

Byron Park District Regular Meeting Minutes
Tuesday, August 17, 2021 at 6:00 p.m.
Byron Park District Board Room

1.1 Commissioner Jeffrey 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, Jeffrey, and Oracki.

ABSENT: Griffith and Wilmarth.

STAFF PRESENT: Director Paul Zepezauer, John Walters and Elaine Carow.

GUESTS: None.

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 Oracki made a motion to approve the agenda as presented. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 3-0.

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF JULY 20, 2021: Commissioner Boyle made a motion to approve the Regular Meeting Minutes of July 20, 2021. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 3-0.

5.1 APPROVAL OF THE TREASURERS REPORT FOR THE MONTH ENDING JULY 31, 2021: Director Zepezauer provided a review of the Income Statements. He advised July revenue was lower than anticipated. He noted, there is still a chance to finish the year substantially better than projected in the 2021 budget. Director Zepezauer reported usage numbers have dipped with the recent mask requirement and school resuming. Recreation revenue for the PE Center is underperforming and sales halted once the mask requirement was announced. Bank balances were reviewed. Commissioner Oracki made a motion to approve the Treasurers Report for the month ending July 31, 2021. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 3-0.

5.2 APPROVAL OF BILLS FOR JULY 2021: A list of bills for July 2021 was provided. Commissioner Boyle made a motion to approve the bills as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 3-0.

5.3 2022 TAX LEVY: Per the Financial Controls Ordinance two funds are projected to potentially be under funded by the end of 2022 and one in 2023; IMRF, Liability, and Social Security. The potential shortages are related to the addition of full time staff and insurance increases. Director Zepezauer advised a truth in taxation hearing may need to occur to raise the aggregate levy to keep funds in target range. To offset the raise in the aggregate levy, the District would also lower the annual bond issue amount in order to keep the overall tax rate at the same level. A final decision would need to be made during the 2022 budget process.

6.1 FACILITY EXPANSION: Director Zepezauer provided an update regarding the Facility Expansion and Renovation. He advised Russell Construction is completing the final reconciliation which is expected in the near future and anticipate the GMP number will be on target. Floor material for the locker room repairs have shipped. An installation date has not been scheduled.

7.1 APPROVAL OF ADMINISTRATIVE STAFF POLICIES & PROCEDURES MANUAL: Director Zepezauer provided a copy of the Administrative Staff Policies & Procedures for review. Several policies were added as part of the IAPD Accreditation process, including an alcohol serving policy. Commissioner Boyle made a motion to grant the Executive Director the authority to approve the Administrative Staff Policies & Procedures Manual. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 3-0.

7.2 VETERANS DISCOUNTS: Veteran discounts were discussed. Consensus was to offer a Veteran discount on Annual Memberships.

7.3 REVIEW OF CLOSED SESSION MEETING MINUTES: Director Zepezauer advised there are three sets of closed session minutes not currently available to the public. He advised staff recommended keeping all three confidential at this time. Commissioner Boyle made a motion to keep closed session meeting minutes of 12/18/2018, 8/20/2019, and 10/15/2019 confidential. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 3-0.

8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer provided follow up on tennis court resurfacing, recommending the project be revisited during the budget process. Commissioner Jeffrey expressed concern noting the large cracks are a trip hazard. A three year history of daily visits was provided and reviewed. Visits reflected a decline in July and again in early August with the return of the face mask mandate. Discussion occurred. The HR/Safety Report was provided. John Walters mentioned he will look in to utilizing hydraulic cement as a temporary solution for the tennis courts. He then gave the Parks Report, which reflected ongoing maintenance including tree trimming, mowing, and routine maintenance. The playground surface at the Athletic Fields is showing deterioration. The replacement will be covered under warranty. The Recreation Report was provided. Highlights included a strong start to fall soccer with 21 teams, the return to fall hours, and conclusion of summer camp. Byron Dance Academy is now offering a competition dance team and the response has been positive. Dance registration begins on August 24th. The Theatre Arts Academy is off to a good start with a successful audition weekend. Registration for fall race events are underway and all Halloween events are currently on as scheduled. The Movie in the Park and the Bike Parade went great and food trucks were well received. Active Net Software went live on July 20th and staff continue to update accounts and issue punch cards. The Fall Program Guide is live and marketing for upcoming programs is underway.

8.2 BOARD REPORTS: Discussion regarding the Executive Directors review occurred and the board will plan to meet prior to the next regularly scheduled board meeting.

9.0 CLOSED SESSION: None.

10.0 ADJOURNMENT: Commissioner Oracki made a motion to adjourn at 7:06 p.m. Commissioner Boyle seconded the motion which passed unanimously on voice vote 5-0.

 9-21-21

Signature

Date

 9/21/21

Signature

Date