

**BATAVIA PARK DISTRICT  
REGULAR BOARD MEETING MINUTES  
OCTOBER 18, 2011- BARTHOLOMEW ROOM**

**CALL TO ORDER- REGULAR BOARD MEETING-** The regular board meeting was called to order by Vice President Tilmon at 7:05 p.m.

**PLEDGE OF ALLEGIANCE-** All stood for the Pledge of Allegiance.

**ROLL CALL-** Vice President Tilmon called for the roll. Commissioners' Corken, Foiles and Tilmon were in attendance. Commissioners' Callahan and Riley were absent. Staff in attendance included Executive Director, Michael Clark; Director of Finance, Linda Straka; Director of Marketing and Public Relations, Allison Niemela; Director of Museum and Interpretative Services, Carla Hill; Director of Planning and Development, Jim Eby; Director of Leisure Services, Jeff Clark. Also in attendance was City Administrator, Bill McGrath; Bob Geiken of Tri Cities Soccer; Batavia Park District Facility Manager, Amber Schmidt; two cheerleaders from the Batavia High School Cheer Team and minute taker, Deanna Kellum.

**ITEMS REMOVED/ADDED/CHANGED ON AGENDA-** None.

**CONSENT AGENDA-** Vice President Tilmon entertained a motion to establish the Consent Agenda which included the September 20, 2011 Regular Meeting Minutes; September 20, 2011 Executive Session Meeting Minutes; September 20, 2011 Special Board Meeting Minutes; Approval of the Paid and Unpaid Expenditures; Treasurer's Report, Approval of CIP Purchases for FY 2011-12- Park Maintenance Equipment, Ratify Revised Change Order #1 and #2- Quarry Remediation Project. **Motion was made by Foiles and seconded by Corken to establish the Consent Agenda as presented. The roll was called. Ayes: Foiles, Corken and Tilmon. Nays: none. Abstain: none. Absent: Callahan and Riley. Motion passed.**

**Motion was made by Corken and seconded by Foiles to approve the Consent Agenda as presented. A voice vote was taken and the motion passed unanimously.**

**GUEST- MATTERS FROM THE PUBLIC-** At tonight's meeting was two representatives from the Batavia High School Cheer Team to present their Flippin and Flyin fundraiser.

**MATTERS FROM COMMISSIONERS-** None.

**CORRESPONDENCE-** Vice President Tilmon acknowledged: three outgoing correspondence from Executive Director Clark: two letters to Detective Bretz of the Batavia Police Department regarding citations given out at a park, the other being a letter to Sarah Kimber in response to her letter regarding nature programs. Two incoming correspondence: a letter from resident Sarah Kimber regarding nature programs, and a letter from IDNR regretting to inform the Park District they did not receive the grant applied for Engstrom Park. All correspondence has been placed on file.

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**ANNOUNCEMENTS-** Director Niemela read the announcements.

1. 11/5 Toss for a Cause at the ESCC
2. 10/27-10/29 Haunted Quarry, 10/30 kid friendly night
3. 10/22 BatFest at the Riverwalk

**AFFILIATE REPORTS-** At tonight's meeting was Bob Gieken of Tri-Cities Soccer. He came before the Board tonight to give a report on their organization. There are around 4,000 kids that are apart of Tri-Cities, 1,000 are from Batavia. The Park District provides their organization with six fields. Bob thanked the Park District for their support. The Board thanked Bob for coming and reporting on Tri-Cities Soccer.

**STAFF REPORTS-** The Board congratulated Director Niemela on becoming the Chair Elect for the IPRA Board.

Executive Director Clark invited the Board to attend the City appreciation lunch being held on October 21 at the maintenance garage.

Director Eby and Executive Director Clark updated the Board on the delay for getting the permit needed for the Quarry remediation project. The completion date is set for November 28 with the option of using spring to do some finishing touches however with the permit delay with the IDPH the project may have to be put on hold until spring.

**EXECUTIVE DIRECTOR'S REPORT-** No further update.

**PRESENTATIONS-** None.

- a. **City of Batavia- Streetscape Improvement Concept Plans-** At tonight's meeting was Bill McGrath of the City of Batavia. Bill gave an overview of the concept drawing of the Streetscape plan for Houston Street and the South Plaza. He will forward a digital copy of the concept to the Park District so they can review it and get back with the City with any concerns or requests. Bill will stay in touch with the Park District as things progress.
- b. **Annual Operations Report- Hall Quarry Beach 2011 Season-** Facilities Manager, Amber Schmidt highlighted the report. Attendance was up this year. 950 season passes were sold this year. This year she focused on the professionalism of the admission staff, hired two custodians, painted the Quarry, increased private rentals and offered deck rentals as well as family passes. All changes were greatly appreciated by patrons. Director Niemela highlighted the success of the Quarry marketing strategy for this past season. The Marketing Department focuses on three objectives: increasing daily admission by 10%, increasing season passes by 50%, and offering more programs and events to boost revenue by 5%. She was happy to announce that the Quarry seen an increase in daily admission by 19%, an increase in season pass sales by 68% and they were able to increase revenue through programming and events by 10%. This success could be attributed by the use

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of coupons, radio spots, BATV and Facebook. The Board congratulated staff on an excellent job and suggested having a grand re-opening event next season in honor of the remediation work that has been completed.

**OLD BUSINESS –**

- a. Policy Discussion-** The Board approved the second reading of section 600.10-600.15 of the Policy and Procedure Manual and Section 2.12.8-2.12.16, 2.12.8 and 2.12.19 of the Administrative Manual. **Motion was made by Foiles, seconded by Corken. The roll was called. Ayes: Foiles, Corken and Tilmon. Nays: none. Abstain: none. Absent: Callahan and Riley. Motion passed.** The Board also conducted a first reading of section 600.16-600.19 of the Policy and Procedure Manual.
- b. Quarry Remediation Project-** Vice President Tilmon requested for staff to take the time and look into how to computerize the North gate while the Quarry is under construction.
- c. Community Engagement Project-** Executive Director Clark and Director Niemela have been working on a survey. The survey has been given to the Board and Directors for their review. They hope to have the survey out by mid November.
- d. Memorial Park Renovation Project-** Director Eby updated the Board. Phase one is finished. The final inspection by the City passed. They are starting on phase 2 schedules and budget. Director Eby highlighted the plans for phase 2.
- e. Saratoga Park Renovation Project-** Director Eby updated the Board. The old playground equipment was donated to Kids Around the World. The new equipment was installed but is not playable yet. This project is on target to be completed by mid November.

**NEW BUSINESS –**

- a. Planning Update-** No update.
- b. Award of Contract- Shannon Hall Flooring Replacement Project-** Vice President Tilmon entertained a motion to award contract to Floors Inc. of Woodstock, IL for an amount not to exceed \$29,700 for the floor replacement at Shannon Hall. **Motion was made by Corken, seconded by Foiles. The roll was called. Ayes: Corken, Foiles and Tilmon. Nays: none. Abstain: none. Absent: Callahan and Riley. Motion passed.** Vice President Tilmon entertained a motion to award the bid to R & W Clark of Frankfort, IL for an amount not to exceed \$3,990 for the concrete sidewalk replacement at the Eastside Civic Center. **Motion was made by Foiles seconded by Corken. The roll was called. Ayes: Foiles, Corken and Tilmon. Nays: none. Abstain: none. Absent: Callahan and Riley. Motion passed.**
- c. Award of Contract- Tanner Trails/Mirador Park Development Project-** Vice President Tilmon entertained a motion to award contract to M/M Peters of Aurora, IL for the park development construction at Tanner Trails/Mirador park site for an amount not to exceed \$137,400 plus

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**\$1,900 for alternate #1 for 60 day landscape maintenance. Motion was made by Foiles, seconded by Corken. The roll was called. Ayes: Foiles, Corken and Tilmon. Nays: none. Abstain: none. Absent: Callahan and Riley. Motion passed.**

- d. Recreation Programming Analysis- Summer 2011-** Director Clark highlighted the report. Summer is the biggest season for the Park District. Sport Camps, Kamp Kaleidoscope and fitness continued to do well. Commissioner Corken requested that follow up calls be made to those who did not return.

**FOX VALLEY SPECIAL RECREATION ASSOCIATION-** Commissioner Corken attended the annual awards banquet. She said it was very nice to hear the stories and see the faces of those receiving awards.

**ANY OTHER BUSINESS TO COME BEFORE THE BOARD-** None.

**EXECUTIVE SESSION-** Motion was made by Corken and seconded by Foiles to adjourn into Executive Session at 8:50 p.m. to discuss Land Acquisition (2)(c)(5).

**ADJOURNMENT -** With no further business before the Board, motion was made by Corken seconded by Foiles to adjourn the regular meeting at 9:25 p.m. A voice vote was taken and the motion passed unanimously

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Secretary, Board of Commissioners  
Batavia Park District  
Line prepared by Deanna Kellum