

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
JUNE 18, 2019
CIVIC CENTER - BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:34 p.m. by Vice President Tilmon.

ROLL CALL – Vice President Tilmon called for the roll. Commissioners in attendance were Riley, Tilmon, and Gray. President Callahan and Commissioner Dorsey were 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, Introduction of Fox Valley Special Recreation Association’s New Executive Director, Alex Englehardt was removed from the agenda.

CONSENT AGENDA – Vice President Tilmon entertained a motion to establish the Consent Agenda which included approval of the following: minutes from the Regular Board Meeting held May 21, 2019; Paid Expenditures; Expense Approval Report; Investment Summary; Income Statement; and Approval of Purchases. Motion was made by Gray, seconded by Riley to establish the Consent Agenda. The roll was called. Ayes: Riley, Tilmon, Gray. Nays: None. Abstain: None. Absent: Callahan, Dorsey. Motion carried.

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

GUESTS - MATTERS FROM THE PUBLIC – Batavia resident Susan Hall stated the Park District should spend less on the annual report. Ms. Hall noted the financial report in the annual report shows no long term debt and asked for more details. Director Bowlin offered to contact Ms. Hall with the requested information.

Commissioner Tilmon thanked Ms. Hall for coming forward with her questions.

MATTERS FROM COMMISSIONERS – None.

BATAVIA PARKS FOUNDATION – The Parks Foundation is hosting a Casino Night on October 26th at 7:00 p.m. at Shannon Hall. Hannah Ward and Anne Lindstrom have joined the Parks Foundation Board. A new website will be up and running soon. The organization hopes to have more social media presence.

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FOX VALLEY SPECIAL RECREATION ASSOCIATION – The FVSRA Board is being reorganized to better support the organization. Planning of the annual Northern Nights Trees and Lights fundraiser is ongoing.

CORRESPONDENCE – Special Events & Aquatics Supervisor Bethanne LaFleur received a message from a parent praising Park District preschool teacher Mrs. Gallagher.

ANNOUNCEMENTS – 1) The River Rhapsody Concert Series continues tomorrow night at the beautiful Riverwalk in the heart of downtown Batavia! Johnny Russler and the Beach Bum Band will take the stage at 7:00 pm, and their island sound is sure to get you in the swing of summer. Please visit the District website for the full concert schedule now through July 31. This free concert series is brought to you in cooperation with Golden Seal Service Experts, Vanguard Gifted Academy, and the Batavia Rotary Club. Our friends at the Batavia Historical Society and Parks Foundation will also have some fun offerings on select concert dates this season; 2) Batavia’s annual Windmill City Festival will be blowing into town Friday, July 12 through Sunday, July, 14. Bring your family and friends to the Riverwalk to enjoy delicious food, live bands, a value-packed craft & vintage market, challenging contests and a family friendly Fun Zone! The Fun Zone will feature a variety of interactive inflatables and the popular Quad Power Jump that are guaranteed to be a blast. Want boundless fun at the festival? Purchase a daily Fun Zone wristband and enjoy unlimited inflatable entry! We will also have a brand new Gaming Trailer this year, some fun ‘Throw Back’ activities in honor of the 50th Anniversary, and so much more! To view the full festival schedule please visit windmillcityfest.org; 3) Calling all pet-owners, the Pet Parade is just around the corner! Invite your furry, or not-so-furry friend to this unique parade at the Windmill City Festival on Saturday, July 13. The first 50 registered participants will receive a complimentary “doggie” bag filled with goodies to take home. Interested participants must register at the Main Stage from 9:15 – 9:50 am, with the contest and parade beginning at 10:30 am. Pets can also win ‘best overall’ in five categories: Best Kisser, Best Trick, Highest Jump, Best Costume and Most Unusual Pet. We will also have the “Frog Lady” on-site at 9:30 am to show off some unique critters that you can even get the chance to touch. The Pet Parade is brought to you in cooperation with the Batavia Animal Clinic; 4) And be sure to save the date for other fun offerings this summer such as the Beach Ball Bonanza on Thursday, July 18, Movies in the Park on July 24 and 31, and the 27th Annual Chili Cook-Off on Saturday, July 28; 5) For more information on any of these events, please visit bataviaparks.org or call us at 630-879-5235.

STAFF REPORTS – New Depot Museum staff members, Curator Amber Foster and Summer Intern Rachel Shapley, introduced themselves to the Board.

Director Bowlin advised the Board the Annual Financial Report application has been filed with the Government Finance Officers Association. The Treasurer’s Report has been published and filed with Kane County. The Annual Comptroller’s Report has been filed with the State of Illinois. Work has begun on the 2020 budget.

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Director Lacher advised the Board the weather has recently been more cooperative and has allowed Parks staff to catch up on delayed projects. Modifications have been made to the boat used to collect golf balls from the pond for the Windmill City Festival Golf Challenge. A majority of work has been completed at Memorial Park and Jones Meadow Park so Capital Development signs will be removed.

New Athletic Supervisor Nathaniel Jarosz, promoted from the District's Parks department, introduced himself to the Board.

Director Bruno advised the Board current ongoing programs include a Fishing Derby, Wacky Water Olympics, swim lessons, 7th and 8th Grade Batavia Youth Football, and a softball tournament.

Summer Marketing Intern Sarah Hager introduced herself to the Board.

Director Drum advised the Board there was a great turnout for the Batavia Parks Foundation's June 1st Parks Clean-up at the Riverwalk. The Super Savvy Senior Expo took place June 5th and was a great success. The Eastside playground dedication is scheduled for September 14th in conjunction with the Batavia Road Rally. T-shirts and koozies will be available for purchase at this year's Windmill City Festival.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela presented the following highlights: 1) The Parks Foundation's Clean Up Day took place June 5th. Two more dates are planned; 2) The Super Savvy Senior Expo theme was the 50th anniversary of the moon landing; 3) The new water filtration system at Hall Quarry Beach is keeping the water more clear than in past years; 4) Chuck the Duck took part in Wacky Water Olympics at Hall Quarry Beach; 5) The Fishing Derby at Clark Island was offered for free to the public; 6) The Park District is always in need of volunteers for events such as Windmill City Festival or Haunted Quarry, among others. If you are interested, please contact the Park District at 630-879-5235; 7) The Park District's Listening Tour just concluded. Seven sessions were held around the community and useful input was received. Results will be presented to the Board at a future Board meeting; 8) A poured in place surface was installed at Memorial Park; 9) The Riverwalk Concert Series is free to the public; 10) For the fourth year in a row, the Park District is applying for the Chicago Tribune's Top Workplaces award. The Park District has received the award for the prior three years; 11) Parking places at Engstrom Park's south lot for high school students are available for purchase through the Park District; 12) Board approval is sought tonight for the parks and facilities section of the strategic master plan by Hitchcock Design Group. Bobbi Nance from Recreation Results will be doing the Recreation section. Lighthouse Marketing Group will handle the technology and marketing section; 13) Executive Director Niemela and staff met with the Batavia Police Department in regards to a liquor license which would allow liquor to be served at specific locations for specific programs/events. The City Council of the Whole is reviewing the request for reclassification of the Park District for the liquor license tonight. The request will then go

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before the full Council for approval at their August meeting. The next stop will be going before the state for approval.

PRESENTATIONS –

- A. Introduction of Fox Valley Special Recreation Association’s New Executive Director, Alex Englehardt –** This item was removed from the agenda.

OLD BUSINESS

- A. Award of Contract: Parks and Facilities Comprehensive Master Plan Update –** Before the Board for approval is an award of contract for Parks and Facilities Comprehensive Master Plan Update to Hitchcock Design Group in the amount of \$39,800.

Vice President Tilmon entertained a motion to award the contract for Parks and Facilities Comprehensive Master Plan to Hitchcock Design Group in the amount of \$39,800 as presented. Motion was made by Gray, seconded by Riley. The roll was called. Ayes: Riley, Gray, Tilmon. Nays: None. Abstain: None. Absent: Callahan, Dorsey. Motion carried.

- B. Approval of the Intergovernmental Agreement Between the City of Batavia and the Batavia Park District for Creek Improvements and Maintenance –** Before the Board for approval is the Intergovernmental Agreement Between the City of Batavia and the Batavia Park District for Creek Improvements and Maintenance.

Vice President Tilmon entertained a motion to approve the Intergovernmental Agreement Between the City of Batavia and the Batavia Park District for Creek Improvements and Maintenance subject to final approval of City Council. Motion was made by Riley, seconded by Gray. The roll was called. Ayes: Riley, Gray, Tilmon. Nays: None. Abstain: None. Absent: Callahan, Dorsey. Motion carried.

- C. Appointment of Batavia Parks Foundation Board Liaison –** Commissioner Dorsey was nominated as Board Liaison to the Batavia Parks Foundation.

Vice President Tilmon entertained a motion to appoint Commissioner Dorsey as Batavia Parks Foundation Board Liaison. Motion was made by Gray, seconded by Riley. The roll was called. Ayes: Riley, Gray, Tilmon. Nays: None. Abstain: None. Absent: Callahan, Dorsey. Motion carried.

- D. Approval of the Park District’s Personnel Policy Manual –** Before the Board was the second reading of the Personnel Policy Manual per the Park District’s policy development, review and approval practices.

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Vice President Tilmon entertained a motion to approve the Personnel Policy Manual as presented rescinding all prior policies. Motion was made by Gray, seconded by Riley. The roll was called. Ayes: Riley, Gray, Tilmon. Nays: None. Abstain: None. Absent: Callahan, Dorsey. Motion carried.

- E. Capital Development Plan Progress Report** – 1) Memorial Park is complete with the exception of the installation of a water fountain; 2) Installation of the Eastside Community Center playground poured in place surface is scheduled for tomorrow; 3) Paving of the basketball court and tennis court at Big Woods Park is scheduled for next week; 4) Several windows and doors have been removed from the Eastside Community Center building; 5) Work on the caterer’s kitchen at the Eastside Community Center will begin on 24th.

NEW BUSINESS

- A. Review of Ordinance #386: Relating to the Control of the Conduct of all Persons and Patrons Under the Jurisdiction of the Batavia Park District** - These are the rules of our parks that the Police Department enforces. Legal Counsel has reviewed and edited the ordinance to include the use of drones in the District's parks. Next month will be the final approval of the ordinance pending changes.

EXECUTIVE SESSION: Vice President Tilmon entertained a motion to adjourn into Executive Session at 8:30 p.m. to discuss Leasing Property/Land Acquisition 2(c)(5) and Pending Litigation 2(c)(11). Motion was made by Gray, seconded by Riley. The roll was called. Ayes: Riley, Tilmon, Gray. Nays: None. Abstain: None. Absent: Callahan, Dorsey.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD – None.

With no further business to come before the Board, the regular meeting adjourned at 9:10 p.m. A voice vote was taken and the motion passed unanimously.

Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
Shelley Kouzes