

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
SEPTEMBER 19, 2023
CIVIC CENTER – BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:02 p.m. by Vice President Tilmon.

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

Staff in attendance were Director of Finance Brent Strumpf; Director of Facilities and Trades Josh Wyant; Director of Parks Kim Hansen; 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.

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

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – None.

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 August 15, 2023; Approval of Minutes from the Executive Session held on August 15, 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; and Review of the Windmill City Festival Financial Summary. Motion was made by Bell, seconded by Larson to establish the Consent Agenda. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Abstain: None. Absent: Gray and Callahan. Motion carried.**

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

GUESTS - MATTERS FROM THE PUBLIC – Resident and Batavia Parks Foundation President Britta McKenna spoke on the Batavia Peace Day Celebration coming up on September 21st from 4:00-7:30 PM at the Batavia Riverwalk. McKenna reviewed the upcoming event schedule including yoga, a peace walk, readings by community members, activity tables, merchandise sales, music, dancing, and a Peace Day community sing-a-long. Luminaria with electric candles will stay lit overnight on the Peace Bridge. Food will be available for purchase from Pal Joey's and Batavia Popcorn Depot.

MATTERS FROM COMMISSIONERS – Vice President Tilmon commended staff on a great Windmill City Festival after reviewing the Windmill City Festival financial summary.

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CORRESPONDENCE – Vice President Tilmon acknowledged a letter from Park District Risk Management Agency (PDRMA) congratulating Batavia Park District on meeting the second metric deadline of the risk management review and receiving a \$500 incentive check.

ANNOUNCEMENTS – Director of Creative Development and Community Engagement Burgess read the following announcements: 1) Additional tickets have been released for the second annual Pints by the Pond held on September 23rd. Purchase tickets at bataviaparks.org; 2) This is the final weekend for paddleboat rentals; 3) Visit the fall exhibit at Batavia Depot Museum for glimpse into back-to-school hairstyles. Museum hours are Mondays, Wednesdays, and Fridays from 2:00-4:00 PM, and Saturdays and Sundays from 10:00 AM-5:00 PM. Museum admission is always free; 4) Save the date for the upcoming Worldwide Day of Play at the Batavia Depot Museum on September 30th. This is a free event featuring fun activities for the whole family. Visit the museum during the opening hours of 10AM-5PM; 5) Tickets are on-sale for Nightmare at West Main’s haunted trail on October 13th and October 20th. For more information, visit bataviaparks.org; 6) Cemetery Tours are back. Join Museum staff and volunteers for an enlightening trip through Batavia’s cemetery. For more information and to reserve your spot, visit bataviaparks.org; 7) For the most up to date information, follow Batavia Park District on social media.

STAFF REPORTS – Director of Finance Strumpf stated departmental budget meetings have started. The property tax exemption application was submitted and approved for the future Callahan Community Center. There will be a recommendation to award a contract for a new credit card processor at the next Board meeting. This will save money and improve customer service.

Director of Facilities and Trades Wyant shared Park District staff met with Upland Design for a kick-off meeting for Clark Island. The District received the OSLAD grant. The tentative schedule is to begin construction in the spring of 2024. The gymnasium floor was resurfaced at the Civic Center and photos were shared with the Board.

Director of Parks Kim Hansen shared the following: 1) The security camera was installed at West Main Community Park in late August. Thank you to Kane County Sheriff’s Department; 2) The Parks Department is working with Depot Museum Director Kate Garrett on a history garden with interpretative signage at the museum with native and historical plants. Plants will be installed by late September or early October.

There was discussion on budgeting for the future water bottle refilling station. It can be purchased this year, stored and installed next year.

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Director of Talent and Culture Boerman shared the following: 1) Active Intruder training was conducted for free by Batavia Police Department for New Horizons staff and the Safety Committee. The Safety Committee trained the rest of the staff; 2) The Safety Committee is working on the next incentive through Park District Risk Management Agency (PDRMA); 3) She is working closely with the Recreation Department to add additional staff members to the Kids Club to clear more kids from the waitlist. There was discussion on Kids Club staffing with the Board.

Director of Community Recreation Meyer highlighted new program offerings such as: Ninja Warrior classes, Active Adult trips, walking tours with the Depot Museum, and a pop-up crystal bowl yoga class. Volunteers are needed for the Nightmare at West Main on October 13th and 20th.

Director of Creative Development and Community Engagement Burgess shared the Park District is excited to partner with the Batavia Parks Foundation for Peace Day. The District will have a booth with fun activities and stickers. Burgess noted the new and improved emailed newsletter and encouraged all residents to visit bataviaparks.org, scroll to the bottom, and opt-in to receive the newsletter.

EXECUTIVE DIRECTOR’S REPORT – Executive Director Niemela shared the following: 1) The 2022 Annual Report is now available on bataviaparks.org under “About Us” and the “Park Board” tab. This is an overview of the District’s goals and achievements; 2) Niemela shared before and after photos of the recently resurfaced sport courts at Prairie and Lathem Park. South Mill Creek Community Park courts will be resurfaced next. Courts are lined for both pickleball and tennis; 3) Niemela shared photos of the recently removed storage containers at the Lacher Maintenance Facility. The containers were sold as surplus property in an online auction. Removing these containers makes room for parking lot improvements; 4) Niemela, Wyant and Superintendent of Facilities and Trades, Jim Redmon visited the production site of the new Peace on Earth letters. The letter production is delayed and the ribbon cutting originally scheduled for the Peace Day celebration will be postponed. Niemela asked the Board for feedback on moving the ribbon cutting to the Celebration of Lights Festival. There was discussion on the new letters, the lighting and ribbon cutting with positive feedback on the new date; 5) The 2nd Annual Pints by the Pond is coming up September 23rd. Additional tickets have been released and 15 breweries are participating. Participant Energy City Brewing was recently nominated by the District and won a Best of the Best Award from the Illinois Association of Park Districts (IAPD) for their partnership in donating beer for Windmill City Festival and last year’s Pints by the Pond. This is the same gala where

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President Callahan and Vice President Tilmon will be honored for their years of service to the Batavia Park District Board of Commissioners next month.

OLD BUSINESS – Second Reading and Approval of the Video Surveillance Policy
Legal Counsel has reviewed the policy revisions and made modifications for the second reading for Board approval.

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

NEW BUSINESS –

A. Award of Contract for Lacher Maintenance Facility Improvements

Vice President Tilmon entertained a motion to award the contract for the Lacher Maintenance Facility Improvements to Abbey Paving Company, Inc. for the total amount of \$401,000. Motion was made by Bell, seconded by Larson. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Absent: Gray and Callahan. Motion carried.

B. Award of Contract for Design Services for the Seasonal Fun Guide Series Winter 2024 – Fall 2024 with an Option to Renew for Two Additional Annual Series

Vice President Tilmon entertained a motion to award the contract for design services for one year with the option to renew for two additional series as presented to Kearns Design Group for an amount not to exceed \$26,591.20. Motion was made by Bell, seconded by Larson. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Absent: Gray and Callahan. Motion carried.

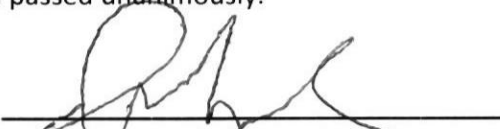
C. Award of Bid: Printing of Seasonal Fun Guide Series Winter 2024 – Fall 2024 with an Option to Renew for Two Additional Annual Series

Vice President Tilmon entertained a motion to award the contract for printing services for one year with the option to renew for two additional series as presented to Action Printing for an amount not to exceed \$71,464.39. Motion was made by Bell, seconded by Larson. The roll was called. Ayes: Bell, Larson and Tilmon. Nays: None. Absent: Gray and Callahan. Motion carried.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD – None.

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ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 7:49 PM. Motion was made by Bell, seconded by Larson. A voice vote was taken and the motion passed unanimously.



Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
Lindsey Williams, Executive Assistant