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

REGULAR MEETING – The regular meeting was called to order at 7:07 p.m. by President Callahan.

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

Staff in attendance were Director of Finance Brent Strumpf; Director of Talent and Culture Lynn Boerman; Director of Community Recreation Brittany Meyer; Director of Creative Development and Community Engagement Katie Burgess; 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 – 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 Special Board Meeting held on June 6, 2023; Approval of Minutes from the Regular Board Meeting held on June 20, 2023; Approval of Minutes from the Executive Session held on June 20, 2023; 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 Tilmom, seconded by Gray to establish the Consent Agenda. The roll was called. Ayes: Tilmom, Gray, Bell and Callahan. Nays: None. Abstain: None. Absent: Larson. Motion carried.

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

GUESTS - MATTERS FROM THE PUBLIC – None.

MATTERS FROM COMMISSIONERS – Commissioner Tilmom enjoyed volunteering in the tent during Windmill City Festival and complimented staff; Commissioner Bell had a great time volunteering with her family at Windmill City Festival and her daughter enjoyed the Pet Competition; Commissioner Gray received great feedback about Windmill City Festival and complimented staff on Hall Quarry Beach.

PRESENTATIONS –
A: Auditors Presentation of the FY 22 Comprehensive Annual Financial Report: Dan Berg of Sikich, LLP reviewed the audit process and commended staff on a
BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JULY 18, 2023
CIVIC CENTER – BARTHOLOMEW ROOM

clean and efficient audit. President Callahan acknowledged Berg’s time and service as an Auditor and the commitment of the District to transparency and financial responsibility. Berg will be retiring so this will be his last Park Board meeting. Batavia Park District is expected to be Awarded the Certificate of Achievement for Excellence in Financial Reporting from the Governors Finance Officers Association for FY 2022.

B. Museum Assessment Program (MAP) Update:
Kate Garrett, Batavia Depot Museum Director reviewed the completed Museum Assessment Program with the Board. Garrett presented the background of the program, the process, recommendations, and future goals for the Depot Museum. President Callahan thanked Director Garrett for taking on this project and appreciates staff looking for new ways to improve and add value to the community.

CORRESPONDENCE – President Callahan acknowledged a thank you note from New Horizons Preschool Teacher Kaylee Gallagher for sympathy flowers received after the loss of her mother.

STAFF REPORTS – Director of Finance Strumpf stated the Budget Kick-Off Meeting was held today. He thanked the volunteer groups for their help at Windmill City Festival. He is preparing a financial summary for Windmill City Festival and hopes to present it to the Board at the September meeting.

Director of Talent and Culture Boerman noted the employee engagement survey has been completed and we will have results by early August with the official announcement to come in November. The Park District is fully staffed with full-time employees and the next focus will be staffing for the Kids Club.

Director of Community Recreation Meyer invited the Board to a sneak peak of the new Depot Museum exhibit highlighting the history of Batavia Schools. The exhibit will open on August 4th. Meyer noted some fall registrations such as “S’mores & More” are over halfway full and she encouraged BATV viewers from home to register early to secure their spot.

Director of Creative Development and Community Engagement Burgess gave the following announcements: 1) Registration has opened for residents for fall programs and will open to non-residents on July 31st; 2) The Fall Fun Guide has many great programs and trips scheduled; 3) The Hall Quarry Beach closes on August 13th and a
special event called “So Long Summer Swim” will take place from 6-8 p.m. on August 11th; 4) August 3rd is Customer Appreciation Day with fun prizes and celebrations for Park District customers; 5) The Windmill City Festival Chalk Drawing contest voting closes on Facebook on July 19th.

Director Burgess then introduced herself to the Board and shared her experience and background.

Commissioner Tilmon thanked Director of Parks Hansen for her helpful gardening tips.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela shared the following: 1) A highlight reel of photos from Windmill City Festival and discussed the success of the Festival including the popular Golf Challenge, the revival of the Windmill Whirl 5K, and piloting craft beer with a generous donation from Energy City Brewery on Sunday. Craft beer will return for future festivals. Niemela thanked Commissioners Tilmon and Bell for volunteering. A Windmill City Festival summary will be available for the Board likely in September. A special thank you to the Lions Club, Rotary Club, and the Parks Foundation for volunteering; 2) River Rhapsody Concert Series has been successful this summer and craft beer has been added to wine sales for these events; 3) Pints by the Pond, an adults-only craft beer festival, is coming up on September 23rd with a limited number of tickets. Please reserve your tickets early if you would like to attend; 4) Batavia Park District has utilized Groupon for Hall Quarry Beach and has reached $17,000 in sales, an increase over 2022 sales. This has brought in many non-resident visitors. Hall Quarry Beach is a destination for many families. Christmas in July with Santa is this Friday at the Quarry; 5) Niemela shared before and after photos of the Jones Meadow Park renovations. This has been a collaborative effort with homeowners. The path is now on a higher elevation with no flooding issues; 6) Batavia High School Parking Permit sales will open July 19th with 22 spots available for $175 each; 7) Batavia Fireworks have been rescheduled to August 5th. From 5-9 pm, there will be food vendors and the Sky Concert will begin at 9:00 pm. The Parks Department is responsible for the grounds and will take care of dumpsters and trash clean-up; and 8) On July 25th the Peace on Earth letters will be taken down to fabricate new permanent letters and install new lighting. The Batavia Parks Foundation will donate the letters and lighting to the Park District. The ribbon cutting and grand re-opening will take place on September 21st, The International Day of Peace. The Batavia Parks Foundation is planning a great event.

President Callahan thanked Director of Facilities and Trades Josh Wyant for his work on this project. There was discussion on the impact and history of this project.
BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JULY 18, 2023
CIVIC CENTER – BARTHOLOMEW ROOM

OLD BUSINESS – Second Reading and Approval of Select Administrative and Personnel Financial Policies

President Callahan entertained a motion to approve the financial policies as presented, all prior policies would be rescinded. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Bell and Callahan. Nays: None. Absent: Larson. Motion carried.

NEW BUSINESS –
   A. Approval of License Agreement for Reconstruction of Main Street and Ongoing Maintenance, Repair and Replacement Between the Batavia Park District and the City of Batavia

President Callahan entertained a motion to approve the License Agreement as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Bell and Callahan. Nays: None. Absent: Larson. Motion carried.

   B. Approval of License Agreement for Multiuse Path Access Apron Between the Batavia Park District and the City of Batavia

President Callahan entertained a motion to approve the License Agreement as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Bell and Callahan. Nays: None. Absent: Larson. Motion carried.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD – None.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 7:48 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