

**Kankakee Valley Park District
Board of Commissioners Meeting
December 10, 2018**

The Board Meeting was called to order at 5 pm by President Hollis. Those present for roll call were Commissioners D. Tucker, B. Spriggs, D. Skelly, M. Mullady and A. Hollis. Staff present: Executive Director, Dayna Heitz; Superintendent of Buildings & Grounds, Rick Collins; Attorney John Coghlan. Not present: Superintendent of Recreation, Melissa Woodard;

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

NA

COMMUNICATIONS

NA

CONSENT AGENDA

Consent agenda for Monday, December 10, 2018 consists of board minutes, bills payables, and financial statements.

A motion to receive the consent agenda was made by Commissioner Mullady, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Tucker, B. Spriggs, M. Mullady and A. Hollis. With 5 ayes, 0 nays, motion carried.

A motion to approve consent agenda was made by Commissioner Tucker, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Tucker, B. Spriggs, M. Mullady and A. Hollis. With 5 ayes, 0 nays, motion carried.

OLD BUSINESS

NA

NEW BUSINESS

NA

STAFF REPORTS

Superintendent of Buildings & Grounds

R. Collins: Any questions, let him know. Commissioner Hollis asked if the painting in the buildings has started yet? Will start this week. Are we looking to buy curtains at the Civic? Director Heitz said the curtains belong to the Women's Club. They want to get them repaired. Commissioner Spriggs asked what is getting painted at the Civic? The ceiling. Commissioner Tucker asked how many guys are doing the work? We have the 2 full time and 1 seasonal. Director Heitz has been refiguring budget and will be able to keep Kenny for the entire season and we are taking it month by month for the seasonal. Haven't had any overtime yet. Commissioner Spriggs asked when we think we will keep staff all year long? There is only one other person right now that is laid off. Most likely next year but we won't replace the union guy and will use seasonal. It will be a cost savings for us. Seasonal staff will come back starting in March. Commissioner Spriggs would like to see a maintenance schedule when the staff return. Commissioner Tucker said that when staff start to work all year long, we won't have a lay off? They would be full time, year-round employees. We are still making cuts internally to help out budget so that we have more to work with. Commissioner Tucker asked what the next priority will be after that? Recreation. Get someone in to help with administration and Recreation Programmer. That position is under the Superintendent of Recreation. Commissioner Tucker asked what that position is? Running the programs and more hands on. Commissioner Spriggs asked if that means Melissa is out of Recreation? She is still over Recreation. Commissioner Tucker asked what Angie is? More hands on and a programmer. Melissa oversees Angie. Director Heitz knows we hired Melissa for Recreation but she has done Administration for the last 2 years. She has been doing finance, recreation, marketing, etc. Want to move her out of Recreation. Commissioner Tucker said the job description for Superintendent of Recreation isn't what she has been doing? No. We hired a part time administrative assistant who is training with Ariana. We need assistance with administration. If someone gets sick, we don't have staff to cover things. Looking ahead, how will we be able to hire 150+ staff members for Splash Valley. There will be interviews, process paperwork, training, etc. We need other people and need to get them in now. Ariana is great at training and HR. She is going to start assisting Melissa. She has been working a lot of shifts at Ice Valley to assist. Commissioner Hollis said we are training her to take on more responsibility, will she get more of a pay raise? Not been discussed yet. We have Melissa doing finance and other things. Are we eventually going to hire someone for her position or move her into Superintendent of Finance? I see her staying in finance and not sure if we would hire a Superintendent of Recreation. If Recreation grows, we would need that position but if it doesn't, we won't have that position. We have to look down the line to Splash Valley. Commissioner Tucker thinks that hires and fires should be told to the Board to keep them apprised. Commissioner Skelly appreciates you looking forward. Have we considered using some of our part time guys from the summer during the winter to demo the building at Splash Valley? Director Heitz said we would need them to do an inventory and several other things.

Want to be involved in that and know what will be kept and thrown away. Commissioner Skelly asked if we have winterized buildings? Yes, the ones that aren't being used. Commissioner Spriggs asked about the Civic furnaces? Taken care of. Used the company Bill requested us to use. John will put together an agreement for State.

Superintendent of Recreation

M. Woodard: Any questions, please ask her.

IV General Manager

A. Tousignant: Any questions, please ask her.

Executive Director

D. Heitz: MPI agreement is 2 years and has been signed. There is also an agreement with the league umpires, please review before she signs. Same as it's been in the past.

Received an email from Levasseur group. They don't have the money to repair the fields like they said they would. They have been looking for donations but can't obtain that because it's not their property. Haven't heard back from them about what they want to do. They were late paying their utilities. We realized that when they called and said they couldn't get in. Then they were removing their equipment. We did receive the check today. Would like to send them a termination letter. Board is comfortable with sending a mutual separation letter.

Nicor has a gas line that needs to be replaced that goes through Cobb. It's from 1947. They are asking for an easement. It will take out substantial trees. They will replace trees. They will stake it out so we can get a visual. Can they provide notice to the residents of that area so they know what is going on? Will ask them about that.

Will be writing another letter to the community like last year.

Did receive the tax distribution. It was our first distribution that should have gone to the lock box and didn't. Haven't received our final distribution yet.

Did include 2 maps of TIF districts. Splash Valley is not in TIF 8. Did hear that the city is thinking of doing a couple other TIF districts.

Will be at the Women's Club meeting Wednesday.

Nominations packets for Commissioner are being accepted this week and next Monday is the last day.

Giving staff a half day on the 21st to take them to lunch.

Had 262 participants at Ice Valley for the Cookie & Skating with Santa.

Director Heitz does have a list of contracts. February will be the affiliate meeting. Farmer's agreement will need to be done this year. Hope to do a 2-3 year lease. KCC contract ends in 2021. KGGSL and Old Fair Housing authority are old contracts. YMCA has an expired contract. There are several agreements we have that are out there that either expired, or don't have an expiration date, etc.

COMMITTEE REPORTS

KCCVB Report

Director Heitz: Meeting is next week.

Historical Society Report

Commissioner Spriggs: Next meeting will be at the first of the year.

SRA

Commissioner Hollis: No December meeting.

COMMISSIONERS FORUM

Commissioner Skelly said he would like to see markings on the truck. Commissioner Hollis said they have issues in the past. Then we will know that's our property and be done with it.

Commissioner Tucker said when a board member brings something up at a meeting, we should establish a deadline and get it done, as a directive. Director Heitz takes direction from the board as a whole and only heard from one Commissioner. We will get it done. Has to be a certain temperature to install the vinyl.

Commissioner Spriggs asked about the road at River Road and what can be done? Director Heitz said it would be capital but have to wait and see how the numbers look.

Commissioner Spriggs asked if Levasseur Park bathrooms can be fixed? We can get some quotes and see if it can fit in capital. Commissioner Hollis said to give KCC a call to see if they can do any of the work and we pay for the supplies.

Commissioner Tucker clarified what he meant on directive. He means it comes from the board as a whole, not as individuals.

Executive Session

NA

ADJOURN MEETING

A motion to adjourn the meeting was made at 6:12pm by Commissioner Spriggs, seconded by Commissioner Mullady. Upon voice vote, all ayes, motion carried.

OFFICIAL REPORTS:

1. Board Meeting Minutes (November 13, 2018)
2. Bills Payable
3. Financial Statements
4. Superintendent of Buildings & Grounds
5. Superintendent of Recreation
6. IV General Manager
7. Executive Director

Respectfully submitted: Melissa Woodard