

Byron Park District Regular Meeting Minutes

Tuesday, April 20, 2021 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, Griffith, Jeffrey, and Wilmarth.

ABSENT: *Oracki

STAFF PRESENT: Director Paul Zepezauer, Nick Warrner, and Carrie Stralow.

GUESTS: Jennifer Martinson with Lauterbach and 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 Griffith seconded the motion, which passed unanimously on voice vote 4-0.

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF MARCH 16, 2021: Commissioner Jeffrey made a motion to approve the Regular Meeting Minutes of March 16, 2021. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

*Commissioner Oracki arrived at 6:02 p.m.

5.1 APPROVAL OF THE 2020 ANNUAL FINANCIAL REPORT: Jennifer Martinson with Lauterbach and Amen presented the audit. She advised the process went very well. She pointed out comments for review in the management letter and important pages in the Audit. Commissioner Jeffrey commented that he was pleased to see no comments regarding internal checks and balances. Jen advised a lot of hard work went into correcting deficiencies and there shouldn't be issues moving forward. Commissioner Jeffrey made a motion to approve the 2020 Annual Financial Report. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

5.2 TREASURER'S REPORT FOR THE MONTH ENDING MARCH 31, 2021: Director Zepezauer provided the Treasurer's Report. Income Statements were reviewed. The Recreation report reflected Fine Arts and Athletics higher than 2019 and 2020. The PE Center is lower than past years but hope to see revenue return by the end of the year as restrictions are lifted. Fine Arts did see an increase in expenses as costumes were included in 2021 vs. 2020. Staff are hoping to see 60% capacity limits at the recital which will allow for increased ticket sales. Tiger Den has not fully recovered from the impact of the pandemic; both expenses and revenue are down. Payroll expenses have increased as the district is now fully staffed. Commissioner Wilmarth made a motion to approve the Treasurers Report for the month ending March 31, 2021. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

5.3 APPROVAL OF BILLS FOR MARCH 2021: A list of bills for March 2021 was provided. Commissioner Griffith 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: Director Zepezauer provided an update regarding the Facility Expansion and Renovation, advising he hopes to close out the job in the next 4-8 weeks pending the punch list items. The most concerning items are balancing the HVAC and some door hardware issues which are in various stages of being addressed.

7.1 APPROVAL OF THE 2020 ANNUAL REPORT: Commissioner Jeffrey made a motion to approve the 2020 Annual Report. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 5-0.


8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer reported the Superintendent of Parks position has been filled. Towel service will begin in early May in the Fitness Center. The Juice Bar will open in May with training scheduled for May 10. Daily visit numbers were reviewed. Morning attendance numbers are behind previous years. Director Zepezauer advised the closure of the track during the day may be a factor as well as senior attendance due to covid. Additionally, free time for the high school is no longer being offered through the Park District. Attendance for 4:00-7:00 p.m. is ahead of previous years. Carrie has completed the Food Sanitation Certification. Playground safety inspections were recently completed. Discussion regarding the exercise equipment at Blackhawk Meadow Park occurred. The Accreditation process continues to move forward. The Athletics Report was provided. Updates regarding Spring Soccer and Baseball/Softball were provided. Personal trainer Ashley Champlain is off to a great start with the Slim and Trim Challenge which has also resulted in new personal training clients. Group Swim Lessons will return this summer along with open swim. Dance is entering the final session and preparing for the recital. Summer dance classes and camps will be offered in July. The Mom and Me painting workshop was a success; both classes filled. Jessica is working with a local artist to add additional youth workshops. We are adding a summer music camp under the direction of Mrs. Harn in July for grades K-8. The Theatre Arts Academy will debut with the Wizard of Oz. Discussion regarding the school turning the Rotunda into an art studio occurred. The Special Events update was provided. The Tiger 10 Miler Trail Race registration is off to a good start. Special event dances were cancelled due to capacity limits. The Summer Program Guide has been delivered. The response for athletic sponsorships has been very successful. Nick and Elaine are going through a 10 week training to implement Active Net registration software.

8.2 BOARD REPORTS: None.

9.0 CLOSED SESSION: None.

10.0 ADJOURNMENT: Commissioner Jeffrey made a motion to adjourn at 6:51 p.m. Commissioner Griffith seconded the motion which passed unanimously on voice vote 5-0.


Signature 5-18-21
Date


Signature 5-18-2021
Date