

**DIXON PARK DISTRICT
MINUTES OF REGULAR BOARD MEETING
1312 WASHINGTON AVENUE DIXON, ILLINOIS
February 21, 2024, 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, Autumn Brady-Present

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

II. CHANGES TO THE AGENDA

- A. Move New Business C before Correspondence
Move New Business A after New Business C

III. VISITORS- Tim Lee-WIXN, Evan Thorpe-Bow Hunter, Sarina Venier, Boathouse, Salina Latta, Boathouse, Ryan Harrington, Boathouse, Devin Dusing, Boathouse, Debbie Bay, Petunia Festival President

IV. CORRESPONDENCE- None

V. BOARD MINUTES-Review/Amend/Accept

- A. Motion to Approve January 17,2024 Regular Board Minutes by Anthony Venier; Seconded by Autumn Brady. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Autumn Brady-Yes; Anthony Venier-Yes. Motion Carried.
- B. Motion to Approve January 17, 2024 Executive Board Minutes by Anthony Venier; Seconded by Autumn Brady. Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Autumn Brady-Yes; Anthony Venier-Yes. Motion Carried.

VI. FINANCIAL REPORTS-Review/Amend/Accept

A. **Profit & Loss vs. Actual, Balance Sheet, and Disbursements for January, 2024**

Duane Long reported we are still waiting on our final PPRT check for this fiscal year. Benefits and wages will look different next month when we journal entry a few amounts

February 21, 2024

that need to be in different accounts. Corp. will be over budget due to the Canoe Launch costing more than the grant was awarded for.

Motion to Approve January Financial Reports by

Keith Aurand; Seconded by Anthony Venier. Vote by Roll Call: Keith Aurand-Yes;

Rodney Frey-Yes; Autumn Brady-Yes; Anthony Venier-Yes. Motion Carried.

B. Review Income/Expenses on 2023A Promissory Note

Michelle Lawson informed the Board of commissioners that as of February 14th no funds have been used from the note.

No Action Taken.

VII. REPORTS

A. Commissioners-

1. Autumn Brady-Autumn reported she has been working with the Nature Center staff to have a booth at the Farmer's Market with information about the Ruth Edwards Nature Center.

2. Rodney Frey-Rodney reported the amount of people attending the Yeti Race and the Basketball League filled the parking lot at the Facility. This was a great site to see.

3. Keith Aurand-None

4. Anthony Venier-Anthony reported he has been specifically focused on the bow hunting program the last few months.

B. Executive Director-Duane Long thanked the Board for their continued work on the Bow Hunting Program. He was very appreciative to them for the amount of time they spent on the program the last few months. The Board does not get paid and they put in a lot of time and work for the Park District.

The ladder donated by Ringland Johnson to the Facility is complete. The ladder has already saved the Park District money on renting a lift to get mechanical work done.

Duane has been working on the solar lease agreement.

The grant for Vaile Park was approved. The outdoor classroom at RENC is in progress.

Aaron Gold will complete a cash flow analysis to get us the information we need on fund balances. Duane has been continuing to work with the YMCA to collaborate programs and work together for the community.

VIII. OLD BUSINESS

A. None

February 21, 2024

IX. NEW BUSINESS

A. Review/Amend/Approve Boat House Lease Agreement

Duane Long was contacted by the family of Joe Venier to open the lease agreement for the Boathouse owned by Joe Venier. The Venier family is requesting a change in the agreement to allow the boathouse to be given to a family member. The current policy states the boathouse must be removed at termination of the lease. Duane explained the policy had once been written to allow the transfer of the boathouse. Duane reported this had been changed several years ago to its current agreement. Consensus to move forward with changing the lease agreement to allow the transfer of the boathouse lease to a family member and add For review and approval at the March Board Meeting. Consensus Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Autumn Brady-Yes; Anthony Venier-Yes. Consensus Carried.

B. Review/Amend Annual Budget & Appropriation Ordinance #640

Duane Long reported the levy confirmation has been submitted and the budget numbers are in place. There will continue to be changes and Adjustments in the budget as numbers come in. No Action Taken.

C. Review/Amend/Approve Petunia Festival Lease

Debbie Bay, President of the Petunia Festival provided the dates for the 2024 Petunia Festival. The event will be held at Page Park from July 3-7, 2024. This will be the 60th Anniversary of the Festival. She would like the board to accept the lease as written and add an addendum to include the Car Show at John Dixon Park.

Motion to Approve Petunia Festival Lease and add an addendum to include the Car Show at John Dixon Park to be approved at the March Board Meeting by Keith Aurand; Seconded by Autumn Brady.

Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Autumn Brady-Yes; Anthony Venier-Yes. Motion Carried.

February 21, 2024

D. Remind Board Commissioners to File their Economic Interest Statements

Michelle Lawson reminded the Board of Commissioners to turn in their forms to her office or directly at the Lee County Courthouse.

No Action.

E. Review Deposits and Investments Policy

Michelle Lawson reported no changes to the current policy.

No Action Taken.

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

Duane Long reviewed the annual lease for James & Lou Ann Sheaffer along the Stengel Trail. Keith Aurand asked to have the lease revised for next year to remove the gates that are no longer on the property. Michelle Lawson will make the changes.

Motion to Approve James & Lou Ann Sheaffer Lease by Anthony Venier;

Seconded by Keith Aurand.

Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes;

Autumn Brady-Yes; Anthony Venier-Yes. Motion Carried.

G. Review/Amend/Approve Personnel Policy Manual Updates

Michelle Lawson reviewed the update to the Personnel Policy to add flex-time for full-time employees.

Motion to Approve Personnel Policy Manual Updates by Autumn Brady;

Seconded by Keith Aurand.

Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes;

Autumn Brady-Yes; Anthony Venier-Yes. Motion Carried.

H. Review Primitive Camping Dates for 2024 Season

The dates for the 2024 Primitive Camping Season have been set for April 5-September 29

No Action Taken.

February 21, 2024

X. EXECUTIVE SESSION-

Motion to go into Executive Session by Keith Aurand, seconded by Autumn Brady to consider information regarding the appointment, employment, or dismissal of an employee or officer at 7:19 PM

Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Autumn Brady-Yes; Anthony Venier-Yes. Motion Carried.

XI. Take action to come out of closed session

Motion to come out of Executive Session at 8:19 PM by Keith Aurand, seconded by Autumn Brady.

Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Autumn Brady-Yes; Anthony Venier-Yes. Motion Carried.

XII. ADJOURN

Motion by Anthony Venier to Adjourn, seconded by Autumn Brady to Adjourn.

Vote by Roll Call: Keith Aurand-Yes; Rodney Frey-Yes; Autumn Brady-Yes; Anthony Venier-Yes. Meeting Adjourned at 8:21 PM

Signatures:

_____ Date: _____
Rodney Frey

_____ Date: _____
Anthony Venier

_____ Date: _____
Autumn Brady

_____ Date: _____
Keith Aurand

February 21, 2024