

Byron Park District Regular Meeting Minutes
Tuesday, May 19, 2020 at 6:05 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 6:05 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, Carrie Stralow and Elaine Carow.

GUESTS: Lindsey Eisentrout Russell Construction*

*Attended via Zoom

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

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF APRIL 21, 2020: Commissioner Jeffrey made a motion to approve the Regular Meeting Minutes of April 21, 2020. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

4.2 APPROVAL OF THE SPECIAL MEETING MINUTES OF MAY 4, 2020: Commissioner Wilmarth made a motion to approve the Special Meeting Minutes of May 4, 2020. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

5.1 TREASURER'S REPORT FOR THE MONTH ENDING APRIL 30, 2020: Director Zepezauer provided the Treasurer's Report. He advised the April statements have a few GL numbers that show income earned in early March prior to closing due to the COVID-19 pandemic. At this time the economic impact is still short term; however the true effects will be seen over the next several months as program cancellations, future refunds, and future registrations occur. Administration looked into coronavirus relief options; additional stimulus might include lost revenue, payroll, and Covid-19 supplies. Several agencies are advocating for park districts including IAPD, NRPA, and the Illinois Municipal League. Commissioner Jeffrey asked what reopening looks like. Director Zepezauer advised the IDPH had not provided clarification that would allow him to provide an accurate overview at this time but it will most likely occur in Phase 4 of the Governor's Restore Illinois Plan. The Recreation Fee Revenue Comparison, Recreation Fund Comparison, Recreation Revenue by Department, Recreation Expenses by Department, Recreation Fund Comparison by Department, Revenue vs. Budget, Expenses vs. Budget, Payroll, and Bank Balances were reviewed. Commissioner Jeffrey made a motion to approve the Treasurers Report for the month ending April 30, 2020. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 4-0.

5.2 APPROVAL OF BILLS FOR APRIL 2020: A list of bills for April 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 4-0.

6.1 FACILITY EXPANSION AND RENOVATION: Director Zepezauer provided an update on the Facility Expansion & Renovation. Fencing has been erected and sand bags are being delivered to stabilize fencing. Construction is expected to start within the next week. Russell Construction is working on final contracts with all subcontractors. Primary concern for the exterior phase is making sure the masonry and steel are ordered and delivered as soon as possible. Director Zepezauer expressed some concern with the supply chain due to the pandemic.

7.1 STAFF FURLOUGHS: Director Zepezauer provided a timeline of events that occurred, beginning March 16th when the facility was closed to the public. He reported all full time staff were issued computers to allow them to work from home with limited hours in the office. The release of the Restore Illinois Plan did not provide clear guidance to determine what facilities and programs may operate, noting a June return to reduced operation appeared unlikely. Since the closure, staff addressed facility and program closures, outstanding projects, and planning for when programming and facility usage can resume. Capital projects are ongoing and parks remain open. Several options were presented to the board for consideration. They included the following: full time staff continues to work, FMLA, Lay Offs, and Furlough. Discussion regarding the advantages and disadvantages occurred. Commissioners Jeffrey, Wilmarth and Oracki expressed concerns with staff benefits. Additional discussion occurred. Board consensus was to keep full time staff working as they have been since the onset of the pandemic but may revisit staff furloughs if necessary. No action taken.

7.2 APPROVAL OF IMRF RESOLUTION: Tabled with no action taken.

8.1 DIRECTOR/STAFF REPORTS: The parks update was provided. Fences at diamonds 7&8 are being removed, NW Concrete will pour the slabs and footings, and park district staff will assemble the dugouts. Playgrounds will remain closed and COVID-19 signs have been posted at the parks. The boat docks will be completed in the upcoming weeks. Due to the pandemic, swim lessons are not looking favorable. Carrie has attended multiple webinars on COVID health and safety issues. Work place safety guidelines and action plans based on the Restore Illinois Plan have been created and supplies ordered. Carrie continues to work on HR related tasks including sexual harassment training and the accreditation. Nick provided the Recreation Report. A majority of youth sports are currently on hold pending additional guidance, the exception being 1 on 1 tennis lessons. Summer camp, Dance, and Arts are currently on hold pending addition guidance. Several virtual programs are being offered including a second virtual 5K, E-sports league, and a photo contest. The Sock Hop has been cancelled and will not be rescheduled. Nick and Elaine are working on offering a race in lieu of the Byron Fest 5K and the possibility of additional races leading up to the Tiger 10 Miler. Due to challenges resulting from the COVID-19 pandemic the summer guide was not released. Elaine provided an overview of releasing program information by phase. Refunds have been processed for any programs cancelled to date and membership billing was suspended. Elaine provided a brief overview of the reopening survey and results, noting over 50% of those surveyed would like to return to the facility on day one.

8.2 BOARD REPORTS: Commissioner Wilmarth advised the Rockford Road Runners are still interested in participating and promote upcoming circuit races.

9.0 EXECUTIVE SESSION: None.

10.0 ADJOURNMENT: Commissioner Jeffrey made a motion to adjourn at 7:13 p.m. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 4-0.

Rachel Oradei *6-16-2020*
Signature Date

Jeffrey *6-16-20*
Signature Date