

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
APRIL 21, 2020  
CIVIC CENTER - BARTHOLOMEW ROOM**

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

**ROLL CALL** – President Callahan called for the roll. Commissioners in attendance via video conference per the District’s Use of Electronic Devices by Board Members policy were Riley, Dorsey, Tilmon, Gray, and Callahan. Staff in attendance via video were Director of Finance Mitch Bowlin; Director of Capital Projects and Contractual Services Jim Eby; Director of Parks & Properties Eric Lacher; Director of Community Recreation Brittany Meyer; Human Resources and Risk Manager Amy Sarro; Executive Assistant Shelley Kouzes, and Executive Director, Allison Niemela.

**PLEDGE OF ALLEGIANCE** – 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** – President Callahan entertained a motion to establish the Consent Agenda which included approval of the following: minutes from the Regular Board Meeting held March 17, 2020; Paid Expenditures; Expense Approval Report; Investment Summary; Income Statement; Approval of Purchases; and Ratification of the Approval of Ordinance #392: Adopting Remote Attendance Policies and Temporary Public Comment Rules for the Batavia Park District. Motion was made by Tilmon, seconded by Dorsey to establish the Consent Agenda. The roll was called. Ayes: Riley, Dorsey, Tilmon, Gray, Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

President Callahan entertained a motion to approve the Consent Agenda as established. Motion was made by Tilmon, seconded by Dorsey. A voice vote was taken and the motion passed unanimously.

**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](mailto:allisonn@bataviaparks.org). One individual who identified himself as “John” called in to listen.

**MATTERS FROM COMMISSIONERS** – Commissioner Tilmon expressed appreciation to Executive Director Niemela for showing leadership and to staff for continuing to ensure things are running as smoothly as possible during this challenging time. Commissioner Riley thanked staff for their hard work on the referendum and thanked the community for their support and participation in the process. President Callahan considers Batavia to be a source of leadership to the community and an example of what to do when times are tough. He expressed thanks to Executive Director Niemela for her leadership. Appreciation was expressed to the Citizen’s Advisory Committee for their support during the referendum.

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
APRIL 21, 2020  
CIVIC CENTER - BARTHOLOMEW ROOM**

**CORRESPONDENCE** – 1) Thank you email from Batavia resident Patty Grossert for the visit from the Easter Bunny; 2) Letter of appreciation from Batavia resident Karl Bruhn to Park District staff for the work they do in the community and the parks and programming offered by the District; 3) Thank you note from Georgene O'Dwyer in appreciation of the hard work done by staff on the referendum; 4) Email of appreciation from Batavia resident Kim Chismark and notification of a donation made on behalf of the Park District to the Batavia Parks Foundation in honor of the work being done to keep people fit and engaged during the COVID-19 pandemic.

**STAFF REPORTS** – Director of Capital Projects and Contractual Services Jim Eby advised the Board Curator Amber Foster is working with others in the museum field collecting and cataloging information during the pandemic for a future presentation. The Civic Center gymnasium is 90 percent complete and will be ready ahead of schedule. Wind Energy Park and Levi Newton Park equipment replacements are in progress.

Director Bowlin advised the Board on the current financial condition of the District. He expects the impact could last for up to two years. The audit continues to be handled remotely and the final report should be delivered as expected at the June Board meeting.

President Callahan asked for staff to put together revised budget projections to show any impacts to operations due to the pandemic. It is important to show that the District is fiscally responsible. Commissioner Tilmon asked for a revised budget based on the phases of the pandemic response plan.

Director Lacher advised the Board staff has been divided into two shifts. Mowing and trimming, weed control and trash collection are taking place as usual. Staff has been supporting the front office project and the gym renovation at the Civic Center.

Director Meyer advised the Board the Rec Team has been working on finding new ways to create recreation opportunities. A virtual recreation center was added to the Park District website that offers links to online activities and games for kids, seniors and families. Virtual classes and programs are also being offered via Zoom. New activities and classes are being added regularly.

Human Resources and Risk Manager Amy Sarro advised the Board staff continues to work on the staffing plan which unfortunately included laying off and furloughing all nonessential staff. Staff will continue to evaluate staffing needs as social distancing requirements change. Unemployment requests are being processed in a timely manner.

**EDR** – 1) Executive Director Niemela expressed pride in the manner in which staff has handled the challenges brought by the current pandemic. This situation has required the Leadership Team to make some of the boldest and most courageous decisions of their career. Tough decisions have been made for the safety of the public such as closing down playgrounds and facilities and canceling programs; 2) The Egg Dash brought in \$1,600 which was donated to the Batavia Food Pantry; 3) Batavia MainStreet will be bringing

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
APRIL 21, 2020  
CIVIC CENTER - BARTHOLOMEW ROOM**

lunch to the Parks department on Friday to thank them as essential workers. City Administrator Laura Newman reached out to Allison to gauge interest in revisiting the Fox River Master Plan; 4) Candidates have been identified for the Depot Museum Director and Director of Marketing and Public Relations positions. Phone interviews will begin soon; 5) Staff has been working diligently on processing credits and refunds for program and event cancellations; 6) Executive Director Niemela advised the Board she would summarize her Pandemic Response Plan later in the meeting.

**OLD BUSINESS** – None.

**NEW BUSINESS** –

- A. Award of Contract for the Second Phase of Renovation at Big Woods Park and the Installation of an Asphalt Path at Woodland Hills Park** - Director of Capital Projects and Contractual Services Jim Eby recommended awarding the contract for the Phase 2 renovation of Big Woods Park and the installation of an asphalt path at Woodland Hills Park to Integral Construction, Inc. for the total amount \$372,314.25. Director Eby discussed the recommendation in further detail.

**President Callahan entertained a motion to award the contract for the Phase 2 renovation of Big Woods Park and the installation of an asphalt path at Woodland Hills Park to the most responsive and responsible bidder, Integral Construction, Inc. of Romeoville, IL for the total sum of \$372,314.25 which includes the base bid of \$311,320.57, Alternate #1 at \$20,953.88, Alternate #2 at \$6,663.80, Alternate #3 at \$21,496.00 and Alternate #4 at \$11,880.00 as presented. Motion was made by Tilmon, seconded by Dorsey. The roll was called. Ayes: Riley, Tilmon, Dorsey, Gray, Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.**

- B. Discussion of Pandemic Response Plan** – Executive Director Niemela highlighted her recommendations from the Pandemic Response Plan.

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

With no further business to come before the Board, the regular meeting adjourned at 8:15 p.m. The roll was called. Ayes: Riley, Dorsey, Tilmon, Gray, Callahan. Nays: None. None. Abstain: None. Absent: None. Motion carried.

---

Secretary, Board of Commissioners  
Batavia Park District

Line prepared by:  
Shelley Kouzes