



## Byron Park District Regular Meeting Minutes

Tuesday, May 16, 2023 at 6:05 p.m.

Byron Park District Board Room

**1.1** Commissioner Jeffrey 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, Griffith, Jeffrey, Oracki and Wilmarth.

**ABSENT:** None.

**STAFF PRESENT:** Director Paul Zepezauer and Elaine Carow.

**GUESTS:** Cassandra Reed with Lauterbach & Amen, LLP

**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 Wilmarth made a motion to approve the agenda as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote 5-0.

**4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF APRIL 18, 2023:** Commissioner Oracki made a motion to approve the Regular Meeting Minutes of April 18, 2023 as presented. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 5-0.

**5.1 APPROVAL OF THE 2022 ANNUAL FINANCIAL REPORT:** Commissioners reviewed the Management Letter and Annual Financial Report. Cassandra Reed with Lauterbach & Amen provided an overview of the document. She advised the District received an Unmodified Opinion, which is the highest opinion possible. Commissioner Oracki made a motion to approve the 2022 Annual Financial Report. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

\*Cassandra Reed exited at 6:13 p.m.

**5.2 APPROVAL OF THE TREASURERS REPORT FOR THE MONTH ENDING APRIL 30, 2023:** Director Zepezauer advised April was another strong month for the Recreation Fund. Fee revenue was up from 2022 and monthly revenue exceeded \$100,000 for the second month in a row. Due to the District using the recreation fund for capital expenses during this fiscal year, moving forward the percentage of budget used will be the key metric to determine where the district is at financially and for projections. Cultural Arts and the PE Center continue to be the highest sources of income and expenses. Bank Balances and Payroll were reviewed. Commissioner Griffith made a motion to approve the Treasurers Report for the month ending April 30, 2023. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

**5.3 APPROVAL OF BILLS FOR APRIL 2023:** Commissioners reviewed the list of bills for April 2023. Commissioner Boyle made a motion to approve the bills as presented. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

**6.0 OLD BUSINESS:** None.

**7.1 APPROVAL OF THE 2022 ANNUAL REPORT:** Commissioners viewed the 2022 Annual Report, which will be posted online and on Facebook. Commissioner Boyle made a motion to approve the 2022 Annual Report. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

**7.2 APPROVAL OF THE RESOLUTION FORMING A COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY:** Commissioners viewed Resolution 2023-01 requiring the District to form a committee to study the efficiency of the organization. Director Zepezauer advised meeting dates are to be determined. Commissioner Wilmarth made a motion to approve Resolution 2023-01. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

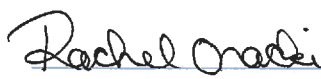
**7.3 APPROVAL OF THE INTERGOVERNMENTAL AGREEMENT WITH THE CITY OF BYRON:** Director Zepezauer advised, due to potential sharing of equipment, the Byron Park District and City of Byron need an Intergovernmental Agreement; Commissioners viewed the document. Commissioner Griffith made a motion to approve the Intergovernmental Agreement with the City of Byron. Commissioner Boyle seconded the motion, which passed unanimously on voice vote 5-0.

**8.1 DIRECTOR/STAFF REPORTS:** Director Zepezauer provided an update on all of the theatre performances and programs. A three-year history of Punch Card and Membership Daily Visits reflected a decline in April due to warmer weather. The HR/Safety Report reflected the return of seasonal workers, ongoing certification courses and inspections. Seasonal maintenance at the parks including mulching, dock installation, and repairs are underway. Spring soccer is wrapping up and spring baseball and softball start the week of 5/22. Fitness classes continue to have solid attendance numbers and several new classes will be in the new guide. Dance classes are gearing up for the annual recital in June. The Dance Competition Team performed in their second competition and brought home numerous awards. Media for upcoming events have been ordered and work on the fall guide has begun. Staff are working on the implementation of a Byron Park District app to streamline communication.

**8.2 BOARD REPORTS:** Commissioner Boyle requested additional information regarding age requirements for the Fitness Center; discussion occurred. Commissioner Wilmarth requested clarification regarding dance studio rental fees. Director Zepezauer advised the rental fee is hourly and includes the cost of admission.

**9.0 CLOSED SESSION:** None.

**10.0 ADJOURNMENT:** Commissioner Boyle made a motion to adjourn at 6:47 p.m. Commissioner Jeffrey seconded the motion, which passed unanimously on voice vote 5-0.

 6-20-23  
Signature Date

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