



# **Kankakee Valley**

## **PARK DISTRICT**

### **Kankakee Valley Park District Board Meeting Minutes May 23, 2022**

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

Public Present: NA

#### **Pledge of Allegiance**

#### **Public Comment:**

#### **COMMUNICATIONS**

Splash valley staff introduced.

Included email regarding BMX Racing.

#### **CONSENT AGENDA**

Consent agenda for Monday, May 23, 2022, consists of board meeting minutes (April 25, 2022, six-month review of executive session minutes for public view-February 28, 2022, August 23, 2021) bills payable for April, and financial statements for April.

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

A motion to approve board minutes (April 25, 2022) was made by Commissioner Spriggs, seconded by Commissioner Eads. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Skelly, R. Eads. Absent: D. Palmer

A motion to approve the six-month review of executive session minutes for public view (February 28, 2022 and August 23, 2021) was made by Commissioner Spriggs, seconded by

Commissioner Eads. Discussion: D. Heitz said these minutes have been approved. They are not recommended to release to public as this time, due to content being personnel. Upon roll call vote the following Commissioners voted nay: B. Spriggs, M. Matthews, D. Skelly, R. Eads.

Absent: D. Palmer

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

A motion to approve the financial statements (April) was made by Commissioner Spriggs, seconded by Commissioner Matthews. Commissioners voted aye: B. Spriggs, M. Matthews, D. Skelly, R. Eads. Absent: D. Palmer

## **OLD BUSINESS**

### **Surplus Bid Sale – Sale of Duramax Diesel GMC 3500 Stake bed**

A motion to approve the surplus bid sale-sale of Duramax diesel 3500 stake bed was made by Commissioner Matthews, seconded by Commissioner Spriggs. Discussion: Director Heitz said the bid came in at \$2,000 for the high bid. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Skelly, R. Eads. Absent: D. Palmer

## **NEW BUSINESS**

### **Fiscal Year Audit 2022 Engagement Letter**

Director Heitz said this is in here so you can see what is being signed. This is year 3 with SKDO. We have to sign this every year and are very happy with their services.

## **STAFF REPORTS**

### **Superintendent of Buildings/Grounds**

**Rick Collins:** This weekend we open the pool. Gave a few pictures of things we added at Splash. The wall at Jeffers is complete. Director Heitz said the filtration motor and impeller that failed is not under construction warranty (expired) but manufacture warranty is still good. Parts will take several months and replacement will take minimum 4 months. Mike and Rick decided to remove and repair on their own. Commissioner Eads thanked Rick for your efforts and Mike (Just in Time Pool). Director Heitz said this is such an old motor as it should have been upgraded with the building improvements yet they were trying o match what we had for compatibility purposes. Commissioner Skelly asked if the warranty is going to cover it if we work on the old one? Director Heitz said she is working with them now as this just happened. We will see what they say as we cannot be closed and they cannot send us a new motor. Hired 2 more staff today. Commissioner Skelly asked if we can increase pay to get more people?

Director Heitz said how do we move forward in the future with higher rates? We already increased to \$15. Commissioner Skelly said right now we don't have the amount we need and our parks will not look like they should. We need to do something different. We can't maintain with what we have. Director Heitz asked if you give everyone else in the department the increase, minus the union? Yes. Commissioner Skelly said we have to do something. It's our job to figure it out. Director Heitz said 1 of 3 new staff showed up for orientation today. Its not so much what we are paying, people just don't want to work. Attorney Freeman clarified what Commissioner Skelly is saying. If you increase it, people might be more willing to show up. Director Heitz said we are also doing incentive programs. Commissioner Eads said there are multiple companies that aren't able to hire. Commissioner Skelly asked if we can do exit interviews with staff. Why aren't people coming back from year to year. Director Heitz responded, the ones we want to return do.

### **Superintendent of Business**

#### **Melissa Woodard:**

Received our state liquor license for Rec and Ice Valley. Assisted with hiring event on Saturday. Been working on entering new employees in QuickBooks and timeclock system.

### **Superintendent of Recreation**

#### **Lisa Krenkel:**

Helped with hiring event and we have several employees. Softball registration is doing good. Bootcamp for splash valley is this week. Been setting up concessions as well.

### **Executive Director**

#### **Dayna Heitz:**

Want to discuss grants and funding. In order to apply for grants, we need to be shovel ready and have a master plan. Is this something the board wants us to look into? Also, could we hire an advocate and funding seeker for state and federal (similar to grant writer and lobbyist). This is usually a contractual position. The \$80,000 proposal for master plan was the lowest at the time. If we don't have the plan, we would have to continue to piece meal. Commissioner Skelly is good for hiring for a grant writer. Commissioner Eads asked if you could look into anything else for a master plan, see if anything has changed.

We need to have 30 days between tentative and final approval of the budget. With lack of staff, all the way around, would like to have tentative budget meeting June 20, solely for approval of tentative. There has been too much going on and we can't do it all. Commissioner Skelly talked about being able to get things done, we have got to figure things out. Director

Heitz said all of the staff are working as much as possible but we are short staffed in all locations. Board is good for June 20<sup>th</sup>.

## **COMMITTEE REPORTS**

### **KCCVB:**

#### **Commissioner Matthews:**

KCCVB has their logo on a bus. They are moving to new location this week.

### **Historical Society**

#### **Commissioner Eads:**

Out at column garden, worked on getting that cleaned up. Thanks to Rick and the guys for picking everything up. Also met regarding getting cameras in the column garden. People are stealing plants. Rhubarb Festival was a big hit.

### **SRA**

#### **Commissioner Eads/Palmer:**

At Willowhaven facility for Tom's retirement party. Pam Bright is the new Executive Director.

### **KRS**

#### **Commissioner Eads/Director Heitz:**

Had the Executive Director position open for over a month. Only 1 applicant. Another interview tomorrow.

## **COMMISSIONERS FORUM**

Commissioner Skelly said it would be nice if we could talk to Dennis Doyle to see if they could clean off the ramp at harbor.

Commissioner Eads said Neil Piggush will be here at the next meeting with his update and recommendation, not the full report.

Commissioner Eads thanked Rick and Dayna for the work they did. She has gone above and beyond and she is doing the best for the district.

## **Executive Session**

A motion to go into executive session regarding Personnel-Appointment, employment, compensation, discipline, performance or dismissal of specific employees 5 ILCS 120/2(c)(1) was made at 5:42pm by Commissioner Matthews, seconded by Commissioner Eads. Upon voice vote, all ayes.

**ADJOURN MEETING**

A motion to adjourn the meeting was made at 6:07 pm by Commissioner Spriggs, Seconded by Commissioner Matthews. Upon voice vote, all ayes, motion carried.

**OFFICIAL REPORTS:**

1. Board meeting minutes (April 25, 2022)
2. Six-month review of executive session minutes (February 28, 2022 & August 23, 2021)
3. Bills Payable April
4. Financial Statements April
5. Surplus bid sale-Duramax diesel 3500 stake bed
6. Fiscal year audit 2022 engagement letter
7. Superintendent of Buildings & Grounds Report
8. Superintendent of Business Report
9. Superintendent of Recreation Report
10. Executive Director Report

Respectfully submitted: Melissa Woodard