



Byron Park District Regular Meeting Minutes
Tuesday, May 21, 2019 at 6:00 p.m.
Byron Park District Conference Room (420 N. Colfax)

1.1 Commissioner Oracki called the Regular Meeting of the Board of Commissioners to order at 6:02 p.m.

1.2 On roll call, the following were:

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

ABSENT: None.

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

GUESTS: Jen Martinson, Lauterbach and Amen, and Stephen Nelson, Larson and Darby Group.

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 Griffith made a motion to approve the agenda as presented. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

4.1 APPROVAL OF THE ORGANIZATIONAL MEETING MINUTES OF APRIL 16, 2019: Commissioner Wilmarth made a motion to approve the Organizational Meeting Minutes of April 16, 2019 as presented. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

4.2 APPROVAL OF THE REGULAR MEETING MINUTES OF APRIL 16, 2019: Commissioner Wilmarth made a motion to approve the Regular Meeting Minutes of April 16, 2019 as presented. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 5-0.

5.1 FISCAL YEAR 2018 B AUDIT: Auditor Jen Martinson with Lauterbach and Amen presented Fiscal Year 2018 B Audit results. Ms. Martinson advised the audit process went very smooth and staff were well prepared. She noted since the last audit, the district began reporting capital assets and implemented GASB 74/75 which allows for the best opinion possible. An overall review of the audit was conducted. Highlights included review of the Management Letter, Statement of Activates, Income Statements, Capital Asset Schedules, Debt Schedules, and a review of the Legal Debt Limit and Bonds. Commissioner Griffith made a motion to approve the Fiscal Year 2018 B Audit. Commissioner Jeffery seconded the motion which passed unanimously on voice vote 5-0.

5.2 TREASURER'S REPORT FOR THE MONTH ENDING APRIL 30, 2019: Director Zepezauer provided the Treasurers Reports. Income Statements were reviewed and the overall results for the first four months of the fiscal year were positive. Commissioner Wilmarth made a motion to approve the Treasurers Report as presented. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

5.2 APPROVAL OF BILLS FOR APRIL 2019: Director Zepezauer provided a list of bills paid for April 2019. Commissioner Boyle made a motion to approve the bills as presented. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 5-0.

6.1 SKATE PARK REMOVAL: Director Zepezauer reported ongoing concerns with the skate park. Concerns included a history of damage, complaints, lack of supervision, inadequate safety gear, and most recently damage at the new playground. He reported that staff has repeatedly fielded complaints from volunteer coaches, school administration, and parents about the behavior of park users. Over the past two years, there has been an excessive amount of trash left at the skate park and vandalism of the shelter awning and basketball backboards had occurred. Most recently, someone went over the construction fencing before the playground surface was fully cured leaving scooter marks and foot prints which now require extensive repairs. Discussion regarding the removal and donation of the skate park to other area agencies occurred. Director Zepezauer advised he is hesitant to donate the skate park due to safety concerns and liability issues. He advised PDRMA is currently defending a case in which a death occurred in which the family of the deceased claims it was due to a fall at a member agency skate park, noting it is reasonable to assume additional skate park regulation will be implemented in the future. Commissioner Wilmarth requested he contact Kids Around the World, prior to disposal, as they specialize in repurposing old playground equipment. In the event they are not interested in the equipment, board consensus was to move forward with disposal. Commissioner Jeffrey made a motion to approve Ordinance 2019-1, authorizing the Conveyance by the Byron Park District of Certain Skate Park Equipment. Commissioner Boyle seconded the motion which passed unanimously on roll call vote 5-0.

AYES: Jeffrey, Boyle, Griffith, Wilmarth, and Oracki.

NAYS: None.

ABSENT: None.

7.1 FACILITY EXPANSION PLAN: Director Zepezauer introduced architect, Steve Nelson with Larson & Darby and architect for Byron 226. Mr. Larson presented an initial conceptual facility expansion plan and provided a cost estimate at Mr. Zepezauer's request. Highlights included a new fitness area, new secure entry and offices, Tiger Den remodel, dance studio conversion, and parking lot expansion. Mr. Larson exited the meeting at 7:02 p.m. and discussion regarding the proposal occurred. Discussion included potential grant funding, proposed timeline, and a request for preliminary estimate. Financing options were provided and reviewed. Board consensus was to attend the June School Board Meeting to present the design plan.

7.2 ADMISSION AND RENTAL FEES: Director Zepezauer provided a review of the current punch card, membership fees, and rental fees which were last raised in the fall of 2017. He noted since fall of 2017, between both the School District and Park District, over \$700,000.00 in fitness equipment and facility improvements have been implemented that directly benefit the facility users. Director Zepezauer provided board members with an Admission and Rental Fee Proposal. Discussion regarding proposed fee increases occurred. Commissioner Jeffrey made a motion to approve the fee increases effective September 1, 2019. Commissioner Griffith seconded the motion which passed unanimously on roll call vote 5-0.

AYES: Jeffrey, Griffith, Boyle, Oracki and Wilmarth.

NAYS: None.

ABSENT: None.

7.3 BRIGHTON RIDGE LOT: Director Zepezauer provided a copy of the appraisal for the Brighton Ridge Lot. The property is approximately .7 acres and appraised at \$30,000. Director Zepezauer recommended placing the lot on the market as location and size limit options for future park use. Discussion regarding potential use and benefits of retaining the property occurred. Commissioner Griffith made a motion to table discussion until the next regularly scheduled meeting on June 18, 2019. Commissioner Boyle seconded the motion which passed on roll call vote 4-1.

AYES: Griffith, Boyle, Wilmarth, and Oracki.

NAYS: Jeffrey.

ABSENT: None.

8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer advised a letter was received from the FBI indicating we may be a possible victim of crime. A copy of the letter was forwarded to Attorney Pirages for review. Commissioner Jeffrey requested Director Zepezauer notify Chief Murray of the Byron Police Department as well. The Parks Update was provided. Fertilizer and weed prevention treatments have begun. Johnson Park has been cleaned and a mowing routine is being established. The large drainage ditch will need to be addressed in the long term. Water fountains have been turned on. Safety concerns in regard to mowing at Hamas Park were expressed. Staff would like to purchase a Ventrac mower that can handle the slope. The purchase will be placed into the existing budget. A second meeting with Fehr-Graham occurred and there will be a conceptual plan for Johnson Park at the June Meeting. The Athletic Field Projects continue to move forward. The playground surface and side walk were completed. Landscaping will be completed by Foss Landscaping. The dugout footings and concrete pad have been poured at diamonds #5 & #6. Additional shelter pieces are scheduled to ship in June. Speakers in the cardio and free weight room were replaced with speakers in the ceiling to distribute the sound throughout the room. An installation date for the basketball goals in the wood gym has not been scheduled. The HR/Safety Report was provided, noting completion of configuration and training on the new BS&A Software Module and acceptance into the IPRA Distinguished Agency Program. The Recreation Report was provided. Highlights included the start of spring baseball and softball, the start of summer day camp, and the upcoming dance recital. The Marketing Report was provided. An after party location was secured for the upcoming Tiger 10 Miler Trail Race. Proofs for new tack signage have been received. Work on the 2019 Fall Program Guide is underway.

8.2 BOARD REPORTS: None.

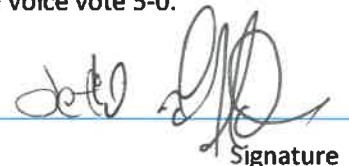
9.0 CLOSED SESSION: None.

10.0 ADJOURNMENT: Commissioner Boyle made a motion to adjourn at 7:48 p.m. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 5-0.

6-18-19 

Date

Signature

6-18-19 

Date

Signature