



Kankakee Valley

PARK DISTRICT

**Kankakee Valley Park District
Board of Commissioners Meeting
May 26, 2020**

The Board Meeting was called to order at 5pm by Director Dayna Heitz. Through electronic means those present for roll call were Commissioners D. Mullady (arrived at 5:03pm), 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.

Public Present:

No public present at the facility. Chris Breach with the Daily Journal via Virtual.

PUBLIC COMMENT

NA

COMMUNICATIONS

Election dates are attached. Received a letter from the Mayor regarding Covid. News Article by Chris Breach attached regarding Splash Valley postponed opening.

CONSENT AGENDA

Consent agenda for Tuesday, May 26, 2020 consists of special meeting minutes, board meeting minutes, bills payable, financial statements, and Splash Valley construction contractor's payment.

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: Commissioner Skelly left at 5:06pm.

A motion to approve special meeting minutes (April 13, 2020) and board meeting minutes (April 27, 2020) was made by Commissioner Hollis, seconded by Commissioner Palmer. 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 bills payable 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 financial statements was made by Commissioner Spriggs, seconded by Commissioner Hollis. 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

A motion to approve Splash Valley Construction contractor's payment to Leopardo was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: This is the billing from April 15-May 15 to Leopardo. Commissioner Hollis asked how much do we still owe them? We have completed 939,000 paid them \$881,000 of 1.7 million. Commissioner Skelly arrived at 5:11pm. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Skelly, A. Hollis, and B. Spriggs, D. Palmer. With 5 ayes, 0 nays, motion carried.

OLD BUSINESS

Riverfront Update

No update

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.

Splash Valley

Page 7 of the report talks about the latest information about what's going on. Still working on the leaks. Had to cut holes in the concrete of the zero depth. They have been able to isolate the leaks. possible leaks in the plunge pool. The leaks have been there for a long time, per the leak detection company that was out here before. We are correcting them. Our frog slide was

reconditioned and is back. Still trying to figure out why the ground water is coming in the pump area. Pumps are being installed. The gutter system itself has some longevity to it but won't be a long time. It's allowing more of the treated water in. Down the line will need to replace the full gutter system. Do need to replace the grates of the gutter system. They have tried to recoat them year past but they need to be replaced at this point. Working on a quote for that. They have discussed the clip system which is cheaper. Director Heitz does not recommend that. Asked for a quote for just the bar system. It would be more labor to take them out and store them for the winter. Commissioner Mullady asked what makes you think that on the clip system? Experience with end result of someone gets hurt. When the water level is high in over the gutters, the grates will float. That is where accidents happen. The clips continually fall off or are removed. Children seem to play with them. Commissioner Mullady asked what the contractor recommends. He said if you want something cheaper or less labor time to remove, go with clip system. Working on the pool signage for 2020. Commissioner Palmer asked if the metal is galvanized? Director Heitz believes it's stainless steel and that's what we will be quoted on. The clips are plastic.

Planning a walk through for Commissioners in June with Leopardo. Would also like to have Bruce and Jeff from Leopardo attend a meeting to go through everything beginning to end.

Comprehensive Master Plan

Included in your packet. Planning to send it out tomorrow. It has been viewed by attorney. Commissioner Palmer asked for samples from the companies so we know what we are getting. Attorney Freeman said you can ask for that information but they may decline because it's work product and it belongs to the other client. Commissioner Palmer said most are public entities, would think they would be able to provide names of the clients so we could go through them directly. Director Heitz stated we have asked for references in the RFP. Director Heitz did build in a potential interview process. Commissioner Palmer said with the virus, should we postpone because of the public input. Director Heitz said the schedule for the RFP study doesn't begin until August-December. They could probably handle small groups which would be what we want. Commissioner Palmer doubts people will participate in person. Commissioner Hollis said previously when we have done things like this, not many people attend. If we want to go ahead, maybe push to October or not get public input until later. Director Heitz said we will also be sending out surveys by mail or email. Commissioner Skelly said we definitely need to do this as a board. It would be great to have public input but this will be a good way to see what direction we are going. Commissioner Hollis and Skelly said send it out. Commissioner Palmer suggested a Zoom option. Suggests putting it off because the timing is wrong. Commissioner Mullady is fine to send it. Commissioner Spriggs said send it out. Director Heitz will go ahead and send it out. Commissioner Mullady asked about the things that are tabled. Is

now a good time to do some of those things? Director Heitz said the fitness center agreement still has 5 years left on the contract with no payment. After that, it's done. The 45/52 sign, KCC is not in session at this time. They said they would try to come up with their own design and will work with their marketing and present to us. Commissioner Mullady said it would be a good time to talk to them. Director Heitz will get in touch with them. Commissioner Mullady would like to be more aggressive with these contracts. Director Heitz said the cell tower is trickier. Commissioner Mullady said if we are hurting for money we need to buckle down. Director Heitz said one cell tower we were paid for in a 10 year buyout. We know who owns that and we get nothing for 10 years. We have 2 others on other properties that we have not been able to trace who owns or where a contract is. We have talked to difference companies, but no one knows who owns them. They aren't in service right now. They should be taken down and that's what we were trying to do. Commissioner Palmer asked if putting a new one up was about \$160,000. Do we have anyone that can market the cell tower to someone else. Attorney Freeman said you can't market something that isn't yours. Commissioner Mullady said how can there not be records? There should be a paper trail? Director Heitz said she will check permitting with the city. Commissioner Palmer asked about deeming it abandoned property. Attorney Freeman said just because it's not used doesn't mean it's abandoned. We would have to give notice before we could tear it down. Still have to determine ownership. Director Heitz said the towers have been decommissioned. Commissioner Spriggs asked who does that? Director Heitz said the company does that. Commissioner Hollis said to check with the FCC. They may have a record of it. Will check with D&D antenna.

Executive Director's Contract

Commissioner Spriggs has gotten evaluations from 3 Commissioners. The evaluation is for her sake. Does not have a lot of bearing on contract renewal. First meeting of June, will discuss. On the 22nd will have final discussion. Will present negotiations to Attorney. Then July 13 would be deciding as a group. Commissioner Hollis asked if we could have a tentative contract before we even vote on whether we are going to keep her or not. Attorney Freeman said yes. Don't know what the board wants and don't know what Dayna wants. It can be changed. Commissioner Hollis said we want to give the new commissioners a copy to see what we have done in the past. There may be things they want to suggest. Need something as a guide. Attorney Freeman said he works for the board but with Dayna. The board will give direction. Will get you the form before the committee meeting in June.

Discussion of facilities and operations-COVID-19

Park Districts do not have any relief funding. Did approve OSLAD grants for the next cycle. End of May we are switching to phase 3. Figuring out what needs to be done. Looking to offer pavilion rentals in mid-June because they are outside. Will post signs and they will sign off on a

waiver for social distancing. Opening up tennis courts. Printed signage for harbor, tennis courts. Started preparing the alterations for the office. Limiting people. Will have a reduced schedule for the office. Will allow public in the office Tuesday-Thursday 10am-2pm and other than that will be by appointment only. Maintenance will begin to modify the office with plexiglass. Pavilions will begin to get tables. Will be inspecting the campground tomorrow and it can open next week or so. Commissioner Spriggs asked for an update on employees for maintenance. Did bring 2 more seasonal staff back today. Will not collect anything for tax distribution until July, trying to keep expenses low. We will be going very slowly on adding staff. Commissioner Spriggs asked if the tax distribution will be the max amount? Director Heitz said we have a high rate that is paid, on a good year. Other districts are suggesting to figure 15% lower than what we are normally paid. Know we will get some tax money but not sure how much. Does the museum know? Spoke with Connie at Museum and she know we have no idea what we will receive. Commissioner Hollis asked if we can contact the county to see what they are thinking will happen? Yes.

Putting together an email to the sponsor groups. That will let them know they can start practice as long as they only have 10 people and under. They are responsible for following CDC guidelines for sanitizing. If they have more than 1 field, they need to stagger practices so they aren't all coming at one time.

Kyle is still working on virtual programs and modifying softball summer season. It will start earlier and hopefully last longer.

Commissioner Skelly asked what work needs to be done on the campground? Only been mowing at this point. Need to have port-o-lets delivered and get signage ready. Just recently heard that a window was broken on the building, need some roof repairs, few other miscellaneous repairs and inspect the playground. Commissioner Skelly said regarding the office hours instead of closing the other days at the office, put a sign on the door that only one in at a time. Director Heitz said we are trying to follow the guidelines that are provided and keep the staff safe. Commissioner Skelly thinks everyone should be getting back in the swing. Commissioner Hollis said we are making this accommodating to the public. Director Heitz will offer the regular office hours.

NEW BUSINESS

City of Kankakee Hobbie Road Improvements

Will be asking for a portion of our land for a right away. Provided copies in the board packet. Will not be any parking on Hobbie and designated lanes for turning left. They are going to be putting in stop lights. Commissioner Spriggs asked if we have any signage by Pioneer to tell

trucks not to use our parking lot? We can look into that. Commissioner Hollis asked if we could contact the company and see if they could help offset the cost of the gravel. Commissioner Skelly said they are getting a grant from IDOT so maybe they could do something for the Park District, equal value of the land they are taking from us. Commissioner Palmer asked if this is coming off the easement? Attorney Freeman said it appears that it's coming off the land that we own. But without seeing actual plans it is difficult to tell.

STAFF REPORTS

Executive Director

R. Collins: with all the rain there is a lot of debris at the harbor. Had to clean it out. Probably going to take the rest of the week to get everything cleaned up. Commissioner Spriggs said sometimes the guys mow in pieces in the park but don't finish. R. Collins said they should be completing what they started. Commissioner Skelly asked if the parks are up to date with mowing? No, maybe by the end of the week due to rain.

D. Heitz: was approached by a hockey club in Chicago. If we could work it out and clear all expenses daily, would like to reopen the ice early. Not saying it's going to work out. The group will be here tomorrow to look around. Commissioner Mullady thinks the group would bail as soon as their rink opens. He asked who the group is. Director Heitz knows how much we need to make per day and we don't know what they are looking for yet so don't want to say who they are yet. Commissioner Hollis said he doesn't think it will hurt for the board to know. They are coming to our facility to get a quote. If they aren't going to be able to rent enough ice for us, then there is no need for us to do it. Want to know who it is too. They might not have a good reputation. Director Heitz is just giving a tour now and they may look at it and not like it. They play out of Johnny's in Chicago. Commissioner Mullady said we have a potential person wanting to rent ice but we are keeping it hushed. Director Heitz does not feel it should be made public at this time. Commissioner Spriggs said tell us who it is because the board wants to know. Commissioner Mullady said it's a sketchy situation. 20 people in Indiana were allowed in a rink. Indiana is open and it might go against the governor's orders. Director Heitz said they would rent on an hourly basis. Would split the ice and have 9 kids on each end with a coach. Don't know if it's going to work out. Commissioner Mullady said you don't want to open the office but you want to open a rink, does that go against the governor's orders. Director Heitz said the governor's orders is allowing it if we adhere to guidelines. Commissioner Skelly said you are extra cautious. Appreciate the information. Commissioner Spriggs said we know how much you research and are careful. We just wanted to know who it was. You have it under control, if it's not good, we don't do it. Director Heitz said it wasn't something we wanted their name out in the public in case it doesn't work out.

Auditors did make the adjustments from Sikich. Do have some additional questions. Will get back to us shortly.

Saw the emails from Commissioner Palmer regarding the enterprise funds and how some districts look at depreciation and pricing. Commissioner Palmer said there are pyramids that show how it works. When you are looking at the cost of running Splash Valley, you could give consideration to all costs in the fees. The example said they want to make a profit of 11%. The people walking in the parks would be funded in a pool of the taxpayers. Identify the cost related and where we want to go for pricing structure. We have money but it's in how we allocate it. The master plan group could give us direction on how our cost structure is set up. Commissioner Skelly asked if we figure all this into park maintenance? Lots of things we have don't generate revenue. The park district has to figure out a way to fund, how do you figure that in? Commissioner Palmer said that the parks, you take the mower time goes to the park and divide your costs to the parks. The ballfields and parks would be cost centers. Commissioner Skelly says you can do a cost center for all things the park district does? Commissioner Palmer said you won't drill down that far. Need to look at interest costs. How do we know how to price our fees? Taxpayers are funding some activities that participants should be paying a higher rate for. Not every activity has to break even or make a profit, just need to rate our priorities. Director Heitz said this information won't come from comprehensive master plan. This would come from an outside financial analysis firm. Commissioner Palmer says Bourbonnais has some reports. Find a park district that has reporting you like and make it similar for the board to use. Commissioner Spriggs left at 6:34pm. Director Heitz said the staff do turn in budgets. They also need to come up with 3-4 new programs. Some programs cover the cost for special events. If we don't make revenue, we can't provide the special event. Pumpkin Palooza is all donations and salaried staff work the event so we aren't paying additional wages. It will take a lot of time and resources. Commissioner Palmer said he is going after the bigger items. Director Heitz said if we get to that point, when we look at a pricing structure, we need to make sure we don't outprice our community. Will contact firms for quotes.

COMMITTEE REPORTS

KCCVB Report

D. Heitz: Included in Friday report.

Historical Society Report

Commissioner Spriggs: NA

SRA

Commissioner Palmer: Brief meeting. Still dealing with the virus and Tom is being very creative with programming and Zoom classes. Tom has not had an employment contract so we are working on that.

COMMISSIONERS FORUM

Commissioner Skelly asked about the KCC sign. Director Heitz will contact the college and see where they are on it. Commissioner Skelly asked if the lot is big enough to have both signs. Director Heitz said they don't want our sign there at all. Commissioner Mullady agrees. Commissioner Skelly said it would be a nice alternative to have both signs there. Director Heitz stated that is what we proposed originally. Commissioner Palmer said there is a sign across the street. Commissioner Skelly said it's not on our property. It doesn't have to be removed. Commissioner Palmer said see what they propose. They have a nice monument. They may not want to be associated with a sign from the park district. Maybe they will come through with a design that incorporates both so they can still use the land but will work for both organizations. Commissioner Mullady thinks they are ignoring it and they hope it will go away. Commissioner Palmer said we need to elevate our expectations. If we can't afford to do it, wait.

Commissioner Skelly left at 6:58pm.

Any final public comment? N/A.

Commissioner Palmer thanked Dayna for including the items for improvement. Could he get a copy of scheduled maintenance? Director Heitz said they have a fleet book where they keep track of the records. Commissioner Palmer asked about major contracts or pumps. Director Heitz said the only contract we have for scheduled maintenance is for Ice Valley. We do building, facility and park checks. Commissioner Mullady asked if it's in depth, or walk through. Commissioner Palmer said directors, board members and superintendents change. Splash Pad had issues in our history and then we had failures. We are an organization and because of changes, no one is ever accountable and the tax payers get stuck. What do we have to prevent this? The facilities will remain. Director Heitz said for Splash Valley will have daily check lists, daily chemical, MSDS, and other very specific guidelines. We will know what the lifespan of each item will be. We will know what needs to be repaired. We know we will not do the slide refurbishment this year, so we will wait until next year when we open. We will have binders that has all the information and checklists. We do not have service agreements on the heating and cooling units. The same with the lighting. If there are things we can do in house we do, otherwise we outsource. Commissioner Mullady asked if we could have someone look at the

pumps monthly. Director Heitz said we can look into it. Commissioner Palmer said we have tried to save money by doing things ourselves. We have tried to be frugal and it has cost us thousands of dollars in damages. Commissioner Mullady said you don't have the knowledge to know all ins and outs to prevent catastrophic failures. Commissioner Hollis said as a board we are going to want a maintenance schedule for our equipment. Pumps, etc. Director Heitz will get some estimates and get back to the board.

Executive Session

N/A

ADJOURN MEETING

A motion to adjourn the meeting was made at 7:05pm by Commissioner Hollis, seconded by Commissioner Mullady. Upon voice vote, all ayes, motion carried.

OFFICIAL REPORTS:

1. Special Meeting Minutes (April 13, 2020)
2. Board Meeting Minutes (April 27, 2020)
3. Bills payable
4. Financial Statements
5. Splash Valley Construction
6. City of Kankakee Hobbie Road Improvements
7. Executive Director Report

Respectfully submitted: Melissa Woodard