

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
MAY 19, 2020
CIVIC CENTER - BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was held via video conference and called to order at 7:02 p.m. by President Callahan.

ROLL CALL – President Callahan called for the roll. Commissioners in attendance via video conference per the District’s Use of Electronic Devices by Board Members policy were Riley, Tilmon, Gray, and Callahan. Commissioner Dorsey was absent. Staff in attendance via video were Director of Finance Mitch Bowlin; Director of Parks & Properties Eric Lacher; Director of Community Recreation Brittany Meyer; Superintendent of Facilities/Trades Josh Wyant; Executive Assistant Shelley Kouzes, and Executive Director, Allison Niemela. Also in attendance was Batavia Parks Foundation President Cory Poris-Plasch.

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 – Item 15B Approval of Joint Agreement Between the Batavia Park District and the Batavia Activity and Athletic Foundation for Joint Marketing of Summer Camps 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 April 21, 2020; 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 – 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. There were no guests in attendance.

MATTERS FROM COMMISSIONERS – None.

BATAVIA PARKS FOUNDATION – Parks Foundation President Cory Poris-Plasch announced the Parks Foundation Board approved a scholarship plan to match dollar for dollar, up to \$7,500, any scholarship contributions made to the Park District. The total \$15,000 will be used for scholarships for New Horizons Preschool and Kids Club. President Poris-Plasch left the video meeting at 7:10 p.m.

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FOX VALLEY SPECIAL RECREATION ASSOCIATION – Executive Director Niemela advised the Board FVSRA has cancelled all in-person summer programming but will offer virtual programming. Inclusion aides for our programs will continue to be made available.

CORRESPONDENCE – 1) Letter from Mayor Schielke explaining his stance on the ever-changing state guidelines, practices and mandates during the COVID-19 pandemic and expressing thanks to Batavia Community Partners like the Park District for working together to help fellow Batavians during this challenging time.

STAFF REPORTS – Director Lacher advised the Board due to record-breaking rainfall, Clark Island is flooded but no damage is evident. Staff is working on getting the Riverwalk fountain up and running by Memorial Day weekend.

Director Meyer presented a programming plan based on phases in White House guidelines for reopening. Virtual programming has been well received. A virtual 5K is planned for Father's Day.

Commissioner Tilmon is impressed with the virtual program offerings and it has received positive feedback from the community.

Director Bowlin advised the Board the audit is in progress remotely. Staff has adapted well to the change in the IT situation via VPN (virtual private network) access.

Executive Director's Report - 1) Executive Director Niemela updated the Board on the following: 1) Parks staff have been operating on staggered shifts to accommodate social distancing protocols; 2) Human Resources and Risk Manager Amy Sarro is working with the Safety Committee on a reopening plan for facilities with advisement from PDRMA (Park District Risk Management Agency); 3) Staff will begin to return to offices in staggered schedules on June 1st; 4) The Eastside Community Center will be closed for the summer due to interior renovations; 5) The Civic Center will operate with reduced hours to allow more time for deep cleaning and will be closed on Saturdays other than for programming and rentals, however online registration is open 24/7; 6) Clark Island is currently flooded and barriers have been placed to block entrances; 7) The second phase of renovations is taking place at Big Woods Park including addressing drainage issues on the ball field, replacing backstops, and adding an accessible spectator area; 8) Signs have been posted to notify patrons that tennis and pickleball courts are open for singles only; 9) The mural chosen for the Activate the Alley project will be revealed virtually on social media; 10) The Civic Center basketball court has been updated and includes a sound system and a scoreboard. Staff is working on setting up an adult basketball league. The windows will be tinted to cut the glare from the floor; 11) Postcards have been mailed to let the public know the brochure may be found online only; 12) Virtual program offerings include a Backyard BBQ, The Great At-Home Camping Adventure, Movie Trivia, Staff Hobby Videos, Fitness Classes, and Kids' Activities. Executive Director Niemela challenged Board members to record their own quarantine hobby videos.

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OLD BUSINESS

- A. Budget Update FY 2020** - Director of Finance Mitch Bowlin gave an overview of the financial implications of the COVID-19 pandemic to the 2020 Fiscal Year Budget.

NEW BUSINESS

- A. Award of Contract for the Second Phase of Improvements at the Eastside Community Center** – Staff recommended awarding the contract for the Second Phase of Improvements at the Eastside Community Center to Tandem Construction, Inc. of Chicago, IL in the amount of \$210,000.00 plus Alternate #1 in the amount of \$5,900.00 for an all maple floor at Kemp Hall, Alternate #2 in the amount of \$11,000.00 for a new accordion partition and Alternate #3 in the amount of \$3,650.00 for a diamond coat on floor tile for a total of \$230,550.00. Superintendent Wyant discussed the recommendation in detail.

President Callahan entertained a motion to award the contract for the Second Phase of Improvements at the Eastside Community Center to the lowest responsive and responsible bidder, Tandem Construction, Inc. of Chicago, IL, for the base bid plus alternates 1 – 3 for a total of \$230,550.00 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 Joint Agreement Between the Batavia Park District and the Batavia Activity and Athletic Foundation for Joint Marketing of Summer Camps** – This item was removed from the agenda.

ANY OTHER BUSINESS TO COME BEFORE THE BOARD – None.

With no further business to come before the Board, the regular meeting adjourned at 8:21 p.m. The roll was called. Ayes: Riley, Tilmon, Gray, Callahan. Nays: None. None. Abstain: None. Absent: Dorsey. Motion carried.

Secretary, Board of Commissioners
Batavia Park District

Line prepared by:
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