



## Byron Park District Regular Meeting Minutes

Tuesday, April 19, 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 6:08 p.m.

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

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

**ABSENT:** Griffith.

**STAFF PRESENT:** Director Paul Zepezauer and Elaine Carow.

**GUESTS:** Christine Lynde, Jennifer Martinson with Lauterbach & Amen.

**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 presented. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 4-0.

**4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF MARCH 15, 2022:** Commissioner Oracki made a motion to approve the Regular Meeting Minutes of March 15, 2022 as presented. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

**5.1 APPROVAL OF THE 2021 FINANCIAL REPORT:** Jennifer Martinson with Lauterbach & Amen provided a review of the Management Letter and 2021 Annual Financial Report. Jennifer advised the District received an unmodified opinion, the highest possible. Highlights of the report included the narrative of the financial position of the District, review of the General Fund and Recreation Fund, and Budget vs. Actual. Jennifer noted that there are no concerns, disagreements, or red flags. Jennifer communicated new standards coming out from GASB and reported any funds or fund balances over budget or not in compliance. Commissioner Jeffrey made a motion to approve the 2021 Financial Report. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

**5.2 APPROVAL OF THE TREASURERS REPORT FOR THE MONTH ENDING MARCH 31, 2022:** Director Zepezauer provided the Treasurers Report for the month ending March 31, 2022. He reported March was a positive month for the recreation Fund with the bottom line up from 2021. All other funds are on track to be under their expense budget through the first quarter. The Recreation Fee Revenue Comparison was provided; Director Zepezauer noted it is difficult to compare due to changes as a result of Covid and the addition of new programs. Recreation Revue by Department reflects the PE Center showing a recovery from 2021. March payroll reflected an increase due to the number of new programs and employees. Director Zepezauer advised the District is fully staffed. Bank Balances as of March 31, 2022 were reviewed. Commissioner Jeffrey made a motion to approve the Treasurers Report for the month ending March 31, 2022. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

**5.3 APPROVAL OF BILLS FOR MARCH 2022:** A list of bills for March 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 2021 ANNUAL REPORT:** The 2021 Annual Report was viewed. Commissioner Oracki made a motion to approve the 2021 Annual Report as presented. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 4-0.

**7.2 APPROVAL OF THE FY 2022 SUPPLEMENTAL APPROPRIATION ORDINANCE 2022-02:** The FY 2022 Supplemental Appropriation Ordinance 2022-02 was reviewed. Commissioner Oracki made a motion to approve FY 2022 Supplemental Appropriation Ordinance 2022-02 as presented. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 4-0.

**8.1 DIRECTOR/STAFF REPORTS:** Director Zepezauer advised he received an inquiry about the Brighton Ridge Lot asking if the District would be willing to sell. Discussion occurred. Consensus was the lot is not large enough for district use. Director Zepezauer will look in to what steps the District must take to sell the property. The District is working with the school to bring the baseball concession stand up to code to be able to sell hot food such as popcorn and hot dogs. School Board President Christine Lynde expressed concerns regarding liability. Conversation occurred. Consensus was to table concessions for 2022. Mrs. Lynde expressed concern regarding the tax error made by the District and Ogle County Clerk, noting taxpayers may be confused and approach the school for clarification. Commissioner Oracki suggested the District provide the school with a statement to utilize, directing taxpayers to the Byron Park District for clarification. The Lion King Performance is May 6-8. The Mary Poppins cast has been set. Punch Card & Membership Daily Visit history was reviewed. The HR/Safety Report was viewed. Staff trainings are ongoing. Carrie is working with PDRMA for the Risk Management Review and Playground Inspections will begin once weather allows. The Parks Report reflected seasonal duties including field preparations and equipment maintenance. The Recreation Report was reviewed. Highlights included the start of spring soccer games on April 9<sup>th</sup> with 29 teams and Tiger Cub Soccer with 6 teams. The Spring Meltdown Fitness Challenge is underway with 64 participants. The Evolt scanner has been well received. Swim Lessons concluded and a new session will begin in June. Instructor and Lifeguard shortages continue to be an issue. Tiger Den received a \$1000 Power Play Grant and Summer Day Camp Enrollment is open. The last session of dance begins April 25. Planning for the recital is underway with tickets, dvd's and flowers going on sale May 15 at picture day. The Special Event update was provided. The Summer Program Guide was delivered and digital copy released.

**8.2 BOARD REPORTS:** None.

**9.0 CLOSED SESSION:** None.

**10.0 ADJOURNMENT:** Commissioner Jeffrey made a motion to adjourn at 7:38 p.m. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.



Signature

Date



5-17-2022

Signature

Date