

Byron Park District Regular Meeting Minutes
Tuesday, March 17, 2020 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, Griffith, Jeffrey, and Oracki.

ABSENT: Wilmarth.

STAFF PRESENT: Director Paul Zepezauer, Nick Warrner 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 amended. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 4-0.

4.1 APPROVAL OF THE SPECIAL MEETING MINUTES OF FEBRUARY 13, 2020: Commissioner Jeffrey made a motion to approve the Special Meeting Minutes of February 13, 2020. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 3-0. Commissioner Boyle abstained.

4.2 APPROVAL OF THE REGULAR MEETING MINUTES OF FEBRUARY 18, 2020: Commissioner Griffith made a motion to approve the Regular Meeting Minutes of February 18, 2020. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 3-0. Commissioner Boyle abstained.

*Commissioner Wilmarth arrives at 6:04 p.m.

5.1 TREASURER'S REPORT FOR THE MONTH ENDING FEBRUARY 29, 2020: Director Zepezauer provided the Treasurers report for the month ending February 29, 2020. He reported the district is in a fairly similar position as 2019, noting it is very early in the fiscal year. The following Income Statements were reviewed: Recreation Fee Revenue Comparison, Recreation Fund Comparison, Recreation Revenue by Department, Recreation Expenses by Department, Recreation Fund Comparison by Department, Revenue vs. Budgets, Expenses vs. Budget, Payroll, and Bank Balances. Commissioner Jeffrey made a motion to approve the Treasurers Report for the month ending February 29, 2020. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

5.2 APPROVAL OF BILLS FOR FEBRUARY 2020: A list of bills for February 2020 was provided. Commissioner Boyle made a motion to approve the bills as presented. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

6.1 FACILITY EXPANSION AND RENOVATION: Director Zepezauer provided an update. The CM contract has been completed and is with Russell Construction for review. The initial budget and schedule have been

completed. The PARC grant application was rejected because the IGA had not been signed and was not for a term of 20 years. Russell Construction's initial budget came back higher than expected and does not include the locker rooms. A breakdown of the estimate was provided and reviewed. Director Zepezauer advised it appears likely the number will be reduced as the storm water detention may not be needed. The CM and architect are looking at other minor changes to reduce cost. Discussion occurred. Bid packages were reviewed. A copy of the parking lot layouts was provided.

7.1 IPBC RESOLUTION APPROVAL: Director Zepezauer advised he looked into several options for health insurance. The IPBC cooperative plan is the best long term option. Brief discussion occurred. Commissioner Griffith made a motion to approve the intent to join the IPBC Resolution. Commissioner Wilmarth seconded the motion which passed unanimously on vice vote 5-0.

7.2 DUGOUT INSTALLATION: Director Zepezauer advised the dugouts have been ordered. Two bids were received. Staff recommends not accepting either bid and looking at alternatives to complete the project as the bids exceed the remaining funds allocated to the project. Board members concurred.

8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer advised the mowers have been prepared for spring. Grow tarps have been moved off the high school practice field and are being utilized on the U11 and U9 fields. Soccer field layout has begun. Commissioner Boyle advised he spoke with several park visitors that were unaware waste bags are available to clean up after their dogs and that leashes were required. He suggested placing additional signage along the path. The Aquatics and Safety report was given. Aquatics administration is being transitioned to Nick Warrner for oversight. The first draft of the audit is completed and should be available at the April board meeting. Employee trainings continue. A new software program, Power DMS has been purchased to assist with the Distinguished Agency Accreditation, employee trainings, and manual updates. Membership Comparisons and Punch Cards, Drop Ins and Total Visits were reviewed. Commissioner Wilmarth requested additional information on the Districts response to the COVID19 pandemic. Director Zepezauer advised Part Time staff have been laid off. Full Time staff will work reduced hours in the office to address daily duties that still need attention. He further advised once the school and IDPH allows us to return to daily operations, the facility will reopen as soon as possible. Commissioner Oracki questioned the closure of local parks. Director Zepezauer advised they currently remain open and a closure would be difficult to enforce. Discussion occurred. The Board of Commissioners supports revisiting the daily operations at the Directors discretion as necessary. The recreation report was given. The volleyball clinic began February 27 and had to shut down due to COVID 19 concerns. Spring Soccer was scheduled to begin Saturday, March 21. Mr. Warrner is hoping a postponement is all that is necessary dependent upon when restrictions are lifted. Staff are hoping for the best in regard to the start of Spring Baseball and Softball. Tiger Den Summer Day Camp information was solidified and being entered in to registration software. Additional staff were hired and began pre-employment screening prior to the temporary shut down of operations. Additional cleaning and sanitation is underway throughout the facility. The 4th session of dance began; additional discussion regarding the 5th session and recital will need to take place once restrictions are lifted. Preparation for the Aquatic Egg Hunt is underway. The event is scheduled to proceed unless restrictions are extended. Flyers for the Tiger 10 Miler have been received and will be distributed to upcoming races. Onsite and online registration numbers were provided. The Marketing report was provided. Flyers for upcoming programs were distributed to the school, athletic sponsorships are being received, and Facebook posts are scheduled regularly. The final proof of the Summer Program Guide was received. The mailing has been postponed till the end of the month to revisit and revise as needed due to COVID-19.

8.2 BOARD REPORTS: None.

9.0 EXECUTIVE SESSION: None.

10.0 ADJOURNMENT: Commissioner Jeffrey made a motion to adjourn at 7:39 p.m. Commissioner Griffith seconded the motion which passed unanimously on voice vote 5-0.

Rachel Charles 4-21-20

Signature

Date

Jeff Wilmoth 4-21-20

Signature

Date