



# **Kankakee Valley**

## **PARK DISTRICT**

### **Kankakee Valley Park District**

#### **Special Meeting Minutes**

#### **April 12, 2021**

The Special Meeting was called to order at 5pm by Commissioner Spriggs. Those present for roll call (in person or via Zoom) were Commissioner B. Spriggs, D. Palmer (5:07pm), A. Hollis D. Skelly. Others present: Dayna Heitz, Executive Director; Melissa Woodard, Superintendent of Recreation/Business, Rick Collins, Superintendent of Buildings & Grounds, Attorney David Freeman.

Public Present (in person or via Zoom) Steve Kelly: Resident, Acting Out Theater group, Chris Breach from Daily Journal.

#### **COMMUNICATIONS**

**Public Comment:** Steve Kelly: He has a thing about litter. He has been picking up litter at Beckman. Went over the handout provided to the board. Would like a minimum of 2 signs to be put up at each park and that the park district put more cans at the parks. Quote for signs from Veronda music. Showed an example of the signs. Heard that there might be a pickleball court converted. See kids using the soccer court so he would like to keep it and convert one of the Cobb tennis courts.

**Written:** Everything was included in the board packet.

#### **Presentation from Acting Out Theater Company**

Julie with Acting Out, introduced the others with her. Been in town for 10 years. They build a stage each summer to match their show. We have 9 stages. Included in the packet are pictures of other stages. We want to have a cabaret show. We would like to bring the big stage back to life at River Road. Willing to do the work to make that happen. August 6-7 would be the date. August 8 the rain date. Would have food vendors. Realize the importance of CDC guidelines and would certainly follow them. Pride ourselves in community involvement. The partnership in 2012 was we promoted the park district with advertising and logo on all their things. Brought a lot of people. Park District provided electricity and would have parking on park district grounds. We built the stage in 2012. Donated it to the park district. Director Heitz said we do need to have an inspection and there is a little bit of work. Julie said we just want to clean it up, stain it and hang some lights.

#### **OLD BUSINESS**

### **Riverfront Update**

D. Heitz: tabled.

### **Update of facilities and operations – Covid 19**

D. Heitz: in report.

### **Discussion on Resident Advisory Committee**

D. Heitz: tabled.

### **Update on Gas Pipeline for Cobb Area**

D. Heitz: In the packet received the grant of easement. Looking for consensus for the agreement to move forward and negotiate on behalf of KVPD. It's just a slice of property at 1,295 square feet. All commissioners give consensus.

### **Discussion and approval of contract with Lauterbach & Amen for professional accounting services**

D. Heitz: Included in the board packet is the memo. Melissa and I met with Wes and went back to the drawing board. The major issues are different reporting, take time off Dayna on monthly, quarterly and yearly basis. Made a modification to the current agreement. Director Heitz went through the scope of services. They came up with a fee of \$900 per month which is \$10,800. Anything outside that would be at a rate of \$150/hour but they didn't think they would need that time. A motion to approve the contract with Lauterbach & Amen for professional accounting services was made by Commissioner Skelly, seconded by Commissioner Spriggs. Commissioner Hollis is happy with this, wasn't comfortable with other agreement. Commissioner Spriggs thanks Dayna and Melissa for their work on this. Upon roll call vote the following Commissioners voted aye: D. Skelly, A. Hollis and B. Spriggs. Voting nay: D. Palmer. With 3 ayes, 1 nays, motion carried.

### **NEW BUSINESS**

#### **Tentative Budget Ordinance 2.10 for Fiscal Year 2021-2022**

D. Heitz: Budget ordinance is the legal form for the budget for FY 2021-2022. Also gave you an executive summary and copy of our working papers. Please read the summary. It talks about movement of staff and how we will handle goals. We cut \$700,000 in Recreation. Did cut back on some seasonal maintenance staff. Will look for another full time and part-time year-round staff member. We wanted 2 so went down to 1.5. Some of this can change depending on when someone is hired. Staff has been working hard. Recreation will be moving back into the Rec Center. Kyle, Angie, and Lisa will be there. Ariana will be doing all of safety for Rick and admin and assisting with Recreation. Excited to be back in the Rec Center. Working on ways to

bring people in during the day. Commissioner Spriggs said we wanted that building to be usable. Director Heitz said even once we returned after Covid, only a few nights were used. Try to get more on the weekends and during the days. Working on youth programs, seniors. Commissioner Hollis asked if Dayna had reached out to Mayor-elect. He might have some resources for youth programming. Director Heitz needs his contact info, received from Commissioner Skelly but did reach out to get new Commissioner phone numbers. She said we still carry, which is good because of where we started, a deficit in Recreation of \$37,600. It was over a million when we started. Updated job descriptions are included. In capital projects, you'll see the list. Not a comprehensive list. This is our in-house list that continues from year to year. Take a look at it. We put asterisk on things we recommend. Have an opportunity this fall to bond to net \$700,000. We could get a lot of projects done for that. Rates are still really good for municipalities. The 2 playgrounds on display are for River Road campground and Bird Park fields. Need something small for the campground. It's missing a swing so if we enlarged our base we could add a swing. The 2<sup>nd</sup> option is for Bird Park Fields. The one that is there is an old-fashioned metal one. There is a lot of foot traffic. Lot of different ideas for that park. Need something for siblings during games. We like option 1 as it gears more towards younger children. This would be part of the capital projects. Commissioner Hollis is glad you are thinking about this. Director Heitz said also included is the park improvement list for repairs, mulch, etc. We have it planned to do 10 parks to get mulch this year as we didn't do any last year. Ordinance will be available for the next 30 days. Public hearing will be at the May board meeting and request approval then. A motion to accept the tentative budget was made by Commissioner Spriggs, seconded by Commissioner Hollis. Upon roll call vote the following Commissioners voted aye: D. Skelly, A. Hollis, D. Palmer, and B. Spriggs. With 4 ayes, 0 nays, motion carried.

### **Splash Valley slide refurbishment bid package**

D. Heitz: Included in board packet. It went out last week. All bid documents are due April 23 with opening at 2pm. Couple different options. With a short timeframe, not sure what bids we will get. Should we just clean them up and make them safe or full repaint job. They have a 20-25 year lifespan and we are at year 16. Need to have them checked out for refurbishment. Commissioner Spriggs thinks it should be redone. What's the cost difference between refurbishment and new ones? Huge difference. Right now we just want them refurbished if we are going to replace them in the future. Commissioner Skelly thinks whatever we can do to get them all open. Director Heitz said prior to Covid, the original package was \$90,000 to refurbish the 3. We decided not to do it last year when we weren't open. This is part of the capital for that project. Maverick has been there and frog was delivered. Leak detection was scheduled for Wednesday. Maverick found the leaks from last year so won't need Leak Detection. Called Glade and he was out very quickly to assess and crews will be out there tomorrow for repairs.

## **STAFF REPORTS**

R. Collins: Assisting with RMSC with their transition. Prepared to get things going for boat harbor. Few inspections were taken care of. Added 2 seasonal maintenance staff.

Commissioner Hollis asked about the trees at River Road, will they be taken care of? Director Heitz said we made a list with Estes and they will take care of it. Commissioner Spriggs said Estes has been doing a good job.

M. Woodard: Egg Hunt has 112 participants. Dayna and I finished the budget. Have been conducting the orientation for the seasonal employees. Commissioner Spriggs asked if we will have Kyle at the meetings. Yes, in June.

D. Heitz: Been through everything. Did want to elaborate on a meeting coming up regarding the fireworks. When I spoke with the city, there was no discussion on fireworks. Meeting coming up for that. Got notice of an IRS compliance check. Melissa is pulling records and will submit the records. It's not an audit, just a compliance check. Going to have commissioner orientation and will set some dates. Will do a virtual IPRA bootcamp.

## **COMMITTEE REPORTS**

KCCVB Report: D. Heitz – no report.

Historical Society: Commissioner Spriggs – New Director. Rhubarb fest is coming up. Nothing much new.

SRA Report: Commissioner Palmer/Hollis – Commissioner Hollis will have his last meeting with them. They are doing a great job with programming during the pandemic. They are looking to add inclusion aids. Commissioner Palmer mentioned that they weren't taking any increases in District SRA funds. Commissioner Hollis said we would use the funds for ADA compliance.

Director Heitz said we have several things planned for next year.

## **COMMISSIONERS FORUM**

Commissioner Skelly suggested if the conservation officers would get a key. Director Heitz said May 1 he will and the police department would get one too.

Commissioner Spriggs asked Rick how ready the buildings are to be rented? Rick said they are ready. They have been cleaned and some are rented. Director Heitz said we are looking into opening up the other facilities and have them sign off on Covid rules. Commissioner Spriggs asked how many staff you will hire in maintenance? Rick said hopefully 20. Commissioner

Spriggs told Dayna “you have been a good leader and see a light at the end of the tunnel.” Kyle has been remarkable. Melissa is doing very well in her new classification. As an overall outlook for the summer, hopefully the Covid thing will get off our minds. This has been a pretty easy transition from winter. Very happy and it’s been very smooth. Commissioner Hollis said the Rec Center will help the community when school gets out. Appreciate that. Youth look to Rec Center for safe haven. Basketball and recreation is something kids look forward to. Feel safer inside than in the parks. Director Heitz said the police department has a couple programs in there too. We have several ideas of new programming.

#### **EXECUTIVE SESSION**

NA

#### **ADJOURN MEETING**

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

#### **OFFICIAL REPORTS:**

1. Public Communication
2. Gas Pipeline for Cobb
3. Lauterbach & Amen contract
4. Tentative Budget Ordinance 2.10 for Fiscal year 2021-2022
5. Splash Valley Refurbishment Bid
6. R. Collins
7. M. Woodard
8. D. Heitz

Respectfully submitted by: Melissa Woodard