

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
AUGUST 20, 2019
CIVIC CENTER - BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:00 p.m. by President Callahan.

ROLL CALL – President Callahan called for the roll. Commissioners in attendance were Riley, Tilmon, Gray, and Callahan. Commissioner Dorsey was absent. Staff in attendance included Director of Capital Projects and Contractual Services Jim Eby; Director of Finance Mitch Bowlin; Director of Parks & Properties Eric Lacher; Director of Community Recreation Brittany Bruno; Director of Marketing and Public Relations Katie Drum; Executive Director Allison Niemela; and Executive Assistant Shelley Kouzes. Also in attendance was Legal Counsel Jim Rock.

PLEDGE OF ALLEGIANCE – All stood for the Pledge of Allegiance.

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – Item 14A - Listening Tour Summary Report: Jeff Andreasen, aQity Research & Insights, Inc. was removed from the agenda.

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 July 16, 2019; minutes from the Executive Session held July 16, 2019; Paid Expenditures; Expense Approval Report; Investment Summary; Income Statement; and Approval of Purchases. Motion was made by Tilmon, seconded by Gray to establish the Consent Agenda. The roll was called. Ayes: Riley, Tilmon, Gray, Callahan. Nays: None. Abstain: None. Absent: Dorsey. Motion carried.**

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

GUESTS - MATTERS FROM THE PUBLIC – Batavia resident Freddy Martinez addressed the Board with an offer to help raise funds for a splash park.

President Callahan thanked Mr. Martinez for addressing the Board with his offer. The Board will discuss the feasibility of the splash park.

Executive Director Niemela suggested that the project may be a good fit for the Batavia Parks Foundation.

Board and staff discussed infrastructure needs for a splash park project.

MATTERS FROM COMMISSIONERS – Commissioner Gray complimented the new tennis courts at Big Woods Park.

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BATAVIA PARKS FOUNDATION – Batavia Parks Foundation Board member Ed Molitor informed the Board the Foundation is installing two tons of Central Illinois clay dirt at the Engstrom Park baseball field. An 80's themed Casino Night fundraiser will be held at Shannon Hall from 7:00 p.m. to 10:00 p.m. on Saturday, October 26th.

FOX VALLEY SPECIAL RECREATION ASSOCIATION – None.

CORRESPONDENCE – 1) Letter of Appreciation from the Batavia Foundation for Educational Excellence, the Batavia Parks Foundation and the Batavia Public Library Foundation for the Park District's assistance with the Bulldogs Unleashed program.

ANNOUNCEMENTS – Director Drum read the following announcements: 1) Summer is winding down and is so is your opportunity to check out Paddle Boats on the Fox River! Paddle boating is a great way to spend time with family or enjoy a special date night and you can find a \$2 off coupon in the Fall Fun Guide. But just a friendly reminder that paddle boats are available weekends only now through September 2 from 1:00 – 6:00 p.m.; 2) Are you looking for a fun and safe way for your tween to hang out with friends or meet new ones? Well, look no further than at the upcoming Tween Night on Friday, September 13 at 6 pm at the Eastside Community Center. Come enjoy games, sports, music, movies, dancing, food and more! Admission is just \$5 and concessions are available for an additional fee. And advance registration is requested!; 3) The Batavia Park District is hosting a new competitive and educational special event - the Batavia Road Rally on September 14! Batavia is the oldest city in Kane County and with all that history comes opportunity. Compete against your fellow Batavians through a series of hints, clues, and activities. Earn points along the route as you test your knowledge of Batavia history and your navigation skills of the city. The event fee is charged per team and is just \$10. The Rally check-in begins at 1:30 pm and pre-registration is requested by September 12. Join us for this epic excursion and just maybe your team will be crowned the winner!; 4) We've made some exciting updates to the Eastside Community Center such as a new parking lot, certified commercial kitchen and playground! The facility officially reopens on September 3, but we invite you to join staff for a special playground dedication event on Saturday, September 14 at 4:30 pm. The festivities will include a ribbon-cutting, giveaways, games, and refreshments. It's all happening at the Eastside Community Center right after the Road Rally!; 5) Last but not least, save the date for the upcoming Mom and Son Wagon Rides on September 19 and 26. This popular event features pumpkin decorating, dinner, wagon rides, campfire time, s'mores, and much more! It all happens at West Main Community Park from 6-8 pm, however, we do encourage you to sign up early as this event fills up quickly; 6) For additional information on any of these events, please visit bataviaparks.org or call us at 630-879-5235.

STAFF REPORTS – Director Eby advised the Board the Historical Society set up a tour of the Depot Museum for Congresswoman Underwood on Wednesday, August 21st which will begin between 12:45 – 1:30 p.m.

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Director Bowlin advised the Board development of the 2020 Budget continues. Staff are finishing up initial 2019 projections and 2020 budget requests which will be reviewed with department heads at the end of the month. The tax levy has been completed based on prior years and the CPI Index. A 2020 Capital Development Project kickoff meeting was held last week.

Director Lacher advised the Board the Parks Department is finally fully staffed. All college help have left except one.

Director Bruno advised the Board the Chili Cook-off was held on July 27th with over 300 attendees. The Park District's chili entry won third place. First Place went to the School District. Recreation staff will be cooking hotdogs for Batavia Youth Football's season kickoff on Saturday. Board and staff are invited to celebrate the Senior Club's 50th Anniversary on September 18th at Riverview Banquets.

Director Drum advised the Board Marketing Intern Sarah Hager's last day was July 26th. Marketing staff met with the graphic designer of the Fun Guide brochure to plan for the 2020 series. Director Drum will be giving a presentation on marketing best practices for non-marketing staff at the 2020 IAPD/IPRA Annual Conference in January.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela presented the following highlights: 1) The Hall Quarry Beach season has ended with the highest number of ticket sales to date. The mural was a big hit and used as a backdrop for many photos; 2) The tennis/pickle ball courts at Big Woods Park have been redone and are ready for use; 3) The basketball court at Big Woods Park has been improved and is already being enjoyed by patrons; 4) New windows are being installed at the Eastside Community Center (ESCC); 5) The caterer's kitchen at the ESCC is being upgraded to commercial grade. The community center will be open to the public on September 3rd. A grand opening/park dedication is scheduled for September 14th at 4:30 p.m. Memorial trees will be dedicated in honor of two preschool teachers, Courtney Oroni and Maureen McMullen, who passed away. Officer Emil Jensen, who helped the preschool kids cross the street for two months during ESCC construction, will be honored; 6) In conjunction with the Batavia Public Library, PechaKucha, Japanese storytelling using 20 slides in six minutes and twenty seconds, will be offered through the Park District at Shannon Hall on Thursday, October 24th; 7) At tonight's meeting are two consultants who will be helping create the Parks and Facilities chapter and the Marketing and Technology chapter of the new Comprehensive Master Plan; 8) Congresswoman Lauren Underwood will be at the Depot Museum tomorrow to discuss grant opportunities for projects that may be shovel-ready such as relocation of the water tower, coffin bank and caboose; 9) The Illinois State Kubb Championship will be held Saturday, August 31st at 8:00 a.m. at Shannon Hall.

PRESENTATIONS –

- A. Listening Tour Summary Report: Jeff Andreasen, aQity Research & Insights, Inc.** – This item was removed from the agenda.

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- B. Parks and Facilities Comprehensive Master Plan Overview: Steve Konters, Hitchcock Design Group** – Steve Konters of Hitchcock Design Group presented an overview of the Parks and Facilities chapter of the Comprehensive Master Plan.
- C. Marketing and Technology Comprehensive Master Plan Overview: Scott Salvati, Lighthouse Marketing Services, Inc.** - Scott Salvati of Lighthouse Marketing Services, Inc. presented an overview of the Marketing and Technology chapter of the Comprehensive Master Plan.

OLD BUSINESS

- A. Capital Development Plan Progress Report** – 1) The Eastside Community Center renovation is expected to be complete in two weeks. The caterer’s kitchen equipment is arriving tomorrow for installation. An inspection by the Kane County Health Department is scheduled for August 28th; 3) Work at Big Woods Park is complete; 4) The Woodland Hills stream bank stabilization project has begun.

NEW BUSINESS

- A. Approval of Accessibility Consulting Services for Updating the Batavia Park District’s ADA Transition Plan** - Per the best practices for Distinguished Accreditation, the Park District needs to update/refresh our ADA Transition Plan every five years to stay current with state laws and industry trends. Director Eby is working with Accessibility Consultation and Training Services, Inc. (ACT) on updating the plan. The Board is being asked to approve the agreement for consulting services.

President Callahan entertained a motion to approve the agreement with ACT Services, Inc. in the amount of \$44,025.00 for updating the Batavia Park District's ADA Transition Plan as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Riley, Tilmon, Gray. Nays: None. Abstain: Callahan. Absent: Dorsey. Motion carried.

- B. First Reading of the Operating Agreement Between the Batavia Park District and the Batavia Historical Society** – Before the Board this month was the first reading of the operating agreement between the Batavia Park District and the Batavia Historical Society. Depot Museum Director Putzier reviewed the proposed agreement for the Board.
- C. First Reading of the Loan Agreement Between the Batavia Park District and the Batavia Historical Society** – Before the Board this month was the first reading of the loan agreement between the Batavia Park District and the Batavia Historical Society. Depot Museum Director Putzier reviewed the proposed agreement for the Board.

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EXECUTIVE SESSION: President Callahan entertained a motion to adjourn into Executive Session at 8:04 p.m. to discuss Leasing Property/Land Acquisition 2(c)(5). Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Riley, Tilmon, Gray, Callahan. Nays: None. Abstain: None. Absent: Dorsey. Motion carried.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD – None.

With no further business to come before the Board, the regular meeting adjourned at 9:29 p.m. A voice vote was taken and the motion passed unanimously.

Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
Shelley Kouzes