

**DIXON PARK DISTRICT
MINUTES OF REGULAR BOARD MEETING
1312 WASHINGTON AVENUE DIXON, ILLINOIS
September 20, 2023, 6:00PM**

I. CALL TO ORDER

President, Rodney Frey called the meeting to order at 6:00PM

Roll Call: President, Rodney Frey-Present
 Vice President, Keith Aurand-Present
 Secretary, Anthony Venier-Present
 Commissioner, Jerry Pauser-Present

Staff Present: Duane Long, Executive Director
 Michelle Lawson, Office Administrator
 Seth Nicklaus, Recreation Director

II. CHANGES TO THE AGENDA

A. Move Financial Report C. FY23 Financial Audit-Presentation by Sikich, LLP
 After Correspondence.

III. VISITORS- Ron Pritchard-Former Board President

IV. CORRESPONDENCE- Rodney Frey read one Thank you card from the Petunia
Festival President, Jeff White. Jeff thanked the Park
District for their help and support during this year's
Petunia Festival.

V. BOARD MINUTES-Review/Amend/Accept Regular Board Minutes for August

A. Motion to Approve August Regular Board Minutes by
 Anthony Venier; Seconded by Keith Aurand. Vote by Roll Call: Keith Aurand-Yes;
 Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

VI. FINANCIAL REPORTS-Review/Amend/Accept

A. **Profit & Loss vs. Actual, Balance Sheet, and
Disbursements for August, 2023**-Rodney Frey asked about the solar payment
account. It was reported by Michelle Lawson that the account would need to be
updated to the current payments. Michelle will have that information to the board
at the next meeting.

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Motion to Approve August Financial Reports by Keith Aurand; Seconded by Anthony Venier. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

B. FY23 Treasurer's Report-Review/Amend/Accept

Michelle Lawson, Treasurer presented to the Board of Commissioners the FY23 Treasurer's Report Dixon Park District. There was no further discussion.

Motion to Approve FY23 Treasurer's Report by

Keith Aurand; Seconded by Anthony Venier. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

C. FY23 Financial Audit-Presentation by Sikich, LLP

Lindsey Fish, Sikich, LLP presented the results of the FY23 audit. The report shows the financial statement disclosures are neutral, consistent, and clear. No significant difficulties were encountered dealing with management in performing the audit. The district is in good financial standing. The deficiencies in the report are related to policies and procedures needing to be updated.

Duane Long reported that Michelle Lawson, Treasurer is currently working on correcting all deficiencies reported. The Board will review and vote to approve next regular Meeting in October.

No Action Taken.

D. Review Income/Expenses on 2023A Promissory Note

Michelle Lawson informed the Board of commissioners that as of September 20th no funds have been used from the note. The next tax payment is expected at the end of September.

No Action Taken.

VII. REPORTS

A. Commissioners-

1. Jerry Pauser-None

2. Rodney Frey-Rodney asked if there is an update on the kayak/canoe launch. Stating some community members have asked him. Duane Long said he will cover that in his board report.

3. Keith Aurand-Keith told the board Jana Halfacre is doing a wonderful job greeting our community as they call or enter the Facility. Keith told the Board Commissioners he will need their help in volunteering for the Meadows Fall Drive on October 15, 2023. With a rain date of October 22, 2023. Keith has contacted Tyler Hodapp, Maintenance Director to see what will be needed to open the

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access road on Institute Drive for workers to access the bike path without impeding pedestrians on the actual path. He is proposing a yellow gate to block the public from accessing the maintenance road. There was a 4-0 consensus from the board to proceed with the project. Keith also reminded the board that the Meadows will be closed for Bow Hunting in October/November/December. He reminded the board they will need to look at rules and regulations that they agreed to open up 3 years after the 2020 board meeting they were presented. Keith asked for the review to be at the November Board Meeting.

4. Anthony Venier-None

- B. **Executive Director**-Duane Long reported the Rooftop Solar project is complete. The solar panels are installed and operational on top of the Facility roof. The Solar field project is in progress. The solar array company will come in and speak to the board regarding the project. The Canoe/Kayak Launch is waiting on the railing to complete the project. Mr. Long suggested the Grand Opening be pushed back to Spring of 2024 due to a 4 Week timeline of completion of the project. The board agreed to the 2024 grand opening.
- Vaile Parke playground is almost complete. Grand Opening will be the second or third week in October. Thank you to the water department for helping set up the New drinking fountain. Thank you to the street department for putting in the new Sidewalks. The structure is complete. The rubber surface is in progress now. Time Grobe has been hired as a full-time maintenance worker. Tyler Hodapp will be on light duty until released by his doctor after injuring his ankle on a job. Seth Nicklaus-Recreation Director reported summer programming is wrapping up. The park district has impacted a lot of kids. Our front desk staff had a meeting to Discuss their impact on the community everyday. Michele Kreczmer, Recreation Supervisor is a big part of our staff. She was instrumental in developing our first youth league, flag football. We have 2 adult officials that work with the youth flag football. Ed Williams and Jeff Gaither have done a great job in officiating the league. Youth basketball will begin in January.
- The birthday parties at the Facility have been growing. We held 100 parties in 9 months. We have added a new add on to the parties. The community can add on a nerf gun party for an additional charge. Our front desk staff monitor and work all birthday parties.

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VIII. OLD BUSINESS

A. NONE

IX. NEW BUSINESS

A. Review/Amend/Approve Annexation Ordinance #634

The board reviewed the approved City of Dixon annexation ordinance. Duane Longe reports approximately \$15,000 dollars will be collected for the properties annexed into the Park District. This income will come in 2025.

Motion by Anthony Venier to approve Annexation Ordinance #634, seconded by Keith Aurand. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

X. EXECUTIVE SESSION-

Motion to go into Executive Session by Keith Aurand, seconded by Anthony Venier to meet in executive session to discuss board member applications at 7:25 PM. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes.

Take action to come out of closed session

Motion to come out of Executive Session at 7:45 PM by Jerry Pauser, seconded by Anthony Venier.

Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes.

XI. ADJOURN

Motion by Keith Aurand to Adjourn, seconded by Jerry Pauser to Adjourn.

Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes.

Meeting Adjourned at 7:46 P.M.

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Signatures:

_____ Date: _____
Rodney Frey

_____ Date: _____
Anthony Venier

_____ Date: _____
Jerry Pauser

_____ Date: _____
Keith Aurand

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