

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
NOVEMBER 16, 2021  
CIVIC CENTER – BARTHOLOMEW ROOM**

**REGULAR MEETING** – The regular meeting was called to order at 7:01 p.m. by President Callahan.

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

Staff in attendance were Director of Finance Shane Johnson; Director of Parks Kim Hansen; Director of Marketing and Public Relations Debbie Gentry; Executive Assistant Lindsey Kaminsky; and Executive Director Allison Niemela. Legal Counsel Derke Price was also in attendance.

**CALL TO ORDER – PUBLIC HEARING** – President Callahan called to order a public hearing at 7:01 p.m. concerning the intent of the Board of Park Commissioners to sell \$2,350,000 General Obligation Limited Tax Park Bonds for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto. Roll Call: Riley, Connolly, Tilmon and Callahan. Gray was absent. President Callahan entertained a motion to close the public hearing at 7:02 p.m. Motion was made by Tilmon, seconded by Connolly. A voice vote was taken and the motion passed unanimously. No public or written comments were received.

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

**ITEMS REMOVED/ADDED/CHANGED ON AGENDA** – Item 11 (Announcements) was removed from the agenda.

**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 October 19, 2021 Regular Board Meeting; 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 Resolution #279 Open Meetings Act (OMA) Designations: Lindsey Kaminsky (Executive Assistant), Allison Niemela (Executive Director); Approval of Resolution #280 Freedom of Information Act (FOIA) Designations: Lindsey Kaminsky (Executive Assistant), Shane Johnson (Director of Finance), Allison Niemela (Executive Director). Motion was made by Tilmon, seconded by Riley to establish the Consent Agenda. The roll was called. Ayes: Riley, Connolly, Tilmon and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

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**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 – None.**

**MATTERS FROM COMMISSIONERS –** The Park District Board and staff discussed options for the Fox River Corridor Plan. The Park District Board stated that they are ready to have a joint meeting with the Batavia City Council in January of 2022.

**BATAVIA PARKS FOUNDATION – None.**

**CORRESPONDENCE –** President Callahan acknowledged a letter to Timothy Sullivan of Neighbors Magazines regarding the notice of termination of services.

**STAFF REPORTS**

Director of Finance Johnson advised the Board on the following: the money from the 2021 bonds have been wired; the annual rollover of the 2022 bonds will be on the agenda for the December 21, 2021 Board meeting; the Tax Levy Ordinance is on the agenda tonight. This levy includes at 3.5% increase which includes 1.5% for CPI and 2.1% to capture new construction and EAV; an Ordinance to amend the 2021 budget will be on the agenda for the December 21, 2021 Board meeting. This amendment is to account for the purchase of 150 Houston Street; the Budget Workshop is scheduled for November 30, 2021.

Director of Parks Hansen advised the Board on the following: renovations are underway at the ball fields. This work is typically completed during the offseason; many groups, including Eagle Scouts and Cub Scouts, have been providing volunteer hours. These groups have volunteered to plant trees, to clean up the Riverwalk and Quarry and to assist in other projects; the Parks Department staff held an evergreen reindeer class. The class went well, and they plan to host the class again next year.

Director of Marketing & Public Relations Gentry advised the Board on the following: the Park District, School District, Library District and City have terminated the agreement with the community publication called *Neighbors Magazine*. The cancellation takes effect December 31, 2021. The Park District, School District, Library District and City are partnering with Shaw Media to create a community magazine to replace the Neighbors magazine. The new magazine, entitled *The Batavian*, will launch in January of 2022; staff is in the process of interviewing for the Customer Relations Advisor position to replace retiring employee Donna Taylor.

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**EXECUTIVE DIRECTOR'S REPORT** – Executive Director Niemela advised the Board that 1) The commercial grade kitchen that was added to Shannon Hall has increased the opportunity for cooking classes at that location. The Park District is excited to be able to offer this type of programming as it helps meet to goals identified in the 2017 Community Needs Assessment. The Park District has also partnered with The Party Kitchen in Geneva, which has resulted in additional rentals of the kitchen. 2) There has been a huge uptick in rentals. Redecoration at Shannon Hall and The Lodge at Laurelwood have recently been completed. The Park District is using an independent contractor to provide security at some of the rental facilities, as there are not enough Building Supervisors to staff all the facilities. 3) The Park District plans to tap into the expertise of staff to provide additional adult classes. 4) The gift shop at the Depot Museum has a variety of gifts for the upcoming holiday season. 5) The Celebration of Lights Festival decorations were set up by full-time and part-time staff, which is great team building opportunity. The Celebration of Lights event is scheduled for Sunday, November 28 from 5:00 – 7:00 p.m. 6) Happy Thanksgiving.

**OLD BUSINESS** – None.

**NEW BUSINESS** –

**A. Approval of Ordinance #401: Levying Assessment and Collection of Taxes**

**President Callahan entertained a motion to approve Ordinance #401: Levying Assessment and Collection of Taxes. Motion was made by Tilmon, seconded by Riley. The roll was called. The roll was called. Ayes: Tilmon, Riley, Connolly, Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.**

**B. Award of Contract for Depot Museum and The Lodge at Laurelwood Roof Renovations**

Staff made a recommendation to reject all bids received for the Depot Museum and The Lodge at Laurelwood roof renovations due to the bids received being over budget. Executive Director Niemela noted the budget will be changed in 2022 to reflect the bid pricing and noted the scope of the project will be changed to add additional roofs that are scheduled for fiscal year 2022. Executive Director Niemela stated staff expects to get more favorable pricing with the increased scope of work.

President Callahan requested that in the future, Williams Architects recommendation and copies of the bids be shared with the Board.

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**President Callahan entertained a motion to reject all Bids received for the Depot Museum and Lodge at The Laurelwood Roof Renovations. Motion was made by Tilmon, seconded by Riley. The roll was called. The roll was called. Ayes: Tilmon, Riley, Connolly, Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.**

**EXECUTIVE SESSION – None.**

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD – None.**

**ADJOURNMENT – With no further business to come before the Board, the regular meeting adjourned at 8:03 p.m. Motion was made by Tilmon, seconded by Connolly. 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