

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
NOVEMBER 15, 2022  
CIVIC CENTER – BARTHOLOMEW ROOM**

**REGULAR MEETING** – The regular meeting was called to order at 7:10 p.m. by President Callahan.

**ROLL CALL** – President Callahan called for the roll. Commissioners in attendance were Riley, Connolly, 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 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 October 18, 2022; Approval of Minutes from the Executive Session held on October 18, 2022; Approval of Minutes from the Special Board Meeting held on October 25, 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. Motion was made by Tilmon, seconded by Gray to establish the Consent Agenda. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly 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. A voice vote was taken and the motion passed unanimously.

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

**MATTERS FROM THE COMMISSIONERS** – President Callahan, Vice-President Tilmon and Commissioner Connolly thanked staff for planning the Phillip B. Elfstrom Memorial Greenway Dedication, which was held on November 12. The Board noted the dedication was a great success and thanked everyone who was able to attend.

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**CORRESPONDENCE** – President Callahan acknowledged the following correspondence: 1) A letter from the Park District Risk Management Agency (PDRMA) acknowledging the return of PDRMA Health Program's net position in the amount of \$11,366.73; 2) A letter from Cathy Youssi Searl to be read at the Phillip B. Elfstrom Memorial Greenway Dedication; 3) A letter from Guy V. Prisco to be read at the Phillip B. Elfstrom Memorial Greenway Dedication; 4) The Park Board's response to the Batavia Historical Society Board President's questions regarding the Donation Agreement for the property at 150 Houston Street.

**ANNOUNCEMENTS** – Director of Marketing and Public Relations Gentry read the following announcements: 1) The Celebration of Lights Festival will be held on Sunday, November 27 from 5-7 p.m. at the Batavia Riverwalk. Experience all the sights, sounds and magic of Batavia; 2) Join us for our Breakfast with Santa event, scheduled for Saturday, December 10 from 8:30 to 10:00 a.m. at Shannon Hall.

**STAFF REPORTS** – Director of Finance Strumpf stated the General Obligation Bonds Series 2022 in the amount of \$744,436.34 were wired to Peoples National Bank of Kewanee, who is the registered owner of the District's 2022 bonds. The 2023 General Obligation Bonds/annual rollover bonds will be presented for approval at the December Board Meeting. Speer Financial will be in attendance to answer any specific questions the Board may have. Director Strumpf stated the Tax Levy Ordinance is presented tonight for Board approval. The Fiscal Year 2022 Tax Levy represents a 5.0% increase from 2021 in the operating funds. The Illinois Property Tax Extension Limitation Law (PTELL) limits the growth of a taxing district's property tax levy to 5.0% or the rate of inflation, whichever is less. In tax year 2022, payable in 2023, CPI will be 7.0%. This marks the first time since PTELL first went into effect in tax year 1991 (payable in 1992) that the rate of inflation will exceed 5.0%. As CPI exceeds 5.0%, the maximum limiting rate of 5.0% will apply. Director Strumpf stated the District has received the new server hardware and will be migrating the District's current server workloads to the new hardware before the end of the year. Director Strumpf noted the Fiscal Year 2023 Budget Workshop will be held on Tuesday, November 29, 2022 at 6 p.m. at The Lodge at Laurelwood.

Director of Parks Hansen stated two recreation classes will be taught by employees of the Parks Department in the winter and spring of 2023. Park Technician Antonio Salazar will lead a class covering the process of propagating annuals from cuttings. Mechanic Mitch Dienst will lead a class covering basic car maintenance, such as checking fluid levels and changing a flat tire. Director Hansen provided an update on the Jones Meadow Path Project. The base layer of the new path has been completed, and the path is walkable.

Director of Community Recreation Meyer stated there were over 400 attendees for the District's A Nightmare at West Main event. Director Meyer invited the Board to the District's

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Annual Staff Recognition Party, which will be held on Friday, January 13, 2023. Director Meyer stated she will be presenting at the 2023 IAPD/IPRA Soaring to New Heights Conference.

Director of Marketing and Public Relations Gentry stated Director of Community Recreation Meyer, Customer Relations Manager Tiffany Green and herself are researching a loyalty rewards program for the District. As an end-of-year engagement push, the District will roll out a Black Friday incentive program. Director Gentry stated the District will reintroduce monthly promotions through the Batavia Public School District 101's backpack mail program.

**EXECUTIVE DIRECTOR'S REPORT** – Executive Director Niemela advised the Board on the following: 1) The Phillip B. Elfstrom Memorial Greenway Dedication was held on Saturday, November 12. Thank you to the Park Board, staff and members of the community who attended; 2) The Activities Committee, headed by Director of Community Recreation Meyer, introduced a monthly staff Spirit Day. This month's theme was "Jersey Day"; 3) The Batavia Depot Museum was named the Kane County Magazine's Finest in the Museum/Cultural category; 4) The Batavia Depot Museum has received a new roof; 5) The Batavia Depot Museum's gift shop has a variety of holiday gifts. The gift shop will also be open during the Celebration of Lights Festival; 6) The District has engaged Engineering Resource Associates (ERA) to conduct an asphalt assessment survey. ERA will attend an upcoming Board Meeting to present their full report; 7) The Community Needs Assessment survey will be sent out to 3,000 random households in the next several weeks. In addition to the mailing, the District will be posting the survey online for all community members to complete.

**OLD BUSINESS –**

**A. Second Reading and Approval: Personnel Policies** – President Callahan noted the changes to the Park District's sick time policy make the District consistent with the Illinois Municipal Retirement Fund's (IMRF) manual regarding unused and unpaid sick leave service credit.

**President Callahan entertained a motion to approve the Personnel Policies, as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.**

**NEW BUSINESS –**

**A. Approval of Ordinance #406: Levying Assessment and Collection of Taxes** – Director of Finance Strumpf stated the Fiscal Year 2022 Tax Levy represents a 5.0% increase from 2021 in the operating funds. The Illinois Property Tax Extension Limitation Law (PTELL) limits the growth of a taxing district's property tax levy to 5.0% or the rate of inflation,

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whichever is less. In tax year 2022, payable in 2023, CPI will be 7.0%. This marks the first time since PTELL first went into effect in tax year 1991 (payable in 1992) that the rate of inflation will exceed 5.0%. As the CPI exceeds 5.0%, the District is requesting a 5.0% increase.

**President Callahan entertained a motion to approve Ordinance #406: Levying Assessment and Collection of Taxes, as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.**

- B. Approval of Donation Agreement Between the Batavia Historical Society and the Batavia Park District Regarding the Property at 150 Houston Street –** President Callahan stated per the request of the Batavia Historical Society, Executive Director Niemela and himself met with members of the Society to discuss the proposed Donation Agreement. President Callahan stated the Society is expected to approve and sign the Donation Agreement at their Regular Board Meeting scheduled for November 17.

Commissioner Riley thanked President Callahan for his efforts in meeting with the Batavia Historical Society regarding the Donation Agreement. Commissioner Riley emphasized the importance of the Park Board enforcing the details and deadlines outlined in the Agreement.

**President Callahan entertained a motion to approve the Donation Agreement between the Batavia Historical Society and the Batavia Park District regarding the property at 150 Houston Street, as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.**

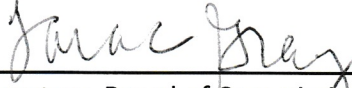
**EXECUTIVE SESSION – President Callahan entertained a motion to adjourn into Executive Session at 7:36 p.m. to discuss Leasing Property/Land Acquisition 2(c)(5). Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.**

**Regular Session was reconvened at 7:58 p.m.**

**ANY OTHER BUSINESS – None.**

**ADJOURNMENT –** With no further business to come before the Board, the regular meeting was adjourned at 7:59 p.m. Motion was made by Tilmon, seconded by Gray. 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