

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JANUARY 19, 2021
VIRTUAL MEETING**

REGULAR MEETING – The regular meeting was held as a virtual meeting and called to order at 7:03 p.m. by President Callahan.

ROLL CALL – President Callahan called for the roll. Commissioners in attendance via video were Riley, Tilmon, Gray, Connolly, and Callahan. Staff in attendance via video were Director of Community Recreation Brittany Meyer; Interim Director of Parks Kim Hansen; Interim Director of Facilities Josh Wyant; Director of Finance Shane Johnson; Executive Assistant Shelley Kouzes; and Executive Director Allison Niemela. Legal counsel Joyce Jezeer was also in attendance.

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 – No.

CONSENT AGENDA – President Callahan entertained a motion to establish the Consent Agenda as presented which included approval of the following: minutes from the Special Board Meeting held December 8, 2020; minutes from the Executive Session held December 8, 2020; minutes from the Regular Board Meeting held December 15, 2020; minutes from the Executive Session held December 15, 2020; Paid Expenditures; Expense Approval Report; Investment Summary; 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, Connolly, 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 Gray. 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.

MATTERS FROM COMMISSIONERS – None.

BATAVIA PARKS FOUNDATION – None.

CORRESPONDENCE – 1) Letter from Tim Masinick in appreciation of the exemplary customer service provided by Customer Relations Advisor Shelbie Hinterlong; 2) Letter from Superintendent Hitchens in regards to the Kindergarten Enrichment program; 3) Letter of appreciation and a bonus check to Park District staff from the Park Board and Leadership Team for their hard work during the pandemic.

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JANUARY 19, 2021
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STAFF REPORTS –

New Depot Museum Director Kate Garrett introduced herself to the Board.

Director Meyer advised the Board a Daddy Daughter Date Night at Home Box will be available including flowers, a tiara, and a QR code for a dance playlist; over 30 participants are signed up for a virtual preschool open house which be held February 23rd; other programs include a virtual photography class; virtual trivia; and a Valentine's Day at Home Box. Recreation Intern Julie Galaner will be introduced at the February Board Meeting.

Interim Director of Facilities Wyant advised the Board the renovation of the Civic Center Admin offices is complete; the renovation of the Shop offices will begin soon; the redecoration of Shannon Hall is coming along nicely; the 95% review of Hamlet Park was held with Upland Design on January 7th and the bid will be awarded in February; Trades Technician Jim Redmond will replace Interim Director Wyant as Superintendent of Facilities beginning January 11th.

Director Johnson advised the Board Shelley Kouzes has been promoted from Executive Assistant to Payroll & A/P Coordinator, replacing Tammi LaFleur who retired January 1st; a land cash check in the amount of \$403,857 was received from the City of Batavia which is a vital part of our Capital Development Program (CDP) fund; funds from the bond issuance were received in the amount of \$730, 015 which are also part of our CDP; thanks to President Callahan for picking up the Kane County Coronavirus Relief Fund check; preliminary audit fieldwork begins tomorrow and will be finalized the week of March 15th; Finance is working on end of year items.

EXECUTIVE DIRECTOR'S REPORT - Executive Director Niemela presented a review of the District's 2021 Goals and Objectives: 1) Thank you to the Board for their perseverance in helping the District thrive during pandemic challenges; 2) Now that the seven to 10 year Comprehensive Master Plan has been updated by the Board, a Strategic Master Plan for three-five years will be created; 3) Last summer the Park Board approved a resolution to partner with the City of Batavia on a Fox River Corridor Plan. This will include plans for the Depot Pond if the dam is removed; 4) The Distinguished Accreditation process will culminate in a review this fall; 5) Two of Depot Museum Director Garrett's long term goals will be working with Curator Amber Foster to take a full inventory of the Historical Society's collections and to develop an operations plan that would expand the museum's hours and a staffing plan that ties into the District's volunteer program; 6) The redecoration of Shannon Hall includes the repair of cracked plaster, and replacement of light fixtures in the hallway, loft and stage, some of which will be dimmable. This will be the first interior upgrade of the space since the Park District renovated in 1985; 7) The Lodge at Laurelwood will be given an interior facelift with new cabinetry, sinks and countertops which will be ADA compliant; 8) Both the Lodge and

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JANUARY 19, 2021
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the Depot Museum will be receiving new roofs; 9) In conjunction with the renovation of the Civic Center Admin offices, the Marketing Department will be moving upstairs from the basement. The basement will be used as storage; 9) The carpeting in the eastside recreation offices and Civic Center, which has not been replaced since 1985, will be replaced; 10) Director Johnson and Interim Director Wyant will be working together on a managed access and rekeying process for the District; 11) Hamlet Park equipment will be replaced this year; 12) The north and south parking lots, the access road and the chain link at Hall Quarry Beach will be replaced. These upgrades will address accessibility issues; 13) The 100 Year Hall Quarry Beach celebration planned for 2020 was canceled due to the pandemic. This year, the Quarry will celebrate a 100+ anniversary including a new Hall Quarry Beach logo; 14) The Quarry will open this summer with the addition of new, finer sand for the volleyball area. Sand volleyball will also be offered at South Mill Creek Park; 15) Our Virtual Recreation Center will continue to offer programs.

Board and staff discussed creating a telemarketing policy for the District.

PRESENTATIONS –

- A. Recreation Program Dashboard Update: Bobbi Nance, Recreation Results –** Bobbi Nance of Recreation Results presented a Recreation Program Dashboard Update.

NEW BUSINESS –

- A. Award of Contract for the Fox River Corridor Plan –** Last summer the Park Board approved a resolution to partner with the City of Batavia on a Fox River Corridor Plan. This will include plans for the Depot Pond if the dam is removed.

President Callahan entertained a motion to award the contract for the Fox River Corridor Plan to Hitchcock Design, Inc. in the amount of \$75,000 as presented. Motion was made by Tilmon, seconded by Riley. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly, Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

- B. Award of Contract for Tree Removal and Trimming Services –** Interim Director of Parks Hansen recommended awarding the contract for tree removal and trimming services to Trees R Us, Inc. from Wauconda, IL in the amount of \$4,441.80. Interim Director Hansen discussed the recommendation in detail.

President Callahan entertained a motion to award the contract for tree removal and trimming services to the most responsive and responsible bidder, Trees R Us, Inc. from Wauconda, IL in the amount of \$4,441.80 as

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JANUARY 19, 2021
VIRTUAL MEETING**

presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly, Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

- C. Award of Contract for Prescribed Burn and Natural Area Maintenance Services** – Interim Director of Parks Hansen recommended awarding the contract for prescribed burn and natural area maintenance services to TGF Enterprises of Libertyville, IL in the amount of \$12,750.

Entertain a motion to award the contract for prescribed burn and natural area maintenance services to TGF Enterprises of Libertyville, IL in the amount of \$12,750 as presented. Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly, Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

- D. Review and Approval of Changes to Employee Vacation Accrual Policy** – Confusing verbiage was removed from the policy.

President Callahan entertained a motion to approve proposed changes to the Employee Vacation Accrual Policy as presented. Motion was made by, seconded by. The roll was called. Ayes: Tilmon, Gray, Riley, Connolly, Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

EXECUTIVE SESSION – President Callahan entertained a motion to adjourn into Executive Session at 8:38 p.m. to discuss Personnel 2(c)(1); Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Riley, Tilmon, Gray, Connolly, Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

ANY OTHER BUSINESS – None.

ADJOURNMENT - With no further business to come before the Board, the regular meeting adjourned at 9:21 p.m. The roll was called. Ayes: Riley, Tilmon, Gray, Connolly, Callahan. Nays: None. Abstain: None. Absent: None.

Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
Shelley Kouzes