

City of Naperville

*400 S. Eagle Street
Naperville, IL 60540*



Naperville

Meeting Minutes - Final

Friday, September 27, 2024

8:00 AM

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Naper Settlement Museum Board

A. CALL TO ORDER:

Mayor Scott Wehrli called the meeting to order at 8:00am

B. ROLL CALL:

Also Present - Marcie Schatz, Assistant to the City Manager

Staff Attendees - Macarena Tamayo-Calabrese, President & CEO; Harriet Pistorio, COO; Alexandra A. Atkinson, Director of Finance; Cyndi Lopez, Project Specialist

Present 6 - Erik Long, Josh McBroom, Phillip Petti, Lee Quillinan, Scott Wehrli, and NSMB Julie Schremser

Absent 2 - Leanne Meyer-Smith, and Alan Tang

C. PUBLIC FORUM:

None

D. OLD BUSINESS:

1. Receive update on Long-Range Plan

Attachments: [NS Strategic Plan](#)

Macarena Tamayo-Calabrese explained that the current long-range Plan ends at the end of 2024 and the new strategic long-range plan will begin early in 2025.

Lee Quillinan asked how much the staff is involved in the creation of the new strategic long-range plan.

Macarena Tamayo-Calabrese explained that the staff has been involved every step of the way and that the working document is named the orange document.

2. Receive an update on Farmer's Market

Attachments: [NS Farmers Market Recap](#)

Cyndi Lopez went over the metrics outlined in the farmers market recap. Lee Quillinan stated that it was well executed and successful, thanking the Naper Settlement staff that made it a success.

Rena Tamayo-Calabrese explained that the Farmers Market was three years in the making. The original idea of something new was brought up after Civil War Days ended. Staff will evaluate dates, vendors, and other factors to continue to grow the market.

Mayor Scott Wehrli suggested that the website should include which vendors will be at each week's farmers market.

E. NEW BUSINESS:

1. Receive evacuation plan

Attachments: [NS Evacuation Map](#)

Harriet Pistorio explained that the City of Naperville is working on City-wide evacuation plans, which includes Naper Settlement. They will be posted at all exits. Naper Settlement is working with the city GIS team to update all maps, and it should be completed by mid-December 2024.

2. Receive and Approve 2025 Budget and CIP

Attachments: [NS 2025 Budget and CIP](#)

Alexandra Atkinson reviewed the 2025 Budget and CIP, noting that there is no increase in 2025 general property tax report and no new FTE requests for 2025. The proposed budget is in-line with the City of Naperville 2025 salary and benefit increases. The 2025 CIP is for HVAC improvements to the Century Memorial Chapel building. This is part of a multi-year preservation project.

Mayor Scott Wehrli asked if Naper Settlement has any grant requests submitted to defray some of the expense related to the preservation project.

Alexandra Atkinson explained that Naper Settlement does not have any grant requests in for 2025 related to the preservation project.

Rena Tamayo-Calabrese explained that the Institute of Museum and Library Services (IMLS) rotates their grant opportunities from year to year so preservation grants are not always available. Additionally, since we were awarded their largest grant, the National Leadership Grant, not that long ago, we need to allow some time to pass before applying for another. She expects additional opportunities for grants to be available after the upcoming election, not only with IMLS, but also with other funders.

Mayor Scott Wehrli suggested that there may be grants available related to energy conservation grants that could be applicable to the HVAC upgrade, including IMEA.

A motion was made by Long, seconded by McBroom, and approved. The motion carried by a unanimous vote.

Aye: 5 - Long, McBroom, Petti, Quillinan, and Wehrli

Absent: 2 - Meyer-Smith, and Tang

F. REPORTS:

1. Receive and approve the minutes from May 3, 2024

Attachments: [5.3.24 Minutes](#)

A motion was made by Long, seconded by Petti, and approved. The motion carried by a unanimous vote.

Aye: 5 - Long, McBroom, Petti, Quillinan, and Wehrli

Absent: 2 - Meyer-Smith, and Tang

2. Receive and approve the Naper Settlement financial reports as of August 2024

Attachments: [NS 8.24 Financial Reports](#)

Alexandra Atkinson presented the financial reports for the months of June 2024 and July 2024

A motion was made by Petti, seconded by McBroom, and approved. The motion carried by a unanimous vote.

Aye: 5 - Long, McBroom, Petti, Quillinan, and Wehrli

Absent: 2 - Meyer-Smith, and Tang

3. Receive CY24 Attendance Demographic Tracking report for August 2024

Attachments: [CY24 Attendance Demographic Tracking](#)

Lee Quillinan asked if August Naper Nights attendance made up for lower attendance at July Naper Nights. Harriet Pistorio confirmed that it did. Rena Tamayo-Calabrese mentioned that events are not just about attendance numbers and is also about community outreach, drawing in guests from outside of Naperville and helping to raise money for our community partners who volunteer at our events.

Lee Quillinan asked if any events have been booked at Innovation Gateway. Harriet Pistorio and Macarena Tamayo-Calabrese confirmed that there have been weddings and other events booked in Innovation Gateway and that marketing efforts are currently focused on Teach the Teacher events and holiday parties.

Lee Quillinan asked for an update on programming in the Mary & Richard Benck Family Agriculture Center at the next NSMB meeting in December. Harriet Pistorio confirmed that an update will be provided at the next meeting.

Mayor Wehrli asked if attendance numbers are “clicks” or ticket sales. Harriet Pistorio explained that it’s ticket sales for Naper Settlement hosted events. She explained that private events are reported to Naper Settlement by the event organizer. Mayor Wehrli explained that an accurate headcount is crucial from a public safety perspective, and he confirmed that he’s aware there have been a few incidents this year that were handled effectively by Naperville police. Harriet Pistorio confirmed that is accurate.

Lee Quillinan asked for an update on the agreement between Naper Settlement and the City of Naperville. Mayor Wehrli explained that it’s not a matter for the NSMB but that he is aware that progress has been made between the legal teams.

G. ADJOURNMENT:

A motion was made by McBroom, seconded by Quillinan, and approved. The motion carried by a unanimous vote.

Aye: 5 - Long, McBroom, Petti, Quillinan, and Wehrli

Absent: 2 - Meyer-Smith, and Tang

/S/ Cyndi Lopez
Project Specialist