

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
DECEMBER 20, 2016
CIVIC CENTER - BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:04 p.m. by Vice President Tilmon.

ROLL CALL – Vice President Tilmon called for the roll. Commissioners in attendance were Riley, Foiles, Tilmon, and Gray. President Callahan was absent. Staff in attendance included Capital Projects and Contractual Services Manager, Jim Eby; Director of Finance, Aaron Gold; Director of Parks and Properties, Eric Lacher; Director of Community Recreation, Dean Hoskin; Human Resources and Risk Manager, Christina Webb; Executive Director, Allison Niemela; and Executive Assistant, Shelley Kouzes. Also in attendance was Legal Counsel for the District, Derke Price.

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

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – None.

CONSENT AGENDA – Vice President Tilmon entertained a motion to establish the Consent Agenda which included approval of the minutes from the Regular Board Meeting held November 15, 2016; approval of Paid Expenditures; approval of the Expense Approval Report; approval of the Investment Summary; approval of the Income Statement; and Approval of Purchases. **Motion was made by Foiles, seconded by Gray to establish the Consent Agenda. The roll was called. Ayes: Riley, Foiles, Tilmon, Gray. 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 Foiles. A voice vote was taken and the motion passed unanimously.

GUESTS- MATTERS FROM THE PUBLIC– None.

MATTERS FROM COMMISSIONERS – Commissioner Foiles asked about notifications to the public for ice skating at the Depot Pond. Executive Director Niemela advised that we put a notice on our website and have a flag system at the Depot using green for “Safe to Skate” and red for “No Skating.”

CORRESPONDENCE – 1) Letter of appreciation from Batavia Public Library to Executive Director Niemela for participating in Holiday Readings at Celebration of Lights; 2) Letter to Executive Director Niemela in appreciation of her efforts on the 2016 Unplug Illinois Campaign; 3) Letter to Director Felkamp in appreciation of her efforts on the 2016 Unplug Illinois Campaign.

ANNOUNCEMENTS – Capital Projects and Contractual Services Manager Jim Eby read the announcements: 1) New Horizons Preschool registration for the 2017/2018 school year will begin January 9 for residents. Registration can be done at the Eastside Community Center, 14 N. Van Buren St. Nonresident registration will begin February 6. Participants currently enrolled in New Horizons have first priority. Please bring proof of

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residency (if applicable), birth certificate, updated immunizations and correct deposit fees to register. For more information please call Lori McDonald at 630-406-5282; 2) 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 Pond. Please stay off thin, slushy ice and freshly sprayed ice. When the red flag is flown, skating is prohibited! The Peg Bond Center will be open as an unsupervised warming house, weather permitting. Doors open at 8:00 am and are locked at 4:30 pm. Following these simple precautions will help keep everyone safe and able to enjoy the Depot Pond this winter!; 3) In observation of the holidays, the Batavia Park District offices will be closed Friday, December 23 through Monday, December 26 as well as Saturday, December 31 through Monday, January 2. The offices will be open 8:30 am to 1:00 pm Tuesday through Friday, December 27-30. Please visit our Web site at bataviaparks.org for a full list of holiday hours.

STAFF REPORTS – Manager Eby advised the Board that, based on his research, installing a crossing bridge at West Main Park to accommodate extra foot traffic due to planned road construction would likely be cost prohibitive.

Director Gold advised the Board the public WiFi project at the Peg Bond Center and Riverwalk area is progressing; the RecTrac migration is on schedule and a new server has been procured; he is now a notary public; all room registrations and reservations have been made for the IAPD/IPRA State Conference in Chicago January 19-21;

Director Lacher advised the Board flags are posted at the Depot Pond to signify whether the ice is safe for skating – green for “safe” and red for “no skating.”

Director Hoskin advised the Board that Breakfast with Santa attracted 80 participants; Nine houses were entered into the House Decorating Contest; Polar Express was a successful event.

Manager Webb advised the Board that Performance Evaluations are underway; a new employee, Mechanic, Karl Fehling was welcomed to the Park District.

EXECUTIVE DIRECTORS REPORT – Executive Director Niemela advised the Board all departments are completing end of year tasks such as performance reviews, goal and priority setting for 2017, and wrapping up the budget. As Co-Chair of Illinois Park and Recreation Association’s Unplug Illinois Campaign, Executive Director Niemela presented each Board members with an Unplug Illinois Transformation Kit which includes resources needed to communicate the value of parks and recreation to the community.

PRESENTATIONS –

- A. **Certificate of Achievement in Financial Reporting** – Government Finance Officers Association (GFOA) representative Rita Kruse formally

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presented the Park District with the Certificate of Achievement for Excellence in Financial Reporting.

- B. Fiscal Year 2017 Annual Operating Budget** - Executive Director Niemela and Director Gold presented the Board with a high level overview of the proposed fiscal year 2017 budget. This presentation is designed to show transparency for the public. Board and staff discussed specifics of the budget.

OLD BUSINESS –

- A. Administrative Policy Discussion** – Before the Board this month was the second reading of the following policies for the Administrative Manual: Not for Profit (deletion requested); Affiliate Groups (deletion requested); Affiliate Status; and Athletic Field Facility Allocations.

Vice President Tilmon entertained a motion to approve the Administrative Policies as presented with a caveat to amend insurance amounts on the Athletic Field/Facility Allocations policy per PDRMA. Motion was made by Foiles, seconded by Riley. A voice vote was taken and the motion passed unanimously.

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

NEW BUSINESS –

- A. Approval of the Batavia Depot Museum Development Agreement** – The Batavia Park District and the Batavia Historical Society have been working on an agreement which affirms the desire to work jointly to expand the Depot Museum building, in addition to relocating property, to make the expansion possible. The agreement further states Park District staff will be the lead for this project with professional services and the Historical Society will develop and implement a fundraising plan to fund the expansion. This agreement reflects a true partnership between both entities.

Vice President Tilmon entertained a motion to approve the Batavia Depot Museum Agreement as presented. Motion was made by Gray, seconded by Foiles. A voice vote was taken and the motion passed unanimously.

- B. Award of Contract for Providing Custodial Services to the District** - Capital Projects and Contractual Services Manager Jim Eby discussed his recommendation regarding the award of contract for providing custodial

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services to the District. He recommends awarding the contract to Eco Clean Maintenance of Elmhurst, IL in the amount of \$47,028.

Vice President Tilmon entertained a motion to award the contract for custodial services to the lowest responsive and responsible bidder, Eco Clean Maintenance of Elmhurst, IL in the amount of \$47,028. Motion was made by Foiles, seconded by Gray. A voice vote was taken and the motion passed unanimously.

- C. **Approval of Fiscal Year 2017 Annual Operating Budget** – Earlier in the meeting staff presented the Board with the final budget document. The Board gave consensus for staff to move forward with the Budget and Appropriations Ordinance to be approved by the Board at next month's meeting.
- D. **Fiscal Year 2017 Tentative Budget and Appropriations Ordinance** - The ordinance will be made available for inspection by the public in tentative form for 30 days prior to its adoption at the January Board meeting and the District will publish the notice of hearing as required by law.
- E. **Approval of Ordinance #365: Bond Abatement - An ordinance abating the tax heretofore levied for the year 2016 to pay debt service on \$2,360,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2009, of the Batavia Park District, Kane County, Illinois.**

Board and staff discussed specifics of the ordinance.

Vice President Tilmon entertained a motion to approve Ordinance #365 - An ordinance abating the tax heretofore levied for the year 2016 to pay debt service on \$2,360,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2009, of the Batavia Park District, Kane County, Illinois. Motion was made by Foiles, seconded by Gray. A voice vote was taken and the motion passed unanimously.

- F. **Approval of Expenses for the Board of Commissioners in Accordance with the Local Government Travel Expense Control Act (Public Act 099-0604)** – Board and staff discussed specifics of the new law.

Vice President Tilmon entertained a motion to approve Board of Commissioners' expenses in accordance with the Local Government Travel Expense Control Act (Public Act 099-0604) as presented.

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Motion was made by Riley, seconded by Foiles. A voice vote was taken and the motion passed unanimously.

- G. **Approval of Resolution #238 - Fiscal Year 2017 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.

Vice President Tilmon entertained a motion to approve Resolution #238: Fiscal Year 2017 Regular Board Meeting Schedule as presented. Motion was made by Gray, seconded by Riley. A voice vote was taken and the motion passed unanimously.

FOX VALLEY SPECIAL RECREATION ASSOCIATION – The FVSRA Board recently approved the purchase of new registration software.

PARKS FOUNDATION – The Parks Foundation is working on a new marketing plan and a new logo to be unveiled in 2017.

EXECUTIVE SESSION- Vice President Tilmon entertained a motion to adjourn into Executive Session at 8:15 p.m. to discuss Semi Annual Review of Executive Session Minutes 2(c)(21) and Personnel 2(c)(1). Motion was made by Foiles, seconded by Gray. Ayes: Riley, Foiles, Tilmon, Gray. Nays: None. Abstain: None. Absent: Callahan. Motion carried.

ADJOURNMENT EXECUTIVE SESSION – Vice President Tilmon entertained a motion to conclude Executive Session at 8:43 p.m. Motion was made by Gray, seconded by Foiles. A voice vote was taken and the motion passed unanimously.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD – Regular Session was reconvened at 8:44 p.m. Vice President Tilmon entertained a motion to approve Resolution #239 – Semi Annual Review of Executive Session Minutes as presented. Motion was made by Gray, seconded by Riley. The roll was called. Ayes: Tilmon, Riley, Foiles, Gray. Nays: None. Abstain: None. Absent: Callahan. Motion carried.

With no further business to come before the Board, the regular meeting adjourned at 8:45 p.m. **A voice vote was taken and the motion passed unanimously.**

Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
Shelley Kouzes