

**Kankakee Valley Park District
Committee Meeting Minutes
March 12, 2018**

The Committee Meeting was called to order at 5:02pm by President Hollis. Those present for roll call were Commissioner A. Hollis, D. Skelly, D. Tucker, M. Mullady, B. Spriggs. Others present: Dayna Heitz, Executive Director; Melissa Woodard, Superintendent of Recreation, Rick Collins, Superintendent of Buildings & Grounds, and Attorney John Coghlan

Public Present: Darrell Williams

COMMUNICATIONS

Written: NA

Public Comment: NA

OLD BUSINESS

NA

NEW BUSINESS

Department Reports

Rick Collins: Brought back 2 of the full-time maintenance staff. Had a brief orientation with them on their first day. Continue to maintain our buildings. Maintaining the compressors and Zamboni for Ice Valley. Called 3 roof companies. 2 came out and will be giving us quotes. Outsen Electric came out and looked at the pavilion electric at Beckman. Repaired a water fountain at Ice Valley. PSI started work at Pioneer last Tuesday. Cleaned the flood debris from Jeffers. No damage in the building. Commissioner Skelly asked if there was damage at Bird Park? Rick said we had some mowers in there and got some water on them. Came up probably about base high on those. Commissioners clarified where he was asking about. The old barn across from the bandshell. There was water in there but nothing in the dog house. Old barn got about 4-5 inches of water. The base or body of the mowers got wet. Mowers have been started and are still fine. Fix the trim on the stage at the Charlton room. Replaced the damaged ceiling tile in the Charlton Room. Took down 3 signs that were in Bird Park that were misspelled. We are having that repaired. There is a county sign that needs to be replaced too. It's hard to read. Commissioner Spriggs asked about the signs for behind Knights of Columbus. Director Heitz said we will see if there is something we have, otherwise we will get something made.

Melissa Woodard: Coed volleyball will end this week with their tournament. Next session of tumbling will start in April. Adult softball deadline is coming up the middle of the month. The spring league is supposed to start on April 4. Dayna and I met with Gerry Gund regarding his contract. He is looking for a 3 year agreement. Process payroll bi-weekly. Continue to cut payables checks and reconcile accounts and the credit card. Worked with Puter Pros to move the server to Bird Park. This will help to keep costs down and we can manage our issues easier. Dayna and I interviewed an intern today and we have one more tomorrow. It has been advertised on CCJobnet, IPRA, and Olivet job board. Seasonal maintenance positions are being advertised on Facebook and the website. Commissioner Hollis asked what the interns would be doing? A recreation intern would assist the Recreation Department and Angie. Kind of depends on what their internship requirements are. Commissioner Tucker asked if they would get paid? Yes. Director Heitz had gotten several emails from other directors and sounds like teachers and law enforcement don't pay their interns. We wouldn't get anyone in our profession if we didn't pay. Commissioner Spriggs asked where they are from? Local. One is from Chebanse and one is from Kankakee. Also advertising the maintenance position on Facebook and website. Commissioner Skelly asked if it was going to be put in the paper since not everyone goes on. Not yet. Commissioner Spriggs asked if we could suggest some names for the seasonal positions. Yes, we could watch for them. Commissioner Spriggs asked if they are allowed to look at the list of applicants? Director Heitz said sure you can look at the applications. Commissioner Hollis asked if there was any reason why you wanted to? Commissioner Spriggs wanted to see if there was someone he knew so that we could expedite the hiring if we know the kid is really good. Commissioner Tucker asked about the interns and the job description. Would that provide more open hours at the Rec Center? It could be something we discuss. Commissioner Tucker said we are paying people and consider expanding the building that is closed a lot. Maybe add another program or 2. Commissioner Spriggs asked if both interns could be at the Rec Center. Melissa said the interns have different majors. One is a forestry and one is a Recreation. Commissioner Tucker said they could facilitate programs. Melissa said we do have to meet certain requirements of the internship. Commissioner Hollis said we do need to try and have the Rec Center open more during the summer. Commissioner Tucker asked if we take more of an assertive step to contact the college professors to get more people. Commissioner Mullady said the local colleges don't have them as majors. Commissioner Spriggs asked if we are able to hire more? Director Heitz said we are working on the budget now.

Angie Tousignant: Direct any questions to Dayna or Angie directly.

Dayna Heitz: Nothing has happened with the Regatta. Commissioner Hollis is waiting on Sun River Terrace for a date to do the park event for Mayor R.J Bailey. We met with Gerry Gund regarding his contract. We are going to make some changes to his contract and then will bring it to the board. Aroma Park is going to have a festival at Potawatomi Park. The farmers dropped off their check. Their agreement expired last year. We will put together another 1 year agreement and then hopefully do a longer one next year. Commissioner Skelly asked if we had talked about selling that land? Yes. 206 acres. There is a sample agreement for the House of Sports. Attorney John Coghlan said House of Sports wants to rent LaVasseur. They want to put \$11,000 to get the field fixed. We need to see what our estimate is on how much it will cost. Commissioner Spriggs said that park needs some work and if they are going to fix it up, it's good for us. Commissioner Hollis said if this guy wants to fix the park....is he wanting to do leagues? Yes and fall tournaments. Attorney Coghlan said they are a For Profit organization so they would be renting the fields. Commissioner Skelly said let him go for one year and then reevaluate. John said we need to work out the particulars. Commissioner Tucker asked if he could present to the board. Commissioner Spriggs said the bathrooms there are an issue. Attorney Coghlan said we aren't sure how much it will cost to get the fields fixed. That was just a number he threw out. Invite him to the board meeting. Before that, check the field, bathrooms, etc and see where things are.

Been working with Darrell Williams for his event at the band shell. Darrell Williams explained about the rib contest at the band shell. Part of the proceeds will be donated to help do repairs on the band shell. Have 7 vendors already and several contestants too. Lining up entertainment right now. It will be all ribs. The contest will be spare or St. Louis ribs. Looking for sponsorships now. Talking with the high school now so hopefully they can come down and play. Hoping that everyone that has played there will come back and play a couple sets, since it is a benefit. The event will be May 26th. Commissioner Mullady mentioned the emergency boat ramp at Bird Park. The board meeting before the event, he will come and show a layout. Commissioner Spriggs asked what repairs on the band shell? Painting, electric and the roof. Kankakee Valley Orchestra uses the bandshell every Thursday and store their things in the dog house. They do reservations for the band shell. We do have rental rates but they are one of the few that just give us the dates. Commissioner Tucker said these people are doing things to help us. We can't make it so they don't want to. Maybe we can build some relationships. Commissioner Hollis said it's tradition for the orchestra coming on Thursdays. It's free and it's for the community. Should do what we can to accommodate them. Commissioner Skelly expressed his reservations for the ribs event. Since our name is on it, we should be cautious. Commissioner Hollis said if someone wants to help us out, that's good. We can start building relationships.

There is a group that wants to use the bandshell to put on their fire show. They are looking for a place to practice weekly. The District has an ordinance that says no fire in the park. The city also has a policy for no fire. How does the board feel? Commissioner Skelly explained a difference between lighting a fire in the park and we could create any exception we want. Give them the parking lot where they can't burn anything down. Last year they were practicing at Cobb Park. If they can produce insurance, the board seems fine with it.

Director Heitz explained the financials. At the board meeting you will be asked to approve the financials. We are in the process of transferring the new financials in Quickbooks. The new packet is the February 2018 warrant. We have several payments that are ACH which are deducted from the bank account automatically. The financials are exported from Quickbooks. This is just a sample. It's not 100% but it's very close and exciting to show the actual.

Commissioner Hollis asked if we could get these ahead of time. Could we get the financials on Tuesday or Wednesday before so we could ask the questions before?

COMMISSIONERS FORUM

Commissioner Tucker: What is the timeline on mulch and park maintenance? Director Heitz said primarily every park that has mulch will get new. Some need more than others. The parks will get benches and tables repaired, painted, or replaced. The pavilions need some work too. The surfacing on the basketball courts, etc. Pine Park needs a new slide and other parks need some equipment. Commissioner Tucker asked for a timeline? The first set of part timers will start around April 16. Commissioner Hollis said we talked about giving something at every park. Can we get it on paper? Which park is getting what and with a timeline? Commissioner Hollis said even if it's not followed completely, but at least we have someone on paper with our plan. Director Heitz replied yes. Director Heitz said we are going to have different crews. Mulch, garbage, park maintenance, etc. that will focus on their specific areas.

Commissioner Spriggs said Trinity had a clean up day over the weekend at the baseball field. They will have another clean up day.

EXECUTIVE SESSION

N/A

ADJOURN MEETING

A motion to adjourn the meeting was made at 6:38pm by Commissioner Spriggs, seconded by Commissioner Mullady. Upon voice vote, all ayes, motion carried.

OFFICIAL REPORTS:

1. R. Collins
2. M. Woodard
3. A. Tousignant
4. D. Heitz

Respectfully submitted by: Melissa Woodard