

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
NOVEMBER 18, 2020  
VIRTUAL MEETING**

**REGULAR MEETING** – The regular meeting was held as a virtual meeting 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 were Riley, Tilmon, Gray, Connolly, and Callahan. Staff in attendance via video were Director of Parks & Properties Eric Lacher; Director of Capital Projects and Contractual Services Jim Eby; Director of Community Recreation Brittany Meyer; Director of Marketing and Public Relations Jamie Mattas; Superintendent of Parks Kim Hansen; Superintendent of Facilities/Trades Josh Wyant; Director of Finance Shane Johnson; Executive Assistant Shelley Kouzes; and Executive Director Allison Niemela. Legal counsel Chris Welch

**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** – Executive Session - Leasing Property/Land Acquisition 2(c)(5) Executive Session Leasing Property/Land Acquisition was removed from the agenda.

**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 October 17, 2020; minutes from the Executive Session held October 17, 2020; minutes from the Regular Board Meeting held October 20, 2020; minutes from the Executive Session held October 20, 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, 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](mailto:allisonn@bataviaparks.org).

**SWEARING-IN OF NEWLY APPOINTED PARK BOARD COMMISSIONER** – The Oath of Office was administered by President Callahan to appointed Commissioner Molly Connolly.

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**MATTERS FROM COMMISSIONERS** – President Callahan thanked staff for adapting well to the constant change of direction brought about by the current pandemic.

**BATAVIA PARKS FOUNDATION** – Batavia Parks Foundation Board member Mike Burke advised the Board the Foundation is open to hearing ways they can help the Park District.

**FOX VALLEY SPECIAL RECREATION ASSOCIATION** – Executive Director Niemela advised the Board the Fox Valley Special Recreation Foundation hosted a virtual gala on November 7<sup>th</sup> which raised over \$20,000. Over 860 pounds of food was donated to the Foundation’s “Stuff the Bus” campaign which was passed along to local food pantries.

**CORRESPONDENCE** – 1) Notification of a \$7,500 donation from Batavia Parks Foundation to be used toward scholarships for participants of New Horizons Preschool and Kid's Club programs; 2) Email from a Memorial Program participant in appreciation of staff who helped with the process; 3) Letter from Batavia resident Roger Breisch expressing his opinion related to the Fox River dam project.

**STAFF REPORTS –**

Director Eby advised the Board due to Tier 3 mitigations, the Depot Museum was required to close three weeks earlier than scheduled. An online gift shop has been added to the Park District website.

Director Meyer advised the Board she was very impressed with how quickly the New Horizons Preschool teachers adjusted to the change to having classes via Zoom. 80 learning kits were delivered to students in one day. The Snapshots with Santa event has been scheduled for Saturday, December 5<sup>th</sup>. Due to Tier 3 mitigations, participants will wait in their car until their turn and social distanced photos will be taken with Santa on the caboose.

Director Johnson advised the Board advised the Board the application for Kane County Coronavirus Relief Funds was approved for just under \$30,000. The 2021 General Obligation rollover bond will be presented for approval at the December meeting. The tax levy ordinance is being presented tonight for approval.

Director Eby and Executive Director Niemela have drafted a letter to request land cash funds owed to the Park District.

Executive Director Niemela polled the Board for a date for a virtual Special Board Meeting/Board Retreat Workshop. The date chosen was December 8<sup>th</sup>. The meeting will be held at 6:00 p.m.

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Superintendent Hansen advised the Board staff was able to complete all prescribed burns this season. Staff is working on renovating the West Main parking lot area, replacing bollards and adding parking bumpers

Superintendent Wyant advised the Board the Peace on Earth letter have been installed on the bridge. Staff is working on the second phase of the Civic Center front office renovations.

Director Lacher advised the Board several staff members attended a group meeting to review the 2021 proposed Parks Department budget. The recent good weather has allowed several projects to be completed.

Director Mattas advised the Board Christmas Tree Lane is powered by Northwestern Medicine's All of Us Research Program this holiday season. Twenty-five trees will be decorated by local organizations to light up the Batavia Riverwalk just in time for the Celebration of Lights Virtual Viewing on Sunday, November 29<sup>th</sup> at 5:00 p.m. via BATV or on the Park District Facebook page. Voting for the People's Choice Award will start Friday, November 20<sup>th</sup> and extend through December 21<sup>st</sup> on Batavia Park District's Facebook page. We invite families to visit Christmas Tree Lane starting Friday, November 20<sup>th</sup>, but ask that proper safety precautions are taken. The online Holiday House Decorating Contest is completely free to participate for Batavia residents. Register at [bataviaparks.org](http://bataviaparks.org) and send a photo of your decorated house to [bethaneg@bataviaparks.org](mailto:bethaneg@bataviaparks.org) by Sunday, December 13<sup>th</sup>. Voting for the People's Choice Award will be open to the public on the Batavia Park District Facebook page December 14-18. For \$20, families can take home "New Year's in a Box" filled with decorations, a craft, games, two festive headbands and two hats. Register at [bataviaparks.org](http://bataviaparks.org) by December 14<sup>th</sup>, and pick up your box at the Civic Center on Monday, December 28<sup>th</sup> from 11:00 a.m. – 4:00 p.m.

**EXECUTIVE DIRECTOR'S REPORT** - Executive Director Niemela updated the Board on the following: 1) Staff welcomed new commissioner Molly Connolly to the Board; 2) Tier 3 mitigations began on November 20<sup>th</sup>. In response, staff has updated our facilities and program plan. The Civic Center, Eastside Community Center and Depot Museum will be closed to the public. Preschool and Fitness will continue virtually. The Enrichment program will take an "adaptive pause" and resume on December 7<sup>th</sup> based on the school district's schedule. Playgrounds, parks and trails will remain open and the public is asked to follow social distancing guidelines. Tennis and pickle ball courts will be open for singles play. The Batavia Virtual Recreation Center is open 24/7; 3) Prior to New Horizons preschool going remote, staff captured a photo of a class watching transfixed as Crew Leader Jeff Ruhl repaired a tear in the rubber surface of the Eastside Community Center playground; 4) Prescribed burns took place in several areas; 5) The Park District's Memorial Program offers a way to remember loved ones who have

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passed on; 5) Staff from all departments came together to decorate the Riverwalk for the Celebrations of Lights virtual viewing which will take place on November 29<sup>th</sup> at 5:00 p.m. on BATV and the Park District's Facebook page; 6) Shop local this season at the online Depot Museum's gift shop; 7) The Light up the Water Tower fundraiser benefits the Depot Museum's expansion project. Bulbs can be purchased for \$10 apiece or three for \$25; 8) Happy Thanksgiving!

**PRESENTATIONS –**

- A. Civic Center Gymnasium Ribbon Cutting Ceremony: Jim Eby, Director of Capital Projects** – In a pre-recorded video of the Civic Center Gymnasium ribbon cutting ceremony, Director of Capital Projects Jim Eby shared the history of the gymnasium as well as the current renovations. President Callahan announced that the gym will officially be named the James “Jim” Eby Gymnasium.

**OLD BUSINESS –**

- A. Approval of Batavia Park District Comprehensive Master Plan** – The Park District's Comprehensive Master Plan was brought before the Board for approval.

**President Callahan entertained a motion to approve the Park District Comprehensive Master Plan 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.**

**NEW BUSINESS**

- A. Approval of Ordinance #394: Levying Assessment and Collection of Taxes** – Staff recommended to increase the aggregate tax levy by 4.0% to capture the new EAV and the increase in the Consumer Price Index. The final calculated increase will likely be limited to approximately 2.3% when the County Clerk applies the limitations established by the Property Tax Extension Limitation Law. A Truth in Taxation hearing is not necessary because the 2020 aggregate levy does not exceed the 2019 aggregate extension by 5% or more. Director Johnson explained the recommendation in further detail.

**President Callahan entertained a motion to approve Ordinance #394: Levying Assessment and Collection of Taxes 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 Interior Renovation Project at Shannon Hall** – Director of Capital Projects and Contractual Services Jim Eby recommended awarding the contract for the Shannon Hall Interior Renovation project to Tandem

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Construction, Inc. for the sum of \$214,000. Director Eby explained the recommendation in further detail.

**President Callahan entertained a motion to reject the lowest bid from Chapple Design Build that was not responsive to the District's bid requirements.**

**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.**

**President Callahan entertained a motion to award the contract for the Shannon Hall Interior Renovation project to Tandem Construction, Inc. for the sum of \$214,000. 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.**

**EXECUTIVE SESSION** – Executive Session was removed from the agenda.

**ADJOURNMENT** - With no further business to come before the Board, the regular meeting adjourned at 8:15 p.m. The roll was called. Ayes: Riley, Tilmon, Gray, Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.



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Secretary, Board of Commissioners  
Batavia Park District

Line prepared by:  
Shelley Kouzes