

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 15, 2022
HYBRID MEETING
VIRTUAL & CIVIC CENTER – BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was held as a hybrid meeting and called to order at 7:00 p.m. by Vice-President Tilmon.

ROLL CALL – Vice-President Tilmon called for the roll. Commissioners in attendance via video were Riley, Connolly and Tilmon. Callahan joined via video at 7:08 p.m. Gray was absent.

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. Director of Marketing and Public Relations Debbie Gentry attended the meeting in person. Legal Counsel Megan Mack was also in attendance via video.

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.

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – None.

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 February 15, 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; and approval of Resolution #284: Notice of Appointment for Authorized IMRF Agent. Motion was made by Riley, seconded by Connolly to establish the Consent Agenda. The roll was called. Ayes: Riley, Connolly and Tilmon. Nays: None. Abstain: None. Absent: Gray and Callahan. Motion carried.

Vice-President Tilmon entertained a motion to approve the Consent Agenda as established. Motion was made by Riley, seconded by Connolly. The roll was called. Ayes: Riley, Connolly and Tilmon. Nays: None. Abstain: None. Absent: Gray and Callahan. Motion carried.

GUESTS - MATTERS FROM THE PUBLIC – Batavia resident Christopher Ryan Hatfield addressed the Board regarding his concerns about the New Horizons Preschool mask policy and licensing.

MATTERS FROM COMMISSIONERS – None.

CORRESPONDENCE – Vice-President Tilmon acknowledged the letters received from several individuals thanking the Park District Board and staff for their support during difficult times.

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 15, 2022
HYBRID MEETING
VIRTUAL & CIVIC CENTER – BARTHOLOMEW ROOM**

ANNOUNCEMENTS – Director of Marketing and Public Relations Gentry read the following announcements: 1) All little bunnies are invited to hop on over for the annual Easter Egg Hunt held on Saturday, April 9 at 10 a.m., at the Prairie Path Park Lower Field behind Rotolo Middle School! Bring a basket to hold all the goodies you find, and make sure to stop and see the Easter Bunny, too! Each participant is asked to bring a nonperishable food item, which will be donated to the Batavia Food Pantry. Preregistration is not required. This event is free; 2) Your favorite pooch can join the fun, too, at a special Doggie Easter Egg Hunt held on April 9 at noon SHARP. Join us at the Bark Park as your dog(s) hunts for eggs filled with doggie treats. All dogs must be leashed during the event! Preregistration is requested, but we will accept registration at the gate to the Bark Park starting at 11:00 a.m. The registration fee is \$14 per dog; 3) Four Batavia organizations are teaming up to inspire community members to preserve personal, family, and community history during the Depot Museum’s Preservation Week this April 11-16. Check out amazing programs such as a cheery, historic pub crawl, a trolley exploration adventure, and a first-ever Hands-on Your History: Artifact Petting Zoo! Check out all the details and register at bataviaparks.org.

STAFF REPORTS –

Director of Finance Johnson advised the Board on the following: his last day at the Batavia Park District will be Friday, March 18.

Director of Community Recreation Meyer advised the Board on the following: the Park District is now offering a Youth Athletic Fitness class. Currently, this class is geared towards softball players to help prepare them for the upcoming season. 18 girls have signed up for this program, and with its early success staff is looking to expand this program; the Park District will be offering daytime open gym slots at the Civic Center during spring break; currently, 108 girls are registered for spring Softball. Registration will close on Friday, March 18.

Director of Parks Hansen advised the Board on the following: staff is in the process of scheduling a public meeting for the Jones Meadow Path project. Staff is looking to have a 95% plan completion meeting in the upcoming weeks. The Park District is expected to go out to bid for the Jones Meadow Path project in April, with the bid award expected to take place at the May Board meeting; the Park District is expected to go out to bid at the end of March for its Dumpster Services contract, with the bid award expected to take place at the April Board meeting.

Director of Marketing and Public Relations Gentry advised the Board on the following: Marketing staff continues to work with Recreation staff to plan for this year’s special events; staff continues to work on sponsorship opportunities for the Super Savvy Senior Expo, which

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 15, 2022
HYBRID MEETING
VIRTUAL & CIVIC CENTER – BARTHOLOMEW ROOM**

will be held on June 1. Currently, 15 sponsors have confirmed their participation in the Expo; Quarry season passes will be sold at the pre-season rate beginning March 21.

Director of Facilities and Trades Wyant advised the Board on the following: the Washington Park Playground renovation is on the agenda for approval tonight. Three bids were received and opened on March 1, with Hacienda Landscaping coming in as the low bid; staff have completed minor renovations in suite 306 of 150 Houston Street. This space will be occupied by BATV. Staff is also working on minor renovations in suites 301 and 307 at 150 Houston Street. These spaces could be used for possible recreation programming; the recreation truck has been ordered and we are waiting for its delivery.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela advised the Board on the following: 1) The Park District is providing a variety of egg hunts this Easter. The Park District is continuing to offer its traditional Easter Egg Hunt, Doggie Easter Egg Hunt and Egg Dash. New this year, the Park District is offering a Tween Flashlight Hunt, which is already sold out; 2) This year, the Skate Park portion of the Skate-n-Bike Park will be 20 years old. Staff has been working with Upland Design on a vision for the Clark Island Recreation Area, focusing on a ninja warrior circuit course concept. Staff will be hosting community input meetings at the Clark Island Skate-n-Bike Park this spring; 3) Over the past five years, the path leading to the west of Jones Meadow park has started to flood and remain flooded from spring through summer. With staff exhausting all avenues to rectify the situation, the District hired E.R.A. to conduct a study of the area in order to come up with a solution for the flooded paths. The recommendation is that the old paths in this area be moved out of the flood zone to a higher elevation. Staff will be hosting an informational meeting for the neighbors of this park to review the proposed plans; 4) The Park District will be conducting a community-wide needs assessment this year; 5) The Leadership Team attended the Illinois Association of Park District's Legislative Conference in Springfield last week; 6) Park District staff has been working to inventory and organize surplus property. The items declared as surplus property will go before the Park Board for approval to sell. The thought behind these surplus items is to create a virtual silent auction. Executive Director Niemela is asking for Board approval to donate the funds raised from the auction to a reputable charity to help with humanitarian efforts in the Ukraine; 7) Executive Director Niemela recommends that the Park District keep the Peace on Earth letters up year-round. The Park District could add floodlights to the letters or change bulbs at various times of the year to represent or celebrate various causes. Executive Director Niemela is looking for feedback regarding this proposal.

The Board provided their verbal support to donate the funds raised from the future surplus property auction to a charity to help with humanitarian efforts in the Ukraine.

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 15, 2022
HYBRID MEETING
VIRTUAL & CIVIC CENTER – BARTHOLOMEW ROOM**

The Board provided their verbal support to keep the Peace on Earth lights up year-round, noting they would like to see the Peace on Earth letters be used in creative and meaningful ways.

OLD BUSINESS – None.

NEW BUSINESS –

A. Approval of Facility Use Agreement with Batavia Access Television for Property Located at 150 Houston Street

President Callahan entertained a motion to approve the Facility Use Agreement with Batavia Access Television for Property Located at 150 Houston Street. Motion was made by Tilmon, seconded by Connolly. The roll was called. Ayes: Tilmon, Connolly, Riley and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

B. First Reading of the Intergovernmental Agreement Between the City of Batavia and the Batavia Park District Addressing the Waiver of Permit Fees in Exchange for a Reduction in Land-Cash Amounts Owed to the District – President Callahan requested the Board email Executive Director Niemela their comments on the Intergovernmental Agreement.

C. Award of Contract for Community Needs Assessment Services

President Callahan entertained a motion to award the contract for Community Needs Assessment Services to PROS Consulting in the amount of \$34,680. Motion was made by Tilmon, seconded by Connolly. The roll was called. Ayes: Tilmon, Connolly, Riley and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

D. Award of Contract for General Park Maintenance Services –Director of Parks Hansen stated the goal of this contract is to offset the need to hire additional seasonal staff and to provide staff with the time to focus on and complete specialized projects. Director of Parks Hansen recommended approval to award the contract to Uno Mas Landscaping.

President Callahan entertained a motion to award the contract for General Park Maintenance Services to Uno Mas Landscaping for the total amount of \$24,640. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
MARCH 15, 2022
HYBRID MEETING
VIRTUAL & CIVIC CENTER – BARTHOLOMEW ROOM**

E. Award of Contract for Portable Toilet Services

President Callahan entertained a motion to award the contract for Portable Toilet Services to Waste Management of IL, Inc., for the total amount of \$23,303.25. Motion was made by Tilmon, seconded by Connolly. The roll was called. Ayes: Tilmon, Connolly, Riley and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

F. Award of Contract for Washington Park Playground Renovation Contract

President Callahan entertained a motion to award the contract for Washington Park Playground Renovation to the lowest responsive and reasonable bidder, Hacienda Landscaping, Inc., for the total amount of \$121,088. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Connolly and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

EXECUTIVE SESSION – None.

ANY OTHER BUSINESS – President Callahan proposed the Board hold a Special Park Board Meeting on Tuesday, April 5 at 7:00 p.m. to hold an Executive Session.

ADJOURNMENT – With no further business to come before the Board, the regular meeting was adjourned at 8:04 p.m. Motion was made by Tilmon, seconded by Connolly. The roll was called. Ayes: Tilmon, Connolly, Riley and Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.



Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
Lindsey Kaminsky, Executive Assistant