

**BATAVIA PARK DISTRICT
REGULAR BOARD MEETING MINUTES
NOVEMBER 15, 2019
CIVIC CENTER - BARTHOLOMEW ROOM**

REGULAR MEETING – The regular meeting was called to order at 7:00 p.m. by President Callahan.

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

ROLL CALL – President Callahan called for the roll. Commissioners in attendance were Riley, Dorsey, Tilmon, and Callahan. Commissioner Gray was 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 Meyer; 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.

ITEMS REMOVED/ADDED/CHANGED ON AGENDA – None.

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 October 15, 2019; minutes from the Executive Session held October 15, 2019; minutes from the Special Board Meeting held October 22, 2019; minutes from the Special Board Meeting held October 29, 2019; minutes from the Executive Session held October 29, 2019; Paid Expenditures; Expense Approval Report; Investment Summary; Income Statement; Approval of Purchases; and approval of the Intergovernmental Agreement Between Batavia Public Schools and Batavia Park District for the Purchase of Athletic Uniforms and Apparel. Motion was made by Tilmon, seconded by Dorsey, to establish the Consent Agenda. The roll was called. Ayes: Riley, Dorsey, Tilmon, Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

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

GUESTS - MATTERS FROM THE PUBLIC – Batavia resident Adam Cibulka of 231 Sauk Drive expressed his support for the proposed program facility.

MATTERS FROM COMMISSIONERS – Commissioner Riley commented the 50th anniversary celebration was well planned and well attended.

BATAVIA PARKS FOUNDATION – Batavia Parks Foundation Board member Mike Burke announced Sharon Mitchell and Steven McKenna will no longer be on the Foundation Board but will still support the group's endeavors. Current Board members are: President Cory Poris-Plasch; Vice President Ed Molitor; Treasurer Dawn Moecher; and Secretary Sarah Ryerson. Fundraisers planned for 2020 are a Casino Night event and a pickleball tournament.

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FOX VALLEY SPECIAL RECREATION ASSOCIATION – Final numbers from the Northern Nights Trees and Lights fundraiser will be shared with the Board when received.

CORRESPONDENCE – 1) E-mail from Memorial Park Neighbor Terri Hoehne expressing thanks to the Parks Department for coordinating with him and clearing the brush line near his property.

ANNOUNCEMENTS – Director Drum read the following announcements: 1) Just a friendly reminder that the Park District offices will be closed Wednesday, November 28 through Saturday, November 30 in observation of the Thanksgiving holiday. On behalf of the entire Batavia Park District, we hope you have a wonderful holiday and we want you to know how grateful we are for all of you out there!; 2) Experience the magic of the holiday season at this year's Celebration of Lights Festival on Sunday, December 1, from 5-7:00 pm! There will be a performance by the Batavia Community Band, free hayrides, roasted chestnuts, holiday craft activities, a community sing-a-long and more! And don't forget to stick around to meet Santa Claus and for our Ceremonial Tree Lighting. The festival is presented by the Batavia Park District in partnership with Northwestern All of Us, Raising Cane's Chicken Fingers, Tanglewood Hills Toll Brothers, BATV, Yolo Glow Novelties, and thank you to our event partner the City of Batavia; 3) Ho! Ho! Ho! Santa Claus is coming to town on Saturday, December 7 at 8:30 a.m. for the annual Breakfast with Santa at Shannon Hall. Visit with the big guy, enjoy a delicious breakfast prepared by the Batavia Lions Club then stick around for some family-friendly entertainment! Pre-registration is required; 4) Speaking of the holidays, we have just a few spots left open for the new, December 8 Christmas Train event! Adults and children are welcomed on a magical journey aboard the Christmas City Express. There will be delicious hot chocolate, cookies, a reading of the book –all while aboard a real moving train. Be sure to register soon; 5) Channel your inner Clark Griswold for the annual Holiday House Decorating Contest! We are changing things up and going ONLINE this year. Participants are asked to submit their own house photo to marketing@bataviaparks.org by December 9 at 4:00 p.m. Voting for the People's Choice category will begin December 10-19 on the District Facebook page. The house with the most "likes" by noon on the 19th wins! The winner will receive a Batavia Park District prize package. The contest is for Batavia Park District residents ONLY! Addresses of all entries will be published unless otherwise specified and just a friendly reminder there's a \$5 contest fee; 6) For more information on any of these events please visit our website at bataviaparks.org or give us a call at 630-879-5235.

STAFF REPORTS – Director Eby advised the Board the Batavia Historical Society is having a "Light up the Coffin Bank" fundraiser for the museum expansion project. The Depot Museum will be open through December 15th and will have Batavia-themed gifts for sale.

Director Bowlin advised the Board the 2020 budget season is coming to a close. Preparation is underway for the audit next spring.

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Director Lacher advised the Board staff is working on leaf collection and mulching. For leaf collection questions, please contact the City of Batavia.

Director Meyer advised the Board staff is working on holiday programs and events. Tween Night has been popular with 80 attendees at the last weekend. Staff is preparing for 2020 events including two nights for Daddy Daughter Date Night, pickleball and Kubb lessons, and kayaking this summer.

Director Drum advised the Board Marketing will compete in full Agency Showcase this January at the IPRA Conference which includes competing in eight categories: Brochure Series, Large Format Marketing, Logo Design, Paid Ad, Print Communication-Informational, Print Communication-Promotional, Video-Long Form, and Website. The new website will launch next Monday. Please contact the Park District with any feedback.

EXECUTIVE DIRECTOR'S REPORT – Executive Director Niemela shared the following highlights: 1) New Horizons students created a sled hill in the snow at the Eastside Community Center playground; 2) Executive Director Niemela took part in a panel on the 2020 Census. It's crucial for state funding purposes that every citizen to be counted; 3) The Park District's 50 Year Anniversary Celebration took place November 2nd with 90 attendees; 4) A holiday cooking class for kids will be held in the new commercial grade kitchen. Adult cooking classes will also be offered; 5) A community input meeting will be held on December 12th to help select the replacement playground equipment for Levi Newton Park; 6) Mill Creek Early Childhood Program students helped paint the Peace on Earth letters that are installed on the Peace Bridge; 7) The new Park District website will launch on Monday.

PRESENTATIONS –

- A. Program Facility Community Feedback Report: Williams Architects and PROS Consulting** – Representatives from Williams Architects and PROS Consulting presented a summary of community feedback from the Indoor Facility Workshop.

OLD BUSINESS

- A. Second reading of the Governance Policy Manual** – Approval of policies from the Governance Manual was tabled until next month.
- B. Second reading of the Administrative Manual** – Approval of policies from the Administrative Manual was tabled until next month.

NEW BUSINESS

- A. Approval of Resolution #260** – Resolution #260 is a resolution providing for and requiring the submission of the proposition to issue \$27,140,000 general obligation park bonds to the voters of the District at the general primary election

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to be held on March 17, 2020 for the purpose of building and equipping an indoor recreational activity center and acquiring and improving land therefore.

President Callahan entertained a motion to approve Resolution #260 as presented. Motion was made by Tilmon, seconded by Dorsey. The roll was called. Ayes: Riley, Dorsey, Tilmon, Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

- B. Approval of Ordinance #388: Levying Assessment and Collection of Taxes -** Staff recommends to increase the aggregate tax levy by 3.4% to capture the new EAV and the increase in the Consumer Price Index. The final calculated increase will likely be limited to approximately 1.9% 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 2019 aggregate levy does not exceed the 2018 aggregate extension by 5% or more.

President Callahan entertained a motion to approve Ordinance #388: Levying Assessment and Collection of Taxes as presented. Motion was made by Tilmon, seconded by Dorsey. The roll was called. Ayes: Riley, Dorsey, Tilmon, Callahan. Nays: None. Abstain: None. Absent: Gray. Motion carried.

EXECUTIVE SESSION: President Callahan entertained a motion to adjourn into Executive Session at 8:25 p.m. to discuss Leasing Property/Land Acquisition 2(c)(5) and Personnel 2(c)(1). Motion was made by Tilmon, seconded by Gray. The roll was called. Ayes: Riley, Dorsey, Tilmon, Gray, Callahan. Nays: None. Abstain: None. Absent: None. Motion carried.

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