf shared the following: 1) The audit will be presented at the July Board Meeting and auditors Sikich, LLP will be in attendance; 2) The fiber installation has made a significant improvement on Hall Quarry Beach internal operations; and 3) Batavia Park District was awarded the Certificate of Achievement for Excellence in Financial Reporting from the Governors Finance Officers Association.

Director of Facilities and Trades Wyant stated Nicor has disconnected the gas at 209 S. River Street. He is waiting for approval for water disconnection and/or City of Batavia approval to move forward with demolition.

Director of Parks Hansen updated the Board on the Jones Meadow Path project. The path is paved and grading will be completed this week with final seeding to come this fall. Director Hansen also shared the Millview Park landscape renovations are completed and thanked the Board for the increase in budget to accomplish this project.

Director of Community Recreation Meyer introduced summer interns, Robert Luckey and Jayelin Haines. Robert and Jayelin addressed the Board and shared their backgrounds and more information on their accomplishments with their summer internships.

Executive Director Niemela shared the PARC Grant application has been submitted and results may be available this fall. Niemela also shared an update on behalf of Director of Talent and Culture Boerman: The Top Workplace survey has been sent out to all full-time, part-time, and seasonal staff.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela shared the following: 1) The Batavia Park District received the Certificate of Achievement for Excellence in Financial Reporting which is the highest distinguished achievement a governing body can receive; 2) Batavia Park District received the 2023 Kane County Chronicle's Readers' Choice Award for Best Summer Fun Park District Location for Hall Quarry Beach; 3) We have also been awarded the Daily Herald's 2023 Readers' Choice Award for Best Park District; 4) Niemela shared photos from the Eastside Community Center's newly seal coated and re-painted parking lot; 5) Two new bicycle repair stations have been installed at the Lodge at Laurelwood and the Hall Quarry Beach. The Batavia Bicycle Commission and Park District staff monitor these stations regularly for repairs; 6) Niemela shared photos from the Millview Park landscape renovations and thanked the

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Board for their support; 7) Windmill City Festival is July 7-9 and staff is busy preparing. We will be checking bags, training every volunteer from our Safety Manual, and taking every safety precaution we can. On Sunday during the Festival, craft beer will be piloted thanks to Energy City Brewing. The Windmill Whirl 5K will also return to the Festival and will take place on Sunday, July 9th; and 8) Niemela shared a memorial message for Emily White, a Park District volunteer softball coach who passed away earlier this year. The Park District will host a memorial softball scholarship in her name as well as an annual All-Star Tournament in the fall to honor her.

NEW BUSINESS –

A. Discussion of License for Main Street with City of Batavia – Rahat Bari, City Engineer, City of Batavia shared an update on the project and a visual handout with the Board. The Board reviewed and discussed the project. Legal Counsel Price advised on the project and license.

President Callahan entertained a motion to approve the sketch dated October 26, 2022 prepared by CMT and directed City of Batavia Legal Counsel to prepare the license agreement for final Board approval. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Larson, Bell and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

B. First Reading of Select Policies from the Personnel and Administrative Manuals – Director of Finance Strumpf reviewed the proposed changes as followed: 1) Increasing the threshold requirement for written quotes from \$3,000 to \$5,000 for staff due to inflation; 2) Remove the requirement for unbudgeted expenditures exceeding \$5,000 to come before the Board and would be approved per the Approval of Purchases Policy by the Executive Director under \$30,000; and 3) Amend the Executive Director change order approval threshold from \$10,000 to \$29,999 to align with Approval of Purchases Policy. The Board discussed the proposed changes with feedback from Legal Counsel Price.

EXECUTIVE SESSION – President Callahan entertained a motion to adjourn to Executive Session to discuss the Semi-Annual Review of Executive Session Minutes 2(c)(21) at 8:11 PM. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Larson, Bell, and Callahan. Nays: None. Absent: None. Motion carried.

Regular session was reconvened at 8:20 PM.

ANY OTHER BUSINESS –

A. Approval of Resolution #296: Semi Annual Review of Executive Session Minutes

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President Callahan entertained a motion to approve Resolution #296: A Resolution Regarding the Release of Closed Session Minutes and Authorizing the Destruction of Audio or Video Recordings of Certain Executive Sessions, as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Larson, Bell and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 8:22 PM. Motion was made by Tilmon, seconded by Gray. A voice vote was taken and the motion passed unanimously.



Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
Lindsey Williams, Executive Assistant