

**DIXON PARK DISTRICT
MINUTES OF REGULAR BOARD MEETING
1312 WASHINGTON AVENUE DIXON, ILLINOIS
February 22, 2023, 6:00PM**

I. CALL TO ORDER

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

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

Staff Present: Duane Long, Executive Director
 Michelle Lawson, Office Administrator
 Lucas Pauley, Marketing Director

II. CHANGES TO THE AGENDA

Move New Business D. Review/Amend/Approve Petunia Festival Lease
Move New Business B. Update on Hunting Season by Clyde Seeley and
Damian Considine

III. VISITORS- Tim Lee-WIXN, Debbie Bay, Petunia Festival, Jeff White,
Petunia Festival, Damian Considine, Bow Hunting Program, Clyde
Seeley, Bow Hunting Program

IV. CORRESPONDENCE- Letter from Discover Dixon thanking the Park
District for renewing their membership. Card from Discover Dixon
Thanking the Park District for their help and support in the Christmas
Light Display. Letter from Mike Venier thanking the Park District for
Sponsoring the bus trip to Chicago to watch Dixon native and professional
Basketball player, Isaiah Roby play at the United Center. Sauk Valley
Media gave Reader's Choice Awards for 1st place-Lowell Park for Best
Park and 3rd Place-Lowell Park for Best playground.

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V. BOARD MINUTES-Review/Amend/Accept

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

- B. Motion to Approve January Executive Session Minutes by Anthony Venier; Seconded by Keith Aurand. Vote by Roll Call: Ron Pritchard-Absent, Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

VII. FINANCIAL REPORTS-Review/Amend/Accept

- A. Profit & Loss vs. Actual, Balance Sheet, and Disbursements for January, 2023- Duane Long reported a carry of over \$100,000 to next fiscal year starting April 1, 2023. This carry over will be used to purchase a new playground for Vaile Park. Motion by Anthony Venier to approve January Financial Reports seconded by Jerry Pauser. Vote by Roll Call: Ron Pritchard-Absent; Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

VII. REPORTS

- A. Commissioners
 - 1. Ron Pritchard-Absent

 - 2. Jerry Pauser-None

 - 3. Rodney Frey-Rodney was disappointed the weather only allowed 6 open days for the ice rink. Rodney asked about the purchase of a chiller to operate the ice rink for the winter. The cost to purchase, staff , and labor would be very costly. This would result in a fee to ice skate. Duane Long and the board agreed they did not want to make that change at this time.

4. Keith Aurand-Keith is excited to see the new bathroom renovations at Lowell Park.

5. Anthony Venier-Anthony complimented the great bus trip to see Dixon native and professional basketball player, Isaiah Roby play. Anthony reported the final designs of the overlook are done and the next step is to work on financing.

B. Executive Director-Duane Long reported he has been involved in a lot of meetings recently. The meetings have been for Aquatics and the Bike Trail Grant with the City of Dixon. Duane met with Representative, Brad Fritts on aquatics. He has met with City officials to submit a grant for the possibility of new bike trails in Dixon. Duane told the board we have hired Brian Kuster as the Facility Maintenance Supervisor.

Duane ended his report with the announcement of the Canoe/Kayak Launch Grant being awarded to the Park District. Bids will go out in the Spring with building taking place in the Summer.

Lucas Pauley-reported family Movie Night went very well.

VIII. OLD BUSINESS

A. None

IX. NEW BUSINESS

A. Approve Permission for Alcohol for Special Events at The Facility

Discussion: There will be No Alcohol during Open Hours. A contract will be signed by the Special Event Coordinator. A fee will be assessed for the alcohol contract.

Motion by Jerry Pauser to Approve Permission for Alcohol for Special Events at The Facility, seconded by Keith Aurand. Vote by Roll Call: Ron Pritchard-Absent; Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

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B. Update on Hunting Season by Clyde Seeley and Damian Considine

Clyde Seeley reported 15 deer were taken during the Hunting Season. Clyde mentioned the phenomenal help of Tyler Hodapp, the Park District Maintenance Director. The communication will be upgraded between the Hunting Coordinators and the Park District Office Administrator. They will communicate after each hunting session on numbers and any issues that may have arised. Damian Considine thanked the board for the partnership.

C. Review/Amend Annual Budget & Appropriation Ordinance #631

Duane Long reported this is just a review. The final budget approval will be in June. Duane will keep putting money forward for any repairs or necessities that may arise with the new Facility. At this time all repairs are covered under warranty.

D. Review/Amend/Approve Petunia Festival Lease

Jeff White, President of Petunia Festival and Debbie Bay, Vice President of Petunia Festival updated the board on the dates. Friday, June 30, 2023-Monday, July 3, 2023. Fireworks will take place on July 3rd. The Car Show will take place at John Dixon Park.

Motion by Keith Aurand to Approve Petunia Festival Lease, seconded by Jerry Pauser. Vote by Roll Call: Ron Pritchard-Absent; Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

E. Remind Board Commissioners to File their Economic Interest Statements

Michelle Lawson, Treasurer reminded the board members to file their economic interest statements to the election office at Lee County Courthouse.

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F. Review Investment Policy

Michelle Lawson informed the Board Commissioners there are no changes to the current policy.

No comments on the current policy

G. Review/Approve Aquatics Pre-Engineering Contract

Duane Long discussed the aquatics pre-engineering contract. Ringland Johnson has partnered with Burbach Aquatics. Ringland Johnson will be the leader of the project. The anonymous donor has paid the cost for the pre-engineering project.

Motion by Jerry Pauser to Review/Approve Aquatics Pre-Engineering Contract, seconded by Keith Aurand. Vote by Roll Call: Ron Pritchard-Absent; Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

H. Review/Amend/Approve James & Lou Ann Sheaffer Lease

The Board of Commissioners would like to table this business so the Park District Administration can get an updated map of the property that is being leased.

I. Review/Amend/Approve Personnel Policy Manual Updates

Michelle Lawson read the update to the Personnel policy Manual. The addition of language describing the policy for staff taking unpaid work days. Duane Long explained the policy is intended to track the days staff are taking unpaid days off. There was no such policy prior.

Motion by Anthony Venier to Review/Amend/Approve Personnel Policy Manual Updates, seconded by Jerry Pauser. Vote by Roll Call: Ron Pritchard-Absent; Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes. Motion Carried.

X. EXECUTIVE SESSION-None

XI. ADJOURN

Motion by Anthony Venier to Adjourn, seconded by Jerry Pauser.
Vote by Roll Call: Ron Pritchard-Absent; Keith Aurand-Yes; Rodney Frey-Yes; Jerry Pauser-Yes; Anthony Venier-Yes.
Meeting Adjourned at 7:31PM.

Signatures: _____ Date: _____
Ron Pritchard

_____ Date: _____
Rodney Frey

_____ Date: _____
Anthony Venier

_____ Date: _____
Jerry Pauser

_____ Date: _____
Keith Aurand