

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
AUGUST 16, 2022  
CIVIC CENTER – BARTHOLOMEW ROOM**

**REGULAR MEETING** – The regular meeting was called to order at 7:01 p.m. by President Callahan.

**ROLL CALL** – President Callahan called for the roll. Commissioners in attendance were Riley, Connolly, Tilmon and Callahan. Commissioner 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 Community Recreation Brittany Meyer; Director of Marketing and Public Relations Debbie Gentry; Human Resources Manager Lynn Boerman; and Executive Director Allison Niemela.

Batavia Parks Foundation Board Member Nikki Kazadi 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** – Item 16 (Executive Session) will be moved to occur after item 8 (Batavia Parks Foundation).

**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 July 19, 2022; approval of minutes from the Special Board Meeting held on August 4, 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; and review of the Windmill City Festival Financial Summary. Motion was made by Tilmon, seconded by Riley to establish the Consent Agenda. The roll was called. Ayes: Tilmon, Riley, Connolly 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 Tilmon, seconded by Riley. A voice vote was taken and the motion passed unanimously.

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

**MATTERS FROM THE COMMISSIONERS** – Commissioner Tilmon once again thanked staff for all their hard work at this year's Windmill City Festival. The financial summary reflects how successful this year's Festival was.

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President Callahan thanked the Park Board for attending the Special Board Meeting held last week.

President Callahan attended a groundbreaking event for the Kane County Division of Transportation’s Bliss/Main/Fabyan Intersection Realignment project. President Callahan mentioned this project has been in the works for nearly 25 years and spoke about the importance of these improvements.

President Callahan stated he would like to establish a committee to work with the Batavia Parks Foundation on the Peace On Earth project. President Callahan would like to appoint himself and possibly Director of Facilities & Trades Wyant to this committee. The committee would work directly with the Parks Foundation and will bring back information and details to the Park Board.

**BATAVIA PARKS FOUNDATION** – Foundation Board Member Nikki Kazadi provided the following updates: the Foundation is partnering with Craig Foltos and presenting sponsor Drendel & Jansons Law Group to host an International Day of Peace event on September 21 from 5:30 – 7:30 p.m. at the Riverwalk. All procedures will go the Peace On Earth Campaign; the Foundation continues to promote and raise funds for the Peace on Earth Campaign through its “Play it Forward” raffle and save promotion. So far, over 50% of the fundraising goal has been raised. 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 event, which will be held on September 24; the next “Pitch in at the Parks” Community Work Day is scheduled for Saturday, September 17 from 9:00 a.m. – 12:00 p.m. at the Riverwalk; the Foundation is accepting applications for new Foundation Board Members.

**EXECUTIVE SESSION** – President Callahan entertained a motion to adjourn into Executive Session at 7:10 p.m. to discuss Leasing Property/Land Acquisition 2(c)(5). Motion was made by Tilmon seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

**Regular Session was reconvened at 8:00 p.m.**

**CORRESPONDENCE** – President Callahan acknowledged the following correspondence: a letter to the Park Board from the Historical Society Board confirming attendance at the upcoming Historical Society Board Meeting on August 18; a letter from Fox Valley Special Recreation Foundation thanking the Park District for its donation to their Beach Party Bingo event.

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**ANNOUNCEMENTS** – Director of Marketing and Public Relations Gentry read the following announcement: Save the date of September 24 for Pints by the Pond, Batavia Park District’s long-awaited, new craft beer festival! The festival will be held at the Peg Bond Center from 2 – 5 p.m.

**PRESENTATION –**

**A. Schematic Design Progress Report of the Community Center: Williams Architects**

Tom Poulos and Sean Leider of Williams Architects presented the Board with an update on the schematic design for the Community Center project. The Board provided feedback on this project.

**B. Review of Clark Island Master Plan: Upland Design**

Maria Blood of Upland Design presented the Board with an update on the Clark Island Master Plan. The Board provided feedback on this project.

**STAFF REPORTS –**

Director of Finance Strumpf advised the Board on the following: the 2021 Financial Statement Audit has been progressing smoothly. The auditors completed their onsite fieldwork on August 10; the FY 2023 Annual Budget process is well underway. Director of Finance Strumpf will be holding meetings with Executive Director Niemela and all Directors to review projections and budget requests in further detail; \$2.5 million was invested in certificates of deposits and securities during the month of July. These investments will mature evenly every six months for the next two years and will generate approximately \$90,000 of interest income for the District.

Director of Facilities & Trades Wyant advised the Board on the following: the replacement of the Civic Center HVAC system is underway and is expected to be completed tomorrow, Wednesday, August 17; the construction fence at Washington Park is almost ready to be removed.

Director of Parks Hansen advised the Board on the following: due to safety concerns and PDMRA’s recommendation, the path that goes behind the Quarry from the parking lot to the top of the hill has been closed; the Prairie Commons property, located in the new subdivision at Kirk Road and Wind Energy Pass, is ready to be accepted by the Park District.

Director of Community Recreation Meyer advised the Board on the following: Kids’ Club began today and there are currently 197 students registered for the 2022-2023 school year; New Horizons Preschool will be offering a four-year-old program this fall. This program has not been

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offered for a few years due to low enrollment and we are excited to bring it back; Lori McDonald has been promoted to the Assistant Director of Community Recreation.

Director of Marketing and Public Relations Gentry advised the Board on the following: Groupon sales for Quarry passes did very well this year. A full report will be shared with the Board at a future meeting.

**EXECUTIVE DIRECTOR’S REPORT** – Executive Director Niemela advised the Board on the following: 1) The Depot Museum partnered with the students of Fox Valley Robotics to create the “City of Energy” exhibit. This new STEM-focused exhibit explores the history of power and innovation in Batavia; 2) Park District staff went on facility tours with Williams Architects to see spaces to help plan and design 150 Houston Street; 3) The Park Board attended a Special Board Meeting to review the Fox River Corridor Master Plan; 4) Due to safety concerns and PDMRA’s recommendation, the path behind the Quarry has been closed and appropriate signage noting the closure has been installed; 5) The dedication plaque for the James “Jim” Eby Gymnasium at the Civic Center has been installed; 6) The West Main Community Park’s Disc Golf Course Walking Path is temporarily closed due to the Kane County Division of Transportation’s Bliss/Main/Fabyan Intersection Realignment project. The disc golf holes have also been removed as this area is an active construction site; 7) Executive Director Niemela and President Callahan attended a groundbreaking ceremony for the Kane County Division of Transportation’s Bliss/Main/Fabyan Intersection Realignment project; 8) The Batavia Park District was awarded the Secretary of Defense Employer Support Freedom Award. This award is the highest recognition given by the U.S. Government to employers for their support of their employees who serve in the Guard and Reserve; 9) Thank you to the Park Board and staff the time they have dedicated to working on the Community Needs Assessment; Executive Director Niemela continues to meet with the District’s intergovernmental counterparts to help better serve the community.

**OLD BUSINESS –**

**A. Second Reading and Approval: Governance and Personnel Policies**

**President Callahan entertained a motion to approve the Governance Policy Manual and Personnel Policy Manual as presented. All prior policies are hereby rescinded. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.**

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**NEW BUSINESS –**

**A. Award of Contract for Schematic Design of Civic Center Updates**

President Callahan entertained a motion to award the contract for Schematic Design of Civic Center Updates to Williams Architects for the total amount of \$33,000. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

**B. Approval of Resolution #287: Authorization for OSLAND Grant Program Related to Clark Island Recreational Area Development**

President Callahan entertained a motion to approve Resolution #287: Authorization for OSLAD Grant Program Related to Clark Island Recreational Area Development as presented. Motion was made by Tilmon seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

**C. Approval of Ordinance #405: Accepting the Conveyance of Property Prairie Commons**

President Callahan entertained a motion to approve Ordinance #405: Accepting the Conveyance of Property Prairie Commons as presented. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

**D. Approval of Compensation Plan Study Recommendations**

President Callahan entertained a motion to approve the Cost of Living Adjustment (COLA) to 5% for all full-time employees. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

President Callahan entertained a motion to approve the new pay grade structure as presented in the Compensation Plan Study. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

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**ANY OTHER BUSINESS – None.**

**ADJOURNMENT –** With no further business to come before the Board, the regular meeting was adjourned at 9:13 p.m. Motion was made by Tilmon, seconded by Riley. A voice vote was taken and the motion passed unanimously.

  
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Secretary, Board of Commissioners  
Batavia Park District

Line prepared by:  
Lindsey Kaminsky, Executive Assistant