

NOTICE

BOARD OF COMMISSIONERS MEETING

Tuesday, October 21, 2025, at 6:00 pm
Byron Park District Conference Room (500 N. Colfax St.)

1.0 Convening the Meeting

1.1 Commissioner Boyle called the Regular Meeting of the Board of Commissioners to order at 6:05 pm.

1.2 On roll call, the following were:

PRESENT: Commissioners Boyle, Oracki, Newton and Wilmarth

ABSENT: Commissioner Griffith

STAFF PRESENT: Nick Warrner, Aydin Coffey, John Walters & Carrie Stralow

GUESTS: Phil Brower

2.0 Public Comment: None

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 Newton seconded the motion, which passed on voice vote of 4-0.

4.0 Approval of Minutes

4.1 APPROVAL OF THE REGULAR MEETING MINUTES OF August 19, 2025: Tabled until Nov. meeting

4.2 APPROVAL OF THE REGULAR MEETING MINUTES OF September 19, 2025

Commissioner Wilmarth made a motion to approve the Regular Meeting Minutes of September 19, 2025 as presented. Commissioner Oracki seconded the motion, which passed on a voice vote of 4-0.

4.3 APPROVAL OF THE CLOSED MEETING MINUTES OF September 19, 2025

Commissioner Oracki made a motion to approve the Closed Meeting Minutes of September 19, 2025 as presented. Commissioner Newton seconded the motion, which passed on a voice vote of 4-0.

5.0 Financial Matters

5.1 APPROVAL OF THE TREASURERS REPORT FOR THE MONTH ENDING September 30, 2025

Director Warrner went through the Treasurer's report, which included charts and graphs of current revenue and expenses by department and fund, along with revenue/expense comparison to budget, payroll and bank balances.

Commissioner Wilmarth made a motion to approve the Treasurers Report for the month ending September 30, 2025. Commissioner Newton seconded the motion, which passed on voice vote of 4-0.

5.2 APPROVAL OF BILLS FOR SEPTEMBER 2025

Commissioners reviewed the list of bills for September 2025. Commissioner Newton made a motion to approve the bills as presented. Commissioner Oracki seconded the motion, which passed unanimously on voice vote of 4-0.

6.0 Old Business: None

7.0 New Business

7.1 APPROVAL OF THE UPDATED FINANCIAL CONTROL ORDINANCE 2025-01

Commissioner Wilmarth made a motion to approve the Updated Financial Control Ordinance 2025-01. Commissioner Oracki seconded the motion. This passed on a roll call vote of 4-0. Boyle – Yes, Oracki-Yes, Newton – Yes, Wilmarth – Yes.

8.0 Reports

8.1 DIRECTOR / STAFF

Director Warrner stated that he is currently working on the 2026 budget and that the November Budget Meeting date needs to be determined. After some discussion, it was determined that the Budget Meeting will be held on Monday November 24th at 5 pm. The regular board meeting will move from Tuesday November 18th to Monday November 24th at 6 pm.

Next, Director Warrner asked board member's' opinions about starting an Employee of the Month award of a \$25 gift card. All present board members agreed that they think the recognition of an Employee of the Month is a good idea. The next topic of discussion was the IPRA Conference, held January 29-31 and who would be attending. Commissioner Boyle agreed to be the annual business meeting delegate and Commissioner Wilmarth agreed to be the 1st alternative delegate. Lastly, Director Warrner stated that the ice rink has already arrived, but the company agreed to wait to bill us until FY26. A short discussion of shut-off times for rink lights occurred and 9 pm was chosen.

In the HR/Safety Report, Carrie informed the board that the company currently providing our Time and Attendance software will no longer be able to support us, so we will be switching to another company. Fortunately, they utilize the same software, which will make the transition easy. Carrie then stated that additional Guest Services and Fitness Desk/Facility Supervisors staff have been hired to replace retiring staff members. Lastly, Carrie discussed how a Cyber Security Plan has been implemented in case of a computer security breach.

In the Parks Report, John reported that he pulled the BCT float in the Autumn on Parade, that a dead tree was recently removed at Blackhawk Park and that a new picnic table was installed on the fishing patio at Johnson Park. John also stated that all the drinking fountains at the parks have been shut-off/winterized and that the boat docks will be removed from the river within the next week.

In the Recreation Report, Aydin covered the athletic programs, special events and senior events that recently concluded and ones that will begin soon. In addition, Aydin informed the board that a Wednesday evening lifeguard has been hired, so we are now back to the same pool availability schedule as before the remodel. The average monthly fitness class numbers, personal training sessions and juice bar sales were also presented.

Lastly, the Cultural Arts Report was presented. Dance classes are currently running M – TH in all 4 rooms and now Saturday mornings in the wood gym for acro/tumbling classes. The BDA team walked in the Autumn on Parade, participated in a Trunk or Treat event and are preparing for their first dance convention on November 9th. The new "Dancer of the Month" incentive program was also presented, along with the Painting Pals class participation numbers.

8.2 BOARD

Commissioner Wilmarth inquired about facility cleaning. Director Warrner stated that Drew is currently still cleaning until mid-November and that he is planning to interview interested candidates in the next few weeks to replace Drew. Commissioner Wilmarth stated that the showers in the locker rooms have not been getting cleaned and the grout is now stained. Director Warrner stated that he has spoken to the school in regards to the locker room cleaning and the school explained that they are once again short on staff. Director Warrner then stated that John Walters will be able to clean the grout by the end of the week.

9.0 Closed Session: None

10.0 Adjournment

Commissioner Oracki made a motion to adjourn at 6:53 p.m. Commissioner Newton seconded the motion, which passed on voice vote of 4-0.

Jeff Wilmarth 11-24-25
Signature Date

Bruce D. Boyle 11-24/25
Signature Date