



Approved Minutes of the Regular Meeting of the
Byron Park District Board of Commissioners
Held at 420 N. Colfax St., Byron IL

Tuesday, June 16, 2015

1.1 President Boyle called the Regular Meeting of the Board of Commissioners to order at 6:30 p.m.

1.2 On roll call, the following were:

BOARD:

PRESENT: Commissioners Boyle, Jeffrey, Oracki, and Wilmarth

ABSENT: Commissioner Griffith

ADMINISTRATIVE STAFF:

PRESENT: Executive Director, Cyndi Elsbury

GUESTS: Kathy Snodgrass

Tod Stanton, Design Perspectives, Inc.

2.0 **PUBLIC COMMENT:** Kathy Snodgrass addressed the Board to support the neighbors of the Tiger Town Park specifically those affected by the construction of the pathway entry to the park. She stated her family has resided there for ten years and never realized the park was called Tiger Town Park. She expressed discontent with the construction as there are only a handful of people who utilize this park. She especially noted she does not understand the purpose of putting in a pathway between the two houses of her neighbors. Commissioner Jeffrey responded this pathway gives access to the park from that side of the subdivision as was planned for in the original plat map and just as there are two entrances for Blackhawk Meadow Park. Commissioner Oracki mentioned perhaps the park has not been utilized much because there was not much to draw people to it. Commissioner Wilmarth noted it is a property owners' responsibility to know their property lines and explained the neighbor was aware there was a pathway being put in as it was discussed at the public meeting they attended. The official survey of the Tiger Town Park property identified and verified there was encroachment on the full right of way piece of property. Commissioner Jeffrey stated a meeting was held with the property owners to the north and south ends of the right of way, Commissioner Boyle, Commissioner Wilmarth, and Director Elsbury to discuss the details of the construction. The Board will be taking into consideration a proposal submitted by the property owners during this meeting. Mr. Stanton explained there was an initial public meeting held in which the walkway was discussed and those in attendance were in favor and supported this part of the project.

Director Elsbury addressed the value of the project stressing the Park District strongly believes this will be a great asset to the community once it is complete. The Commissioners thanked Mrs. Snodgrass for attending and speaking on behalf of the neighbors.

* Kathy Snodgrass exited the meeting at 6:48 p.m.

3.1 **BOARD AMENDMENTS TO THE AGENDA:** None.

3.2 **STAFF AMENDMENTS TO THE AGENDA:** None.

3.3 **APPROVAL OF THE AGENDA:**

Commissioner Jeffrey moved to approve the agenda as presented.

Commissioner Oracki seconded the motion, which passed by the following roll call vote:

AYES: Commissioners Jeffrey, Oracki, Boyle, Wilmarth;

NAYS: None;

ABSENT: Commissioner Griffith.

4.1 **APPROVAL OF THE REGULAR MEETING MINUTES OF MARCH 17, 2015:**

Commissioner Jeffrey moved to approve the Regular Meeting Minutes of March 17, 2015 as presented.

Commissioner Wilmarth seconded the motion, which passed by the following roll call vote:

AYES: Commissioners Jeffrey, Wilmarth, Boyle;

NAYS: None; however, Commissioner Oracki abstained from voting;

ABSENT: Commissioner Griffith.

4.2 APPROVAL OF THE REGULAR MEETING MINUTES OF MAY 19, 2015:

Commissioner Jeffrey moved to approve the Regular Meeting Minutes of May 19, 2015 as presented. Commissioner Wilmarth seconded the motion, which passed by the following roll call vote:

AYES: Commissioners Jeffrey, Wilmarth, Boyle, Oracki;
NAYS: None;
ABSENT: Commissioner Griffith.

5.1 APPROVAL OF BILLS FOR MAY 16 - JUNE 12, 2015:

Commissioner Jeffrey inquired about the Blackhawk Meadow Park sealcoating invoice. Director Elsbury stated it included filling cracks and sealcoating the entire walking path, parking lot, and basketball courts as well as a full repair of a section of the path near the playground where it was determined to be unsafe. Commissioner Oracki asked about the arrangement with Gene Smith. Director Elsbury explained the current maintenance contract for Blackhawk Meadow Park with Mr. Smith.

Commissioner Wilmarth moved to approve the bills as presented. Commissioner Oracki seconded the motion, which passed by the following roll call vote:

AYES: Commissioners Wilmarth, Oracki, Boyle, Jeffrey;
NAYS: None;
ABSENT: Commissioner Griffith.

5.2 TREASURER REPORTS for the Month Ending May 31, 2015:

Commissioner Jeffrey moved to approve the May 2015 Monthly Treasurer Reports as presented. Commissioner Wilmarth seconded the motion which passed on the following roll call vote:

AYES: Commissioners Jeffrey, Wilmarth, Boyle, Oracki;
NAYS: None;
ABSENT: Commissioner Griffith.

5.3 FY 2014-15 AUDIT UPDATE:

Director Elsbury stated the draft of the audit has been received for her review and stated on the Principal Officials page Michael Perkins is noted as Executive Director with his resignation date. Commissioner Oracki expressed this is a good idea to have that documented in the case there are any matters down the road. The Commissioners agreed this should be included as a side note on the Principal Officials page.

6.1 OSLAD GRANTS UPDATE:

Director Elsbury stated there has not been updates on the OSLAD Grant awards except that there will not be any FY 2016 OSLAD Grants awarded. Originally, notification was to be provided in July, however; release of the funds is based upon the approval of the State budget.

6.2 COMPREHENSIVE MASTER PLAN/CAPITAL IMPROVEMENT PROJECTS UPDATE-TIGER TOWN PARK RE-DEVELOPMENT (Tod Stanton, Design Perspectives, Inc.):

Tod Stanton of Design Perspectives, Inc. stated we have requested a new timeline schedule as the project is tracking almost three weeks behind schedule. On a positive note, all of the materials have been delivered and are ready for installation once we are at the point to do so. He specified the demo and layout are complete along with the trail being cut to grade; however, they may do a proof roll so it is compact. He also indicated they are working on the formwork for the concrete currently and noted half of the curbing is in at the playground. The original completion date is July 31st and the contractors are eligible for a two week extension. Mr. Stanton did an on-site visit noting the site is tidy and they tweaked the grading on the bocce courts. The contractors will work with the landscape to be certain it is appealing to the neighbors.

Director Elsbury opened the discussion on the pathway and its design. Commissioner Jeffrey suggested perhaps Todd Tucker could take a look at the trees on the neighboring property to attain his vantage point. Mr. Stanton stated there are twelve shade trees within the park design plan for which they could reroute if something would happen to the property owner's tree; however, he does not feel the trees will be affected during the construction of the pathway.

Mr. Stanton expressed the trickiest part of the whole construction is the transition between the playground ramp and the concrete deck. Director Elsbury inquired about the delivery date for the ping pong table. Mr. Stanton stated this will be coordinated with the contractors for delivery in July, and he asked if there was a preference for its color.

Commissioner Oracki expressed it should match the playground. The consensus was to have a tan base and blue top.

President Boyle inquired whether Mr. Stanton had an opinion on the condition of the tennis courts. Mr. Stanton recommends requiring the company to produce a photo of their process of the stages of completing their work especially of crack sealing and placing petro mat to seal. He also noted the color coating looks very nice. He noted he visited another tennis court which utilized the same process and there are no cracks there after three years of its completion.

Director Elsbury continued stating there was a meeting held with Dave and Kari Burrows along with Commissioners Boyle and Wilmarth in regards to the process of pathway construction and those items needing to be removed on this piece of the property for which the encroachment occurred. The discussion included removal of the fence, relocating their asparagus, and the affect the construction may have on the trees on their property. The Burrows submitted a proposal as requested for review and consideration at this meeting. The Commissioners were provided with a copy of the proposal and Director Elsbury reviewed these items. Commissioner Wilmarth mentioned one item of consideration requested was to allow them the capability of bumping out their fence onto the right of way to allow for tree growth. Commissioner Oracki noted if some of the property was provided to them, then the question may become what we will do for the other neighbors as well. Commissioner Wilmarth expressed he does not recommend giving up two of the twelve trees in the design plan to replace their trees.

The Commissioners came to a consensus that the following items would be offered to the Burrows:

1. The current fence will be removed by the owners with the exception of the fence posts. The Byron Park District will request the fence posts be removed by the current contractors.
2. The decision to remove either of the trees on their property is their choice. The Park District will aid in the removal of the two existing trees if the Burrows indeed decide to go that route.
3. The Park District will replace the existing trees, if needed, with two new trees which would be of the same type already planned to be placed in the park being approximately 20' tall with a 3" caliber diameter.
4. The new fence planned to be installed by the property owners will be placed with no encroachment being allowed on the Park District's property pathway easement.

Commissioner Jeffrey recommends the addition of the new trees be placed as additional items in the budget so there are not trees removed from the original landscape plan for the park. Mr. Stanton stated each tree costs approximately \$500 and the District may use up their credit toward these items.

Director Elsbury will get in contact with the contractor to request a timeline for the fence removal. She will prepare the District's proposal agreement and deliver for the Burrow's approval.

* Mr. Tod Stanton exited the meeting at 7:49 p.m.

6.3 **FACILITIES UPDATE:**

- A. **PARK PROPERTIES:** Director Elsbury stated the sealcoating and painting at Blackhawk Meadow is complete and looks very nice. She also stated one of the fitness stations at BHMP is broken. The company has been contacted and it is still under warranty. Ray Bielskis has placed signage and caution tape on the station.
- B. **SKATE PARK SURVEILLANCE:** Director Elsbury is awaiting another proposal from Communication Connections, Inc. in order to be within more of the District's budget range.
- C. **TENNIS COURTS:** Director Elsbury will be taking Tod Stanton's advisement to request proof of the sealing of the courts with the petro mat. Commissioner Jeffrey mentioned the grading issue at the west side of the courts needs to be corrected as well and suggested working with the School District to complete this task.

6.4 **PERSONNEL UPDATE:**

Director Elsbury stated Jeff Flater has resigned as the BHS Activities Director to take a position in Galesburg, IL. She indicated the process of hiring new administrative personnel for the Park District will begin at the end of July.

7.1 **APPROVAL OF PREVAILING WAGE ORDINANCE 15-03:**

Director Elsbury stated this is a requirement by the State to be completed annually in the month of June. There was no further discussion pertaining to the Prevailing Wage Ordinance 15-03.

Commissioner Wilmarth moved to approve the Prevailing Wage Ordinance 15-03 as presented. Commissioner Oracki seconded the motion, which passed by the following roll call vote:

AYES: Commissioners Wilmarth, Oracki, Boyle, Jeffrey;
NAYS: None;
ABSENT: Commissioner Griffith.

* President Boyle exited the meeting at 8:02 p.m.

8.1 **DIRECTOR/STAFF REPORTS:**

Director Elsbury mentioned the Byron Tiger Junior Tackle Football organization provided a presentation at the Building & Grounds Committee meeting regarding utilizing, building, and development of the old middle school area grounds. She expressed this is the first time she had heard about this proposition. Besides wishing to use this area for their practices, they are proposing to host games there with the addition of bleachers and such. As well, they are proposing to have infrastructure built which contain restrooms, concession area, an open pavilion, and storage for their equipment as well as household supplies. She also stated they envision placing a small playground and basketball court on this site.

Director Elsbury inquired whether the Park District was expected to sponsor activities for the Fourth of July fireworks. Commissioner Jeffrey stated he told their committee the Park District would not be doing this as there was not much interest shown over the past couple years for these activities.

Director Elsbury explained a new Cable Cross Machine will need to be purchased as the replacement parts are no longer available due to Body Masters going out of business. Three options were provided for the commissioners to review. Director Elsbury stated together with Mr. Bielskis, they recommend the purchase of the Precor FTS Glide Functional Trainer which is smaller than the top of the line, but offers the same workstations. All agreed this is a viable option.

Director Elsbury continued noting the first Concert at Blackhawk Meadow Park was held June 14th. She mentioned there was no need for the overflow parking but it was a decent turnout and the music was terrific. Commissioner Wilmarth agreed it was a very nice event. He stated that Gene Smith was concerned with the amount of garbage there may be; however, the group left the facility in great condition.

Director Elsbury stated the 1 Mile Fun Run fee has been set at \$10 and will not be a timed event. Each participant will receive a ribbon and drawstring bag. She then continued to bring forth information on a petition which was submitted to extend summer hours. The petition was circulated to poll interest of those who would utilize the P.E. Center on Sunday mornings into the early afternoons during the summer months. There was a brief discussion concerning this option, and Director Elsbury expressed she would be getting feedback from the staff on this possibility. Commissioner Jeffrey appreciated the information but stated this was Director Elsbury's decision.

8.2 **BOARD REPORTS:**

Commissioner Wilmarth specified he and Don Balsam will be marking out the 1 Mile and 5K course routes on the Thursday prior to the event. Commissioner Oracki mentioned there is also a Fitness Challenge to be held on the Saturday of Byron Fest. The actual challenge will take less than 10 minutes for individuals to complete.

9.0 **CLOSED SESSION:** Commissioner Jeffrey stated there is no need for closed session to discuss the Riverfront Property acquisition since it is pre-existing public knowledge. Director Elsbury made contact with the Riverfront Property Owner, Brett Johnson, to discuss the status of moving forward to purchase the property. He is willing to work with the Park District in whatever means is necessary due to the grant funding being placed on hold. Commissioner Wilmarth stressed the concept of working toward a good compromise on these projects.

10.0 **ADJOURNMENT:**

Commissioner Oracki moved to adjourn the meeting at 8:34 p.m.
 Commissioner Wilmarth seconded the motion, which passed on the following roll call vote:

AYES: Commissioners Oracki, Wilmarth, Jeffrey;
NAYS: None;
ABSENT: Commissioners Boyle and Griffith.

Submitted By: Executive Director, Cyndi Elsbury

Approved By: Board President Bruce Boyle and Board Secretary Judd Griffith on July 21, 2015