



Byron Park District Regular Meeting Minutes
Tuesday, December 15, 2020 at 6:05 p.m.
Byron Park District Board Room

1.1 Commissioner Oracki 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, Nick Warrner, 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 amended. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

4.1 BINA HEARING MINUTES OF NOVEMBER 17, 2020: Commissioner Jeffrey made a motion to approve the BINA Hearing Minutes of November 17, 2020. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

4.2 APPROVAL OF THE REGULAR MEETING MINUTES OF NOVEMBER 17, 2020: Commissioner Boyle made a motion to approve the Regular Meeting Minutes of November 17, 2020. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

5.1 TREASURER'S REPORT FOR THE MONTH ENDING NOVEMBER 31, 2020: Executive Director Paul Zepezauer provided the Treasurer's Report and reviewed the Income Statements. The Recreation Fund bottom line is down when compared to 2019. The final fund deficit is projected to be in the area of \$45,000-\$60,000. Capital projects are on track to be near the budgeted surplus of 276,000; some construction billing will be moved to 2021. Athletics and PE Center continue to show a lack of revenue; fees and expenses will be reviewed. Commissioner Griffith made a motion to approve the Treasurers Report for the month ending November 31, 2020. Commissioner Wilmarth seconded the motion, which passed unanimously on voice vote 5-0.

5.2 APPROVAL OF BILLS FOR NOVEMBER 2020: A list of bills for November 2020 was provided. Commissioner Wilmarth made a motion to approve the bills as presented. Commissioner Griffith seconded the motion, which passed unanimously on voice vote 5-0.

6.1 FACILITY EXPANSION AND RENOVATION: Director Zepezauer provided an update regarding the Facility Expansion and Renovation. Site work has been completed with the exception of the three light poles waiting on an additional fixture. Locker rooms are functional with a few outstanding punch list items. The main hallway is open although work continues in that area. The tentative opening date for the fitness center and dance studios is January 11, 2021. The project closure is anticipated to be in February or March of 2021.

6.2 APPROVAL OF THE 2020 BOND ISSUE ORDINANCE 2020-05 (An ordinance providing for the issuance of \$478,000 General Obligation Park Bonds, Series 2020 of the Byron Park District, Ogle County, Illinois, and for the levy of a direct annual tax sufficient to pay the principal and interest on said bonds. The bond ordinance was viewed. Three bank bids were received. Commissioner Wilmarth made a motion to approve 2020 Bond Issue Ordinance 2020-05. Commissioner Griffith seconded the motion which passed unanimously on Roll Call vote 5-0.

AYES: Commissioners Wilmarth, Griffith, Jeffrey, Boyle, and Oracki.

NAYS: None.

ABSENT: None.

6.3 APPROVAL OF THE FY 2021 BUDGET AND APPROPRIATIONS ORDINANCE 2020-02: The Budget & Appropriation Ordinance was viewed. The ordinance was on display for 30 days at the Byron Public Library and Byron Park District website. Commissioner Jeffrey made a motion to approve the FY 2021 Budget and Appropriations Ordinance 2020-02. Commissioner Boyle seconded the motion which passed unanimously on Roll Call vote 5-0.

AYES: Commissioners Jeffrey, Boyle, Griffith, Oracki and Wilmarth.

NAYS: None.

ABSENT: None.

7.1 APPROVAL OF 2021 MEETING DATES: 2021 meeting dates were reviewed; meetings will continue to be held the Third Tuesday of the month at 6:00 p.m. Commissioner Jeffrey made a motion to approve the 2021 Regular Board meeting dates as presented. Commissioner Boyle seconded the motion which passed unanimously on voice vote 5-0.

7.2 MEMBERSHIP, PUNCH CARDS AND DROP IN FEES: A review of membership, punch cards, and drop in fees was conducted. Brief discussion occurred. Director Zepezauer recommended adding a youth category for guests that can only utilize the courts due to age. Fitness class punch cards were eliminated and will be available with any paid admission and membership. Daily admission was increased by \$1.00 at all age levels. Punch cards were adjusted to reflect 25% off the daily admission for a 15 count and 50% off the 30 count. Membership rates were reviewed and adjusted. High School Free Time Memberships were eliminated. Director Zepezauer proposed a 2021 Facility Opening Special; three months of membership for free with no obligation other than collection of user information for follow up. All existing members will receive three months free to their current membership. The offer will start when the facility opens and end on April 1. Commissioner Jeffrey made a motion to approve the fee increased and special effective January 1, 2021. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 5-0.

8.1 DIRECTOR/STAFF REPORTS: Director Zepezauer provided a staffing update. Full time staff will continue to clean the construction areas as needed and will move office furniture and contents to the new space. Part time staff hours have been limited. Recreation fund staff will be balancing time between their normal duties and covering a portion of the normal part time staff responsibilities. Director Zepezauer does not recommend layoffs or furloughs due to enough full time work being available. Depending on the Covid outlook, the board could re-evaluate in January. Discussion occurred. Consensus is to revisit in January if necessary. Commissioner Boyle

expressed concern noting he has reached out to other districts regarding layoffs and changes due to Covid. He advised he would like to discuss in closed session. Commissioner Wilmarth suggested Commissioner Boyle request to enter closed session if he feels it is necessary. Director Zepezauer provided an update regarding reopening the facility. A copy of the PDRMA's phase 4 reopening document was provided and reviewed. Due to conflicting and unclear information the best course of action is to follow mitigations and keep program offerings in unison with the School District. Director Zepezauer provided an update regarding the discontinuation of Max Galaxy registration software; the District will transition to ActiveNet. The HR/Safety Report was provided. The district is expecting its third CURE reimbursement for Covid supplies. Staff trainings and manual updates are ongoing. Finance will be entering the busy season with budget approval, FY closing, W-2's, 1099's and the audit. The Recreation Report was provided. Highlights included the addition of a personal trainer/fitness instructor and the implementation of tier 3 safety mitigations. Dance classes have been temporarily paused and private lessons are being considered. A Special Events update was provided. The Fall Frenzy Race Series was a success and will return in 2021. The District will be participating in Miracle on Second Street and hosting the Holiday House Decorating Showdown. The Winter Spring Brochure is scheduled for delivery the week of December 28.

8.2 BOARD REPORTS: None.

9.0 CLOSED SESSION: Commissioner Boyle made a motion to enter closed session at 7:08 p.m. for the purpose of Personnel: 5ILCS, Par. 120/2 (c) (1). Commissioner Griffith seconded the motion which passed unanimously on roll call vote 5-0.

AYES: Boyle, Griffith, Jeffrey, Oracki and Wilmarth.


NAYS: None.

ABSENT: None.

*Staff members exit at 7:09 p.m.

Commissioner Jeffrey made a motion to end Closed Session at 7:17 p.m. with no action taken. Commissioner Wilmarth seconded the motion which passed unanimously on voice vote 5-0.

10.0 ADJOURNMENT: Commissioner Jeffrey made a motion to adjourn at 7:17 p.m. Commissioner Boyle seconded the motion which passed unanimously on voice vote 5-0.

 1-19-21
Signature Date

 1-19-21
Signature Date