



Minutes of the Regular Meeting of the
Byron Park District Board of Commissioners
Held at 420 N. Colfax St., Byron IL
Tuesday, February 21, 2017

- 1.1 Vice President Jeffrey 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 Jeffrey, Griffith, Oracki, and Wilmarth.
ABSENT: Boyle
- ADMINISTRATIVE STAFF:**
PRESENT: Executive Director Paul Zepezauer, Carrie Stralow, Elaine Carow
GUESTS: Shirley Smith, Norman Metz
- 2.0 **PUBLIC COMMENT:**
Shirley Smith advised she was in attendance to welcome new Executive Director, Paul Zepezauer. Norman Metz attended to encourage board members to consider incorporating a kayak dock into the Hamas Park Redevelopment Project. Conni Kohlmeier was awarded the Employee Excellence Award.
- 3.1 **BOARD AMENDMENTS TO THE AGENDA:**
None;
- 3.2 **STAFF AMENDMENTS TO THE AGENDA:**
None;
- 3.3 **APPROVAL OF THE AGENDA:**
Commissioner Wilmarth made a motion to approve the agenda as presented.
Commissioner Griffith seconded the motion, which passed unanimously on Voice Vote 4-0.
- 4.1 **APPROVAL OF THE SPECIAL SESSION MEETING MINUTES OF SEPTEMBER 20, 2016:**
Commissioner Oracki made a motion to approve agenda items 4.1, 4.2, 4.6, 4.7, 4.8, 4.9, 4.10, 4.11, 4.12, 4.13, 4.14 and table agenda items 4.3, 4.4, and 4.5 until the regularly scheduled March meeting.
Commissioner Wilmarth seconded the motion, which passed unanimously on Voice Vote 4-0.
- 4.2 **APPROVAL OF THE SPECIAL SESSION CLOSED MEETING MINUTES OF SEPTEMBER 20, 2016:**
Approved;
- 4.3 **APPROVAL OF THE SPECIAL SESSION MEETING MINUTES OF NOVEMBER 29, 2016:**
Tabled until the regularly scheduled March Board of Commissioners Meeting.
- 4.4 **APPROVAL OF THE SPECIAL SESSION CLOSED MEETING MINUTES OF NOVEMBER 29, 2016:**
Tabled until the regularly scheduled March Board of Commissioners Meeting.
- 4.5 **APPROVAL OF THE SPECIAL SESSION MEETING MINUTES OF DECEMBER 23, 2016:**
Tabled until the regularly scheduled March Board of Commissioners Meeting.
- 4.6 **APPROVAL OF THE SPECIAL SESSION MEETING MINUTES OF JANUARY 6, 2017:**
Approved;
- 4.7 **APPROVAL OF THE SPECIAL SESSION CLOSED MEETING MINUTES OF JANUARY 6, 2017:**
Approved;
- 4.8 **APPROVAL OF THE SPECIAL SESSION MEETING MINUTES OF JANUARY 7, 2017:**
Approved;
- 4.9 **APPROVAL OF THE SPECIAL SESSION CLOSED MEETING MINUTES OF JANUARY 7, 2017:**
Approved;
- 4.10 **APPROVAL OF THE SPECIAL SESSION MEETING MINUTES OF JANUARY 11, 2017:**
Approved;

4.11 APPROVAL OF THE SPECIAL SESSION CLOSED MEETING MINUTES OF JANUARY 11, 2017:

Approved;

4.12 APPROVAL OF THE SPECIAL SESSION MEETING MINUTES OF JANUARY 13, 2017:

Approved;

4.13 APPROVAL OF THE SPECIAL SESSION CLOSED MEETING MINUTES OF JANUARY 13, 2017:

Approved;

4.14 APPROVAL OF THE REGULAR SESSION MEETING MINUTES OF JANUARY 17, 2017:

Approved;

5.1 TREASURER REPORTS FOR THE MONTH ENDING JANUARY 31, 2017:

Executive Director Paul Zepezauer provided a brief overview of the information presented to board members; he noted the Recreation Fund offers the biggest opportunity to increase revenue within the park district. FY 2016/ FY 2017 comparisons were provided. He further noted February looks to end positive at \$483,584 and indicated that is largely due to uncompleted projects at Hamas Park. Discussion regarding January bills occurred. Paul reported he met with Dave Phillips from Speer Financial to discuss bonding scenarios including one year and three year bond issue. Discussion occurred. Paul provided an overview of current bank accounts with the recommendation to consolidate six accounts into two; General Fund Activity Checking and Public Fund Money Market. Consensus was to proceed with the recommendation.

Commissioner Wilmarth made a motion to approve the treasurer reports for the month ending January 31, 2017. Commissioner Griffith seconded the motion, which passed unanimously on Voice Vote 4-0.

5.2 APPROVAL OF BILLS FOR JANUARY, 2017:

Commissioner Griffith made a motion to approve the bills for January 2017.

Commissioner Oracki seconded the motion, which passed unanimously on Voice Vote 4-0.

5.3 APPROVAL OF SPECIAL MEETING DATE – FY 2018 BUDGET REVIEW:

Executive Director Paul Zepezauer requested a special meeting to review the budget; board members decided on Wednesday, March 8th at 5:30 p.m.

6.1 SUMMER 2017 BALLFIELD RENOVATION:

Paul advised he and Ray Bielskis viewed ballfields one and two, noting both fields have sloping issues and are in need of renovations. Paul reported the school district is asking the park district to cover the \$25,000 and is looking for board approval. Discussion occurred.

Commissioner Oracki made a motion to approve \$25,000 for the cost of renovations to ballfields one and two. Commissioner Wilmarth seconded the motion, which passed unanimously on Voice Vote 4-0.

6.2 PARK SYSTEM CMP CAPITAL PROJECT REVIEWS AND UPDATES:

Executive Director Zepezauer advised he recently met with Tod Stanton from Design Perspectives to review site plan, budget, and tentative bid schedule for Hamas Park. He advised there are two options for completing the project; complete phase I in 2017 and phase II in 2018 or complete all phases in 2017. Discussion occurred. Consensus was to complete all phases in 2017. Follow up with the City of Byron and IDOT is needed to clarify regulations in regard to the electronic sign. Paul reported the riverfront property has been submitted to the Federal Land and Water Conservation Fund for approval of acquisition. Once approved, the property will be purchased and LWCF will provide 50% of the purchase price. Once acquired, site plans will be finalized and development application will be submitted to IDNR. Discussion regarding the Brighton Ridge Parcel took place. Executive Director Zepezauer made a recommendation to wait a year to see the natural usage of the lot before making a determination on development. Commissioner Oracki suggested soliciting input through a neighborhood survey.

7.1 APPROVAL OF FY 2018 MEETING DATES:

Executive Director Zepezauer provided a list of the proposed Fiscal Year 2018 Regular Board Meeting Dates; March 21, 2017; April 18, 2017; May 16, 2017; June 20, 2017; July 18, 2017; August 15, 2017; September 19, 2017; October 17, 2017; November 21, 2017; December 19, 2017; January 16, 2018; and February 20, 2018.

Commissioner Oracki made a motion to approve Fiscal Year 2018 Meeting Dates as presented. Commissioner Wilmarth seconded the motion, which passed unanimously on Voice Vote 4-0.

7.2 APPROVAL OF FOIA OFFICER:

Executive Director Zepezauer advised he completed the OMA & FOIA Officer training.

Commissioner Wilmarth made a motion to approve Executive Director Paul Zepezauer as the Byron Park District FOIA Officer.

Commissioner Griffith seconded the motion, which passed unanimously on Voice Vote 4-0.

7.3 APPROVAL OF PURCHASING POLICY:

Executive Director Zepezauer provided a proposed purchasing policy for approval. Paul noted the policy will be a portion of a broader financial control policy that will be presented at a later date. Board members briefly reviewed the policy. Commissioners requested the policy be set aside 30 days to allow for further review with the intention of approving at the next regularly scheduled board meeting.

7.4 APPROVAL OF EXECUTIVE DIRECTOR AS AUTHORIZED REPRESENTATIVE FOR ALL FINANCIAL MATTERS:

Discussion occurred regarding the need to approve Executive Director Paul Zepezauer as the authorized representative for all financial matters related to Byron Park District.

Commissioner Oracki made a motion to approve Executive Director Paul Zepezauer as the authorized representative for all financial matters pertaining to Byron Park District.

Commissioner Griffith seconded the motion, which passed unanimously on Voice Vote 4-0.

7.5 INFORMATION TECHNOLOGY CONTRACTOR:

Discussion occurred regarding the overall need to update technology. Director Zepezauer reported he increased the band width for the district and we are waiting for Comcast to come out to switch the equipment. He advised an additional terminal is needed at the registration desk to allow for better work flow and back up in the case of equipment failure. Paul reported Entre is unwilling to move toward one price and will only bill hourly. He noted the 80 hours of support purchased in 2013 have been exhausted; we will need to purchase more or go elsewhere. Due to the unpredictability of hourly billing Director Zepezauer suggested looking elsewhere. Board members concurred.

8.1 DIRECTOR/ STAFF REPORTS:

Director Zepezauer commended Renita for her assistance with cleaning and organizing his office space. Paul reported staff is currently working on Budget Reports due the 1st of March. Elaine is currently in the process of getting brochure quotes to prepare for the upcoming brochure. Paul advised he is looking at running brochures three times a year as it is difficult for staff to plan programs to far in advance. Commissioner Oracki suggested looking to move toward a digital brochure in the future. Paul reported Ray has been in contact with Doug Moser regarding park maintenance and liners have already been placed in cans.

8.2 BOARD REPORTS:

None;

9.0 CLOSED SESSION:

None;

10.0 ADJOURNMENT:

Commissioner Oracki moved to adjourn the meeting at 7:35 p.m.

Commissioner Griffith seconded the motion, which passed unanimously on voice vote 4-0.

Submitted by: Recording Secretary, Elaine Carow.

Approved by: Board President, Bruce Boyle and Board Secretary, Judd Griffith on March 8, 2017.