

**DIXON PARK DISTRICT
MINUTES OF REGULAR BOARD MEETING
804 PALMYRA STREET DIXON, ILLINOIS
NOVEMBER 14, 2018**

I. CALL TO ORDER

- A. President Ron Pritchard called the meeting to order at 6:02 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: Duane Long - Executive Director
Teresa Smith - Administrative Assistant

II. CHANGES TO THE AGENDA - VISITORS

- A. Ryan Pnakovich - IPARKS Insurance
Pnakovich was not present for the meeting.
- B. Ryan Harrison - Harrison Insurance Agency
Harrison shared with the Board the differences between the quote presented by IPARKS and the quote from presented by Harrison/IPMG including: IPARKS package is a \$10,000 deductible and the IPMG package is a \$1000 deductible. IPARKS package includes the use of 2 carriers, one for general liability and one for workers compensation while the IPMG package is from one carrier. The City of Dixon currently uses IPMG thus making it more efficient if there would be a claim that involves both the City of Dixon and the Dixon Park District. With the IPARKS package each item needs to be scheduled/listed for the item to be covered by the policy and with the IMPG package an umbrella blanket includes coverage for all items owned by the Dixon Park District.

III. CORRESPONDENCE

Denise Rogers, retired Administrative Assistant sent a note of appreciation for the farewell gift given to her by the Dixon Park District.
The Dixon Chamber of Commerce sent a note of appreciation for the use of the Dixon Park District picnic tables.
Wiggins Computing sent a note of appreciation for selecting Wiggins Computing as the provider of new phones for the Dixon Park District.
Heritage Square sent a card expressing appreciation for the programs provided at their facility by Carol Schnaiter.
The Dixon Lions Club sent a letter of appreciation for the use of Hay Market Square for their annual Halloween Parade.

IV. VISITORS Sign in sheet is on file.

V. OLD BUSINESS

A. Sale of Plum Creek

Commissioner Miller made a motion, seconded by Commissioner Aurand, to vote on the acceptance of the bids for the two parcels as a separate motion.

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

Commissioner Miller made a motion, seconded by Commissioner S. Pritchard to accept the bid of \$207,513 for the 34.56 acre parcel of the Plum Creek property.

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

Commissioner S. Pritchard made a motion, seconded by Commissioner Frey to accept the bid of \$80,026 for the 15.44 acre parcel of the Plum Creek property.

Vote by roll call: R. Pritchard - yes, Miller - no, Frey - yes, Aurand - no, and S. Pritchard - yes; motion carried.

VI. EXECUTIVE SESSION

The Board returned to Open session at 6:48 p.m.

VII. APPROVAL OF MINUTES

A. Commissioner Frey made a motion, seconded by Commissioner S. Pritchard, to approve the October 17, 2018 regular session minutes and the October 17, 2018 executive session minutes as printed.

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

VIII. FINANCIAL REPORTS

A. Commissioner S. Pritchard made a motion, seconded by Commissioner Aurand to accept all financial documents for October 2018 as printed.

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

IX. REPORTS

A. Commissioners

1. President R. Pritchard - Shared that he gave a tour of Woodcote recently and the people taking the tour were pleased with the Woodcote facility and the removal of the DNB shelter at Lowell Park.
2. Commissioner Miller - None
3. Commissioner Frey - None
4. Commissioner Aurand - None
5. Commissioner S. Pritchard - None

- B. Executive Director
The Board reviewed Long's report as printed. Long indicated that the Splash Pad features were ordered November 14 with opening day scheduled for June 1. The Al Morrison parking lot work is done for the season. The parking lot will be paved in April.
Signage has been installed at Page Park to suggest people feed the geese on the river side of the curbing.

X. NEW BUSINESS

- A. Tax Levy Ordinance #594
A public hearing will be scheduled prior to the December 19th Board meeting since the amount of money requested from the levy is greater than 5% more than what was requested in 2017.
- B. Risk Management Policy and Procedure
Commissioner S. Pritchard made a motion, seconded by Commissioner Miller, to approve the Risk Management Policy and Procedure as printed.
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - yes; motion carried.
- C. 2019 Calendar of Board Meetings Resolution #295
Commissioner Frey made a motion, seconded by Commissioner S. Pritchard, to approve the 2019 Calendar of Board Meetings Resolution #295
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - yes; motion carried.
- D. Spring and Summer Activity Fees
Long indicated he is planning to keep the fee schedule for activities in 2019 the same as it has been in 2018. Board members expressed desire for the Park District staff to define the fee schedule as has been done in the past.
- E. Annual Employee Policy Manual Review
Discussion of the Board was to continue with the Employee Policy Manual that is currently in place.
- F. Liability Insurance
Commissioner S Pritchard made a motion, seconded by Commissioner Aurand, to utilize IPMG/Harrison Insurance for the next 3 years for General Liability and Workers Compensation Insurance for the Dixon Park District.
Vote by roll call: R. Pritchard - yes, Miller - yes, Frey - yes, Aurand - yes, and S. Pritchard - yes; motion carried.

XI. EXECUTIVE SESSION

The Board returned to Open session at 8:13 p.m.

XII. ADJOURN

At 8:14 p.m. Commissioner S. Pritchard made a motion, seconded by Commissioner Aurand, 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