

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JANUARY 18, 2022
VIRTUAL MEETING**

REGULAR MEETING – The regular meeting was held as a virtual meeting and called to order at 7:01 p.m. by Vice-President Tilmon.

ROLL CALL – Vice-President Tilmon called for the roll. Commissioners in attendance via video were Riley, Connolly, Tilmon and Gray. Callahan joined via video at 7:20 p.m.

Staff in attendance via video were Director of Finance Shane Johnson; Director of Parks Kim Hansen; Director of Facilities and Trades Josh Wyant; Director of Community Recreation Brittany Meyer; Executive Assistant Lindsey Kaminsky; and Executive Director Allison Niemela. Legal Counsel Megan Mack was also in attendance.

MOMENT OF SILENCE – In lieu of the Pledge of Allegiance, a moment of silence was held in honor of those affected by the current pandemic.

CALL TO ORDER – PUBLIC HEARING – Vice-President Tilmon entertained a motion to call to order a public hearing at 7:02 p.m. concerning the Budget and Appropriations Ordinance. Motion was made by Gray, seconded by Riley. The roll was called. Ayes: Gray, Riley, Connolly and Tilmon. Nays: None. Abstain: None. Absent: Callahan. Motion carried. Vice-President Tilmon entertained a motion to close the public hearing at 7:03 p.m. Motion was made by Gray, seconded by Connolly. The Roll was called. Ayes: Gray, Connolly, Riley and Tilmon. Nays: None. Abstain: None. Absent: Callahan. Motion carried. No public or written comments were received.

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – Item 13D (Approval of Expenses for the Board of Commissioners in Accordance with the Local Government Travel Expense Contract Act (Public Act 099-0604)) was removed from the agenda.

CONSENT AGENDA – Vice-President Tilmon 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 December 21, 2021; approval of minutes from the Executive Session held on December 21, 2021; 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 #238: Authorizing the Destruction of Audio or Video Recordings of Certain Executive Sessions; approval of CIP Purchase: 16-Foot Wide Area Mower. Motion was made by Gray, seconded by Riley to establish the Consent Agenda. The roll was called. Ayes: Gray, Riley, Connolly and Tilmon. Nays: None. Abstain: None. Absent: Callahan. Motion carried.

Vice-President Tilmon entertained a motion to approve the Consent Agenda as established. Motion was made by Gray, seconded by Riley. The roll was called. Ayes:

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**Gray, Riley, Connolly and Tilmon. Nays: None. Abstain: None. Absent: Callahan.
Motion carried.**

GUESTS - MATTERS FROM THE PUBLIC - Prior to the meeting, the public was invited to call into the meeting to address the Board or submit a public comment that would be read at the meeting by emailing: allisonn@bataviaparks.org. No public or written comments were received.

MATTERS FROM COMMISSIONERS – None.

CORRESPONDENCE – Vice-President Tilmon acknowledged a letter from the Park District Risk Management Agency (PDRMA) acknowledging the Park District's 2021 Risk Management Review award along with a \$1,500 check.

STAFF REPORTS –

Director of Community Recreation Meyer advised the Board on the following: Julie Galauner, Recreation Intern, has returned for the semester. Julie will be working with each department on different projects over her internship; several new programs have been established, including an adult basketball league and private pickle ball lessons; the Daddy Daughter Date Night has been postponed due to COVID. The event will be rescheduled for the summer.

Director of Parks Hansen advised the Board on the following: Ice skating at the Depot Pond is open; Josh Wyant and Kim Hansen met with ERA to kick off the design phase for the Jones Meadow pathway project. The design phase is expected to be completed in March and staff is expected to go out to bid in April.

Director of Facilities and Trades Wyant advised the Board on the following: The 95% review of Washington Park playground has been completed. Staff is expected to go out to bid in February, with the award in March; work on the HVAC contract continues. Staff is expected to go out to bid in February, with an award at the February Board meeting; the award of the new custodial contract is on the agenda for tonight.

Director of Finance Johnson advised the Board on the following: The approval of the 2022 Budget and Appropriations Ordinance is on the agenda for tonight; the December CPI change for 2022 extensions (for property taxes payable in 2023) was account at 7%. State statute indicates the lesser of 5% or the actual percentage increase, in this case 5% is the lesser amount, will be used for consideration on the 2022 property tax extensions later this year; new pay rates, insurance rates, IMRF deductions and accounting distributions were updated in our system; W-2 and 1099 tax reporting are in process and will be distributed before the deadline of January 31; the Finance Department has

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been preparing for the 2021 Financial Statement Audit. Audit fieldwork is scheduled to begin with preliminary fieldwork on January 25 and final fieldwork is scheduled for April 25-19; the District has received funds from the 2022 Bond Issuance in the amount of \$741,500. These funds are an important part of the Capital Development Program. Thank you to Speer Financial and Chapman and Cutler for their assistance with this transaction.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela presented a review of the District's 2022 Goals and Objectives: 1) Thank you to the Board and Staff for their patience and preservation while continuing to navigate the pandemic; 2) The Park District will be conducting a community-wide needs assessment this year; 3) The Park District will complete the IAPD/IPRA Distinguished Accreditation process. The accreditation holds park districts to the highest of standards and best practices in every department; 4) In 2020, the Park Board approved a Resolution which committed the District to a partnership with the City of Batavia to create a vision for the Fox River. The District has committed funds to our budget, as has the City, to ensure the Fox River Corridor Master Plan continues to be a priority; 5) The Park District purchased the Batavia Professional Building located at 150 Houston Street in September 2021. Professional Staff has been meeting with Williams Architects to create a concept plan for the functionality of the facility; 6) Museum Director Kate Garrett will work with our Curator Heather Bigeck on creating a full inventory of the Historical Society's collections, developing an operations plan that would expand the museum's hours and creating a staffing plan; 7) The Park District's first BrewFest will be held on September 24; 8) Staff will continue to work with IDPH and PDRMA to open the Hall Quarry Beach as a dog beach at the end of the swim season; 9) The District's Master Plan indicates that it is time to study the current maintenance facility and determine the condition of the building while evaluating the needs of the Parks and Facilities Departments. This study will prioritize the steps necessary to bring the facility up to current standards, and to determine if a second maintenance facility somewhere else in the District would be a benefit; 10) The District will have an assessment conducted of our asphalt paths and parking lots to determine their current conditions, actions to be taken and timelines for either resurfacing or replacing; 11) The Civic Center HVAC project will replace the three condenser units on the west side of the Civic Center, as well as replace three furnace units located off the south side of the gymnasium; 12) Roof replacements will occur at 150 Houston Street, the Peg Bond Center and North Point Pavilion; 13) The tennis courts at South Mill Creek and Prairie and Lathem will be resurfaced. Additionally, pickleball lines will be added to these courts; 14) The flooding of the path leading west of Jones Meadow Park will be addressed by a renovation to resolve the flooding; 15) The Washington Park playground will be replaced this year; 16) The Skate Park portion of the Skate-n-Ride Park is due for a renovation. Staff has been working with Upland Design on a vision for the Clark Island Recreation Area.

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OLD BUSINESS – None.

NEW BUSINESS –

A. Approval of Ordinance #403: Fiscal Year 2022 Budget and Appropriations –

President Callahan entertained a motion to approve Ordinance #403: Fiscal Year 2022 Budget and Appropriations. 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. Award of Contract for Providing Custodial Services to the District –

President Callahan entertained a motion to award the contract for custodial services for 2022 to the lowest responsive and responsible bidder, Bravo Services, Inc. for the total amount of \$61,710.00. 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.

C. Approval of Engineering Services for a District-wide Asphalt Assessment and Report –

President Callahan entertained a motion to approve the engineering services for a District-wide asphalt assessment and report to Engineering Resource Associates for the total amount of \$33,240.00. 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 7:51 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 8:04 p.m.

ANY OTHER BUSINESS – None.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 8:05 p.m. 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.

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Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
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