BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JUNE 21, 2022
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, Tilmont, 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; Executive Assistant Lindsey Kaminsky; and Executive Director Allison Niemela. Batavia Parks Foundation President Britta McKenna and Legal Counsel Megan Mack were also in attendance.

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

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – None.

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, 2022; approval of the Paid Expenditures; approval of the Expense Approval Report; approval of the Investment Summary; approval of the Income Statement; and approval of Purchases. Motion was made by Tilmont, seconded by Gray to establish the Consent Agenda. The roll was called. Ayes: Tilmont, Gray, Riley, Connolly and Callahan. Nays: None. Absent: None. Motion carried.

President Callahan entertained a motion to approve the Consent Agenda as established. Motion was made by Tilmont, seconded by Gray. A voice vote was taken and the motion passed unanimously.

GUESTS - MATTERS FROM THE PUBLIC – None.

MATTERS FROM THE COMMISSIONERS – Commissioner Gray stated the new Quarry parking lot and flowers look great and thanked staff for their continued efforts.

Commissioner Tilmont stated the company hired for the mowing contract is doing a great job.

Commissioner Riley thanked President Callahan for his continued efforts in regards to 150 Houston Street.

BATAVIA PARKS FOUNDATION – Foundation President Britta McKenna provided the following updates: the next “Pitch in at the Parks” Community Work Day is scheduled for Saturday, June
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25 from 9:00 a.m. to 12:00 p.m. at the Riverwalk; the Foundation partnered with Fox Valley Special Recreation Association to host a National Play Outside Day event which was held on May 7 at the Riverwalk; the Foundation continues to promote and raise funds for the Peace on Earth Campaign through its “Play it Forward” raffle and save promotion. Raffle tickets can be purchased through Foundation Board Members, at Foltos Tonsorial Parlor, at the River Rhapsody Concert Series and online. Winners will be pulled at the Batavia Park District’s Pints by the Pond which will be held on September 24; the Foundation will be partnering with Craig Foltos and presenting sponsor Drendel & Jansons Law Group to host an International Day of Peace event on September 21; the Foundation will be opening up applications for new Foundation Board Members and will host an ice cream social for interested candidates; the Foundation will attend the August Board Meeting.

ANNOUNCEMENTS – Announcements were provided to the Board.

STAFF REPORTS –

Director of Finance Strumpf advised the Board on the following: Jaden Scott has accepted the District’s offer for the new IT Specialist position. Mr. Scott’s tentative start date is July 5, pending pre-employment screenings; letters were sent out to the volunteer groups that will be selling tickets and serving alcohol at this year’s Windmill City Festival. We have asked the two groups not in this year’s rotation to sell and serve alcohol to assist with staffing entrance/exit gates; the 2023 Budget calendar has been distributed to staff. Staff would like to hold the CDP retreat in August this year, and will send out a poll to determine the exact date of the meeting.

Director of Facilities and Trades Wyant advised the Board on the following: the District will be conducting a second community input meeting for the Clark Island Renovation on Wednesday, June 22. The meeting will take place at 6:00 p.m. at the Riverwalk, prior to the River Rhapsody Concert beings. This will be the second required community input meeting in order to apply for the OSLAD grant; the District has made several security upgrades to the Eastside Community Center. We have installed a second video/intercom system at the west entrance of the building. The same system was installed at the east entrance in 2021. These systems allow for both doors to be locked throughout the day, while providing staff the ability to monitor each door and communicate with the public before they enter the building.

Director of Parks Hansen advised the Board on the following: staff are preparing Engstrom Park for the 4th of July as well as preparing the Riverwalk for Windmill City Festival; with the Quarry opening and a short work week due to Memorial Day, adjustments were made to the typical mowing routine; the Green Audit was completed on June 15 and 16. The auditors walked through seven facilities and seven park sites. We are expected to receive a report in the beginning of July.
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Director of Community Recreation Meyer advised the Board on the following: the Hall Quarry Beach is open and has been at its maximum capacity four days so far this season. The public is enjoying the new parking lot and the north gate access for season pass holders; as of June 9, we have a total of 16 facility rentals and 18 park shelter rentals booked for the month of June. We are excited so many people are choosing the Park District for their events; our new yoga instructor will be offering a variety of pop-up yoga classes this summer for different age groups.

Director of Marketing and Public Relations Gentry advised the Board on the following: there have been a total of 2,611 Quarry season passes sold so far this year. 2,153 were sold in person and 458 renewals were completed online; the Marketing team continues to work on signage, promotion and sponsorships for Windmill City Festival; the Customer Service Committee will be hosting an all staff training later this year to focus on “Crushing the Competition with Service”.

EXECUTIVE DIRECTOR’S REPORT – Executive Director Niemela advised the Board on the following: 1) The Park District received the 2020 Certificate of Achievement for Excellence in Financial Reporting from the Government Finance Officers Association; 2) The District’s Windmill City Festival was voted as One of the Best Festivals in Kane County as part of the 2022 Kane County Chronicle Readers’ Choice Awards; 3) Staff continues to gear up for the 2022 Windmill City Festival, which will be held July 8-10. We are excited to offer live performances, food and drinks, recreation activities as well as the return of the carnival and golf challenge; 4) The Flag Day Memorial Monument groundbreaking was held on June 14 and was attended by staff and Commissioner Riley; 5) The District was approached by members of the Batavia Bicycle Commission about the possibility of adding additional bike repair stations throughout the District. The Bicycle Commission is pursuing a grant that would pay for the stations and installation. District staff are ready to support and assist with this project; 6) The Batavia Historical Society was awarded a $75,000 grant from the Dunham Foundation to be spent on the collaborative Historic Signage project. This project will mark areas of historical significance with information plaques in the downtown Batavia area. Museum Director Garrett has been involved in this project; 7) On June 22, the District will host its second community input meeting for the Clark Island renovation. The meeting will take place at 6:00 p.m. at the Riverwalk, prior to the River Rhapsody Concert being. Staff continues to explore the option for an outdoor fitness court as part of the project.

OLD BUSINESS – None.
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NEW BUSINESS –

A. Award of Contract for Roof Replacement Projects at The Lodge, Batavia Depot Museum and the Batavia Professional Building

President Callahan entertained a motion to award the contract for Roof Replacement Projects at The Lodge, Batavia Depot Museum and the Batavia Professional Building to Riddiford Roofing Company for an amount not to exceed $236,900. Motion was made by Tilmont, seconded by Gray. The roll was called. Ayes: Tilmont, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

B. Approval of Financial Policies Revised to Comply with State Law

President Callahan entertained a revised motion to approve the Financial Policies as Presented. Motion was made by Tilmont, seconded by Gray. The roll was called. Ayes: Tilmont, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

EXECUTIVE SESSION – President Callahan entertained a motion to adjourn into Executive Session at 7:54 p.m. to discuss Semi Annual Review of Executive Session Minutes 2 (c)(21). Motion was made by Tilmont, seconded by Gray. The roll was called. Ayes: Tilmont, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

Regular Session was reconvened at 7:56 p.m.

ANY OTHER BUSINESS –

A. Approval of Resolution #286: Semi Annual Review of Executive Session Minutes

President Callahan entertained a motion to approve Resolution #286: 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 Tilmont, seconded by Gray. The roll was called. Ayes: Tilmont, Gray, Riley, Connolly 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 7:57 p.m. Motion was made by Tilmont, seconded by Gray. A voice vote was taken and the motion passed unanimously.