

Byron Park District Regular Meeting Minutes

Tuesday, August 21, 2018 at 6:32 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 6:32 p.m.

1.2 On roll call, the following were:

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

ABSENT: None.

STAFF PRESENT: Executive 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 Griffith seconded the motion, which passed unanimously on voice vote 5-0.

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF JULY 17, 2018: Commissioner Boyle made a motion to approve the Regular Meeting Minutes of July 17, 2018 as presented. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

5.1 TREASURER'S REPORT FOR THE MONTH ENDING JULY 30, 2018: Director Zepezauer reviewed the income statements. The Fee Revenue by Source provided a comparison between 2017 and 2018 with the exception of a few timing differences as to when revenue hits. Recreation revenue is up as compared to past years. Commissioner Oracki asked when revenue is recognized for programs. Director Zepezauer advised that it is at the time of first class. Brief discussion occurred. The March - July Revenue vs. Budget continues to be in line with previous years as does March - July Expenses vs. Budget. Commissioner Griffith made a motion to approve the Treasurer Report as presented. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

5.2 APPROVAL OF BILLS FOR JULY: Director Zepezauer provided a list of bills paid. Commissioner Oracki made a motion to approve the bills for July 2018 as presented. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

6.1 APPROVAL OF JOHNSON PROPERTY PURCHASE: Director Zepezauer reviewed the current offer for the Johnson property purchase. Discussion occurred regarding the sellers request for the Park District to pay for the

attorney fees and 2018 taxes. Commissioners were not in favor of paying for the Seller's Attorney or 2018 taxes. Commissioner Wilmarth made a motion to authorize the Executive Director to purchase of the property at the agreed upon price and other related fees but to not include payment of the seller's attorney fees and 2018 taxes. Commissioner Griffith seconded the motion which passed unanimously on voice vote 5-0.

7.0 NEW BUSINESS: None.

8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer provided a Hamas Park update. The portable restroom will be placed at Hamas Park in the spring. The engraved pavers have been ordered and will be installed as soon as possible. A letter has been sent to Frontier regarding removal of the overhead power lines. Projects for the 2018 OSLAD Grant Cycle are due by October 1, 2018. Due to the current time line and project options available, the district will not have any submittals. Director Zepezauer attended the first school safety meeting held on August 8th. Participants were given a tour of the Mary Morgan Elementary School, Door #54, the PE Center Hallway, and track. Nick Warrner provided the Recreation Report. A Baseball and Softball recap coaches meeting was held on August 7th. Overall the meeting was positive, however, coaches did suggest increasing practice time. A fall soccer update was provided and enrollment is up from 2017. Men's softball has concluded. The PE Center flooring installation is underway. The Byron Middle School is pleased with the new scoreboard in the Mary Morgan wood gym. A Special Event update was provided. Discussion regarding the Movie in the Park start time occurred. Commissioner Oracki suggested offering a movie that would draw in adults. Examples included the Breakfast Club, Sixteen Candles and Dirty Dancing. Dance registration day was a success with 156 kids registered. Summer Camp concluded on August 10th and a survey was emailed to parents for feedback. Carrie Stralow's report noted Employee Orientations are almost complete with the exception of three employees. The addition of an HR Module from BS&A is being considered to assist with tracking employee reviews, raises, discipline, and certifications. Carrie has enrolled in the online Certified Playground Safety Inspector Course as well as several PDRMA offered classes. Elaine Carow provided a verbal update regarding the recent implementation of Hall Pass Visitor Management, the upcoming Chamber Play Day, Tiger 10 Miler, and Hamas Park Grand Re-opening. Elaine provided a marketing update noting, an increased presence on facebook due to boosted posts, mass mailings for upcoming programs (dance and basketball), press releases and flyer distribution at the school.

8.2 BOARD REPORTS: None.

9.0 CLOSED SESSION: None.

10.0 ADJOURNMENT: Commissioner Oracki made a motion to adjourn at 7:28 p.m. Commissioner Griffith seconded the motion which passed unanimously on voice vote 5-0.

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