



Byron Park District Regular Meeting Minutes

Tuesday, April 18, 2017 at 6:35 p.m.

Byron Park District Conference Room (420 N. Colfax)

1.1 Commissioner Boyle called the Special Meeting of the Board of Commissioners to order at 6:35 p.m.

1.2 On roll call, the following were:

PRESENT: Commissioners Boyle, Griffith, Jeffrey, and Wilmarth

ABSENT: Oracki

STAFF PRESENT: Director Paul Zepezauer, Carrie Stralow, and Elaine Carow

GUESTS: Community member Norman Metz

2.0 PUBLIC COMMENT: Community member Norman Metz advised he attended the meeting to follow up with the board regarding the possible incorporation of a kayak launch into the Hamas Park boat dock. Brief discussion occurred.

3.1 BOARD AMMENDMENTS TO THE AGENDA: None.

3.2 STAFF AMMENDMENTS TO THE AGENDA: None.

3.3 APPROVAL OF THE AGENDA: Commissioner Wilmarth made a motion to approve the agenda as presented. Commissioner Jeffrey seconded the motion which passed unanimously on voice vote 4-0.

4.1 APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF JANUARY 17, 2017: Commissioner Griffith made a motion to approve the Closed Session Meeting Minutes of January 17, 2017 as presented. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 4-0.

4.2 APPROVAL OF THE SPECIAL SESSION MEETING MINUTES OF MARCH 8, 2017: Commissioner Wilmarth made a motion to approve the Special Session Meeting Minutes of March 8, 2017 as presented. Commissioner Griffith seconded the motion which passed unanimously on voice vote 4-0.

4.3 APPROVAL OF THE CLOSED SESSION MEETING MINUTES OF MARCH 8, 2017: Commissioner Wilmarth made a motion to approve the Closed Session Meeting Minutes of March 8, 2017 as presented. Commissioner Jeffrey seconded the motion which passed unanimously on voice vote 4-0.

4.4 APPROVAL OF THE REGULAR SESSION MEETING MINUTES OF MARCH 21, 2017: Commissioner Griffith made a motion to approve the Regular Session Meeting Minutes of March 21, 2017 as presented. Commissioner Jeffrey seconded the motion which passed unanimously on voice vote 4-0.

5.1 TREASURER REPORT FOR THE MONTH ENDING MARCH 31, 2017: Director Zepezauer advised this is the first month with the revised income statements which allows for better breakdown and review of the Treasurers Report. Director Zepezauer advised the Account Application has been submitted PMA Financial Network and they will be presenting cash flow analysis and investment recommendation at the May meeting. Commissioner Jeffrey made a motion to approve

the Treasurer Report as presented. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 4-0.

5.2 APPROVAL OF BILLS FOR MARCH 2017: Director Zepezauer reviewed the bills paid by Fund. He noted the IMRF and IRS funds are paid by multiple funds. Commissioner Wilmarth made a motion to approve the bills for March 2017 as presented. Commissioner Jeffrey seconded the motion which passed unanimously on voice vote 4-0.

6.1 RIVERFRONT PROPERTY: Director Zepezauer reported the owner of the Riverfront Property is unwilling to move lower than the first appraisal. Paul suggested looking at next budget year should the board choose to move closer to the first appraisal as opposed to the second appraisal. Discussion occurred. Consensus was to revisit at the end of summer.

7.1 APPROVAL OF FY2018 OPERATING BUDGET: Director Zepezauer advised the FY 18 Tentative Operating Budget has been on display at the library and on the park district website for 30 days as required. He reported the budget hearing was advertised and held prior to the start of the regularly scheduled board meeting. Commissioner Jeffrey made a motion to approve the FY 2018 Operating Budget as presented. Commissioner Griffith seconded the motion which passed unanimously on Roll Call Vote 4-0.

AYES: Jeffrey, Griffith, Wilmarth, and Boyle.

NAYS: None

ABSENT: Oracki

7.2 APPROVAL OF HAMAS PARK BIDS: Director Zepezauer advised plans and bid specifications were prepared by Design Perspectives. He briefly reviewed estimates and the budget for the project. Design Perspectives was onsite for the bid opening, reviewed results, and compiled results. Recommendations and full bid results were provided. Director Zepezauer reviewed the recommendations and results, noting no bids were received for Playground Installation and Site Furnishings. Paul advised Sjostrom and Sons is willing to do the playground surface installation, playground installation, and shelter installation; all will be ordered directly from the supplier and as much of the install will be completed in house as possible. Discussion occurred regarding the inclusion of a kayak launch and digital sign for the Hamas Park Project. Consensus was to include the kayak launch and move the digital sign to FY19. Commissioner Jeffrey made a motion to approve bid items 1A, 2A, 3A, 5A, 6A, 7A, and 8A. Commissioner Griffith seconded the motion which passed unanimously on voice vote 4-0.

7.3 APPROVAL OF TRUCK BIDS: Director Zepezauer reviewed the bids received for the purchase of a maintenance truck. Discussion occurred regarding the need for a service bed on the truck. Consensus was to approve the purchase of the truck from Anderson Ford in Rockford with the installation of a service bed from Bonnell Industries in Dixon.

7.4 APPROVAL OF MOWER BIDS: Director Zepezauer reviewed the bids received for the purchase of a new mower and an option to purchase a used mower. Discussion occurred. Consensus was to purchase the used mower as it is higher quality and can also be utilized for snow removal in the winter months.

7.5 RESIDENCY POLICY: Director Zepezauer reviewed the current residency policy. Discussion occurred regarding residency status for Byron business owners. Paul suggested offering a corporate membership to businesses vs.

residency status. Director Zepezauer and Ms. Carow will work on presenting a corporate membership at the May meeting.

7.6 PE CENTER SUMMER HOURS: Director Zepezauer reviewed the PE Center summer hours of operation. He noted the PE Center is closed from 1:30 – 4:30 p.m. and requested flexibility to adjust said hours to better service members and daily fee users if needed.

8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer provided an update regarding the expansion of the Dance Program. Paul attended the April Buildings and Grounds Committee meeting to discuss the possibility of securing additional/consistent space to hold additional dance classes with in the facility. Paul will continue to work with the school district and will likely attend future Buildings and Grounds Committee meetings. Brief discussion occurred regarding long term planning and growth. Pat Dach requested a donation for Trivia Night; Elaine will follow up. Paul reported full time staff will begin receiving a cell phone reimbursement beginning in May as they make themselves available to part time staff after hours via email and text. Paul reviewed the Organizational Chart and noted staff will slowly migrate toward a more traditional park district structure. Small incremental changes will occur over the next several months. Paul advised he will be reviewing the parks position. Renita will be overseeing the Fitness Center and Special Events. Elaine will oversee bank deposits, trips to the bank and mail pick up. Carrie will be working on HR and risk management. Carrie provided a brief update regarding Tiger Den and Summer Camp. Elaine report the Sock Hop, Aquatic Egg Hunt, and Walk with a Doc all went well. She advised the park district will once again work with the Esposito family to host the Ride of Silence. Elaine advised the brochure has been completed and is currently at the printer. Paul provided a brief update regarding park maintenance, noting mowing began on April 10th.

8.2 BOARD REPORTS: Commissioner Griffith suggested replacing the broken water fountain with a fountain that can fill water bottles. Commissioner Boyle advised Blackhawk Meadow Park does not have rules posted when entering from the subdivision. Director Zepezauer will follow up.

10.0 ADJOURNMENT: Commissioner Wilmarth made a motion to adjourn at 8:07 p.m. Commissioner Jeffrey seconded the motion which passed unanimously on voice vote 4-0.

Submitted by: Recording Secretary, Elaine Carow

Approved by: Board Secretary, Judd Griffith and Commissioner, Bruce Boyle on May 16, 2017.