

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
DECEMBER 17, 2019  
CIVIC CENTER - BARTHOLOMEW ROOM**

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

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

**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 Meyer; 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.

**ITEMS REMOVED/ADDED/CHANGED ON AGENDA** – Executive Director Niemela removed Item 8 – Batavia Parks Foundation from the agenda since a representative was unable to attend.

**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 November 19, 2019; minutes from the Executive Session held November 19, 2019; Paid Expenditures; Expense Approval Report; Investment Summary; Income Statement; Approval of Purchases; and approval of the IPRA Environmental Report Card. 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** – None.

**MATTERS FROM COMMISSIONERS** – None.

**BATAVIA PARKS FOUNDATION** – This item was removed from the agenda.

**CORRESPONDENCE** – 1) Letter from the Park District Risk Management Agency (PDRMA) acknowledging the Park District's 2019 Risk Management Review award along with a \$1,500 check; 2) Letter from Historical Society President Dan Hoefler requesting a meeting with the Board to discuss changes to the existing development agreement pertaining to the expansion of the Depot Museum.

**ANNOUNCEMENTS** – Director Drum read the following announcements: 1) As soon as Mother Nature allows, the Depot Pond at the Riverwalk will be open for ice skating. The Batavia Park District would like to remind skaters to practice safety when using the

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
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CIVIC CENTER - BARTHOLOMEW ROOM**

Pond. Please stay off thin, slushy ice and freshly sprayed ice. When the red flag is flown, skating is prohibited! If conditions are right, you will see the green flag flown. The Peg Bond Center will be open as an unsupervised warming house, weather permitting. Doors open at 8:00 am and are locked at 5:00 pm. Following these simple precautions will help keep everyone safe and able to enjoy the Depot Pond this winter! You can also check [bataviaparks.org/depot-pond](http://bataviaparks.org/depot-pond) for a quick update on Depot Pond safety conditions; 2) Calling all preschool parents! Are you looking for a prospective new preschool? New Horizons Preschool registration for the 2020/2021 school year will begin January 6 for residents and non-resident registration will begin February 3. Participants currently enrolled in New Horizons have first priority. Please bring proof of residency (if applicable), birth certificate, updated immunizations and correct deposit fees to register. We will also be hosting a special Preschool Open House on Tuesday, January 28 from 5-6:30 pm if you would like visit our classrooms and meet our amazing teachers! For more information or if you would like to schedule your own private tour, please call Lori McDonald at 630-406-5282; 3) Go Beyond Language with the Batavia Park District and Batavia Public Library on Thursday, January 30 for the first of our 2020 PechaKucha Nights! Doors open at 5:30 pm and the show starts at 7 pm. These are informal and fun gatherings where people come together to share ideas and stories. Cost is \$10 per ticket at the door or you may pre-register at [Batavia16.eventbrite.com](http://Batavia16.eventbrite.com); 4) Dads and daughters, ages 3 and up, will dance the night away at the annual Daddy Daughter Date Night and we're SO excited to announce that we have added a second night for this popular event! Join us Friday, January 31st or Saturday, February 1 from 6:30-8:30 pm at Rotolo Middle School- so be sure to save the date and sign up as soon as you can! The night will include an under-the-sea theme, dancing, entertainment, games, photos, and more! The cost is \$32 per couple. A dinner option at Pal Joey's, as well as a special corsage sponsored by Paragon Flowers, are both available prior to the event for an additional fee; 5) In observation of the holidays, the Batavia Park District offices will be closed Monday, December 23 through January 1 in observation of the Christmas and New Year holiday. Please visit our website for a full list of holiday hours; 6) From our Batavia Park District family to yours – have a safe, festive holiday season and a happy new year!; 7) For more information about our programs, events, or the upcoming 2020 referendum, please visit our website at [bataviaparks.org](http://bataviaparks.org) or call us at 630-879-5235.

**STAFF REPORTS** – Director Eby advised the Board the Depot Museum is closed for the season and will re-open on March 2<sup>nd</sup>. The Celebration of Lights event attracted 375 visitors to the Depot Museum.

Director Bowlin advised the Board internet installation is complete at the Lodge. Managed Access was expanded at the Eastside Community Center.

Director Lacher advised the Board seasonal employees have been very helpful with end of year projects. The frozen ground has allowed staff to take equipment into the wetland areas to do cleanup.

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
DECEMBER 17, 2019  
CIVIC CENTER - BARTHOLOMEW ROOM**

Director Meyer advised the Board the Celebration of Lights event was a success with high attendance. New classes that will be offered include golf instruction and adult date nights. Recreation staff extended appreciation to volunteers who gave over 5,000 hours in 2019.

Director Drum advised the Board the District recognized volunteers with a volunteer appreciation lunch on December 4<sup>th</sup>. A new District website was recently launched.

**EXECUTIVE DIRECTOR'S REPORT** – Executive Director Niemela highlighted the progress and completion of 2019 Goals and Objectives: 1) 2019 “kicked off” with throwback programs like pickleball and table tennis to celebrate the District’s 50 Year Anniversary; 2) Positive feedback has been received for the renovation of the tennis/pickleball courts Big Woods Park; 3) A mural was installed at Hall Quarry Beach; 4) The un-used stage at the Eastside Community Center was repurposed as a storage area; 5) A coffee nook was created in the lobby at the Civic Center; 6) The kitchen at the Eastside Community Center was remodeled into a commercial grade caterer’s kitchen. Cooking classes will be offered for kids and adults; 7) A New Horizons Preschool playground was installed at the Eastside Community Center; 8) A new District website was launched. 9) A Listening Tour was held by the District to expand on the community needs assessment survey and ask the community what they want from the Park District; 10) An Indoor Facility Workshop was held to solicit community opinions on needs for an indoor facility.

Executive Director Niemela reviewed the District’s 2020 Goals and Objectives: 1) New playgrounds have been chosen by the community and will be installed at Levi Newton Park and Wind Energy Park; 2) Next year, installation of a walking path is planned for the perimeter of Woodland Hills Park; 3) The Civic Center gymnasium floor will be redone in March/April of 2020; 4) Big Woods softball field drainage issues will be addressed and bleachers and a backstop will be installed; 5) New parking lots will be installed at Laurelwood Park and Hall Quarry Beach.

**PRESENTATIONS –**

- A. An ADA-Friendly Innovation Project: The “Robo Llamas” Team of Fox Valley Robotics** – The Fox Valley Robotics Club that meets at Rotolo Middle School was assigned a "City Shapers" project in which they identify a problem and find a solution. The Robo Llamas Team came up with a solution for transporting bicycles, wheelchairs and strollers up the Eastside bike path to the Peace Bridge.
  
- B. Fiscal Year 2020 Annual Operating Budget** - Director Bowlin presented the Board with a high level overview of the proposed fiscal year 2020 budget and addressed questions from the Board.

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
DECEMBER 17, 2019  
CIVIC CENTER - BARTHOLOMEW ROOM**

**OLD BUSINESS**

- A. Approval of the Governance Policy Manual** – Before the Board this month was the final reading of policies for the Governance Manual per our policy development, review and approval practices.

**President Callahan entertained a motion to approve the Governance Policy Manual with changes as presented. All prior policies are hereby rescinded. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Riley, Tilmon, Gray, Callahan. Nays: None. Abstain: None. Absent: Dorsey. Motion carried.**

- B. Approval of the Administrative Manual** – Before the Board this month was the final reading of policies for the Administrative Policy Manual per our policy development, review and approval practices.

**President Callahan entertained a motion to approve the Administrative Policy Manual with changes as presented. All prior policies are hereby rescinded. 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.**

- C. Capital Development Plan Progress Report** - Director of Capital Projects and Contractual Services Jim Eby updated the Board on the progress of current and upcoming projects.

**NEW BUSINESS**

- A. Approval of Fiscal Year 2020: Annual Operating Budget** – Earlier tonight staff presented the Board with the final budget document.

**President Callahan entertained a motion to approve the Fiscal Year 2020 Annual Operating Budget as presented. 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.**

- B. Approval of Ordinance #389: Fiscal Year 2020 Tentative Budget and Appropriations Ordinance** - The ordinance will be made available for the required 30 day public inspection period prior to its adoption at the January Board meeting.

**President Callahan entertained a motion to make Ordinance #389: Fiscal Year 2020 Tentative Budget and Appropriations Ordinance available for public inspection. 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.**

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
DECEMBER 17, 2019  
CIVIC CENTER - BARTHOLOMEW ROOM**

- C. Approval of Ordinance #390: An ordinance providing for the issue of approximately \$707,025 General Obligation Limited Tax Park Bonds, Series 2020A, of the District, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. – Aaron Gold of Speer Financial made a brief post-pricing presentation and addressed questions from the Board.**

**President Callahan entertained a motion to approve Ordinance #390: An ordinance providing for the issue of approximately \$707,025 General Obligation Limited Tax Park Bonds, Series 2020A, of the District, for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof as presented. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Riley, Tilmon, Gray, Callahan. Nays: None. Abstain: None. Absent: Dorsey. Motion carried.**

- D. Award of Contract for Providing Custodial Services to the District – Director of Capital Projects and Contractual Services Jim Eby recommended awarding the contract for 2020 custodial services to Eco Clean Maintenance of Elmhurst, IL for the total amount of \$49,884.00. Director Eby discussed the recommendation in detail.**

**President Callahan entertained a motion to award the contract for custodial services for 2020 to the lowest responsive and responsible bidder, Eco Clean Maintenance of Elmhurst, IL for the total amount of \$49,884.00. 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.**

- E. Award of Contract for the Civic Center Gymnasium Improvements Project – Director of Capital Projects and Contractual Services Jim Eby recommended awarding the contract for the Civic Center Gymnasium Improvements Project to Integral Construction Corporation for the base bid of \$197,320.00 plus alternate #2 for \$25,000.00 and alternate #3 for no additional charge for the total sum of \$222,320.00. Director Eby discussed the recommendation in detail.**

**President Callahan entertained a motion to award the contract for the Civic Center Gymnasium Improvements Project to the lowest responsive and responsible bidder, Integral Construction Corporation of Romeoville, IL for the amount of \$222,320.00. Motion was made by Tilmon, seconded by Gray.**

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
DECEMBER 17, 2019  
CIVIC CENTER - BARTHOLOMEW ROOM**

**The roll was called. Ayes: Riley, Tilmon, Gray, Callahan. Nays: None.  
Abstain: None. Absent: Dorsey. Motion carried.**

- F. Approval of Expenses for the Board of Commissioners in Accordance with the Local Government Travel Expense Control Act (Public Act 099-0604) -**  
This is in compliance with a state legislated requirement.

**President Callahan entertained a motion to approve expenses for the Board of Commissioners in Accordance with the Local Government Travel Expense Control Act (Public Act 099-0604). 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.**

- G. Approval of Resolution #261: Fiscal Year 2020 Regular Board Meeting Schedule -** This is a Park Code requirement and provision within the Illinois Open Meetings Act. The Park District is required to schedule, pass by resolution and post to the public and media the Regular Board Meeting dates that will be conducted for the year.

**President Callahan entertained a motion to approve Resolution #261: Fiscal Year 2020 Regular Board Meeting Schedule as presented. Motion was made by Gray, seconded by Tilmon. The roll was called. Ayes: Riley, Tilmon, Gray, Callahan. Nays: None. Abstain: None. Absent: Dorsey. Motion carried.**

**EXECUTIVE SESSION: President Callahan entertained a motion to adjourn into Executive Session at 8:16 p.m. to discuss Leasing Property/Land Acquisition 2(c)(5); Personnel 2(c)(1); and Semi Annual Review of Executive Session Minutes 2(c)(21). 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 – Regular Session was reconvened at 8:36 p.m. President Callahan entertained a motion to maintain Executive Session minutes as closed per Resolution #262: Semi Annual Review of Executive Session Minutes as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Riley, Gray, Callahan. Nays: None. Abstain: None. Absent: Dorsey. Motion carried.**

With no further business to come before the Board, the regular meeting adjourned at 8:37 p.m. A voice vote was taken and the motion passed unanimously.

**BATAVIA PARK DISTRICT  
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Secretary, Board of Commissioners  
Batavia Park District

Line prepared by:  
Shelley Kouzes