



Byron Park District Regular Meeting Minutes

Tuesday, May 16, 2017 at 6:30 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 6:30 p.m.

1.2 On roll call, the following were:

PRESENT: Commissioners Oracki, Boyle, Griffith, and Wilmarth

ABSENT: Jeffrey

STAFF PRESENT: Director Paul Zepezauer, Renita Krusey, and 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 Boyle made a motion to approve the agenda as presented. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 4-0.

4.1 APPROVAL OF THE SPECIAL BUDGET HEARING MINUTES OF APRIL 18, 2017: Commissioner Wilmarth made a motion to approve the Special Budget Hearing Minutes of April 18, 2017 as presented. Commissioner Griffith seconded the motion which passed unanimously on voice vote 3-0. Commissioner Oracki abstained.

4.2 APPROVAL OF THE REGULAR MEETING MINUTES OF APRIL 18, 2017: Commissioner Wilmarth made a motion to approve the Regular Meeting Minutes of April 18, 2017 as presented. Commissioner Boyle seconded the motion which passed unanimously on voice vote 3-0. Commissioner Oracki abstained.

5.1 TREASURER REPORT FOR THE MONTH ENDING APRIL 30, 2017: Director Zepezauer reviewed the Income Statements. He advised the first two months of the Fiscal Year are off to a good start. Paul noted the Recreation Fund is doing well; however, it is misleading because we do not defer revenue. He advised once Rec Trac 3.1 is implemented we will look at the deferral settings. Paul provided and reviewed several comparisons; Recreation Fee Revenue Comparison, Recreation Fee Revenue by Source, April Revenue vs. Budget and April Expenses vs. Budget. Director Zepezauer advised PMA completed a cash flow analysis and provided a brief overview of the Investment Strategy. Commissioner Wilmarth made a motion to approve the Treasurer Report as presented. Commissioner Griffith seconded the motion which passed unanimously on voice vote 4-0.

5.2 APPROVAL OF BILLS FOR APRIL 2017: Director Zepezauer provided a list of April Bills Paid. Commissioner Griffith made a motion to approve the bills for April 2017 as presented. Commissioner Boyle seconded the motion which passed unanimously on voice vote 4-0.

6.0 OLD BUSINESS: None.

7.1 FINANCIAL CONTROLS ORDINANCE: A copy of the Financial Controls Ordinance was provided. The 22 page document addresses all aspects of financial management; including staff responsibilities, board responsibilities and auditor responsibilities. Paul noted some practices have already been implemented. Paul requested board members review the ordinance in detail with the intent to approve in June. Paul advised we will look to have bank reconciliation and fixed asset management completed in house in the future.

7.2 MEMBERSHIP FEES: Paul provided an overview of memberships currently offered and the overall goals for facility membership. Commissioner Oracki suggested offering a Fitness Program Pass. Discussion occurred. Membership Fees and recommended changes were discussed; including the commitment to upgrade equipment and create additional fitness space. Review of current membership fees and recommended fees occurred. Paul recommended offering the Byron High School Student pass to all students in the Byron 226 School District. Paul presented a corporate membership outline that would offer incentives to businesses with 5 or more employees. Brief discussion occurred regarding the benefits to businesses. Paul requested board members review and provide feedback for the June meeting.

Park Maintenance Manager, Doug Moser arrived at 7:15 p.m. Doug provided board members with an update regarding his current role with the park district and the desire to move to a full time status. He provided board members with a copy of his resume.

8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer advised Doug's hours have increased with the summer months and a project checklist was prepared to address park maintenance. Paul provided an update regarding the ADA review. Paul advised the ADA consultants provided a report identifying numerous deficiencies within the district. Also provided was a transition plan to address said deficiencies in phases. Paul reviewed the steps to be taken; including the identification and correction of low cost items, the possibility of entering into a special recreation joint agreement with the city or another park district, determining an implementation schedule for each phase and performing an ADA plan review on future projects. In addition, he provided a parks update reiterating the implementation of a task checklist for summer maintenance. Paul advised a rock has been picked out and location selected at Tiger Town Park for placement of the plaque. An update on the Hamas Park Project was provided. Contracts have been signed and the pre-construction meeting is scheduled for May 24th. An HR/Organizational update was provided. Renita will be scheduling PE Center staff and Fitness Center staff. Job Descriptions will be completed at the same time as the Policy Manual (target- end of summer). A copy of the part time wage scale was provided for board members to review. Paul advised we are working with the school to replace the drinking fountain by the weight room. Carrie and Paul have an accounting software demo scheduled and expect to sign a contract for a new vendor in the near future. PDRMA provided a quote for insurance which is less than IPARKS; however, we may not be able to switch vendors until 2018 due to policy being within 60 days of renewal. Paul advised he is working with 10 S Court Solutions to address the tennis court cracks. Renita provided a brief programming update. Elaine provided an update regarding the website implementation and changes to branding.



8.2 BOARD REPORTS: None.

9.0 CLOSED SESSION: None.

10.0 ADJOURNMENT: Commissioner Griffith made a motion to adjourn at 8:01 p.m.
Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 4-0.

Submitted by: Recording Secretary, Elaine Carow.

Approved by: Board President, Scott Jeffrey and Board Treasurer, Jeff Wilmarth on June 20, 2017.