

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JULY 19, 2022
CIVIC CENTER – BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:01 p.m. by Vice-President Tilmon.

ROLL CALL – Vice-President Tilmon called for the roll. Commissioners in attendance were Connolly, Tilmon and Gray. Riley and Callahan were absent.

Staff in attendance were Director of Finance Brent Strumpf; Director of Facilities and Trades Josh Wyant; Director of Community Recreation Brittany Meyer; Director of Marketing and Public Relations Debbie Gentry; 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 12A (Schematic Design Progress Report of the Community Center: Tom Paulos, Williams Architects) was removed from the agenda.

CONSENT AGENDA – Vice-President Tilmon 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 June 21, 2022; approval of the minutes from the Executive Session held on June 21, 2022; approval of the Paid Expenditures; approval of the Expense Approval Report; approval of the Investment Summary; approval of the Income Statement; approval of Purchases; approval of Special Use Permit: Pints by the Pond, a Craft Beer Festival. Motion was made by Gray, seconded by Connolly to establish the Consent Agenda. The roll was called. Ayes: Gray, Connolly and Tilmon. Nays: None. Abstain: None. Absent: Riley and Callahan. Motion carried.

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

GUESTS - MATTERS FROM THE PUBLIC – None.

MATTERS FROM THE COMMISSIONERS – Vice President Tilmon, Commissioner Gray and Commissioner Connolly thanked staff for their hard work on this year's Windmill City Festival. The event ran smoothly and was a great success that was enjoyed by all.

Commissioner Gray thanked staff for their continued work on the River Rhapsody Concert Series. Commissioner Gray has attended a few concerts, and stated it is a great event.

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JULY 19, 2022
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Commissioner Gray thanked staff for the dog water bowl at Big Woods Park.

Vice-President Tilmon, Commissioner Gray and Commissioner Connolly discussed the Batavia Historical Society's involvement pertaining to 150 Houston Street. Vice-President Tilmon stated the Park District has had several meetings with a steering committee appointed by the Batavia Historical Society regarding 150 Houston Street and noted several letters of correspondence have been sent to the Society. Vice-President Tilmon asked what steps can be taken so we can move forward with this project. The option of having the Park Board of Commissioners attend the next Batavia Historical Society Board meeting was discussed. Executive Director Niemela stated she thinks it would be best for the Park District to request to attend the next Batavia Historical Society Board meeting to discuss 150 Houston Street and the pending Donation Agreement with the entire Society Board. Director of the Depot Museum Garrett stated she will confirm the next Batavia Historical Society Board meeting and noted she believes the Historical Society Board will respond well to an in-person meeting.

CORRESPONDENCE – Vice-President Tilmon acknowledged the following correspondence: a letter from the Batavia Public Library thanking the Park District for its donation to their "Read Beyond the Beaten Path" Summer Reading Club and use of Batavia Park District facilities this summer; a letter to the City of Batavia's Director of Community & Economic Development requesting the release of Land/Cash funds; a letter from Park Board President Callahan to Historical Society President Hoefler regarding the Donation Agreement pertaining to 150 Houston Street; a letter from Historical Society President Hoefler to Park Board President Callahan stating receipt of the letter pertaining to 150 Houston Street.

ANNOUNCEMENTS – Director of Marketing and Public Relations Gentry read the following announcements: 1) Thank you to everyone who attended this year's Windmill City Festival. Head over to our Facebook page to check out photos from the event; 2) The River Rhapsody Concert Series continues with Second Hand Soul Band on July 20, Nashville Electric Company on July 27 and Feel Good Party Band on August 3. These free concerts are held at the Peg Bond Center from 7 to 8:30 p.m.; 3) Join us for our free summer outdoor Movies in the Park at the Peg Bond Center right after River Rhapsody at 8:45 p.m. on July 20 for "Sing 2" and August 3 for "Hook!"; 4) The Hall Quarry Beach closes for the season on August 14. Kick off the last weekend of the Quarry season at our So Long Summer & Swim event on Friday, August 12 from 6 to 8 p.m.

STAFF REPORTS –

Director of Finance Strumpf advised the Board on the following: the Finance Department continues to prepare for the 2021 Financial Statement Audit. Final audit fieldwork is scheduled for the week of August 8, 2022; the FY 2023 Annual Budget kickoff meeting with staff will be

**BATAVIA PARK DISTRICT
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held on Thursday, July 21. The Finance Department is working on preliminary projections to aide in the development of next year's budget; and a thank you to all the volunteers that came out to help during the Windmill City Festival. Staff has begun preparing the financial summary for the festival. Director of Finance Strumpf welcomed Jaden Scott, IT Specialist, to the Park District. IT Specialist Scott introduced himself to the Board.

Director of Facilities & Trades Wyant advised the Board on the following: the new KOMPAN playground equipment has been installed at Washington Park. The new chain link and ornamental fence have been installed. Hacienda is working on framing the flat work on the inside of the playground, as well as the sidewalk addition on the south side of the property. He anticipates another two to three weeks to hit substantial completion and to conduct a walk-through; on July 14, Park District staff and Williams Architects conducted a walkthrough of the maintenance facility to kick-off the Maintenance Shop Assessment. Williams Architects anticipates the assessment taking roughly one month to compete, with a full report to follow.

Director of Community Recreation Meyer advised the Board on the following: on Saturday, July 16, the Hall Quarry Beach lifeguards were audited and received a 4-star rating; the District is excited to have specially trained therapy dogs from Fox Valley Therapy Dog Club at an upcoming bingo event for our Active Adults; the District hosted and sponsored the Fox Valley Special Recreation Association's softball tournament on July 17. The tournament went well and staff are looking for additional opportunities to partner with Fox Valley Special Recreation Association.

Director of Marketing and Public Relations Gentry advised the Board on the following: the fall Fun Guide has been completed. The Fun Guide has been uploaded online and is being delivered to households this week. Director of Marketing and Public Relations Gentry welcomed Trey Menich, Graphic Designer & Media Specialist, to the Park District. Graphic Designer & Media Specialist Menich introduced himself to the Board.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela advised the Board on the following: 1) The Batavia Park District is heartbroken at the senseless acts of violence in Highland Park on the 4th of July. Thank you to the Batavia Police Department for their support in making Windmill City Festival safe for all. We had double the police presence, and were able to have a security company checking bags. We are thankful for City & Park District staff and volunteers who helped keep everyone at Windmill City Festival safe; 2) The Windmill City Festival was held on July 8-10. Thank you to the Board, staff and volunteers for making this year's festival a huge success; 3) The River Rhapsody Concert Series has been a huge hit. We have three more concerts planned for the summer to be held on July 20, July 27 and August 3. We are glad to continue to partner with Acquaviva Winery for this event; 4) The City of Batavia and the Park District are looking into options to install year-round green landscaping ideas at

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
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the Riverwalk; 5) Williams Architects plans to attend the August Park Board meeting update the Board on 150 Houston Street; 6) Staff continues to prepare for the Pints by the Pond craft beer festival, which will be held on September 24; 7) Executive Director Niemela, Director of Facilities and Trades Wyant, Director of Community Recreation Meyer and Vice-President Tilmon visited the Naperville Park District's outdoor fitness court. Staff and Commissioner Tilmon are excited to continue to explore this option for the renovation at Clark Island.

Vice-President Tilmon thanked Director of Facilities & Trades Wyant, Director of Community Recreation Meyer and Executive Director Niemela for allowing him to participate in the planning process for the Clark Island Recreation Area.

PRESENTATION

- A. Schematic Design Progress Report of the Community Center: Tom Paulos, Williams Architects** – This item was removed from the agenda.

OLD BUSINESS – None.

NEW BUSINESS –

- A. Award of Contract for HVAC Replacement at the Civic Center**

Vice-President Tilmon entertained a motion to award the contract for HVAC Replacement at the Civic Center to R.J. O'Neil for the total amount of \$36,476. Motion was made by Gray, seconded by Tilmon. The roll was called. Ayes: Gray, Connolly and Tilmon. Nays: None. Abstain: None. Absent: Riley and Callahan. Motion carried.

- B. First Reading: Governance and Personnel Policies**

The Board discussed the first reading of the proposed changes to the Governance and Personnel policies. The Board was asked to forward any comments and/or suggested changes to Executive Director Niemela and she will share with all Board members.

EXECUTIVE SESSION – None.

ANY OTHER BUSINESS – None.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 8:16 p.m. Motion was made by Gray, seconded by Tilmon. A voice vote was taken and the motion passed unanimously.

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CIVIC CENTER – BARTHOLOMEW ROOM**



Secretary, Board of Commissioners
Batavia Park District

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