

**Byron Park District Regular Meeting Minutes**  
Tuesday, November 17, 2020 at 6:05 p.m.  
Byron Park District Board Room

**1.1** Commissioner Oracki called the Regular Meeting of the Board of Commissioners to order at 6:05 p.m.

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

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

**ABSENT:** None.

**STAFF PRESENT:** Director Paul Zepezauer, Nick Warrner, and Elaine Carow.

**GUESTS:** None.

**2.0 PUBLIC COMMENT:** None.

**3.1 BOARD AMMENDMENTS TO THE AGENDA:** Commissioner Boyle requested the addition of agenda item 7.4 Covid Procedures.

**3.2 STAFF AMMENDMENTS TO THE AGENDA:** None.

**3.3 APPROVAL OF THE AGENDA:** Commissioner Jeffrey made a motion to approve the agenda as amended. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 5-0.

**4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF OCTOBER 20, 2020:** Commissioner Wilmarth made a motion to approve the Regular Meeting Minutes of October 20, 2020. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 5-0.

**4.2 APPROVAL OF THE SPECIAL MEETING MINUTES OF NOVEMBER 5, 2020:** Commissioner Boyle made a motion to approve the Special Meeting Minutes of November 5, 2020. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 4-0. Commissioner Griffith abstained.

**4.3 APPROVAL OF THE JOINT MEETING MINUTES OF NOVEMBER 5, 2020:** Commissioner Boyle made a motion to approve the Joint Meeting Minutes of November 5, 2020. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 4-0. Commissioner Griffith abstained.

**5.1 TREASURER'S REPORT FOR THE MONTH ENDING OCTOBER 31, 2020:** Executive Director Paul Zepezauer provided the Treasurer's Report and reviewed the Income Statements. Overall the Recreation Fund was down when compared to 2019. While less invoices are expected for the year end, there will also be program refunds processed due to COVID mitigations. Capital Projects may show a larger deficit at the end of the year than originally anticipated depending upon the November and December billing. Recreation Revenue highlighted several areas including Tiger Den, PE Center, and Athletics which were the hardest hit due to COVID. Bank Balances were reviewed. Commissioner Wilmarth made a motion to approve the Treasurers Report for the month ending October 31, 2020. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

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

**6.1 FACILITY EXPANSION AND RENOVATION:** Director Paul Zepezauer provided an update regarding the Facility Expansion and Renovation. Site work has been completed with the exception of the light poles which should be installed by the end of the week. Locker rooms are near completion but still waiting for light fixtures. The main hallway will be opening up to offer a more direct path to the PE Center. Construction will continue during the day. Staff are optimistic the new space will be open to the public in early January. However, some delays are anticipated based on material and labor availability due to the COVID case resurgence. There may be outstanding punch list items to address after the facility opens.

**7.1 RECOGNITION OF SCOTT JEFFREY-25 YEARS OF SERVICE:** Commissioner Jeffrey was recognized for 25 years of service. He commended the board for the important work done over the years.

**7.2 APPROVAL OF THE 2020 TAX LEVY ORDINANCE:** Commissioner Oracki reviewed the tax levy ordinance. Commissioner Wilmarth made a motion to approve Tax Levy Ordinance 2020-03. Commissioner Griffith seconded the motion which passed unanimously on Roll Call vote 5-0.

**AYES:** Commissioners Wilmarth, Griffith, Boyle, Jeffrey, and Oracki.

**NAYS:** None.

**ABSENT:** None.

**7.3 2020 BOND ABATEMENT ORDINANCE:** Commissioner Oracki reviewed the bond abatement ordinance. An Ordinance abating the tax heretofore levied for the year 2020 to pay debt service on \$3,865,000 General Obligation Park Bonds (Alternate Revenue Source), Series 2020, of the Byron Park District, Ogle County, Illinois. Commissioner Jeffrey made a motion to approve the Bond Abatement Ordinance 2020-04. Commissioner Griffith seconded the motion which passed unanimously on Roll Call vote 5-0.

**AYES:** Commissioners Jeffrey, Griffith, Boyle, Oracki and Wilmarth.

**NAYS:** None.

**ABSENT:** None.

**7.4 COVID PROCEDURES AND THE STATE OF ILLINOIS RESPONSE:** Commissioner Boyle presented his interpretation of the Tier 3 mitigations put in place by the State of Illinois. He noted several programs will be impacted including the Turkey Trot 5K and indoor fitness classes. Commissioner Boyle suggested the board receive a monthly update as it relates to COVID. Discussion regarding facility COVID guidelines and enforcement occurred. Director Zepezauer advised the facility is operating at 25% capacity and utilizing a reservation system for PE Center usage. Dance, athletics, and group fitness have been paused. Personal training and one on one instruction can be offered. The Turkey Trot will be modified to adhere to guidelines making the event virtual. Director Zepezauer asked the Board of Commissioners if they would like to keep the facility open or shut down. Commissioner Oracki expressed support for remaining open. Discussion regarding operating outside of State Guidelines occurred. Director Zepezauer advised he contacted PDRMA regarding liability should the District choose to not comply with state mandates. Commissioner Oracki and Jeffrey supported continued operation as long as insurance allowed. Commissioner Boyle questioned how tax payers would feel and reiterated the seriousness of the pandemic. Commissioner Oracki noted those that were comfortable could continue to utilize the facility and the District should continue to encourage healthy people to stay active. Commissioner Griffith

advised he feels the need to take the pandemic seriously and remain diligent, noting if the resurgence continues to escalate the facility should adjust accordingly. He suggested reaching out to the school, PDRMA, and using a common sense approach to keeping the facility open. Commissioner Boyle suggested staff working remote if necessary. Consensus is to continue to operate under Tier 3 mitigations until additional information is received from PDRMA.

**8.1 DIRECTOR/STAFF REPORTS:** Director Zepezauer provided the Board with a copy of a letter received from a water aerobics participant. He advised information was not presented accurately to participants and provided clarification for the Board should they receive questions regarding the program status. The Parks update was provided. The fishing pier at Hamas was repositioned on the concrete base. Outdoor work will continue as long as weather permits. A part time maintenance position will most likely be posted early 2021. Current staff will clear snow. The HR/Safety Report was provided. The District will be receiving its second CURE reimbursement. Trainings are ongoing, including a recent CPR/AED and First Aid class held on Veteran's Day. Reminder emails have been sent to staff that have outstanding trainings. Carrie will be updating her FOIA certification and registering for the Food Service Sanitation Manger certification to oversee concession operations. Carrie is currently updating the facility's exposure control plan to comply with PDRMA standards. The Recreation Report was provided. Basketball Skills and Drills is currently running. Youth Basketball Leagues are not running as current guidance does not allow for game play. Before and after school childcare guidance now allows for up to 20 kids per room helping to keep staffing costs down. The PE Center remains closed during the school day but will be open all day during the remaining "no school" days this year. The District is in the process of hiring a new team member who is a certified personal trainer, yoga instructor, and has experience with nutrition. Session II of private swim lessons is wrapping up and will continue to be offered through the winter. Session II of dance has begun; staff quarantines continue to be a challenge. The Young Rembrandts franchise has closed and staff are looking for alternative options to offer similar classes. The Harvest Hustle was held October 24 at the Nardi Preserve; 91 participants attended. The Turkey Trot is scheduled for November 26 at the Byron PE Center. Due to COVID, modifications will be implemented to adhere to safety guidance. The Turkey Trot will conclude the Fall Frenzy Race Series. Miracle on Second is currently on as scheduled. The holiday light decorating contest has been sponsored by Uptown Lanes and participants are beginning to register. Content for the Winter Program Guide has been submitted and the first proof is expected prior to Thanksgiving. Max Galaxy Registration Software will no long be supported after October 2021. Nick and Elaine are looking in to an alternative which will need to be implemented in 2021.

**8.2 BOARD REPORTS:** None.

**10.0 ADJOURNMENT:** Commissioner Griffith made a motion to adjourn at 7:05 p.m. Commissioner Boyle seconded the motion which passed unanimously on voice vote 5-0.

  
Signature  
12-15-2020  
Date

  
Signature  
12.15.20  
Date