



Kankakee Valley

PARK DISTRICT

Kankakee Valley Park District Board Meeting Minutes October 25, 2021

The Board Meeting was called to order at pm by Commissioner Eads. Those present for roll call (in person or by electronic means) were Commissioner B. Spriggs, M. Matthews, D. Palmer, D. Skelly (arrived at 5:05pm via Zoom), R. Eads. Others present (in person or via Zoom): Dayna Heitz, Executive Director, Rick Collins, Superintendent of Building & Grounds, Melissa Woodard, Superintendent of Business; Kyle Burton, Superintendent of Recreation; Attorney David Freeman and Patrick Miner.

Public Present: Aaron Gold from Speer Financial, Chris Breach from Daily Journal

Public Comment:

COMMUNICATIONS

Included in packet.

CONSENT AGENDA

Consent agenda for Monday, October 25, 2021, consists of executive session minutes (August 23, 2021-not for public view, special meeting minutes (September 13, 2021), board meeting minutes (September 27, 2021), committee meeting minutes (October 12, 2021), bills payable, September 2021 financials, and 6-month review of executive session minutes (August 28, 2017, February 11, 2019, & May 28, 2019).

A motion to receive consent agenda was made by Commissioner Spriggs, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, R. Eads. Absent: D. Skelly.

A motion to approve executive session meeting minutes (August 23, 2021-not for public view) was made by Commissioner Skelly, seconded by Commissioner Eads. Discussion: Minutes have been approved prior to this date. They are being reviewed for possible release for public view. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, R. Eads. Absent: D. Skelly.

A motion to approve special meeting minutes (September 13, 2021), board meeting minutes (September 27, 2021), and committee meeting minutes (October 12, 2021) was made by Commissioner Spriggs, seconded by Commissioner Eads. Discussion: Commissioner Matthews said on page 11 of September 13th meeting, he believes it should read that they won't have landscape and elevation plans until much later. Page 12, new business 2nd says motion was made by Commissioner Michaels instead of Matthews. Melissa will make those changes. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, R. Eads. Absent: D. Skelly.

A motion to approve bills payable was made by Commissioner Spriggs, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

A motion to approve financials was made by Commissioner Spriggs, seconded by Commissioner Eads. Discussion: Commissioner Palmer said on page 50, look at net income. Classification error. This is disturbing knowing that CPA firm is looking at these. Director Heitz said we will ask them. Commissioner Palmer said if we are relying on them, maybe we should look at another firm. Commissioner Eads asked Commissioner Palmer to give to Dayna in writing his questions to submit to Lauterbach & Amen. Commissioner Palmer said the net income doesn't have an account number but it's misleading. Commissioner Eads tabled this item. Commissioner Spriggs withdraws the motion. A motion to table the financials was made by Commissioner Spriggs, seconded by Commissioner Eads. Upon voice vote, all ayes. Absent: D. Skelly

A motion to approve 6-month review of Executive Session minutes (August 28, 2017, February 11, 2019, May 28, 2019) was made by Commissioner Spriggs, seconded by Commissioner Eads. Commissioner Skelly arrived at 5:05pm via zoom. Discussion: Director Heitz would recommend May 28th not be released to public but the other two can. May 28th will remain as not for public view. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

OLD BUSINESS

RMSC settlement agreement and release of all claims

D. Heitz: Table for executive session.

Small Memorial Walking Path

No updates.

Improvement Plan

No updates.

Fisherman's Park

No updates.

Hobbie Avenue Improvement Project

No updates.

NEW BUSINESS

AN ORDINANCE providing for the issue of \$727,150 General Obligation Limited Tax Park Bonds, Series 2021B, of the District for park purposes, for the payment of certain outstanding bonds of the District and for the payment of the expenses incident thereto, providing for the levy of a direct annual tax to pay the principal and interest on said bonds and authorizing the sale of said bonds to Park Ridge Community Bank.

Director Heitz read the ordinance. Aaron Gold is here to review the annual rollover bond. Competitive sale last Thursday. 0.7% interest rate from Parkridge Community Bank. Anticipate closing in 2 weeks. We were able to fully utilize the levy capacity and receive more due to the low interest. Last year the low bid was 1.9%. Very pleased with the strong bidding. This is the first rollover where you had the full access. Starting to generate more capital to the District. Commissioner Eads said he was shocked to see that low rate. A motion to approve the ordinance providing the issue of \$727,150 General Obligation Limited Tax Park Bonds 2021B was made by Commissioner Spriggs, seconded by Commissioner Eads. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

An ORDINANCE abating the tax hereto levied for the year 2021 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2018C, of the District.

Director Heitz read the ordinance. A motion to approve the ordinance abating the tax hereto levied for the year 2021 to pay principal and interest on General Obligation Park Bonds, series 2018C was made by Commissioner Spriggs, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

An ORDINANCE abating the tax hereto levied for the year 2021 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2021A, of the District

Director Heitz read the ordinance. A motion to approve the ordinance abating the tax hereto levied for the year 2021 to pay the principal and interest on General Obligation Park Bonds, Series 2021A was made by Commissioner Spriggs, seconded by Commissioner Eads. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

Tentative Tax Levy Ordinance #2.15

A motion to approve the tentative tax levy ordinance #2.15 was made by Commissioner Spriggs, seconded by Commissioner Eads. Discussion: Director Heitz stated there was an error on the memo and on the summary of funds, section 1. Did talk to Attorney Freeman and the copy going to the county is correct. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

Telecommuting policy

A motion to approve the telecommuting policy was made by Commissioner Spriggs, seconded by Commissioner Eads. Upon voice vote, all ayes.

Purchase and Planting of Park Trees not to Exceed

A motion to approve the purchase and planting of park trees, not to exceed \$10,610, was made by Commissioner Spriggs, seconded by Commissioner Eads. Discussion: Commissioner Spriggs asked how many trees and where are they going. Director Heitz said we are buying 24 trees and they will be going to harbor, Strasma, Washington and Kensington. \$10,610 is the total. Commissioner Palmer is taking exception to the choice of trees. 2 were crabapples. Commissioner Matthews can speak to this too. Director Heitz said she talked to Chris at Tholen's and we can swap out trees and he won't charge us more. What would you like the autumn blaze and crabapples to be instead? Commissioner Matthews said they haven't gotten to that yet. Commissioner Palmer said the autumn blaze talks about pruning every 3 years. Think that would be took much for the park district. Commissioner Spriggs had sold a lot of those trees. Beauty is the taxpayers get to see the beautiful tree. To replace it with something else, it's a perfect tree for this area. Commissioner Eads would suggest Commissioner Matthews to contact Tholen's. Director Heitz said we will move forward with everything except the autumn blaze and crabapples. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

2022 Committee & Board Meeting Schedule

A motion to approve the 2022 Committee & Board Meeting schedule (one meeting per month) was made by Commissioner Spriggs, seconded by Commissioner Palmer. Commissioner Skelly asked if they can just designate board meetings instead of committee and board meeting

meetings. That way we can take action at every meeting. Director Heitz was asking if we could combine committee and board meetings to meet once a month. Commissioner Spriggs is all about that. Commissioner Eads thinks once a month. Commissioner Palmer said there are 5 months that we already don't meet twice a month. Commissioner Skelly said we can always call a special meeting if needed. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

2022 Observed Legal Holidays

A motion to approve 2022 Observed Legal Holidays was made by Commissioner Palmer, seconded by Commissioner Skelly. Discussion: Director Heitz said we have added Juneteenth. We have always closed at noon on NYE, thought it was best to add it to the list so people know. Upon voice vote, all ayes.

Selection of IAPD Delegates 2022

A motion to approve Director Heitz as delegate and Commissioner Eads as alternate for the IAPD 2022 delegates was made by Commissioner Spriggs, seconded by Commissioner Eads. Discussion: D. Heitz said this is where we select a delegate and alternate. This meeting is at the state conference. Last year it was zoom. Not sure if it will be in person this year or not. It has been myself and another commissioner usually. Saturday, January 29th at 3:30pm. Upon voice vote, all ayes.

Vehicle Bids – Information

Director Heitz: Did type up a memo for you. Bids went out on Friday. Over 20 dealerships within Kankakee County except one in Will County. Any questions from dealerships have to come in writing so we can contact all others, everyone is on an even playing field. It did go in the local paper. Did asked for a stakebed, 2 pickup trucks and a van.

Employee vacation discussion of employee buy-back

A motion to approve the employee vacation buy-back was made by Commissioner Spriggs, seconded by Commissioner Palmer. Discussion: Director Heitz wrote up a memo. Did have an error. It is 11 employees if we include maintenance. The total amount does include 11. Commissioner Eads said even though it seems like a lot, very grateful to the extra hours. Wholeheartedly endorse this. Director Heitz said if everyone put in their request at the end of the year, we would end up with no staff to get everyone's time granted. Commissioner Eads asked if you encourage people to take a certain time? Director Heitz said staff know there are busy times that they can't take. Commissioner Spriggs asked what the current policy is? D. Heitz said the current policy is only can carry over 24 hours to the next year. Commissioner Palmer asked if there is consideration to expanding this? Director Heitz said we need a new policy that is conducive to our field. Commissioner Palmer thinks 40 hours is standard and even

beyond 40 in special cases. Commissioner Spriggs asked about sick time? Director Heitz said you lose it when you leave. Commissioner Eads asked if you would look at the policy we currently have and increase if you feel appropriate. Attorney Freeman clarified what you are asking. Director Heitz said we need to do a buy back now. Then we will rewrite the policy. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

STAFF REPORTS

Executive Director

Dayna Heitz: Engineers were out and looked at the harbor. We have most of the docks out. Do not have any further info at this time. The erosion there is continuing now. The cement has gone in further and is under water. Some of the grass next to the fence is gone too. Commissioner Eads asked for PDRMA recommendation for the erosion. Director Heitz said we need them to finish their report first but will ask them. Commissioner Matthews asked about making the harbor bigger for more boats.

Rick Collins: we discussed the software for the maintenance department. Think we have narrowed it down after meeting with others. This one is a little cheaper and simpler for the guys. It does everything that the other one does but makes it easier for the crew. Recommend this program. Commissioner Eads thinks if it's better and cheaper, all for it. Commissioner Matthews doesn't think we should spend \$6000 a year. If you already know what they are doing, you are aware of what it is. Why do we need to spend this amount? Director Heitz said the staff show that it is completed and it shows where they should go next and cuts down on the paperwork. Right now, we are tracking lists of what needs to be done. If it's in a program, it will show them what else needs to happen, where their next assignment is. Commissioner Eads said then you will get a readout of what their time is spent on. Rick said that can happen daily. Director Heitz said it will show how long it took a staff member to mow grass or to complete a task. Rick said it also does inventory. Commissioner Palmer said he isn't familiar with this one. The other one was out of Lisle. Sometimes you get better customer service from local companies. The price difference is so small between the 2, my decision would be based on customer service, training, and features. Rick said they have 24-hour customer service. This company is not as sophisticated as the other program. It would be easier for the guys. Commissioner Spriggs said whatever works for the guys. Commissioner Skelly said whatever they think is best. Consensus from the board is to move forward.

COMMITTEE REPORTS

KCCVB:

Commissioner Matthews: Very short meeting. There is a meet and greet in November.

Historical Society

Commissioner Eads: Meet this Wednesday.

SRA

Commissioner Eads/Palmer: Resolution to sell the old van. Tom put it out for submission of bids. Have received at least 2. Mouse races are coming up. This is the biggest fundraiser they have.

KRS

Commissioner Eads/Director Heitz: November 10 is a meeting at the Bradley House that you all are invited to. Asking for input. Strongly encourage everyone to attend.

COMMISSIONERS FORUM

Commissioner Spriggs said 24 trees is all we are buying this year for \$10,610. Commissioner Eads said that is the cost of the tree and the planting. Commissioner Palmer asked about the gators. Not sure how you are going to be able to water them. It either needs a hose or 2 people. They have a tendency to collapse around the tree. Watering with a bucket makes it almost impossible. Rick said we are using the John Deere with the tank on the back. Commissioner Spriggs asked for the itemized list of what is included. That seems pretty expensive. We only went to one person and that's a lot of money. Director Heitz said we could not plant them ourselves. We are having a company do it. Commissioner Eads said these are guaranteed for the first year. Commissioner Palmer was at a nursery on Saturday, the oaks were \$249 so found Tholen's pricing to be competitive.

Commissioner Palmer said he knows we have a deal with classes at KCC. Have we used any of those? Director Heitz said we used a small amount. Would like to donate the remaining to a student from Kankakee. We can't afford our staff to be out during the day and their nights are their personal time. Sometimes the workload can be too much. Commissioner Palmer thinks it's good to give them away but it might be taxable for the student. Director Heitz said it's not money changing hands, they would be receiving credit from our account. Or however KCC chooses to do it. Board gives consensus. Commissioner Palmer asked about the casino trip? Director Heitz said 8 signed up.

Executive Session

A motion to go into executive session, pending litigation, was made at 6:01pm by Commissioner Eads, seconded by Commissioner Matthews. Upon voice vote, all ayes.

Reopened regular session at 6:40pm. All commissioners present.

ADJOURN MEETING

A motion to adjourn the meeting was made at 640pm by Commissioner Spriggs, seconded by Commissioner Eads. Upon voice vote, all ayes, motion carried.

OFFICIAL REPORTS:

1. Executive Session minutes (August 23, 2021-not for public view)
2. Special Meeting minutes (September 13, 2021)
3. Board Meeting minutes (September 27, 2021)
4. Committee Meeting minutes (October 12, 2021)
5. Bills payable
6. Financial Statements of September
7. RMSC settlement agreement
8. Small Memorial Walking Path
9. Improvement Plan
10. Fisherman's Park
11. Hobbie Avenue Improvement project
12. \$727,150 General Obligation Limited Tax Park Bonds Series 2021B
13. Tax abatement for the 2018 C Bond
14. Tax abatement for the 2021A Bond
15. Tax levy ordinance #2.15
16. Telecommuting policy
17. Purchase and planting of park trees
18. 2021 Committee and Board meeting schedule
19. 2022 observed legal holidays
20. IAPD delegates
21. Vehicle bids
22. Employee vacation buy back policy
23. Executive Director report

Respectfully submitted: Melissa Woodard