

**BATAVIA PARK DISTRICT
SPECIAL BOARD MEETING MINUTES
PLANNING RETREAT
OCTOBER 28, 2006- CIVIC CENTER CONFERENCE ROOM**

CALL TO ORDER- The planning retreat was called to order by President Callahan at 8:02 a.m.

ROLL CALL- President Callahan called for the roll. Commissioners' Behmer, Burkitt, Elfstrom, Leard and Callahan were in attendance. Staff in attendance included Executive Director, Michael Clark; Jim Eby; Director of Parks and Properties, Eric Lacher; Director of Human Resources and Risk Management, Jim Schuler; Director of Finance, Beverly Kuhn; Director of Marketing and Public Relations, Allison Pellegrino; Director of Leisure Services, Jeff Clark.

ITEMS REMOVED/ADDED/CHANGED ON AGENDA- None.

PLANNING REVIEW AND DISCUSSION ITEMS-

- a. **Mission Statement-** Executive Director Clark highlighted the proposed changes of language completed earlier in the year with past President McKenna. After discussion President Callahan entertained a motion to approve the revised mission statement as presented. **Motion was made by Behmer and seconded by Burkitt. The roll was called. Ayes: Behmer, Burkitt, Elfstrom, Leard and Callahan. Nays: none. Abstain: none. Absent: none. Motion Passed.**
- b. **Master Plan Organizational Chart-** In continued efforts to tie together and set action strategic plans to the district's comprehensive plan, Executive Director Clark developed an organizational chart and process towards accomplishing this effort in a Master Plan. Executive Director Clark listed each of the strategic plans that he suggest culminates into the district's new master plan. These included the Capital Improvement Program, Capital Development Program, Financial Plan and Referendum Plan. He also highlighted the key components within each of these plans and provided examples on how these components can be coordinated with the annual work plans of the staff leadership team. After further discussion a motion was entertained to approve the recommended organizational chart and related process for the District's Master Plan. **Motion was made by Elfstrom and seconded by Leard. The roll was called. Ayes: Elfstrom, Leard, Behmer, Burkitt and Callahan. Nays: none. Abstain: none. Absent: none. Motion Passed.**
- c. **Capital Development Program-** Director Eby highlighted the current fiscal year projects and progress made to date. He then indicated to the Board that next fiscal year marks the end base year of the current CDP program and staff has begun the process of developing considerations for a second generation of the CDP. Board members reviewed the initial considerations and discussed

other project priorities. After further discussion, the Board directed staff to begin to refine the discussion items into a new proposed plan with projected schedule and estimated budget levels so future bonding levels can be determined.

- d. **Recreation Programming Plan-** Director Jeff Clark indicated the key elements that will be incorporated within the key elements that will be incorporated within this strategic plan. Staff will be conducting various matrix efforts to identify possible gaps in programs and services and also using data from the recent community wide needs assessment to verify identified goals. Quarterly goals for new programs and elimination of poor performers and will also be set within the plan. Last, Director Clark indicated that classifications of each program relative to life cycle and revenue potential will be set forth and coordinated with designated pricing strategies and aligned with the District's revenue policy. These elements will then be aligned with the District's Financial Plan in order to meet model projections.
- e. **Ten Year Financial Projection Model-** Director Kuhn highlighted the current plan and illustrated how the growth factors were derived. Staff explained how these factors would be used in the budget development process. Also, Director Kuhn indicated that this plan was reviewed as part of the past audit and feedback from them on both the format and purpose was very positive. After discussion and a few minor changes, President Callahan entertained a motion to approve the current ten year financial projection model as amended. **Motion was made by Leard and seconded by Behmer. The roll was called. Ayes: Leard, Behmer, Burkitt, Elfstrom and Callahan. Nays: none. Abstain: none. Absent: none. Motion Passed.**
- f. **Succession Plan-** As part of previous discussions and Board request, Executive Director Clark presented his leadership team succession plan to include his position and those direct reports as department heads. His leadership team succession plan to include his position and those direct reports as department heads. Executive Director Clark highlighted the premises used in the development plan along with key position changes in proposed future organization charts. Several points of cause/effect scenarios were explored. After discussion ensued President Callahan entertained a motion to approve the District's Leadership Team Succession Plan as presented. **Motion was made by Burkitt and seconded by Behmer. The roll was called. Ayes: Burkitt, Behmer, Elfstrom, Leard and Callahan. Nays: none. Abstain: none. Absent: none. Motion Passed.**

ANY OTHER BUSINESS TO COME BEFORE THE BOARD- President Callahan extended his appreciation to staff for the work and preparation for the retreat and felt it was a very productive meeting for planning the future of the Park District. This was echoed by the other staff members.

**BATAVIA PARK DISTRICT
SPECIAL BOARD MEETING MINUTES
PLANNING RETREAT
OCTOBER 28, 2006- CIVIC CENTER CONFERENCE ROOM**

ADJOURNMENT - With no further business before the Board, **motion was made by Burkitt seconded by Elfstrom to adjourn the Board Retreat meeting at 12:18 a.m. A voice vote was taken and the motion passed unanimously.**

Secretary, Board of Commissioners
Batavia Park District

Line prepared by
Deanna Kellum