

**DIXON PARK DISTRICT  
MINUTES OF REGULAR BOARD MEETING  
804 PALMYRA STREET DIXON, ILLINOIS  
MAY 20, 2020**

**I. CALL TO ORDER**

- A. President Ron Pritchard called the meeting to order at 6:00 p.m.  
Roll Call: President Ron Pritchard - present via phone  
Vice President - Shane Miller - present via internet  
Commissioner - Rodney Frey - present via internet  
Commissioner and Board Secretary - Keith Aurand - present via internet  
Commissioner - Steve Pritchard - absent  
Staff Present: Duane Long - Executive Director present via internet  
Teresa Smith - Administrative Assistant present via internet  
Seth Nicklaus – Recreation Director present via internet for Disc  
Golf Discussion

**II. REMOTE ATTENDANCE POLICY AMENDMENT**

- A. Remote Attendance Policy Amendment to Resolution #223  
Commissioner Miller made a motion, seconded by Commissioner Frey, to approve the Remote Attendance Policy Amendment to Resolution #223 as presented with the following modification: strike the word “written” from section IV(a) (ii).  
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried

**III. PUBLIC HEARING**

- A. Annual Budget & Appropriation Ordinance #603  
Ordinance #603 was reviewed with copies of Ordinance #603 available for review by the public upon request and on the Dixon Park District website [www.dixonparkdistrict.com](http://www.dixonparkdistrict.com) since April 16, 2020. No public comments have been received and no request to attend the remote public hearing have been received since the legal notice regarding the remote public hearing appeared in the Dixon Telegraph on May 1, 2020

President R. Pritchard asked for any oral testimony or any public comments concerning the proposed Annual Budget & Appropriation Ordinance #603 with no statements made.

The President then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed Annual Budget & Appropriation Ordinance #603.

Commissioner Miller made a motion, seconded by Commissioner Frey, to adjourn the Public Hearing and proceed with the meeting agenda as presented.

Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried

#### **IV. CORRESPONDENCE**

Correspondence was shared from the John Stiles family expressing appreciation for the card and flowers received from the Park District expressing sympathy to the family upon the death of John Stiles.

A thank you card was received from Kreider Services to express gratitude to the Dixon Park District for the recent donation of a Woodcote stay for the Kreider Gala that was held in March.

A thank you card was received from Teresa Smith expressing gratitude for the flowers received for Administrative Assistant Day.

#### **V. CHANGES TO THE AGENDA**

Agenda item XI section A (Disc Golf Course at Page Park) was changed to immediately after agenda item X. section C. (Review of Executive Minutes for Public Access).

#### **VI. BOARD MINUTES**

- A. Regular Minutes of April 15, 2020 - Review/Amend/Approve  
Commissioner Aurand made a motion, seconded by Commissioner Miller, to approve the April 15, 2020 regular minutes of the Board as printed.  
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried

#### **VII. FINANCIAL REPORTS - Review/Amend/Accept**

- A. Profit & Loss Budget vs. Actual, Balance Sheet, and Disbursements for April 2020.  
Commissioner Miller made a motion, seconded by Commissioner Frey to accept all financial documents for April 2020 as printed.  
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried

#### **VIII. REPORTS**

- A. Commissioners
1. President R. Pritchard wanted to acknowledge that the Dixon community recently lost 2 citizens who served the Dixon Park District: Jim Stewart who was actively involved with the Golf Range, and Dawn Considine who served as a Dixon Park District Board member.
  2. Commissioner Miller shared he recently received a message from a parent in the community expressing that he would like to see the Dixon Park District offer tennis and golf sessions for small groups of children throughout the summer since children have had limited opportunities over the past few weeks with Covid-19.
  3. Commissioner Frey indicated he would like to share kudos to the Maintenance Department staff at Lowell Park for all their efforts at Lowell Park and the Meadows after the recent storm.

Commissioner Frey also questioned if the Custer Avenue boat dock area could be paved.

4. Commissioner Aurand indicated he recently walked the area in Page Park that is being considered for the Disc Golf course.

Commissioner Aurand also indicated he noticed that in Rock Falls they are offering bikes for rent that can be used on the bike path along the Rock River. Long indicated the Dixon Park District included this service in the TRAILS grant that was submitted earlier this spring.

5. Commissioner S. Pritchard – Absent

**B. Executive Director**

The Board reviewed Long’s report as printed.

Long indicated the sunshade for the dog park will be installed soon.

Three new picnic tables with umbrellas have been purchased for the splash pad area at Vaile Park and those will be installed later this summer.

Long has been working on the Golf Training Center remodeling during off hours.

The restrooms at Water Wonderland are expected to be completed in 2 weeks.

The Zip Track playground will be installed later this summer at Haymarket Square after it is received from the manufacturer.

Today a Fast Track grant application was submitted to the State of Illinois requesting \$5 million for the new community center.

Long indicated the Armory National Guard is working on the parking lot next to the Dixon Park District property and Long would like to consider extending the curb and gutter as well as pave the street so that it continues into Page Park. An estimated cost of \$8662.50 has been received for the curb and gutter with an additional estimate of \$19,700 for adding core rock and asphalt. Consensus of the Board was for Long to proceed with the project seeking bids for the project if needed

**IX. OLD BUSINESS**

- A. Annual Budget & Appropriation Ordinance #603- Review/Amend/Approve  
Commissioner Aurand made a motion, seconded by Commissioner Frey, to approve the Annual Budget & Appropriation Ordinance # 603 as printed.

Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried

**X. NEW BUSINESS**

- A. Risk Management Policy - Review/Amend/Approve  
Commissioner Frey made a motion, seconded by Commissioner Aurand, to approve the Risk Management Policy as presented.

Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried

- B. Destruction of Audio Recordings over 18 months of age from Previous Board Meetings - Review/Amend/Approve

No action at this time regarding destruction of audio recordings. Long indicated in the near future the Board will be assessing the need to destroy some of the paper documents that have been in storage for several years.

- C. Review of Executive Minutes for Public Access- Review/Amend/Approve  
Commissioner Miller made a motion, seconded by Commissioner Aurand, to approve the release of the executive minutes from February 18, 2020 and March 11, 2020.  
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried
- D. Election of Officers  
Commissioner Aurand made a motion, seconded by Commissioner Miller, to retain Ron Pritchard as the President of the Dixon Park District Board and retain Shane Miller as the Vice-President of the Dixon Park District Board.  
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried
- E. Appointment of Board Secretary  
Commissioner Miller made a motion, seconded by Commissioner Frey, to retain Keith Aurand as the Secretary of the Dixon Park District Board and retain Crystal Killian as Treasurer of the Dixon Park District Board.  
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried
- F. Appointment of Board Treasurer  
See item "E" above.

## **XI. VISITORS**

- A. Disc Golf Course at Page Park- Nora Balayti/Brent Reuter  
Nicklaus indicated he met with Nora Balayti and Brent Reuter to review details of the Disc Golf Course at Page Park. Consensus of the Board was to have Balayti and Reuter proceed with fundraising for the Disc Golf course with Nicklaus overseeing the project. Balayti will forward information to the Park Office regarding marketing of the fundraising efforts.

## **XII. EXECUTIVE SESSION- None**

## **XIII. ADJOURN**

- At 7:27 p.m. Commissioner Miller made a motion, seconded by Commissioner Aurand to adjourn.  
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - absent; motion carried.

Signatures: \_\_\_\_\_ Date: \_\_\_\_\_  
Ron Pritchard

\_\_\_\_\_ Date: \_\_\_\_\_  
Rodney Frey

\_\_\_\_\_ Date: \_\_\_\_\_  
Shane Miller

\_\_\_\_\_ Date: \_\_\_\_\_  
Steve Pritchard

\_\_\_\_\_ Date: \_\_\_\_\_  
Keith Aurand