

**Byron Park District Regular Meeting Minutes**

Tuesday, March 21, 2023 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, Jeffrey, Oracki and Wilmarth.

**ABSENT:** Griffith.

**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 Jeffrey made a motion to approve the agenda as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

**4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF FEBRUARY 21, 2023:** Commissioner Jeffrey made a motion to approve the Regular Meeting Minutes of February 21, 2023 as presented. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

**5.1 APPROVAL OF THE TREASURERS REPORT FOR THE MONTH ENDING FEBRUARY 28, 2023:** Director Zepezauer provided the Treasurers Report for the month ending February 28, 2023. Income Statements were reviewed. Recreation Fund revenues and expenses were both up when compared to 2022. Facility revenue had a slight dip when compared to January. Overall, there are no concerns regarding the start of the year. Commissioner Jeffrey made a motion to approve the Treasurers Report for the month ending February 28, 2023. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 4-0.

**5.2 APPROVAL OF BILLS FOR FEBRUARY 2023:** Commissioners reviewed the list of bills for February 2023. Commissioner Jeffrey requested clarification regarding the payment to Helm Electric for faulty light fixtures. Director Zepezauer advised the District is working with Helm to have the issue addressed with the manufacturer. He noted the payment is for labor and service that has been needed while staff work toward a resolution. Commissioner Oracki made a motion to approve the bills as presented. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

**6.0 OLD BUSINESS:** None.

**7.1 APPROVAL OF FINANCIAL CONTROLS ORDINANCE 2023-01:** Commissioners viewed the financial controls ordinance, which reflected minor changes from the last update in May 2021. Commissioner Jeffrey made a motion to approve Financial Controls Ordinance 2023-01. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 4-0.

**8.1 DIRECTOR/STAFF REPORTS:** Director Zepezauer provided a Johnson Park update advising pricing was higher than expected reducing the scope of work to be completed in 2023. The tentative timeline reflects completion in July. The Brighton Ridge property was officially sold. Punch Card and Membership Visits reflect a dip in February; visits remain

significantly higher than past years. The HR Safety Report was provided. The Lifeguard Training Course has eight participants. Two participants were hired for swim lesson and will be eligible for lifeguarding. Carrie is in the process of creating inspection forms for all aspects of the District. She is working with appropriate staff members and PDRMA to implement by the end of the year. Staff trainings are ongoing. The Park Report reflected weekly and monthly ongoing inspections for the Fitness Center, Playgrounds and Equipment. Tree removal has concluded at Johnson Park. The Recreation Report was reviewed; highlights included the start of Spring Soccer. Dance Competition Team competed at the Applause Talent Competition and received numerous awards. The Special Events report reflected the Employee Appreciation Event, which was well received, and completion of the Aquatic Egg Hunt. The Summer Program Guide is in the final stages and staff anticipate sending it out the second week in April. Sponsorship letters were distributed and responses are beginning to come in. Website updates are underway for summer programs and promotional material has been ordered for upcoming shows. Several new team members have been hired for the Guest Services Desk.

**8.2 BOARD REPORTS:** None.

**9.0 CLOSED SESSION:** None.

**10.0 ADJOURNMENT:** Commissioner Boyle made a motion to adjourn at 6:37 p.m. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 4-0.



Signature

JP 4-18-2023

Date



Signature

Date