



# **Kankakee Valley**

## **PARK DISTRICT**

### **Kankakee Valley Park District Board Meeting Minutes March 22, 2021**

The Board Meeting was called to order at 5pm by Commissioner Spriggs. Those present for roll call (in person or by electronic means) were Commissioner D. Skelly, D. Palmer, and B. Spriggs. Others present (in person or via Zoom): Dayna Heitz, Executive Director, Melissa Woodard, Superintendent of Recreation/Business, Rick Collins, Superintendent of Building & Grounds, Attorney David Freeman. Not present: A. Hollis - Arrived at 5:46pm.

Public Present: Rink Management Tom Hillgrove and staff, KVPD staff, Wes Levy (Lauterbach & Amen), Chris Breach (in person). Nick Petrovski.

#### **Public Comment:**

NA

#### **COMMUNICATIONS**

Included in board packet and at place setting. 5k we had over the weekend. Very nice compliments. 98 registered for the race.

#### **CONSENT AGENDA**

Consent agenda for Monday, March 22, 2021, consists of special & board meeting minutes (February 2, 2021 & March 8, 2021) and bills payable.

A motion to receive consent agenda was made by Commissioner Spriggs, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Palmer, and B. Spriggs. With 3 ayes, 0 nays, motion carried. Absent: A. Hollis

A motion to approve board meeting minutes (February 22, 2021) was made by Commissioner Palmer, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Palmer, and B. Spriggs. With 3 ayes, 0 nays, motion carried. Absent: A. Hollis.

A motion to approve special board meeting minutes (March 8, 2021), was made by Commissioner Palmer, seconded by Commissioner Skelly. Upon roll call vote the following

Commissioners voted aye: D. Skelly, D. Palmer, and B. Spriggs. With 3 ayes, 0 nays, motion carried. Absent: A. Hollis.

A motion to approve bills payable was made by Commissioner Palmer, seconded by Commissioner Skelly. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Palmer, B. Spriggs. With 3 ayes, 0 nays, motion carried. Absent: A. Hollis

## **OLD BUSINESS**

### **Riverfront Update**

Director Heitz: East Riverwalk virtual tour is tonight at 7pm via Zoom.

### **Board Policy**

A motion to approve the board policy was made by Commissioner Spriggs, seconded by Commissioner Skelly. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Palmer, and B. Spriggs. With 3 ayes, 0 nays, motion carried. Absent: A. Hollis

### **Facility & Operations-Covid 19**

D. Heitz: Still considered Phase 4. Minor things changed but nothing as far as occupancy. There is a bridge and then Phase 5.

### **Farm Lease Agreement**

A motion to approve the farm lease agreement was made by Commissioner Skelly, seconded by Commissioner Spriggs. Discussion: D. Heitz: This was tabled until the survey was completed. The agreement has been updated. Do recommend that we move forward with the highest bidder. The one question that has come up, he is a biosolids farmer. The EPA sheet needs signed off on. Did not sign off as it is for the user. We are not the ones applying the biosolids, that is the tenant. The farmer will have to sign off on that. We can write a letter authorizing use if he needs. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Palmer, and B. Spriggs. With 3 ayes, 0 nays, motion carried. Absent: A. Hollis.

### **Management services for ICV & SV**

A motion to approve the management agreement with RMSC for IVC & SV was made by Commissioner Skelly, seconded by Commissioner Spriggs. Discussion: D. Heitz: Sent updated agreement to Commissioners. Wrote a recap to highlight changes. The incentives and insurance are the only things not complete but know we can come to an agreement. Went back and forth with PDRMA. RMSC insurance will be \$11,300. That would be applied to the operating accounts and that is different for us as ours is through liability. Attorney Petrovski: Happy to answer any questions on specific items. Attorney Freeman: All the other provisions

of the agreement have been agreed to by both parties. D. Heitz: PDRMA will not cover anything except the building. RMSC will need to carry very specific insurance because they are managing. RMSC has been great to work with and know any challenges we have can be figured out. The insurance will go against operating account. Attorney Freeman: Recommend approving but give staff discretion to approve the amount or less. Maybe it can be negotiated. Commissioner Skelly asked who has been paying for it now? D. Heitz said PDMRA has been covering us. PDRMA looks at our prior year expenditures to figure out our cost. Attorney Freeman said we just need additional insurance. PDRMA won't give it to us. Commissioner Skelly said if we don't do this deal we would save \$11,000. Attorney Freeman said give her the not to exceed amount to get it less. Maybe there is something else that the company can offer that has a value. Tom Hillgrove: We can try to negotiate downwards. Jennifer (RMSC), if PDRMA was covering it prior and we add KVPD as additionally insured, was hoping there would be some cost savings. We are taking full responsibility. We will absolutely negotiate that number because we get extremely good rates. Commissioner Spriggs: is this standard operating procedure for your company? Yes. D. Heitz: When I talked to Tim, he said other golf courses do the same thing, goes against operating. D. Palmer: If we didn't do this contract, we would be saving \$11,300? D. Heitz: Our rates would not change and we would not charge that off. D. Skelly: Would be beneficial to have a company do this. Think I am still for it but watch it over the next year and see if it is worth doing. Been very generous with us being able to get out of the contract. Think we should give it a shot. Skelly amends motion to not exceed \$11,400. D. Heitz said workman's comp is not included. That will fluctuate because of wages. On the flip side, that will change once we are reaudited in the fall. D. Skelly asked if some of that would change if they were our employees? D. Heitz: That can have another whole host of issues. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Palmer, and B. Spriggs. With 3 ayes, 0 nays, motion carried. Absent: A. Hollis.

## **NEW BUSINESS**

### **Wes Levy, Lauterbach & Amen**

D. Heitz introduced Wes Levy with Lauterbach & Amen. Short presentation on the full outsourcing for accounting services. The reason you are just are receiving this. We have been working with Wes. We need to know an answer if you want to move forward as it takes time to move everything over to start June 1 with fiscal. 6-8 weeks to set things up. Wes Levy: Thank you for the invite and allowing me the opportunity. Been working behind the scenes with Melissa. Getting new balance sheets and Zions Bank and assisting with some misc. Prepared some journal entries and will be coming out next week to post that activity and provide the board with the most up to date report. Had discussions on how to help the district move forward. He gave a brief recap on Lauterbach & Amen and also reviewed the scope of services from the proposal. There are certain areas we can help the district. We are proposing a new

software (ACS) that we use efficiently for government fund accounting. QuickBooks is a great application but leaves a little to be desired for government. Proficient and understandable reporting. Can be customized easily. There would be a transition and set up period. Would look at chart of accounts and see what updates can be made. Also outlined in the fee structure page. We support and maintain the software. All services can be included but it is set up a la carte if needed. There is quite a bit of set up and that would be an additional \$2,100. Provided a list of references and clients they serve. D. Heitz thanked Wes. We would implement one step at a time. Onboarding is something we have wanted. Swipe Clock scheduling we would not use right now. We also figured in the set-up fee for the first year. Attorney Freeman said one of your goals was to bring in a financial firm, are you recommending. D. Heitz said yes thinks it would satisfy the board for the reporting. D. Skelly asked if you would do the whole package or partial? D. Palmer: How would Melissa be able to use it? W. Levy said this is cloud based operation. Would get her set up on her normal computer and her own credentials to log in as normal. Provide check stock as part of the agreement. Here to help or support as needed. If she goes on vacation, they would be able to issue or help if needed. D. Heitz: Nothing within our process changes except the software. Palmer: Would like to see samples of the financial reports. Commissioner Hollis arrived 5:46pm. Palmer asked if it's cash basis, modified cash or accrual? Modified cash basis and make all the necessary adjustments. Commissioner Spriggs asked if the fees in the ballpark. Commissioner Palmer would like to go into executive session to discuss this further. Attorney Freeman said for personnel? Commissioner Palmer said it's for personnel. Attorney Freeman asked Wes to get sample financial statements. Commissioner Palmer favors Bourbonnais financial formats but very dissatisfied with our presently existing reports. Think the \$2,100 is a bargain. Will you do any narrative between budget and actual? That is correct. Can work with Dayna on any deviations since we are not involved in the day-to-day operations. W. Levy: Want the board and KVPD to customize the reports to their liking. Director Heitz: not sure how close he can get to Bourbonnais because they export to excel and manipulate. Attorney Freeman said Wes and his group work with many park districts. Could he give you 3 different financial statements as examples for the board to look at. If Commissioners have questions, send to Dayna before the meeting. Commissioners thanked Wes and tabled until next meeting.

### **Boat Club Agreement**

A motion to approve the boat club agreement was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: Commissioner Skelly said they are going to supply us Wi-Fi and we give them parking. Upon roll call vote the following Commissioners voted aye: A. Hollis, D. Skelly, D. Palmer, and B. Spriggs. With 4 ayes, 0 nays, motion carried.

## **STAFF REPORTS**

### **Executive Director**

**Dayna Heitz:** One additional item to my report, spoke to Matt Mullady. They would like June 8 for the dedication. It would be at 5pm. He said not to worry about invitations, he would take care of letting people know.

## **COMMITTEE REPORTS**

### **KCCVB:**

**Dayna Heitz:** Have a meeting coming up with the hotel association.

### **Historical Society**

**Commissioner Spriggs:** Meeting will be there this Wednesday. New Director has started, prior Director will be leaving in the next week or so.

## **SRA**

**Commissioner Hollis:** We discussed the fundraisers that are coming up. Mouse Race will be coming up later this year. Popcorn fundraiser, order and deliver to your house. Had some repairs to the roof. Virtual programming has been going well and working on summer camp. They are holding that at a church in Bourbonnais.

## **COMMISSIONERS FORUM**

Commissioner Spriggs said one of Dayna's goals was to have help from accounting. Has done all the goals. Commissioner Palmer said it's not too much money. Think it's missing some narrative and there are still some holes in their services. There are some other things that are extras. They have the annual unclaimed property, don't think that's a very big task. Director Heitz said any checks on the register after a year that haven't cleared, they send that to state and they will take care of that for us instead of us doing it. Basically, everything they are talking about doing, we are already doing it. Commissioner Spriggs said this is one for the goals we gave. Appreciate you have done so good on your goals. They seem to know what they are doing. Commissioner Skelly said Palmer has some knowledge, they should send us some samples. If we can tweak things, that's a win. Heitz said as long as we are on the same page that we are a park district and not corporate America. Commissioner Skelly said we would save money because we are already doing it. Commissioner Palmer said the price structure is very fair.

Commissioner Palmer requested executive session regarding a conversation with the board and Director Heitz regarding Personnel.

Commissioner Spriggs was at the 5K. Staff was great, event was awesome. Congratulate the entire staff and hope that can be passed along. Came last year and there was only about 25 there. Applaud Dayna and her staff, it was awesome.

### **Executive Session**

A motion to go into Executive Session for the purposes of Personnel matters involving specific employees (ILCS 5/120(c) (1) was made by Commissioner Hollis; seconded by commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: A. Hollis, D. Skelly, D. Palmer, and B. Spriggs. With 4 ayes, 0 nays, motion carried. 6:06pm.

Reopen regular meeting at 6:46 pm. Upon roll call all Commissioners present. Executive Director and Attorney Freeman present.

### **ADJOURN MEETING**

A motion to adjourn the meeting was made at 6:46 pm by Commissioner Hollis, seconded by Commissioner Spriggs. Upon voice vote, all ayes, motion carried.

### **OFFICIAL REPORTS:**

1. Board Meeting Minutes (February 22, 2021)
2. Special Meeting Minutes (March 8, 2021)
3. Bills Payable
4. Board Policy Draft
5. Farm Lease agreement
6. Management Services for IVC & SV
7. Lauterbach & Amen
8. Executive Director Report

Respectfully submitted: Melissa Woodard