

Byron Park District Regular Meeting Minutes
Tuesday, February 15, 2022 at 6:00 p.m.
Byron Park District Board Room

1.1 Commissioner Wilmarth 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, Nick Warrner, John Walters 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 presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF JANUARY 18, 2022: Commissioner Boyle made a motion to approve the Regular Meeting Minutes of January 18, 2022 as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

5.1 APPROVAL OF THE TREASURERS REPORT FOR THE MONTH ENDING JANUARY 31, 2022: Director Zepezauer provided the Treasurers Report for the month ending January 31, 2022. He noted the District is starting 2022 in a much better position than 2021. Both revenue and expenses were up in the Recreation Fund when compared to 2021. Month to month comparisons from 2021 vs. 2022 will most likely be uneven as the District added and expanded programs and continue to come out of the pandemic. Expenses reflect the payment of the annual fee to the School District in January 2022 per the IGA, which skews comparisons as the fee, was paid later in 2021. Recreation Fee Revenue for January is the best the district has seen due to increased membership sales and the addition of several programs such as theatre and competition dance. Recreation Revenue by Department reflects strong numbers for Cultural Arts directly related to the success of the dance program and the PE Center due to increased membership sales. January Revenue vs. Budget is in line with 2019. January payroll and bank balances were reviewed. Commissioner Jeffrey made a motion to approve the Treasurers Report for the month ending January 31, 2022. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

5.2 APPROVAL OF BILLS FOR JANUARY 2022: A list of bills for January 2022 was provided. Commissioner Boyle made a motion to approve the bills as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

6.0 OLD BUSINESS: None.


7.1 APPROVAL OF THE TREASURERS REPORT: Commissioners reviewed Annual Treasurer's Report to be filed with the Ogle County Clerk once approved. Commissioner Oracki made a motion to approve the Annual Treasurer's Report. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer provided the Directors Report. He advised the School District is having difficulties filling custodial spots; evening fitness staff have helped pick up some of the cleaning responsibilities. The property tax notification regarding the arrearage was sent to the paper in a joint press release drafted by the County; a copy of the full press release was provided to Commissioners. A theatre update was provided. Highlights included the first meeting of the Theatre Advisory Committee and planning for the 2022 performance schedule. Proposed performances will include Mary Poppins, a fall youth show, and a holiday variety show. Staff have met with Brad Hollandsworth, the primary lighting technician for BCT, to get an overview of the theatre lighting and future needs. Director Zepezauer has also met with Jen Wygant who directs the High School shows. Additionally, he attended a meeting with school staff regarding potential renovation of the High School Theatre. A four-year history of punch card and membership daily visits was provided. The HR/Safety Report update was provided. Fieldwork for the 2021 Financial Audit will take place February 14-17, 2022. Carrie is working on a PowerPoint presentation for volunteers that includes pertinent information they will need to volunteer with the District, including guidelines, policies, procedures, emergency information, etc. Carrie recently subscribed to DocuSign and new employee onboarding can be completed digitally. The Parks Report included ongoing park maintenance, continued tree work, fitness equipment inspections, and assisting BCT and the Byron Dance Academy with upcoming show prep. The Recreation Report highlighted the completion of Youth Basketball and Tiger Cub Soccer. Little Ninjas began February 8 with 30 participants registered; staff will be looking to increase offerings if possible. Personal Training and Fitness Classes are ongoing. Staff hope attendance at Fitness classes will increase with the mask mandate being lifted and by offering a free class week. The Indoor Triathlon was a success; discussion regarding a Progressive Triathlon occurred. Nick conducted a staff in-service for PE center and front desk staff. Topics included customer service, juice bar training, Active Net, and overall facility supervision. Swim lessons conclude March 20; staff continue to see a lifeguard/instructor shortage. Tiger Den continues to see new memberships issued weekly. Planning for Summer Camp has begun and tentative field trip dates are scheduled. Dance has entered the 4th session. Recital routines are coming along well and themed workshops are underway. Competition team props are being constructed with help from John Walters and Bruce Boyle. Adult Drawing has been well received with 16 participants registering for all 3 drawing classes. A survey will be sent to participants to determine what classes they would like to see in the future. The Special Event and Marketing update was provided. The Daddy Daughter/Mother Son Dances were held at the Forest Preserve Pavilion and well attended. Both staff and guests appreciated the atmosphere the pavilion offered and the DJ did a great job interacting with the crowd. Planning for the Tiger 10 Miler is underway; Byron Bank will once again be the presenting sponsor and Hairy Cow will sponsor the after party. Elaine advised the Byron Chamber of Commerce is hosting the Annual Dinner on April 28; Board Commissioners and Administrative Staff are invited to attend. The Fitness Guide has been sent to Byron and surrounding communities. The District will be offering free fitness classes February 14-19, leading up to the fitness challenge beginning February 21. Welcome folders have been created to help educate and introduce new members to the facility. Content for the summer guide is being gathered and planning for upcoming programs is underway.

8.2 BOARD REPORTS: None.

9.0 CLOSED SESSION: None.

10.0 ADJOURNMENT: Commissioner Jeffrey made a motion to adjourn at 6:53 p.m. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

 JP
Signature
Date 3-15-2022


Signature
Date 3-15-22