

Byron Park District Regular Meeting Minutes
Tuesday, February 18, 2020 at 6:01 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 6:01 p.m.

1.2 On roll call, the following were:

PRESENT: Commissioners Jeffrey, Oracki, and Wilmarth.

ABSENT: Boyle and Griffith.

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 Jeffrey made a motion to approve the agenda as amended. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 3-0.

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF JANUARY 21, 2020: Commissioner Wilmarth made a motion to approve the Regular Meeting Minutes of January 21, 2020. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 3-0.

5.1 TREASURER'S REPORT FOR THE MONTH ENDING JANUARY 31, 2020: Director Zepezauer provided the Treasurer's Report. He reviewed the Recreation Fee Revenue Comparison, Recreation Fund Comparison, Recreation Revenue by Department, Recreation Expenses by Department, Recreation Fund Comparison by Department, January Revenue vs. Budget, and January Expenses vs. Budget. Director Zepezauer noted payroll and account balances will be included moving forward. Commissioner Wilmarth requested a payroll comparison be added to the report see the impact of the wage increase.

Commissioner Jeffrey made a motion to approve the Treasurers Report for the month ending January 31, 2020. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 3-0.

5.2 APPROVAL OF BILLS FOR JANUARY 2020: A list of bills for January 2020 was provided. Commissioner Wilmarth made a motion to approve the bills as presented. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 3-0.

6.1 APPROVAL OF THE INTERGOVERNMENTAL AGREEMENT WITH BYRON CUSD 226: Director Zepezauer provided the revised agreement. Commissioner Oracki asked if the agreement was amended to clarify comparable space. Director Zepezauer reported it is not reflected due to concerns being addressed during the joint meeting. He provided an update regarding an adjustment on the design plan as the school would like to keep the cardio and free weight room as is. As a result, the two dance studios will be moved to part of the new fitness area which will allow for complete school security. The bulk of the cardio room equipment will be moved to the new fitness center as it was purchased by the park district. Director Zepezauer advised the park district will no longer be on the School District Insurance plan and a special meeting may need to be held to approve a

resolution to enter into the IPBC Cooperative Agreement with the Byron Forest Preserve. Commissioner Jeffrey made a motion to approve the Intergovernmental Agreement with the Byron CUSD 226 as presented. Commissioner Wilmarth seconded the motion which passed unanimously on Roll Call Vote 3-0.

AYES: Commissioners Jeffrey, Wilmarth, and Oracki

NAYS: None.

ABSENT: Boyle and Griffith.

6.2 FACILITY EXPANSION AND RENNOVATION: The status of the PARC grant application was discussed. Board consensus was to withdraw the application based on discussion with the school board during the Intergovernmental Agreement Meeting. Director Zepezauer advised he is working with the school to determine which design plan will be used. Six companies submitted proposals for the CM Contract. Russel Construction was selected and a contract is being prepared. A special meeting may need to be held to approve the contract once completed.

6.3 APPROVAL OF 2020 DISTRICT SHORT TERM AND LONG TERM GOALS: The Board of Commissioners viewed the 2020 Short & Long Term Goals for the district which are the result of implementing the IAPD Distinguished Agency Program. Commissioner Jeffrey noted many of the goals have already been implemented. Brief discussion regarding new program offerings occurred. Director Zepezauer advised the accreditation review will occur in fall and the district would be recognized at the next annual conference. Commissioner Oracki suggested implementing a quarterly newsletter to help educate the community on the importance of the park district. Commissioner Jeffrey agreed a newsletter has merit. Director Zepezauer advised he is working on the annual report which will detail membership and activity participation. Commissioner Jeffrey made a motion to approve the 2020 District Short Term and Long Term Goals. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 3-0.

7.1 APPROVAL OF THE UPDATED PERSONNEL POLICY MANUAL: Director Zepezauer advised there have been several legal updates that need to be incorporated into the policy manual. A redlined version was viewed. Commissioner Jeffrey made a motion to approve the Updated Personnel Policy Manual. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 3-0.

7.2 APPROVAL OF THE ETHICS ORDINANCE 2020-01: Director Zepezauer requested Commissioners view the Ethics Ordinance and Exhibit A in the board packet. He advised an ethics ordinance is required by law and there will be a mandatory training at a later date. Commissioner Jeffrey made a motion to approve Ethics Ordinance 2020-01. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 3-0.

8.1 DIRECTOR/STAFF REPORTS: The Parks and Capital Improvement Report was provided. Snow removal continues as needed and parks are being checked regularly. Dugouts have been ordered. Playground and shelter design selection is underway for Johnson Park. The Aquatics and Safety Report was provided. The Aquatics Coordinator is working each Sunday and is now handling the staff scheduling. Auditors were on-site during the week of February 10th. The audit will be finalized once annual IMRF reports are available in April. Carrie will be instructing a Lifeguard Training Course beginning March 4th. A membership comparison was provided and reviewed. Commissioner Oracki requested a running total be added to the comparisons for future reports. Punch Cards, Drop Ins, and Total Visits for January were provided. Nick Warrner provided the Recreation Report. Youth Basketball Leagues concluded on February 1st and all participants received a medal. Commissioner Jeffrey expressed concerns regarding playing games in Oregon. Commissioner Oracki shared concerns noting there were several games that did not have certified officials and seating is extremely limited.

