

**Byron Park District Regular Meeting Minutes**  
Tuesday, January 15, 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 6:00 p.m.

**1.2** On roll call, the following were:

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

**ABSENT:** Griffith

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

**GUESTS:** Phil Brower

**2.0 PUBLIC COMMENT:** Phil Brower requested information regarding the camera system at the swimming pool area. Director Zepezauer stated that the camera system is owned and maintained by the school district and that park district staff does not have access to the camera system but he would check with the school district and follow up with Mr. Brower.

\*Commissioner Griffith arrived at 6:05 p.m.

**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 5-0.

**4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF NOVEMBER 20, 2018:** Commissioner Boyle made a motion to approve the Regular Meeting Minutes of November 20, 2018 as presented. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 4-0. Commissioner Jeffrey abstained.

**4.2 APPROVAL OF THE SPECIAL MEETING MINUTES OF DECEMBER 18, 2018:** Commissioner Wilmarth made a motion to approve the Special Meeting Minutes of December 18, 2018 as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 5-0.

**4.3 APPROVAL OF THE REGULAR MEETING MINUTES OF DECEMBER 18, 2018:** Commissioner Oracki made a motion to approve the Regular Meeting Minutes of December 18, 2018 as presented. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

**4.4 APPROVAL OF THE CLOSED MEETING MINUTES OF DECEMBER 18, 2018:** Commissioner Wilmarth made a motion to approve the Closed Meeting Minutes of December 18, 2018 as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 5-0.

**5.1 TREASURER'S REPORT FOR THE MONTH ENDING DECEMBER 31, 2018:** Director Zepezauer provided the Treasurers Report. Income statements were reviewed. The FY 2018 ten month budget cycle was completed; a few invoices are still expected. The Recreation Fee Revenue Comparison indicated revenue for 2018 was up from the past two years. The Recreation Fee Revenue by Source was reviewed. Discussion regarding ways to increase fitness program revenue occurred. Consensus was shared space and square footage limits the number of members and programs that can be accommodated. Director Zepezauer solicited feedback upon conclusion of the treasurer's report. Commissioners did not have questions. Commissioner Griffith made a motion to approve the Treasurer Report as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 5-0.

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

**6.0 OLD BUSINESS:** None.

**7.1 PLAYGROUND PURCHASE:** Director Zepezauer provided information regarding the proposed purchase of the playground to be located near baseball/softball fields 5 – 8 in the Joe Parks Athletic Complex. Two purchasing options were researched by staff; a grant program and a national joint purchasing program. After review it was determined the purchasing program was the better option for the district. A project start date will be determined based on the weather. Commissioner Oracki made a motion to approve Resolution 2019-01 for Playground Purchase through an Illinois Joint Purchasing Program. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

**8.1 DIRECTOR/STAFF REPORTS:** Director Zepezauer provided the Parks Report. Paul was certified as an operator and maintenance personnel will be certified as applicators, which will allow district staff to begin spraying and fertilizing the parks in 2019. The Johnson Property closing took place on January 15<sup>th</sup>. Paul will begin looking at architects and conceptual designs. No future Martial Arts classes have been scheduled after Feb 6<sup>th</sup>. However, classes are expected to continue. Planning for 2019 Baseball and Softball has begun. The Oregon Park District has agreed to administer all levels of softball and the Byron Park District will oversee all levels of baseball ages 9-14, which should provide more consistency across each sport. League format will be to form teams through the draft process. Tiger Cub Soccer and Xtreme Wrestling Silver Level are underway. Tiger Sharks Swim Team continues to see high enrollment numbers and plans are underway to offer a summer training trip. Due to recent staff changes in Tiger Den, minor adjustments have been made to ensure the program continues to run smoothly. Enrollment numbers have been consistently high in both the morning and afternoon. Preparations for summer camp have begun. Upcoming special event dates were provided. The third session of dance began on January 7<sup>th</sup>. Several fitness class changes have occurred due a recent instructor injury. Substitute instructors have been secured for Silver Sneakers and TRX/Kettlebell. A temporary replacement has not been found for Zumba. Several new employees have been hired for Aquatics, Fitness, and Tiger Den. A CPR/AED and First Aid certification class was held on January 9<sup>th</sup> to certify front desk staff and new hires. A Lifeguard Renewal class is scheduled for February 18<sup>th</sup>; Full certification class begins February 20<sup>th</sup>.


Carrie has filed the annual OSHA injury report, quarterly tax reports for 2018, and is processing 2018 W-2s and 1099's. Paul and Carrie met the auditors and the audit time line for 2018 has been determined. Elaine provided the Marketing Report. A fitness brochure was recently sent to households. A free one week trial membership will be offered during January 14 – March 31. A free one month trail membership is being offered to anyone that has a membership elsewhere to try our facility. Several ads have been recently ran in the Ogle County Life featuring memberships and the SilverSneakers Program. Planning for Spring Program marketing is underway.

**8.2 BOARD REPORTS:** Commissioner Oracki provided follow up information regarding conversation with the Byron Boosters as it relates to assisting with new score boards and sound systems. She also reported receiving a complaint regarding the lack of childcare during the 5:30 fitness class; Director Zepezauer explained that while it would be nice to offer child care during this time, Tiger Den is still operating so staff would need to have some conversations on how to provide this service effectively. Commissioner Boyle witnessed several youth misusing equipment while in the facility, he suggested securing equipment when not in use. Commissioner Wilmarth recently attended the Rockford Road Runners Circuit meeting and is looking forward to the Tiger 10 Miler being part of the 2019 race circuit.

**9.0 CLOSED SESSION:** None.

**10.0 ADJOURNMENT:** Commissioner Boyle made a motion to adjourn at 6:55 p.m.  
Commissioner Oracki seconded the motion which passed unanimously on voice vote 5-0.

2-19-19   
Date Signature

2-19-19   
Date Signature