

**DIXON PARK DISTRICT
MINUTES OF REGULAR BOARD MEETING
1312 WASHINGTON AVENUE DIXON, ILLINOIS
October 18, 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-Absent

Staff Present: Duane Long, Executive Director
 Michelle Lawson, Office Administrator
 Tyler Hodapp, Maintenance Director

II. CHANGES TO THE AGENDA

A. Move New Business C to a formal vote after the executive session.

III. VISITORS- Tim Lee-WIXN, Clyde Seeley-Bow Hunt Coordinator, Damian
Considine-Bow Hunt Coordinator-6:05pm

IV. CORRESPONDENCE- Rodney Frey read a Thank you card from the Zombie Run
Coordinator, Tameka Deathridge. She thanked Seth Nicklaus and the staff for their
support. A letter thanking our employee Tim Grobe for removing a tree on hairpin road
in a timely manner. Tim had a great attitude and was very helpful in getting the residents
through quickly. A thank you note from Rebbeca Engelbarts was read. She was very
happy with their birthday party experience. In her note she thanked Eli Davidson for
being very helpful during their time at the facility. Her son had a great birthday. A note
Was read from Regina, no last name given. She was thankful for the clean facility and
helpful staff during her son's birthday party.

V. BOARD MINUTES-Review/Amend/Accept

A. Motion to Approve September 20, 2023 Regular Board Minutes by
Anthony Venier; Seconded by Keith Aurand. Vote by Roll Call: Keith Aurand-Yes;
Rodney Frey-Yes; Jerry Pauser-Absent; Anthony Venier-Yes. Motion Carried.

October 18, 2023

- B. Motion to Approve September 20, 2023 Executive Board Minutes by Anthony Venier; Seconded by Keith Aurand. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Absent; Anthony Venier-Yes. Motion Carried.

VI. FINANCIAL REPORTS-Review/Amend/Accept

A. Profit & Loss vs. Actual, Balance Sheet, and Disbursements for September, 2023

Duane Long reported there is a \$100,000 cost of the \$80,000 budgeted for the Canoe Launch. The goal is to keep a balanced budget. He does see the canoe launch as a concern and he has an avenue to get the budget balanced.

Motion to Approve September Financial Reports by

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

B. Review Income/Expenses on 2023A Promissory Note

Michelle Lawson informed the Board of commissioners that as of October 18th no funds have been used from the note. We have been in contact with our financial advisor on when we will recall the note. We will continue to update the board each month. No Action Taken.

VII. REPORTS

A. Commissioners-

1. Jerry Pauser-Absent

2. Rodney Frey-Rodney stated the staff went above and beyond at the Vaile Park Grand Opening. He is very thankful for all we do and reported this is the best staff that he has worked with at the park district.

3. Keith Aurand-Keith was going to report on the Meadows drive thru. Anthony already gave the numbers, so Keith did not need to add anything else.

4. Anthony Venier-Anthony reported the numbers on the Fall Drive were lower this year. Approximately 16 cars, 1 UTV, 2 bikes, and 2 pedestrians attended the event. He suggested possibly marketing differently or giveaways as an incentive. It was noted last year the drive thru had approximately 50 cars attend and we did the same marketing procedure this year. Anthony reported adult flag football numbers are good and the amount of out of town teams is nice to see. Ed Williams does a great job managing the program. Anthony attended a wedding at our woodcote rental property. He suggests looking into ways we can make it a wedding venue. It was reported by Michelle Lawson that we are already booked every weekend from June-September in 2024. Anthony will meet with Michelle to go over ideas to continue progressing with our rentals.

October 18, 2023

- B. **Executive Director**-Duane Long reported he will have a meeting with boat slip leeses at the boathouses on park district property to inform them of work being done to lay rock to stabilize the land around the lower slips.
- The canoe launch railing is in and will be installed next week. There will be a grand opening for the Canoe Launch in the Spring of 2024. Duane will be working On the levy which will be voted on in November. He is also working on getting a Cash flow analysis for the park district and help us moving forward with the finances. We have a quote, but will be negotiating the cost before we bring the final numbers to the board. Duane informed the board that birthday parties are very popular and we have several add ons for the community to expand their party options.

VIII. **OLD BUSINESS**

A. **Approve FY23 Audit Report**

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-Absent; Anthony Venier-Yes. Motion Carried.

IX. **NEW BUSINESS**

A. **Review Executive Session Minutes for Public Access**

Motion by Keith Aurand to review executive session minutes for public access, seconded by Anthony Venier. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Absent; Anthony Venier-Yes. Motion Carried.

B. **Accept the Resignation of Board Commissioner**

Motion by Anthony Venier to accept the resignation of Board Commissioner Jerry Pauser, seconded by Keith Aurand. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Absent; Anthony Venier-Yes. Motion Carried.

C. **Approve Appointment of Board Commissioner to Fill Empty Seat**

Motion by Keith Aurand to approve appointment of Autumn Brady to fill empty seat, seconded by Anthony Venier. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Absent; Anthony Venier-Yes. Motion Carried.

X. **EXECUTIVE SESSION-**

Motion to go into Executive Session by Keith Aurand, seconded by Anthony Venier
To consider information regarding the appointment, employment, or dismissal of an employee or officer at 6:28 PM

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

October 18, 2023

Take action to come out of closed session

Motion to come out of Executive Session at 6:55 PM by Keith Aurand, seconded by Anthony Venier.

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

XI. ADJOURN

Motion by Anthony Venier to Adjourn, seconded by Keith Aurand to Adjourn.

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

Meeting Adjourned at 7:01 PM

Signatures:

_____ Date: _____
Rodney Frey

_____ Date: _____
Anthony Venier

_____ Date: _____
Autumn Brady

_____ Date: _____
Keith Aurand

October 18, 2023