

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
SEPTEMBER 27, 2022
CIVIC CENTER – BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:00 p.m. by President Callahan.

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

Staff in attendance were 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; 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 – 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 August 16, 2022; approval of minutes from the Executive Session held on August 16, 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 Tilmon, seconded by Gray to establish the Consent Agenda. The roll was called. Ayes: Tilmon, Gray, Connolly and Callahan. Nays: None. Abstain: None. Absent: Riley. Motion carried.

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

GUESTS - MATTERS FROM THE PUBLIC – None.

MATTERS FROM THE COMMISSIONERS – The Board discussed the Donation Agreement and the communication with the Batavia Historical Society as it relates to 150 Houston Street.

CORRESPONDENCE – President Callahan acknowledged the following correspondence: An email from Representative Lauren Underwood’s office thanking Assistant Director of Community Recreation Lori McDonald, Recreation Supervisor Julie Galauner and the Park District for assisting with the Congresswoman’s Town Hall meeting which was held at Shannon Hall.

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ANNOUNCEMENTS – Director of Marketing and Public Relations Gentry read the following announcements: 1) On September 29, the Park District will host our Mom & Son Wagon Rides from 6 – 7:30 p.m. at West Main Community Park; 2) The Park District is looking for volunteers for A Nightmare at West Main, our spooky haunted trail. A Nightmare at West Main take place on October 14 and 21 from 7 – 9 p.m. at West Main Community Park; 3) The Park District is excited to host the fourth annual Halloween Decorating Contest. The deadline to enter your house is Friday, October 14 and there is a \$10 fee.

STAFF REPORTS –

Director of Facilities & Trades Wyant stated the District is out to bid for the tennis court resurfacing at South Mill Creek and Prairie and Lathem; the Board recommended completing this project in spring of 2023. The Lodge at Laurelwood’s roof replacement has been completed. The shingle replacement at the Depot is being scheduled and is expected to take place over the next several weeks. There has been availability issues with the PCV material for the flat roofs at the Depot and 150 Houston Street. Staff recommends waiting to complete the roof replacement at 150 Houston Street when the rest of the renovations are being completed. Director of Facilities & Trades Wyant will work with the contractors for alternate material options for the Depot roof.

Director of Facilities & Trades Wyant stated staff has discussed the possibility of designating Prairie and Lathem as pickleball courts and is looking for Board feedback. The Board expressed their support of this change.

Director of Parks Hansen noted her appreciation to the Board for the CIP program. The Parks Department received their new mower, which was able to be purchased through the CIP program; the Annual Appreciation Luncheon will be held on October 20.

Director of Community Recreation Meyer stated the Touch-a-Truck event was very successful and had a great turnout. The Mom and Son Wagon Ride continues to be a popular event; with two sold out days, the District added an additional time slot to accommodate more families. A Nightmare at West Main is scheduled for October 14 and 21. Pints by the Pond was held last week and was a huge success. A special thank you to Athletics Supervisor Nathaniel Jarosz for all his hard work on creating, planning and implementing this new event.

Director of Marketing and Public Relations Gentry stated the Marketing team is working with Recreation staff to create event sponsorship plans for 2023. The Marketing team will be working with Recreation Supervisor Julie Galauner to create a Facility Rental Brochure. The Marketing team is excited to welcome Gail Gaboda as its new Strategic Communications Specialist.

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EXECUTIVE DIRECTOR’S REPORT – Executive Director Niemela advised the Board on the following: 1) the Batavia Parks Foundation held an International Day of Peace event on September 21. Fundraising from this event will be put towards the Foundation’s Peace on Earth replacement letter campaign; 2) the first Pints by the Pond event was held on September 24. The event was a huge success and staff looks forward to expanding the event for future years; 3) The Park District continues to work with the Batavia Bicycle Commission on the installation of two new bike repair stations; 4) Resurfacing of the tennis/pickleball courts will be pushed back to spring, per the Park Board’s recommendation. The District intends to make the courts at Prairie and Lathem Park designated pickleball courts; 5) Before and after pictures of the roof replacement at The Lodge at Laurelwood were shared; 6) Before and after pictures of Washington Park were shared. Staff has already noted an increase of use at this park; 7) The OSLAD Grant Application for the Clark Island Master Plan has been submitted.

OLD BUSINESS – None.

NEW BUSINESS – None.

ANY OTHER BUSINESS – None.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 7:35 p.m. 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 Kaminsky, Executive Assistant