

Byron Park District Regular Meeting Minutes
Tuesday, February 19, 2019 at 6:00 p.m.
Byron Park District Conference Room (420 N. Colfax)

1.1 Commissioner Jeffrey called the Regular Meeting of the Board of Commissioners to order at 6:00 p.m.

1.2 On roll call, the following were:

PRESENT: Commissioners Griffith*, Jeffrey, Oracki, and Wilmarth.

ABSENT: Boyle

STAFF PRESENT: Director Paul Zepezauer, Superintendent of Recreation Nick Warrner, and Marketing & Registration Manager Elaine Carow.

GUESTS: None.

2.0 PUBLIC COMMENT: None.

3.1 BOARD AMMENDMENTS TO THE AGENDA: None.

3.2 STAFF AMMENDMENTS TO THE AGENDA: None.

3.3 APPROVAL OF THE AGENDA: Commissioner Wilmarth made a motion to approve the agenda as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF JANUARY 15, 2019: Commissioner Oracki made a motion to approve the Regular Meeting Minutes of January 15, 2019 as presented. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 4-0.

5.1 TREASURER'S REPORT FOR THE MONTH ENDING JANUARY 31, 2019: Director Zepezauer provided the Treasurers Report. Income Statements were reviewed. Overall, January was a good start to the fiscal year. Some timing differences during the first half of the year will occur due to the change from cash basis to accrual basis. Revenue reports and fund comparisons were provided. Brief discussion regarding the impact of weather related closings on revenue occurred. Further discussed was the possibility of offering Tiger Den on days school is cancelled due to weather. Consensus was to revisit prior to the start of the 2019-2020 school year. Commissioner Wilmarth made a motion to approve the Treasurer Report as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

5.2 APPROVAL OF BILLS FOR JANUARY 2019: Director Zepezauer provided a list of bills paid for January 2019. Commissioner Wilmarth made a motion to approve the bills as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

6.0 OLD BUSINESS: None.

7.1 PLAYGROUND SURFACE BID APPROVAL: Director Zepezauer provided the bid results for the playground surface to be installed at the Joe Parks Athletic Complex. The lowest bid received was from Fibar. Director Zepezauer advised Fibar completed the surface installation at Hamas and he was pleased with the finished product. Brief discussion regarding warranty differences and lifespan occurred. Commissioner Wilmarth made a motion to award the playground surface bid to Fibar. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

7.2 DUGOUT BID APPROVAL: Director Zepezauer provided the bid results for the new dugouts. An image of the dugout from Zenon Company was provided. Discussion occurred. Commissioner Oracki made a motion to approve award the dugout bid to the Zenon Company. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 4-0.

7.3 PMA ACCOUNT-IPRIME CONVERSION: Director Zepezauer reported PMA moved from Harris Bank to IPRIME resulting in the need to update the board resolution for the account. The current liquid account rate is 2.55%. Commissioner Oracki made a motion to approve Resolution 2019-01. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 4-0.


8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer advised Senate Bill 1 passed the house and was signed into law on February 19, 2019 resulting in a minimum wage increase beginning January 1, 2020. A Minimum Wage Impact projection was provided. Discussion regarding the impact of the minimum wage increase occurred. Activity fees will be increased 5-10% to absorb the impact. Increased fees will be implemented beginning with the Summer 2019 Activity Guide. Parks and Capital Improvement updates were provided. Plowing and clearing of trails continues. Preparation for the playground installation by the ballfields is underway; Playground equipment has been ordered, NW Concrete will pour the curb and sidewalk, and Sjostrom will install the playground. Scoreboards for the ballfields have been delivered and installation will occur once weather allows. An update on the Johnson Property was provided. Director Zepezauer will begin the process of hiring an architect for the 2019 or 2020 OSLAD development application. He is currently working with the US Post Office to move the mail boxes from the property and the City of Byron to improve drainage. The property will be cleaned and mowed regularly and park signage will be installed. Commissioners reviewed name suggestions for the property. Consensus was Donald B. Johnson Riverfront Park. A conceptual parking lot design for the Byron PE Center was completed by Wendler Engineering. The plan would add 73 parking stalls. The design would require approval from the park district board and school board to be added to a future capital improvement plan. The PARC Grant program may be returning late 2019 or 2020. Director Zepezauer will pursue PE Center conceptual design plans for improvements. Potential projects would consist of: new fitness center, locker room and rest room renovations, main entrance relocation, increasing Tiger Den space and converting space to additional dance studios. The district has begun the IAPD Agency Accreditation process which takes approximately 18 months to complete. There are numerous benefits for the community and the accreditation would result the district providing an increased quality of life and experiences for residents. Nick Warrner provided the Recreation Report. An update regarding current and upcoming athletic programs was provided. Highlights included changes to baseball and softball for the 2019 season, restructuring of the Tiger Sharks training trip to every two years, and the addition of a swim lesson coordinator. The Mother Son Fun and Daddy

Daughter Dance were very successful and will be held annually moving forward. Due to weather, Tiger Sharks and Dance will be scheduling make up dates. The aquatic and safety report was provided. Carrie is conducting lifeguard certification and recertification courses beginning February 18th. Safety meetings are scheduled monthly. A review of the Crisis Response Plan will occur at the next regularly scheduled safety meeting on February 21st. Carrie, Nick, and Elaine are working on the creation of a customer service manual and training program. Preliminary audit field work was completed and the full audit will take place March 5 – 8th. The Marketing Report was provided. A free trial membership promotion was run; information was distributed via the fitness brochure mailing, ads in the Ogle County Life, and boosted Facebook promotions. Activity promotion is ongoing. A promotional flyer for baseball and softball was distributed. The summer brochure is underway with the first proof expected February 21st. Distribution to the printer is scheduled for March 22nd. Sponsorship solicitation for youth athletics has begun. 2019 special event presenting sponsors are being sought. Planning for the Tiger 10 Miler has begun. The annual employee appreciation event has been scheduled for March 19th at Uptown Lanes.

8.2 BOARD REPORTS: Commissioner Wilmarth expressed concerns regarding storage of mats in the PE Center and the mechanical room doors not being secured. Commissioner Oracki requested information regarding accident reports and the protocol to be followed. Director Zepezauer advised he would follow up accordingly.

9.0 CLOSED SESSION: None.

10.0 ADJOURNMENT: Commissioner Oracki made a motion to adjourn at 7:17 p.m. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 4-0.

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Date Signature

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