



# **Kankakee Valley**

**PARK DISTRICT**

**Kankakee Valley Park District  
Board of Commissioners Meeting  
January 27, 2020**

The Board Meeting was called to order at 5pm by President Spriggs. Those present for roll call were Commissioners D. Mullady, D. Palmer, A. Hollis, D. Skelly, and B. Spriggs. Staff present: Executive Director, Dayna Heitz; Superintendent of Buildings & Grounds, Rick Collins; Attorney David Freeman; Superintendent of Recreation, Melissa Woodard. Absent: Dave Skelly

Public Present: Mike Boyd, Chris Breach, Anthony Cervini, Nick Petrovski

## **PLEDGE OF ALLEGIANCE**

## **PUBLIC COMMENT**

NA

## **COMMUNICATIONS**

Nothing to report.

## **CONSENT AGENDA**

Consent agenda for Monday, January 27, 2020 consists of public hearing minutes, board meeting minutes, bills payable, and financial statements.

A motion to receive consent agenda was made by Commissioner Hollis, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: D. Mullady, A. Hollis, and B. Spriggs, D. Palmer. With 4 ayes, 0 nays, motion carried. Absent: D. Skelly.

A motion to approve public hearing minutes (December 26, 2019) and board meeting minutes (November 18, 2019) was made by Commissioner Hollis, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer, A. Hollis, and B. Spriggs. With 4 ayes, 0 nays, motion carried. Absent: D. Skelly.

A motion to approve bills payable, and financial statements was made by Commissioner Hollis, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioner voted aye: D. Mullady, A. Hollis, B. Spriggs. Nay: D. Palmer. With 3 ayes, 1 nay, motion carried. Absent: D. Skelly.

## **OLD BUSINESS**

### **Presentation of AFR 2018-2019 by Sikich**

Anthony Cervini: Thanked the Commissioners for allowing presentation of the audit. Highlighted a few items within the annual financial report. Issued a clean audit. Improved the fund balance deficit. Commissioner Palmer asked for clarifying the deficit between revenue and expenses? It appears that the revenue less the expenses is using bond money to cover expenses. Mr. Cervini said operating does show deficits so there is some use of other resources. Commissioner Palmer said the bond money is what covered the additional expenses. Looking at last year we ran at a positive and this year we overspent and used bond money. Mr. Cervini said the timing is what comes in to play. Fiscal year ends in May but bills still come in after the end of the fiscal year. Commissioner Palmer said the financial statements make it impossible to review. Director Heitz asked what his suggestion is? Commissioner Hollis asked for his suggestion too. Every month we are getting the same thing from you. Acting like we don't know what we are looking at. What do you suggest we need to make a more sound decision? We trust this man to do this audit and we are doing well but you say we aren't. Mr. Cervini is a trained professional and he is saying we are ok. Commissioner Palmer is a volunteer here on the board. Pointed out repeatedly that he doesn't have confidence in financial statements. Know Director Heitz has talked to Hollis Clark, as he has. Commissioner Hollis said you keep talking about Bourbonnais but this is Kankakee. What can we do as a District that is better? Why do we have to look at Bourbonnais. They aren't doing any better. We are positive. We are working with what we have. They have more tax revenue. Mr. Cervini is here telling us what we are doing is best practice. Make a suggestion so maybe he can suggest something. Commissioner Palmer suggested giving the financials in the format that Bourbonnais does. Director Heitz said we don't have that software. Commissioner Palmer suggests we get that software. Commissioner Mullady said it's more transparent with how they present the graphs. Director Heitz said they export to excel and has nothing to do with their software. They have a full-time accountant doing accounting and they have money to spend for a software. It's at least \$20,000-\$30,000. Commissioner Palmer said we bring up the money and it's also prioritized. We never have a board discussion on money. Director Heitz said when we approve a budget, that's when we talk about priorities and the dollar amount. That includes capital or within a line item for maintenance and that's all preapproved. Commissioner Palmer said he was a new board member when that was presented and it's hard to participate in the conversation. Commissioner Spriggs said you find fault in that a lot but never give us anything to remedy the situation. It's obvious to the board we can't do what Bourbonnais does. Commissioner Hollis said if you can find some software that is comparable to what they have, or colorful sheets or graphs and we can afford it, then we can take a look at it. You want us to be like someone who has more tax revenue than we do. Director Heitz said they have money and very little property. They are not comparable to us at all. Commissioner

Palmer said not to look at him to approve financials that he can't validate. Commissioner Hollis is not expecting you to vote a certain way. What is it that would make you comfortable? We can't afford the software so is there something comparable? Director Heitz has always been open to us giving suggestions as board members. Set up a time to discuss things with her or to come up with software suggestion. It's like you don't trust it and a professional is saying we are moving in the right direction. Know you aren't comfortable but this is municipal government. Don't want to hear you are uncomfortable with something we can remedy. Need solutions. Come up with something we can afford. Attorney Freeman said at budget time Commissioner Palmer can make a suggestion and then the board can decide priorities. Director Heitz will need info and pricing for purchase or monthly fees. Commissioner Hollis said she's asking for your input. Commissioner Palmer said you aren't going to push that on me, that's an Executive's job. Director Heitz said we did meet previously for orientation and another time but the topic moved to environmental issues instead of financial concerns.

Mr. Cervini said in terms of the software, it doesn't have to be a software standpoint. Lots of government entities use QuickBooks. There are lots of QuickBooks consultants that can assist with the concerns instead of having to switch software completely. Director Heitz said when we first started there was no accounting software. There were only excel sheets. Board wouldn't get financials for 6 months. When you put something new in place, account numbers would have to change, timing to transfer, and there would be no historical info that we are just starting to get. We would have to do new training too. Commissioner Palmer asked about the schedule of audit adjustments? Director Heitz said not all the adjustments are made on our side. Commissioner Palmer said the financials had a payroll liability debit. The Sikich amount is a credit. Mr. Cervini said it's going to be prior to audit entries and how things fell in the fiscal year. If some of those entries were posted, it would resolve. This year the district auditor transitioned to the new. Prior auditors info could have been different. In terms of the various amounts, there were some residual amounts that were out there from prior entries. It's not uncommon to rely on the auditors to make some adjustments. There are lots of factors. Things would align with some of the adjustments made. Director Heitz said we have always asked for assistance with the adjustments.

### **Acceptance of 2018-2019 FY Audit**

A motion to approve 2018-2019 FY Audit was made by Commissioner Hollis, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer, A. Hollis, and B. Spriggs. With 4 ayes, 0 nays, motion carried.

### **Board Policy**

On hold.

### **KCC Fitness Center**

On hold.

### **45/52 Sign**

### **Cell Towers**

On hold.

### **Employee Policy Manual**

Will update in April/May 2020.

### **Ordinance 1.97 KVPD amended Board of Commissioners Sexual Harassment Policy**

A motion to approve Ordinance 1.97 was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: Director Heitz: This is the sexual harassment policy that's amended for the board. Law went into effective recently. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer, A. Hollis, and B. Spriggs. With 4 ayes, 0 nays, motion carried. Absent: D. Skelly

### **2020 Farm Lease**

A motion to approve the 2020 farm lease was made by Commissioner Spriggs, seconded by Commissioner Hollis. Discussion: Director Heitz: Should have received info from the County Farm Bureau to show that our rates are good for the area. Commissioner Palmer said he will be going to the property to look at the variables for the rates. They are supposed to submit a soil sample each January. Has that been received? No, it has not but it should have been. Will call to obtain. Commissioner Palmer asked if this property is registered with USDA? No. As owner, that says when the property is rented, when grain is delivered, it's registered with the USDA. Provides the landowner to know what the yields are. Commissioner Spriggs asked how long they have been leasing from us? It's been at least since 2011. It originally did go out to bid and then continuing leases. Attorney Freeman said we need to see the original agreement and it could be allowed under the bid. At some point we can go back out to bid. We can continue with this lease. Upon roll call vote the following Commissioners voted aye: D. Mullady, A. Hollis, and B. Spriggs. Nay: D. Palmer. With 3 ayes, 1 nay, motion carried. Absent: D. Skelly.

### **NEW BUSINESS**

#### **Ordinance 1.98 Approving KVPD amended Sexual Harassment Employee Training Policy**

A motion to approve ordinance 1.98 was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: Director Heitz: This is amending out current policy. All

employees must attend a training per year. We will have 2 trainings per year. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer, A. Hollis, and B. Spriggs. With 4 ayes, 0 nays, motion carried. Absent: D. Skelly.

Superintendent of Buildings and Grounds, Rick Collins, left at 5:50pm.

#### **Ordinance 1.99 Approving KVPD amended Mandated Reporter Policy**

A motion to approve 1.99 was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: Director Heitz said this amends out current policy. Staff need to go through a training. Training will be electronic through DCFS website. After training staff will receive a certificate of completion of which will be placed in their personnel file. We will be here for support but will not be providing the training. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer, A. Hollis, and B. Spriggs. With 4 ayes, 0 nays, motion carried. Absent: D. Skelly

#### **Selection of Auditor for fiscal years 2020-2022**

A motion to approve a new auditor was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: Commissioner Palmer said Sikich didn't submit a bid. It's highly unusual for a current auditor not to submit a proposal. Director Heitz said the price would be much higher than what we had paid previously. Other emails within the Park District world said they are too high. Director Heitz said we only received 2 proposals. SKDO is from Bourbonnais. Been in business for 22 years and have worked with them previously. Karrison, LLC is out of Naperville and been in business for 30 years. Commissioner Hollis asked about past audits with SKDO. Director Heitz said they are local and we could get good opinions from them. We would get quality work from them. A motion to approve SKDO as auditors for fiscal years 2020-2022 was made by Commissioner Hollis, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer, A. Hollis, and B. Spriggs. With 4 ayes, 0 nays, motion carried. Absent: D. Skelly

#### **Ordinance 2.00 Approving Transfer of Property to the Kankakee County Housing Authority**

A motion to approve the transfer of property to the Kankakee County Housing Authority was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: Attorney Freeman said this is subject to attorney review. There is a blank on the closing date. Want to make sure what property is going to be transferred to the Housing Authority. Can't get that answer from the county until we have the closing date. Commissioner Palmer thinks we could have approached this differently. Think about our options next time and flexibility. Suspect we could have gotten a lease for \$1000 for 10 years. Commissioner Hollis said if something goes wrong with the building then we have to maintain it. Upon roll call vote the following

Commissioners voted aye: D. Mullady, A. Hollis, and B. Spriggs. Nay: D. Palmer. With 3 ayes, 1 nay, motion carried. Absent: D. Skelly.

**Approving purchase and sale agreement to the Kankakee County Housing Authority**

A motion to approve the purchase and sale agreement to the Kankakee County Housing Authority was made by Commissioner Spriggs, seconded by Commissioner Hollis. Upon roll call vote the following Commissioners voted aye: D. Mullady, A. Hollis, and B. Spriggs. Nay: D. Palmer. With 3 ayes, 1 nays, motion carried. Absent: D. Skelly.

**Approve GMP Agreement with Leopardo Companies, Inc. and KVPD**

A motion to approve the GMP agreement with Leopardo Construction, Inc. was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: Director Heitz said this was originally approved at a higher amount. When we went out to bid it came in lower by about \$15,000. Commissioner Mullady asked why it went out to bid again? Director Heitz said it wasn't a public bid. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer, A. Hollis, and B. Spriggs. With 4 ayes, 0 nays, motion carried. Absent: D. Skelly

**Approve Bid Awards Recommendation for Splash Valley**

A motion to approve bid award recommendations for Splash Valley was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: Director Heitz read the companies and the amounts. Several local companies. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer, A. Hollis, and B. Spriggs. With 4 ayes, 0 nays, motion carried. Absent: D. Skelly

**Approval to authorize and designate the Executive Director and the Executive Director's designee, with respect to any change order or any series of change orders for the renovation of Splash Valley, which authorize or necessitate an increase or decrease in the cost of a contract by a total of \$10,000.00 or more, or which change the time of completion by a total of 30 days or more, to make the written findings required by Section 33E-9 of the Criminal Code, and to preserve such findings in the contract file for public inspection as required by Section 33E-9 of the Criminal Code, 720 ILCS 5/33E-9. All change orders approved and executed pursuant to this Motion shall be presented as information items to the Board at the Board's next regularly scheduled meeting.**

A motion to approve the change order policy for Splash Valley was made by Commissioner Spriggs, seconded by Commissioner Palmer. Discussion: Commissioner Hollis asked why do we not want to call a special meeting for this? Director Heitz said she would call you all first if it's a matter of timing. If we have a board meeting and then a change order the next day, it would be another 30 days before the next board meeting. It could be a lot of special meetings. It's just a

precautionary. Will communicate about \$10,000 with you. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer, A. Hollis, and B. Spriggs. With 4 ayes, 0 nays, motion carried. Absent: D. Skelly.

## **STAFF REPORTS**

### **Executive Director**

Dayna Heitz: Did meet for union negotiations. Seem to be very far apart with staffing and new laws. The biggest thing is the law on fair share. The wording they have now is illegal but they want it in there in the event that it's overturned. We have made suggestions on the wording or that we would come back together and make changes. Commissioner Hollis asked if they are asking us not to drug test staff? It's the wording. All our staff are required to have CDL and it's zero tolerance. Commissioner Mullady asked what the percentage of the raise that we are offering? Attorney Freeman suggests not discussing negotiations in open forum. Would have to go into closed session.

Regarding the medical incident that needed the AED at Ice Valley the staff did a wonderful job. Commissioner Mullady said the parents did it, not staff. PDRMA has requested the reports for the AED. We purchased the software.

Attended conference. Did make a lot of contacts. We need to start getting a master plan. That's not something that can be done on our own, it takes a lot. Do we want quotes for a master plan? Commissioner Hollis said yes. Gives us a blueprint for where we want to be in 5-10 years. Commissioner Palmer thinks it's a great idea.

KVTA wants to do an event at the Civic. It's a piece of history. It would be going from location to location within the woods as a game. They want to start setting up on a Wednesday and have it through Sunday. They want to have fires at each of their stations which is against our policy. They want to camp out because their stuff would be left out overnight. They would be charging for it. Using the grounds and the building. Commissioner Hollis said when we had something like this in the past, the Fire Department volunteered during the fire part. Commissioner Mullady asked about security? They would have to provide it. Commissioner Spriggs said people walk through there all the time. Would need Fire Department cooperation and insurance. They want it for free. Commissioner Hollis asked if they are not for profit? No. They are charging so we need to charge them full price. Commissioner Hollis said we need to charge them.

## **COMMITTEE REPORTS**

### **KCCVB Report**

D. Heitz: No report.

### **Historical Society Report**

Commissioner Spriggs: Signed agreement. They had a great time with the trees at Christmas. Commissioner Palmer asked if there was a relationship with the Community Arts Council? Commissioner Spriggs said they have their own events but no contractual relationship.

### **SRA**

Commissioner Palmer: Going to have a chili judging contest next week. Then a garage sale in March.

### **COMMISSIONERS FORUM**

Commissioner Hollis said that conference went well. There are lots of things that we are talking about that could have been answered in sessions at conference. Get new information each year. Can pass along info to other Commissioners if they want it. Very useful.

Commissioner Mullady said Director Heitz sent out an email that was false about the girl with the finger. Not sure if an incident report was filled out. Upon checking there wasn't a report filled out. Need to have an incident report filled out. Director Heitz said not once were we told who it was, where it was, when it was? We did have a situation on our near miss, however per Commissioner Mullady that is not the situation he is referring too. We were never given any information, contact or had knowledge of the incident. Can't write a report on something we have no knowledge of.

### **Executive Session**

NA

### **ADJOURN MEETING**

A motion to adjourn the meeting was made at 6:36pm by Commissioner Hollis, seconded by Commissioner Spriggs. Upon voice vote, all ayes, motion carried.

### **OFFICIAL REPORTS:**

1. Public Hearing Minutes (December 16, 2019)
2. Board Meeting Minutes (December 16, 2019)
3. Bills Payable
4. Financial Statements
5. AFR 2018-2019
6. Ordinance 1.97



7. Farm Lease
8. Ordinance 1.98
9. Ordinance 1.99
10. Auditor Selection for 2020-2022
11. Ordinance 2.00
12. Purchase and sale agreement to Kankakee County Housing Authority
13. GMP Agreement with Leopardo Companies, Inc
14. Bid awards for Splash Valley
15. Change order policy for Splash Valley

Respectfully submitted: Melissa Woodard