

**Byron Park District Special Meeting Minutes**

Tuesday, November 6, 2018 at 5:00 p.m.

Byron Park District Conference Room (420 N. Colfax)

**1.1** Commissioner Jeffrey called the Special Meeting of the Board of Commissioners to order at 5:02 p.m.

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

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

**ABSENT:** Boyle.

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

**4.1 FY 2019 BUDGET REVIEW:** Director Zepezauer provided an overview of the budget process utilized to develop the proposed budget. The Income Statement Summary History was provided; FY 18 B projection does not include the Hamas Park reimbursement or purchase and reimbursement of the Johnson Property. Total Fund Balance vs. Expenses, history and projected, was reviewed. Fiscal year 2019 highlights included the 12 month budget, planned reduction of several fund balances, potential fee increases, and the need to increase registration numbers. Capital improvements included investments in the outdoor athletic fields and PE Center equipment to increase youth athletic league participation. Discussion occurred. Concerns regarding the need to offset free memberships offered in the past were expressed as well as concerns regarding any potential fee increases. The Capital Improvement Fund was reviewed by category; Athletic Fields, PE Center, Parks, Professional Services, and Technology. A review of the Budget and Appropriations ordinance to be placed on public display occurred.

**5.0 OLD BUSINESS:** None.

**6.1 MISSION STATEMENT REVIEW:** The current mission statement was reviewed and updated. The updated mission statement is "Enhance the quality of life within our community by providing parks, recreational facilities and recreational program opportunities in a fun, safe and fiscally responsible manner."

**6.2 2014 - 2018 MASTER PLAN REVIEW & DISCUSSION:** The 2014-2018 Master Plan completed by Design Perspectives in 2014 was reviewed, including goals and objectives. Board members concurred goals should remain the same. Discussion about servicing areas without a park and connecting communities to parks

occurred. Consensus is to consider purchasing additional parcels of land should the appropriate property become available. Director Zepezauer made recommendations for future master planning which included in house completion. A 10 year annual bond capital plan with a tentative \$3,000,000.00 bond issue in 2020, was presented. Repayment and financing options were discussed. Potential projects including construction of additional space and renovations was outlined. Final recommendations included: Placing the Fiscal Year 2019 Budget on display and approval at the regularly scheduled December 2018 board meeting; Securing an architect for the Johnson Property Purchase if the sale can be completed; Determining the final amount needed for long term projects and finalize bond amount; Complete the 2020-2025 Master Plan.

**7.0 CLOSED SESSION:** None.

**8.0 ADJOURNMENT:** Commissioner Wilmarth made a motion to adjourn at 5:56 p.m.  
Commissioner Oracki seconded the motion which passed unanimously on voice vote 4-0.

11-26-18   
Date Signature

 11-26-18  
Date Signature