

**DIXON PARK DISTRICT
MINUTES OF REGULAR BOARD MEETING
804 PALMYRA STREET DIXON, ILLINOIS
APRIL 18, 2018**

I. CALL TO ORDER

- A. President Ron Pritchard called the meeting to order at 6:00 p.m.
Roll Call: President R. Pritchard - present
Vice President - Shane Miller - present
Commissioner - Rodney Frey - present
Commissioner and Board Secretary - Keith Aurand - present
Commissioner - Steve Pritchard - present
Staff Present: Debra Carey - Executive Director
Teresa Smith - Administrative Assistant
James Rock - Attorney
Duane Long - Maintenance Director

II. CHANGES TO THE AGENDA

- A. Frisbee Golf - Brent Reuter presented a list of signatures that he has collected regarding having a disc golf course in Dixon. Long indicated he will determine a time frame for doing a layout of the course. Sponsorship for each basket will be \$500. The Park District will draft a letter that can be given to potential donors.

III. VISITORS Sign-in sheet is on file.

IV. APPROVAL OF MINUTES

- A. Commissioner S. Pritchard made a motion, seconded by Commissioner Miller, to approve the March 12, 2018 and March 21, 2018 regular session minutes and the March 12, 2018 and March 21, 2018 executive session minutes.
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - yes; motion carried.

V. FINANCIAL REPORTS - Review/Amend/Accept

- A. Commissioner S. Pritchard made a motion, seconded by Commissioner Miller to accept the Receipts, Disbursements, Financial Report, Journal Entries and Balance Sheet of March 2018 with the following corrections: a) Journal Entry as attached; b) Revenue of \$4650.00 was credited to 01-312 in error; c) Revenue of \$4650.00 will be credited to 01-333; d) Disbursement of \$788.14 was debited to 02-495 which was not a budgeted line item for the 2017-2018 fiscal year. This disbursement will be moved to 15-420.
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - yes; motion carried.

VI. REPORTS

- A. Commissioners
1. President R. Pritchard - He recently spoke with City Manager Danny Langloss and Danny is working on expanding the city bike path and would like to work with other groups, including the Dixon Park District to make this happen.

2. Commissioner Miller - Indicated the Easter Egg Hunt went well with fewer children participating this year because of the cooler weather and multiple Easter Egg Hunts in the community at the same time.
Mike Chapman, who was previously an editor with the Sauk Valley Newspaper has written a book on Lowell Park and he is asking for permission to make a movie.
3. Commissioner Frey- None
4. Commissioner Aurand - None
5. Commissioner S. Pritchard - Indicated he has been contacted by Ann Lewis regarding the Reagan statue and they are thinking about a virtual museum with prompts of Reagan's lifeguard days at the Bathhouse instead of a statue.
Thanks to Greg and the Maintenance Department staff for getting the Lowell Park Bike Path cleaned up after the recent wind storm.

B. Executive Director

Board reviewed Carey's report as printed. Carey indicated she met with the City of Dixon to discuss zoning options for the Meadows.

In March the Park District held the Risk Management meeting for organizations that partner with the Park District to offer children's programming. The Park District has had good response with most of the organizations providing their background check policies and completing the necessary background checks on their staff/volunteers. We are waiting for a policy and the background checks from Girls Fast Pitch.

A request for proposal will need to be completed soon for the financial audit.

The farm lease will need to go out for bid soon.

VII. OLD BUSINESS

A. Sale of Plum Creek

The state statute regarding the sale of park property indicates the land should be sold through a public auction within 12 months of the date of the election. Attorney Rock suggested a sealed bid. Consensus of the Board is to sell both parcels of land with the exception of a strip of land that will allow access to the wetland.

Commissioner S. Pritchard made a motion, seconded by Commissioner Aurand to obtain a survey of the Plum Creek property and an appraisal of the property in preparation for selling the property.

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

B. Frisbee Golf - See "Changes to the Agenda"

C. Executive Director Search

Special Board meeting will be held on Monday, April 30th regarding the Executive Director search.

D. 2018-2019 Budget and Appropriation Ordinance #582 - Review

Carey indicated the ordinance has been updated to reflect revenue for the sale of the Plum Creek property. An asset account will be created for the items documented on the memo in the Board packet.

VIII. NEW BUSINESS

- A. Criminal Background Check Policy for Employees - Review/Amend/Approve
Commissioner S. Pritchard made a motion, seconded by Commissioner Frey to approve as presented the Criminal Background Check Policy for Employees.
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - yes; motion carried.

- B. Risk Management Policy - Review/Amend/Approve
Commissioner Frey made a motion, seconded by Commissioner S. Pritchard to accept the review of the Risk Management Policy.
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - yes; motion carried.

- C. Destruction of Audio Recordings over 18 Months of Age - Review/Amend/Approve
Commissioner S. Pritchard made a motion, seconded by Commissioner Miller to destroy the audio recordings over 18 months of age.
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - yes; motion carried.

- D. Petunia Festival Sponsorship
The Park District will continue to provide the Petunia Festival with the same benefits that have been provided in the past with no sponsorship money.

IX. EXECUTIVE SESSION

- A. The Board returned to Open session at 8:52 p.m.

X. ADJOURN

At 8:57 p.m. Commissioner Miller made a motion, seconded by Commissioner Frey, to adjourn.
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - yes; motion carried.

Signatures: _____ Date: _____
Ron Pritchard

_____ Date: _____
Shane Miller

_____ Date: _____
Keith Aurand

_____ Date: _____
Steve Pritchard

_____ Date: _____
Rodney Frey