

**Kankakee Valley Park District**  
**Board Meeting**  
**January 23, 2017**

The Board Meeting was called to order at 5:05 pm by President Hollis. Those present for roll call were Commissioner A. Hollis, D. Tucker, M. Mullady, and D. Skelly. Those absent were Commissioner L. Cooper. Staff present: Director Heitz, Superintendent of Building & Grounds Collins, Superintendent of Recreation Woodard, Attorney Coghlan. Public present: Ken Clip and Penny Foshee.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

Ken Clip - resident: Wanted to thank the district. He has a special needs son and all he knows is what he reads in the paper. Is aware we donate to SRA, hope that it continues.

**COMMUNICATIONS**

Newspaper article came out today. It's about the MMA fight. Nicely written and mentions it will be held at the Rec Center. The event is a rental at the district's rec center. Staff will provide the concessions and monitoring of the building. Rental is responsible for all other aspects including additional equipment, security and such.

Commissioner Hollis asked are charging a deposit? Director Heitz replied, yes. Commissioner Mullady asked are they responsible for the security? Director Heitz replied, yes. They have their own security company and they will supply 10 security people. They provide their own insurance liability where we are named as an additional insured. Commissioner Skelly said if there was a big issue, the cost of police would go straight to promoter. Commissioner Hollis said are they limiting seats. Director Heitz said capacity or tickets sold is up to the rental as it is their event. When staff met with the renter, he stated he would be making changes from prior years due to issues he has had before. Staff feels this will be run very smoothly.

**CONSENT AGENDA**

Consent agenda for Monday January 23, 2017 is Committee meeting of January 9, 2017, Special Meeting Minutes of January 12, 2017, Bills Payable, and KVPD Financial statement. Commissioner Mullady made a motion to accept the consent agenda. Seconded by commissioner Skelly.

A motion to approve the action items on the consent agenda was made by Commissioner Mullady, seconded by Commissioner Tucker. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Tucker, M. Mullady, A. Hollis. With 4 ayes, 0 nays, 1 absent, motion carried.

Director Heitz explained we need to transcribe the committee and board meeting minutes. This has not been done since loss of administrative staff back in April/May. In addition, once the website is updated, the approved minutes will be posted on the district website. Penny Foshee, resident volunteered to assist with the transcribing of minutes.

## **OLD BUSINESS**

NA

## **NEW BUSINESS**

### **ILL Funds Signatory Resolution**

Director Heitz said auditors sent out the forms to certify the fiscal year balances with our banks. Illinois Funds returned the forms stating we needed to modify signors on the account.

A motion to approve the resolution of Illinois funds Signatories was made by Commissioner Tucker, seconded by Commissioner Hollis. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Tucker, M. Mullady, A. Hollis. With 4 ayes, 0 nays, 1 Absent, motion carried.

Director Heitz stated the district will encounter more signatories that will need to be changed. IMRF Authorized agent is one that will need to be approved in February.

## **STAFF REPORTS**

### **Superintendent of Recreation**

NA

### **Superintendent of Parks**

NA

### **Superintendent of Finance/HR**

NA

## **Executive Director**

Bond: Director Heitz discussed the bond issuance. Closing due on January 25<sup>th</sup>. \$830,000 will be received after expenses, and transfers. Commissioner Mullady suggest a thank you card be sent from the Board to Dave at Speer for his hard work. The district continues at this time to have enough revenue from Ice Valley to cover their payroll. Commissioner Tucker asked when the funds from the bond would be in our account. Director Heitz responded Thursday. Commissioner Hollis asked about when staff would come back? Director Heitz stated 1 maintenance will be back February 6<sup>th</sup>. Rec Center part time front desk staff will begin in evening on January 31<sup>st</sup>. Open gym staff will begin February 10<sup>th</sup> unless they are doing score keeping for volleyball and concession for Soccer, they will start January 31<sup>st</sup>. We anticipate to have Friday through Sunday open gym at the Rec Center. The district will hire in February/March an athletics coordinator for the season. Commissioner Mullady asked about the hourly rate. Commissioner Tucker asked if it would be posted. Director Heitz state it will either be an hourly rate of no more than (up to depending on qualifications) \$12.00 per hour or an intern will receive a weekly stipend starting at 200.00 per week not to exceed \$300.00 depending on experience and qualifications. The position will be posted in local paper, website (hopefully up and running) and IPRA. Applicants need to have prior experience with leagues, scheduling of league and tournaments, and teamsidelines.com.

Financials: Financials, page 26, we created a monthly credit list. We had talked about the Nucor playground. The playground equipment will be paid off in June 2017. NuCore did pay \$30,000 toward the playground equipment. Commissioner Skelly asked if we had receipts for what the equipment was. Director Heitz stated not at this time that we can locate. However we were able to find an email that the district knew Nucor would pay \$30,000 and it turned out to be \$48,000 plus interest on the loan.

There is a lease on the Mac computer. There is a \$1 buy out on it. We will close this account March 2017.

The tundra will also be paid off soon (Dec 2017). If the payout is lower, would like to have this debt taken care of.

Still owe quite a bit on the Rec Center furniture. Not sure if that was part of the grant or not. Will not be paid off until May 2019.

Commissioner Skelly said he never knew we were paying on the Tundra? He asked about the Ford Edge? Director Heitz said there is no buyout on the lease. He asked if we can call them

and said there was not consent for it. Said it's worth a shot. Attorney Coghlan said he can look into it.

The district had a situation with life insurance. There were policies for specific staff but it was terminated (due to renewal through another means) and still being deducted. Would like to have the administrative error taken care of on the next check run. In addition, the Union contract has a provision stating we need to pay out the maintenance staff vacation time when they are laid off. We will do so on the next payroll to be in compliance with the contract. Commissioner Mullady asked if that could be their choice. Director Heitz stated the contract states it has to be paid out but we can always discuss matters and see what the union will agree too. They wanted it paid out back in December but we couldn't afford nor did we have the money to pay it. Commissioner Tucker asked if everyone agreed on it, would that be an option to keep it for when they come back. Director Heitz said when you pay it out, it affects their unemployment. We will see what we can work out. Will be starting negotiations with new contract in the next few months.

Director Heitz said there is a park district facility policy she would like to change. It's overly generous, to staff and negatively impacts the district. She is a big advocate for staff however we need to not do things for free, we can't afford it. Commissioner Tucker said he is uncomfortable with it. Every employee doesn't even use the facilities. Director Heitz said when you have programs that you are giving 50% discount on, we are at a loss. We are still paying the instructor fee and supplies. We try to make 20 % revenue to cover the tangibles and intangibles. Commissioner Skelly said we should sacrifice as well. Not a bad idea to show that everyone is tightening the belt. We will still offer 2 free rentals for non manned facilities for Commissioners.

Ariana has put together a list of who uses their rentals or discounts. Not many only a few staff and commissioners.

Currently reviewing the affiliations agreements. Kankakee River Bike Club has sent in his proposal. Did some figures. Said we would receive \$5 per early bird registration. Does not cover our fees or administrative costs. We need to receive 20%. Commissioner Mullady said this is the type of strategy we need to take to turn the ship around.

The farm lease is due to renew. Director Heitz asked how many acres we have. Commissioner Mullady said some went to KCC, land swap. Wondered about researching a sale of the land? Definitely is something to look into Commissioner Hollis and Mullady said? Attorney Coghlan will research the title report.

Commissioner Skelly asked if we had problems with the city this year. With the leaf spreading? Superintendent Collins and Director Heitz both replied no.

Director Heitz will research the liability insurance.

Tyson engineering provided services requested by Tod Poole. There is a bill included in the board packet in the amount of \$2,800.00. They have provided 3 options to correct the sewer issue at River Road. The least expensive option is \$103,000.

Director Heitz reported the 15 audit draft came back Friday. We are looking at the numbers and we are assisting them in the allocations. Several items are still being discussed and weighed. They are looking for payroll information, need bond payment information, etc. We have included a copy of their billing # 1. We need this audit completed before January 30.

Outstanding bills in the amount \$312,000. This includes SRA, Museum, Duel Temp (compressor, and maintenance, repairs). Commissioner Hollis would like to pay SRA as soon as possible. Director Heitz explained we will begin cutting checks on Monday in priority.

After bills, SRA, Museum, Etc. are paid, we will remain with approximately \$515,000. This will give us approximately \$100,000 per month. Any rentals, user agreements, programs need to make 20% revenue, would be revenue. Commissioner Hollis asked if we would build that into the user fee. We price user fees accordingly. Contractual program fees do not change. We take 20% of the registration fees off the top. It's already figured. Rec programs will need to make 20% profit to cover expenses. We must meet minimums to reach our breakeven point. If we run under a minimum participation, we lose money. Part of the reduction plan is to NOT lose.

Commissioner Hollis asked if we have gotten calls about trips. Director Heitz said no. We will be doing a survey to find out what people are most interested in participating. That is a ways off at the moment.

Holiday Lights budget is a loss. Information that was filtered to the "event in charge person" was not accurate. We did not obtain payment from all sponsors. Not all agreements were revenue driven. We had a sponsor who received tickets to the light show but the agreement didn't call for payment therefore, we took a loss. In the end, a deficit of \$3,600.00 in revenue. We did have a theft of extension cords. Commissioner Mullady asked if we were going to let the loss of extension cords go. Director Heitz said yes, its in the best interest too.

Commissioner Tucker asked to look into the sponsors? If we could get sponsors, then could we still run it? Director Heitz stated if we had the sponsors yes. We will need proper staff and may consider running it a little different. Too soon to tell at this point. We are looking for the sponsor checks for riverside hospital of \$9,600.00

Williams and Association is willing to come out and discuss what the board is looking for in regards to Splash Valley. Wants direction from the board prior. He can make suggestions and help for revenue. Originally quoted design fees for \$8,800. Commissioner Hollis said we need to come up with what we want to do, at committee so we can get the ball rolling.

Commissioner Hollis would like to start construction as soon as possible. Commissioner Tucker wants us to pick a date to have a plan in place. Commissioner Hollis asked if Tom could come to February meeting. Director Heitz will ask. Commissioner Tucker asked if the public could give their input. Director Heitz said we could do round tables or board members could talk to people and bring those ideas back. Commissioner Tucker asked if we had records from there. Could we reach out to people who utilized the pool? Director Heitz said we can look in our registration system to email and mail possible pool patrons. We would only have pool pass members not daily. It's a start.

Director Heitz has to meet with state health department. 2 motors and water lines broken at Splash Pad. In November, the health department came in and discovered we are not in compliance with permitting. Will present to the state and see if we are in compliance to run splash pad. Commissioner Mullady asked whether we were charging fees for the splash pad. Two (2) years ago we put up signs to cover liability to not staff it and didn't charge, last year it was staffed and we charged \$1.00 per person. Commissioner Skelly would rather see the money spent on Splash Valley.

Director Heitz will be out February 2-8. Can call, text her email while she is away. She will answer.

## **COMMITTEE REPORTS**

### **KCCVB Report**

No report, Commissioner Cooper is absent.

### **Historical Society Report**

Commissioner Skelly got a letter from Connie putting us on notice that we haven't paid. Loves Dayna and just take from it, it's written in the contract. She knows that if they don't give legal notice, couldn't pursue it. She only knows the past. Assured her going forward it will be different.

## **SRA Report**

Commissioner Tucker went to a meeting Tuesday. Their concern was that we might be pulling away from the SRA. He assured them that we hadn't said that. Glad to know we will be paying them. They were getting ready for the Garage Sale at the Civic in February. Commissioner Mullady asked if they take donations for the sale. Yes. They have a specific area for collection of donations.

## **COMMISSIONERS FORUM**

Commissioner Tucker asked about the yellow tape at Cobb. Rick said a car went through the park and damaged the park.

Commissioner Tucker asked about Tuesday and Wednesday volleyball and Thursday volleyball.

Commissioner Skelly thanked Director Heitz for her new ideas and thinking outside the box. Thanked Rick for quick response. They still don't have the form for Kancom but Commissioner Skelly said he would take care of it. He thinks the board should talk about the foundation. Should we formally disassociate from them? Would be a good idea to work more with the Blue Ribbon committee. Gives the community some buy in and if people questioned why we didn't talk to community, we can say we did. If we can get volunteers to help us out, we certainly will need that to help us.

Commissioner Hollis said thank you to our staff for volunteering. You bought in and didn't have to and didn't run away. Appreciate the staff and for stepping up. After receiving calls from community leaders, he found people did care and so did the school board. Then started getting calls from community leaders. People at community events, school board cared. We made some mistakes, we owned up to it. Now we need to move forward. We have the staff in place. As a board we can move forward and agree that this community is what we are fighting for. We won't always agree, if we stay focused it's about the community.

Public comment:

Penny Foshee, Resident.

The board has made a 360 from the last meeting. She takes what she sees and not what she hears around. Huge turn around at the rink. Dayna knows what she is doing. See a turnaround in all the board. Asking questions and accountability. She can get us volunteers if we need. Have talked about all the things they can do for the rink. You can have big tournament revenue. There is big money in figure skating. Angie and Dayna can bring that to you. She likes what she is seeing, keep it up.

**EXECUTIVE SESSION**

NA

**ADJOURN MEETING**

A motion to adjourn the meeting was made at 6:40 pm by Commissioner Mullady, seconded by Commissioner Tucker. Upon voice vote, all ayes, motion carried.

**OFFICIAL REPORTS:**

1. Committee and Special Meeting Minutes
2. Bills Payable
3. Financial Statement
4. Executive Director Report
5. ILL Funds Signatory Resolution

Respectfully submitted: Melissa Woodard