

NOTICE
BOARD OF COMMISSIONERS MEETING

Tuesday, March 18, 2025, at 6:00 pm
Byron Park District Conference Room (500 N. Colfax St.)

1.0 Convening the Meeting

1.1 Commissioner Jeffrey called the Regular Meeting of the Board of Commissioners to order at 6:00pm.

1.2 On roll call, the following were:

PRESENT: Commissioners Boyle, Jeffrey, Oracki, Wilmarth & Griffith
Commissioner Boyle left the meeting at 6:42 pm

ABSENT: None

STAFF PRESENT: Nick Warrner & Carrie Stralow

GUESTS: Seth Newton

2.0 Public Comment: Seth Newton stated that he appreciates everything the Park District offers to the community and is looking forward to being voted into the Board of Commissioners in April.

3.0 Amendments/Approval of the Agenda

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 on voice vote of 5-0.

4.0 Approval of Minutes

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF FEBRUARY 11, 2025: Commissioner Oracki made a motion to approve the Regular Meeting Minutes of February 11, 2025, as presented. Commissioner Griffith seconded the motion, which passed on voice vote of 5-0.

5.0 Financial Matters

5.1 APPROVAL OF THE TREASURERS REPORT FOR THE MONTH ENDING FEBRUARY 28, 2025

Recreation revenue and expense were reviewed. All funds were very similar to February 2024, except for the recreation and the audit funds. The Audit fees were processed in February this year instead of March like last year. The Recreation fund was slightly down compared to February 2024; however, dance session 4 fees were processed in early March this year. Expenditures were up due to the purchase of new cardio equipment. Overall, there are no concerns about how the year started financially.

Commissioner Griffith asked Director Warrner if there are plans to purchase any more equipment this fiscal year. Director Warrner stated that there are two more weight benches that have been ordered but not delivered yet. We have met the budget amount for this fiscal year, so no more big

Director Warnner showed the new Staff Call sheet that is posted at the front desk and designates who to call in certain situations (major medical/other emergency; facility issue; and customer question/complaint). Next, the part-time staff appreciation event was discussed, and it was determined that we would have the 2025 event in June at Prairie Fire again. Director Warnner went on to discuss Fitness Center Window Shades. Even though this expense was not budgeted for, Commissioners agreed that they need to be purchased and installed. In addition, they suggested that we add open/closing procedures regarding shade placement (up/down). Director Warnner then discussed the budgeted lighting console upgrade for the theatre. Lastly, an extensive discussion ensued regarding the Fitness Center cleaning. Director Warnner informed the board that he recently had a meeting with Brent, Byron's Building & Maintenance Supervisor, and showed him video footage of the night custodian not performing his job duties. Brent informed Director Warnner that he will address the issue. He also stated that they are going through a staffing transition, since the current head custodian is moving to the maintenance department, and a new head custodian will need to be hired. Commissioner Griffith expressed that patrons deserve a clean facility and wonders why he never sees staff cleaning. He believes that we need to increase our cleaning culture and standards. Commissioner Willmarth agreed that he sees Fitness Desk staff either talking at the front desk or sitting behind the desk on a computer, NOT cleaning. Commissioner Oracki suggested keeping staff 45 – 60 minutes after their current evening shift to clean the facility, as an alternative to hiring more staff. Director Warnner explained that we have already increased our staff's cleaning tasks and created checklists. Commissioners then asked about the accountability of the cleaning checklists; what happens if staff don't clean; and who supervises staff during the evening and weekends. Commissioner Oracki corroborated that we need to tighten protocols and increase staff accountability. Commissioner Willmarth instructed Director Warnner to produce a plan with solutions to the current issues. We need to determine if we are understaffed or are current staff underperforming. We need to develop a plan and do something to solve the issue.

Director Warnner showed the list of bills for February 2025. Commissioner Boyle made a motion to approve the bills as presented. Commissioner Griffith seconded the motion, which passed unanimously on voice vote of 5-0.

5.2 APPROVAL OF BILLS FOR FEBRUARY 2025

Commissioner Griffith made a motion to approve the Treasurers Report for the month ending February 28, 2025. Commissioner Boyle seconded the motion, which passed on voice vote of 5-0.

Commissioner Oracki requested a women's barbell, which is only 35 lbs and not as wide as the standard version. Director Warnner stated that he could order one, since it's not a big-ticket item and remain within the allotted budget. However, next fiscal year, we plan to replace the recumbent bike. Purchases would be made.

8.1 DIRECTOR / STAFF Reports

8.0

New Business: None

7.0

Old Business: None

6.0

For the HR/Safety Report, Carrie stated that the audit is nearing completion and should be presented to the board in May or June. She also stated that she has met with Kyle from PDRMA and has identified our district's safety goal for 2025 as updating the Personnel Policy Manual.

In the parks report, John has secured a quote for Fitness Center Shades and will install them, if purchased. He has been busy removing dead trees at Blackhawk after the recent storms and will be working on replacing the hallway lights with new LED lights during spring break week. Commissioner Wilmarth commented that the goose lights that John previously installed at Johnson Park are working great and keeping the geese away!

In the Recreation report, Aydin reported that we currently have 240 registrations for Spring Soccer, which is more than last year (215). Registration numbers for 9–14-year-old baseball and softball are also higher than previous years. In fact, softball registrations are higher than the previous 3 seasons!

Next, fitness class averages were discussed. Director Warrner stated that he has recently purchased new TRX bands due to increased class size and replaced worn-out kettlebells. Director Warrner also presented some positive praise e-mails regarding the new teen fitness class that Ashley conducted. Commissioner Griffith stated how well both Ashley and Sam, the new fitness instructor teach classes, which has contributed to successful fitness class attendance!

For special events, we hosted an Indoor Triathlon on February 15th and several monthly Senior activities (Trivia & Bingo). The indoor triathlon numbers were small (15 people), but we've increased participation each year. Upcoming special events include additional Senior activities, the Sock Hop on 5/23 and a bus trip to the Cubs/Brewers game with Oregon Park District. Commissioners agreed that it is good to offer bus trips again and great that we can co-op with Oregon to make the trip financially feasible.

Lastly, in Cultural Arts, it was reported that the fourth session of recital and competition dance is currently underway. The competition team recently competed in their first competition in Madison, where BDA took home many high point and judges choice awards, including the "Culture of Caring" award. On March 14th, the BDA team successfully performed at the Ice Hogs game and will return to perform on April 5th. The competition Gold team, plus solos, duets and trios are gearing up for their competition in Rockton, IL on March 22nd-23rd. The second session of the new non-recital tiny tot class just finished with a total of 12 participants. One more session will be offered. Jessica and Erin also ran a dance class for the Byron Achieve Program through Byron HS on March 11th.

8.2 BOARD: None

9.0 Closed Session: None

10.0 Adjournment

Commissioner Oracki made a motion to adjourn at 7:04 p.m. Commissioner Wilmarth seconded the motion, which passed on voice vote of 4-0.


Signature
4-15-25
Date


Signature
4/15/2025
Date

