

Byron Park District Regular Meeting Minutes
Tuesday, April 21, 2020 at 6:00 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 Boyle, Griffith*, Jeffrey, and Oracki*.

ABSENT: Wilmarth.

*Present via Zoom Meeting due to COVID-19

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

GUESTS: Jennifer Martinson from Lauterbach & Amen, Julie Williams from Larson & Darby, Tucker Johnson and Deanna Mershon of Ringland Johnson.

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 Boyle seconded the motion, which passed unanimously on voice vote 4-0.

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF MARCH 17, 2020: Commissioner Griffith made a motion to approve the Regular Meeting Minutes of March 17, 2020. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

5.1 APPROVAL OF FY 2019 ANNUAL FINANCIAL REPORT: Jennifer Martinson with Lauterbach & Amen joined the meeting via Zoom. Ms. Martinson commended staff and reported the District received the highest opinion possible. A brief overview of the 2019 Annual Financial Report was provided. Commissioner Jeffrey made a motion to approve FY 2019 Annual Financial Report. Commissioner Griffith seconded the motion which passed unanimously on Roll Call Vote 4-0.

AYES: Commissioners Jeffrey, Griffith, Boyle and Oracki.

NAYS: None.

ABSENT: Commissioner Wilmarth.

5.2 TREASURER'S REPORT FOR THE MONTH ENDING MARCH 31, 2020: Director Zepezauer provided the Treasurers report. He advised the March statements only reflect a small portion of the impact of the COVID-19 pandemic, noting the true economic impact will be seen as program cancellations, future refunds, and future registrations occur. He reported current damage is still short term. Insight regarding short term financing options is being provided by the IAPD as information becomes available. The Recreation Fee Revenue Comparison, Recreation Fund Comparison, Recreation Revenue, Recreation Expenses, Fund Comparisons, Revenue vs. Budget, Expenses vs. Budget, Payroll, and Bank Balances were reviewed. Commissioner Griffith

made a motion to approve the Treasurers Report for the month ending March 31, 2020. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

*Commissioner Wilmarth arrives at 6:07 p.m.

5.3 APPROVAL OF BILLS FOR MARCH 2020: A list of bills for March 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: Julie Williams from Larson & Darby reviewed the finish selections. Materials and samples were left at the District for viewing. Director Zepezauer advised the original bid package due dates were pushed back to April 17 and April 28 due to questions from bidders which resulted in changes to the drawings and/or specs in the form of addendums. A special meeting, May 4th at 6:00 p.m., will be needed to approve the second round of bid packages and the Guaranteed Maximum Price amendment to the contract with Russell Construction. Bid Package 1 was reviewed. Commissioner Jeffrey expressed concerns regarding item 1E Carpentry exceeding budget. Commissioner Oracki concurred. Commissioner Wilmarth advised he was not comfortable approving the bid package. Discussion occurred. Director Zepezauer advised one option is to rebid the project or hold off pending numbers from Bid Package 2. Consensus was to table bid approvals until the May 4th Special Meeting.

7.1 APPROVAL OF THE 2019 ANNUAL REPORT: Director Zepezauer advised the 2019 Annual Report was completed as part of the accreditation process; once approved the document will be made available online for public viewing. Commissioner Jeffrey made a motion to approve the 2019 Annual Report. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 5-0.

7.2 APPROVAL OF CONTRACT WITH RUSSELL CONSTRUCTION: Commissioner Oracki advised she would like to see the total of all bids vs. the budget prior to approving the contract and suggested tabling approval until the May 4th Special Meeting. Commissioner Griffith concurred. Commissioner Jeffrey noted we are too far into the process to not approve the contract. Brief discussion occurred. Commissioner Wilmarth made a motion to approve the contract. Commissioner Boyle advised he was not comfortable approving the contract in light of the concerns expressed. No second was obtained.

7.3 APPROVAL OF CONCRETE AND BUILDING EXCAVATION BID: Tabled.

7.4 APPROVAL OF MASONRY BID: Tabled.

7.5 APPROVAL OF EXTERIOR IMPROVEMENTS BID: Tabled.

7.6 APPROVAL OF INTERIOR SYSTEMS BID: Tabled.

7.7 APPROVAL OF GENERAL CARPENTRY BID: Tabled.

8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer provided the Parks Update. Mowing is set to begin. Fence removal will begin on diamonds 7 & 8. Playgrounds remain closed and COVID-19 signs have been posted. The Aquatics and Safety Report was given. The spring swim session was cancelled due to social distancing regulations; summer sessions are still on as scheduled. Carrie Stralow will begin playground inspections in the upcoming weeks and continues to work on the Accreditation. The Recreation Report was provided. Membership, Punch Card, and Daily Drop In sales reflect a decline due to the pandemic. Spring Soccer was

cancelled and staff are hopeful Fall Soccer will begin August 1st. Baseball and Softball preparation continues. Staff have been in touch with other towns in regard to delaying the season. Nick continues to stay in touch with PE Center Staff and supplies have been ordered in preparation for when the facility is able to reopen. Summer Camp information has been finalized and information was sent to current Tiger Den participants. Commissioner Oracki requested staff look in to offering emergency child care for essential workers. Director Zepezauer will follow up with Superintendent Buster Barton and Nick will look in to staffing. Credits have been applied to accounts for cancelled classes. Dance routine videos have been sent to participants to practice at home. Nick is currently working on an E-gaming league to start up in the near future. The Social Distance 5K has been created; the course is local and will change regularly. The Aquatic Egg Hunt was cancelled. The Sock Hop and Byron Fest 5K are still on as scheduled provided the Shelter in Place Order is not extended. The Summer Program Guide was completed and will be made available digitally once programming can resume.

8.2 BOARD REPORTS: Commissioner Boyle advised Blackhawk Meadow Park is seeing increased usage as a result of the pandemic. He reported issues with guests not cleaning up after their dogs. Mr. Warner advised a new waste dispenser has been ordered.

9.0 EXECUTIVE SESSION: None.

10.0 ADJOURNMENT: Commissioner Boyle made a motion to adjourn at 7:18 p.m. Commissioner Jeffrey seconded the motion which passed unanimously on voice vote 5-0.

Rachel Oracki 5-19-20

Signature

Date

Jeff Wilworth 5-19-20

Signature

Date