

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
OCTOBER 18, 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 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; Director of Talent and Culture 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** – 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 27, 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 Copier Lease Agreement. 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** – Maryann Mars, Batavia resident, addressed the Board regarding her concerns with the amount of bikes and skateboards at the Riverwalk and her concerns regarding the health and location of a tree near her home.

**MATTERS FROM THE COMMISSIONERS** – None.

**BATAVIA PARKS FOUNDATION** – Foundation Board Member Stan Oke stated the Foundation partnered with Craig Foltos and presenting sponsor Drendel & Jansons Law Group to host an International Day of Peace event, which was held on September 21 at the Riverwalk. The event was a success and the Foundation will host the event again in 2023. The Foundation has raised nearly 75% of their fundraising goal for the Peace on Earth Campaign; Peace Bridge

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merchandise is on sale and can be purchased online. The Foundation will have a pop-up tent at the Celebration of Lights event. The last “Pitch in at the Parks” Community Work Day was held on September 17; the Foundation looks forward to the 2023 Community Work Days. The Foundation has extended its Board to 11 members and is looking forward to filling the two open seats in December.

**PRESENTATION –**

**A. Auditor’s Presentation of the FY 2021 Annual Comprehensive Financial Report: Tom Siwicki, Senior Manager at Sikich, LLP**

Tom Siwicki, Senior Manager at Sikich, presented the Annual Comprehensive Financial Report for the 2021 Fiscal Year and the Auditor’s Communication to the Board of Commissioners. The auditors have issued for the District an unmodified “clean” audit opinion with respect to the accuracy and fairness of the presentation of the District's financial position and its conformance with generally accepted accounting principles. Additionally, there were no material weaknesses or significant deficiencies identified.

**B. Annual Operations Report: Hall Quarry Beach 2022 Season**

Recreation Supervisor Julie Galauner, Director of Community Recreation Brittany Meyer and Director of Marketing and Public Relations Debbie Gentry presented the Annual Operations Report for the 2022 Hall Quarry Beach season.

**C. Recognition of Batavia Park District’s Recreation Department for Lifesaving Efforts**

Executive Director Niemela recognized the Batavia Park District’s Recreation Department for their quick response to a medical emergency, which ultimately helped save a Batavia Park District employee’s life.

**CORRESPONDENCE** – President Callahan acknowledged the following correspondence: 1) An email from Heidi Files from Energy City Brewing thanking the Park District for hosting the first Pints by the Pond event; 2) An email from Ken Harris requesting additional pickleball courts in Batavia; 3) Letters of support for the Park District's OSLAD grant for the Clark Island Recreation Master Plan from the City of Batavia, Batavia Bicycle Commission, State Senator Karina Villa and State Representative Maura Hirschauer.

**ANNOUNCEMENTS** – Director of Marketing and Public Relations Gentry read the following announcements: 1) Join us for a haunted hike through the trails at West Main Community Park at A Nightmare at West Main on October 21 from 7-9 p.m.; 2) The Celebration of Lights Festival

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will be held on Sunday, November 27 from 5-7 p.m. at the Batavia Riverwalk. Experience all the sights and sounds and magic of Batavia!

**STAFF REPORTS –**

Director of Finance Strumpf stated the FY 2023 annual budget continues to move forward with department meetings and refinement of the annual operating budget. Director Strumpf noted the 2022 G.O. Bonds issued on January 4, 2022 and purchased by the Peoples National Bank of Kewanee are due on November 1, 2022. A wire in the amount of \$744,436.34, which includes principal of \$741,500 and interest of \$2,936.34, will be processed and sent prior to the due date. Director Strumpf stated staff is moving forward with IT upgrades which are required to maintain the District's cyber security coverage.

Director of Facilities & Trades Wyant stated the Park District went out to bid for the resurfacing of the tennis courts at South Mill Creek and Prairie and Lathem. We did not receive any bids for the second time this year. The District will look to bid this project again at the beginning of 2023 in hopes of getting the project scheduled for the spring. Director Wyant stated the replacement of the Depot Museum roof is scheduled to begin Thursday, October 20. Director Wyant noted the Facilities and Trades Department has been working on winterizing irrigation lines, drinking fountains, Clark Island bathrooms, Quarry facilities and the Riverwalk fountain.

Director of Parks Hansen provided an update on the Jones Meadow Path Project. The Park District and Engineering Resource Associates (ERA) continue to work to get this project completed by the end of the year. An updated Change Order with an increase was issued by the contractor. The Change Order will need to be approved by the Board prior to continuing with the project.

Director of Community Recreation Meyer congratulated Recreation Supervisor Julie Galauner on her successful first season at the Hall Quarry Beach. Director Meyer stated the District has partnered with Louise White Elementary school to offer an after school intramurals league. Additionally, the District's Kindergarten and 1<sup>st</sup> and 2<sup>nd</sup> grade basketball leagues continue to have high enrollment. Director Meyer stated staff continue to prepare and plan for next year's special events.

Director of Marketing and Public Relations Gentry welcomed Carolyn Potosnak, Community Engagement Specialist, as the Marketing team's newest member. Director Gentry stated there are 14 houses entered in this year's Halloween House Decorating Contest. Director Gentry stated she is working on finalizing the details for Christmas Tree Lane. There will be 25 trees that local organizations and non-profits decorate that will be on display during the Celebration of Lights festival.

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**EXECUTIVE DIRECTOR'S REPORT** – Executive Director Niemela advised the Board on the following: 1) Executive Director Niemela presented at the Batavia Women in Business Networking Luncheon on October 11; 2) Hitchcock Design Group will attend the November Board Meeting to present the findings from the ad hoc study that was completed for the Batavia Fox River Corridor Plan; 3) The Batavia Depot Museum will be closed from Thursday, October 20 – Tuesday, October 25 to complete a roof replacement; 4) Executive Director Niemela updated the Board on the branding efforts for the Depot Museum, and provided the Board with two logos and asked for their feedback. The Board preferred the black and white logo, and would like the new tagline added to the logo; 5) The Phillip B. Elfstrom Memorial Greenway Dedication will take place on Saturday, November 12; 6) The first night of A Nightmare at West Main was held on October 14. The second and last night of the event will be held on Friday, October 21 from 7-9 p.m.; 7) One of Kathy Freedlund's chair yoga class participants recently got married. After their weekly class, a small reception at the Civic Center was held for the participant and her groom. We appreciate our patrons and we were happy to help celebrate this special occasion.

**OLD BUSINESS** – None.

**NEW BUSINESS** –

**A. Approval of Resolution #288: Estimating the Amount of Taxes to be Levied for Tax Year 2023**

**President Callahan entertained a motion to approve Resolution #288: Estimating the Amount of Taxes to be Levied for Tax Year 2023. 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 noted this Resolution reflects the estimated amount of taxes to be levied and stated the final amount is determined by Kane County.

**B. IAPD Member Credentials: Annual Meeting Designations**

**President Callahan entertained a motion to approve IAPD Member Credentials: Annual Meeting Designations. Commission Connolly was designated to attend the IAPD Conference in January 2023. President Callahan was designated as the alternate. 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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**C. First Reading: Personnel Policy**

The Board discussed the first reading of the proposed changes to the Personnel Policy. The Board was asked to forward any comments and/or suggested changes to Executive Director Niemela.

**EXECUTIVE SESSION – President Callahan entertained a motion to adjourn into Executive Session at 8:09 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 8:26 p.m.**

**ANY OTHER BUSINESS – None.**

**ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 8:27 p.m. Motion was made by Tilmon, seconded by Riley. A voice vote was taken and the motion passed unanimously.**



Secretary, Board of Commissioners  
Batavia Park District

Line prepared by:  
Lindsey Kaminsky, Executive Assistant