

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
OCTOBER 17, 2023
CIVIC CENTER – BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:08 PM by President Callahan.

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

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 and Executive Director Allison Niemela.

Legal Counsel Erin Monforti and Batavia Parks Foundation member Adam Thorne were 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 September 19, 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 Tilmon, seconded by Gray to establish the Consent Agenda. The roll was called. Ayes: Tilmon, Gray, Larson, Bell and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

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

GUESTS - MATTERS FROM THE PUBLIC – None.

MATTERS FROM COMMISSIONERS – None.

BATAVIA PARKS FOUNDATION – Batavia Parks Foundation Board Member Adam Thorne gave the following update: 1) The final Pitch in the Parks was held on Saturday, September 16th in partnership with the Kane County Forest Preserve at Glenwood Park Forest Preserve with a great turnout; 2) Batavia danced and sang in the rain at the Peace Day Celebration. The Foundation was joined by other organizations such as Batavia

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United Way, Water Street Studios, Batavia Women’s Club, The League of Women Voters, Valley Sheltered Workshop, Batavia Academy of Dance, and Batavia Park District for crafts, dancing, and a community sing-a-long. The event is expected to grow in future years. Thank you to Presenting Sponsor Batavia Rotary Club and Community Sponsors: Batavia Park District, Drendel and Jansons Law Firm, and Kiss the Sky; 3) The Pop Up in the Parks season ended on September 23rd at Batavia Park District’s Pints by the Pond. The Foundation hosted a bag toss game; 4) The 20th Anniversary project of new Peace on Earth artwork is to be installed soon. The Ribbon Cutting will be during the Celebration of Lights Festival on November 26th; 5) The Parks Foundation will be set up on November 28th from 8:00 AM – 12 PM. for Giving Tuesday with a booth at Limestone Coffee and Tea; and 6) Thorne gave a shout-out to Batavia High School Marching Band for 1st Place in their division at the Naperville Central Competition. They will be headed to the Illinois State University Championship soon. Go Bulldogs!

PRESENTATIONS –

A. Annual Operations Report: Hall Quarry Beach 2023 Season

Director of Community Recreation Brittany Meyer, Recreation Supervisor Julie Galauner, and Director of Creative Development and Community Engagement Katie Burgess presented the Annual Operations Report for the 2023 Hall Quarry Beach season.

CORRESPONDENCE – President Callahan acknowledged the following correspondence: A thank you email to Recreation Supervisor Bethanne Guidarelli from a Kids Club parent acknowledging staff member Macie Rummel and thank you email to Recreation Supervisor Julie Galauner from a couple who recently celebrated their wedding reception at Shannon Hall.

ANNOUNCEMENTS – Director of Creative Development and Community Engagement Burgess read the following announcements: 1) This “Fright-Day” is Nightmare at West Main, a haunted trail walk on October 20th from 7:00 – 9:30 PM. Purchase your tickets early and save. It will be a hauntingly good time; 2) It’s time to vote – voting begins Thursday, October 19th on Batavia Park District’s Facebook page for the Halloween House Decorating Contest. Want to see the houses in person? Visit the map at Bataviaparks.org; 3) Winter youth basketball league registration for grades 3-8 closes on November 6th; 4) Fall second session programs begin in two weeks and include programs such as: drama, card making, youth athletics, and senior programming. Check out all the offerings on bataviaparks.org; 5) The Peace on Earth letters are returning. The ribbon cutting ceremony and dedication of the permanent letters is November 26th at 3:00 PM before the Celebration of Lights Festival. The letters will be lit on the bridge at 7:00 PM after the Celebration of Lights; 6) Celebration of Lights is back November 26th at Batavia’s Riverwalk with 25 festively lit trees, crafts, story time, live reindeer, and a visit from Santa. The free Festival begins at 5:00 PM with the tree lighting at 5:30 PM;

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7) The Winter Fun Guide will arrive in mailboxes the week of November 20th with resident registration beginning November 27th and non-resident registration beginning December 4th; and 8) Stay up-to-date with Park District news by following us on Facebook or joining the mailing list on bataviaparks.org.

STAFF REPORTS – Director of Finance Strumpf reported the following: 1) the General Obligation (GO) Bonds are due November 1st and the payment will be sent next week ahead of the due date; 2) Dates will be scheduled soon for the Capital Development Plan (CDP) and Budget Board Retreat; and 3) The District is in the middle of switching from ADP to Paycor for payroll processing. The first payroll with Paycor will be next week. There is a mobile app or browser version of Paycor for all employees.

Director of Facilities and Trades Wyant shared the following updates: 1) The Peace on Earth letters are tentatively scheduled to be installed by Park District staff on Tuesday, October 24th; 2) Staff has been working with Upland Design on design of pickleball courts at West Main Community Park and 3) A stormwater study will be conducted at West Main Community Park.

Director of Parks Hansen stated the Parks Department is working on fall turf renovation of all fields and aerating and overseeding. The Parks crews have also been creating a new path for S'mores n More at West Main Community Park for the wagon rides.

Director of Talent and Culture Boerman celebrated the implementation of a new Human Resources Information System (HRIS) within Paycor and explained the impact of the program. The next risk management review is on slips, trips, and falls. This is an incentive program with Park District Risk Management Agency (PDRMA). Boerman will be completing the assessment with Director Wyant. The Safety Committee meets next week to review and assess any accident and incident reports.

Director of Community Recreation Meyer applauded an increase in the number of facility rentals this year and thanked the Marketing Department for their assistance. Pints by the Pond was very successful and the committee is looking into adding a wine event in summer of 2024.

Director of Creative Development and Community Engagement Burgess shared the following: 1) The Marketing Department has been busy working on the next Fun Guide; 2) New social media posts will be coming soon highlighting the parks, facilities, trees and plantings across the District; 3) The Marketing Department has been working on

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elevating branding and adding additional signage around the District facilities; 4) Shumway Studios is creating a continuation of the Peace on Earth video with the addition of the new permanent letters that will be used for promotional purposes.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela shared the following: 1) Niemela and Director Meyer recently attended the National Recreation and Park Association (NRPA) Annual Conference in Dallas. At the conference, Fox Valley Special Recreation Association received a Best of the Best Award for Innovation for their “Soothe Space” program to help people with sensory needs. The Soothe Space was present at Windmill City Festival; 2) The District is the recipient of a \$50,000 National Fitness Campaign Grant from Blue Cross Blue Shield for a fitness court that will be installed at Clark Island; 3) The City of Batavia has approved the demolition of 209 S. River Street and the demolition will take place next week. This is part of the Philip B. Elfstrom Memorial Greenway project; 4) There have been issues with erosion on the top of the hillside on Water Street at the Hall Quarry Beach. Staff is working with PDRMA on a possible insurance claim due to the risk. The City of Batavia has re-routed the infrastructure so storm water will no longer flow this way and is planning further work on Water Street infrastructure this spring. The area will be evaluated by experts for recommendations; 5) Niemela shared a drone perspective photo of the Bliss Road roundabout in proximity with West Main Community Park from the Kane County Department of Transportation; 6) The Peace on Earth Bridge Ceremonial Ribbon Cutting and Dedication will be November 26th at 3:00 p.m. The Parks Foundation will be joining as they are gifting the letters and lighting for the bridge; and 7) Tomorrow is the IAPD/IPRA Distinguished Accreditation review. Niemela shared more information about the Distinguished Accreditation review process. The Distinguished Accreditation process helps us become a better agency by following best practices. Niemela shared a photo of the new artwork designed by Director Burgess inside the Civic Center with word art taken from the Top Workplace survey's most often used words.

NEW BUSINESS –

A. Approval of Resolution #298: Estimating the Amount of Taxes to be Levied for Tax Year 2024

President Callahan entertained a motion to approve Resolution #298 as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Larson, Bell, and Callahan. Nays: None. Absent: None. Motion carried.

B. Award of Contract: Credit Card Processing Services


President Callahan entertained a motion to award the contract for credit card processing services to Vermont Systems as presented. Motion was made by Bell,

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seconded by Gray. The roll was called. Ayes: Bell, Gray, Larson, Tilmon and Callahan. Nays: None. Absent: None. 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 8:04 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