



Kankakee Valley

PARK DISTRICT

Kankakee Valley Park District

Board Meeting Minutes

July 25, 2022

The Board Meeting was called to order at 5:05pm by Commissioner Eads. Those present for roll call (in person or by electronic means) were Commissioner B. Spriggs, D. Palmer (via Zoom) 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, Attorney David Freeman and Patrick Miner.

Public Present: Jeff Bonty, Aaron Gold-Speer Financial, Mayor Stump, Ariana Padilla-KVPD

Pledge of Allegiance

Public Comment:

NA

COMMUNICATIONS

Included 2 thank you notes.

CONSENT AGENDA

Consent agenda for Monday, July 25, 2022, consists of board meeting minutes (June 27, 2022), special meeting minutes (June 20, 2022) executive session minutes (June 27, 2022-not for public view), May financials and bills payable June 2022.

A motion to receive consent agenda 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.

A motion to approve board meeting minutes (June 27, 2022) 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.

A motion to approve special meeting minutes (June 20, 2022 was made by Commissioner Spriggs, seconded by Commissioner Matthews. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads.

A motion to approve executive session minutes (June 27, 2022-not for public view), 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.

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

A motion to approve June bills payable 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.

OLD BUSINESS

Approve annual budget and appropriation ordinance #2.21 for fiscal year June 1, 2022 – May 31, 2023

A motion to approve the annual budget and appropriation ordinance #2.21 for fiscal year June 1, 2022-May 31, 2023 was made by Commissioner Spriggs, seconded by Commissioner Eads.

Discussion: Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Skelly, R. Eads. Nay: D. Palmer

Discussion of Intergovernmental Agreement between KVPD and Kankakee County for the dredging project at Potawatomi Park Boat Launch

Director Heitz shared the draft of the agreement. If the project goes longer, it can be renewed. Commissioner Eads said they met with Chairman Wheeler. Wheeler would be providing a favor to us by assisting with the harbor as we are to him. They agreed on \$100,000 as a contribution. Commissioner Skelly wants them to just give us the money. Director Heitz said we asked if they would contribute for the east wall. If we are going to allow them to do the project, they need follow through with what they promised. Attorney Freeman said the money is specifically for the east wall. Commissioner Skelly said it looks like they are paying for this project. Director Heitz showed where it was written in the agreement that it is specific for east wall. Attorney Freeman said we had to somehow link the two. Commissioner Eads said they got ARP money and we didn't. Director Heitz said this \$100,000 is not part of the million for this project. Commissioner Skelly doesn't like governmental agencies charging each other. Commissioner Eads said we explained that it was a county launch and he was amiable after that. Attorney

Freeman said this is a legal way for them to give us some funds. Is there consensus on this? Yes, except Commissioner Skelly. Attorney Freeman said this agreement assumes that if there is damage to the parking lot, they would repair it to same condition as when they started.

Aaron Gold – Speer Financial, Presentation and Discussion on roll over bond 2022

Mr. Gold explained the general obligation bond. This issue is dated to be November 9. Final maturity is just over a year. This fills the district levy capacity. Anticipate. \$743,000. \$293,000 will be for payment on other bonds. We are using the portion of the bond and interest to support capital. \$433,000 would be new money in capital. This will be a 2-board meeting process. On September 26 you will have a public hearing which is a legal step. Recommend 2.5 million for the bina authority is good for 3 years. That 2.5 million will be good for 2022-2024 bond cycles. Present for approval at October board meeting. Commissioner Palmer asked what is left over after principal and interest? We are requesting these bonds, haven't seen any justification for capital needs. Unspent bond now, we are in the dark as to the justification is. Just because money is available, doesn't mean we should do it. Mr. Gold referred to a page in the packet. \$293,950 will be paid to bond holders. Will have to look at how it's written, the financial model is to use roll over bonds as payment for the roll over. The reason why park districts do this is when you issue tax debt for the savings, you are restricting how those bond funds can be used. Capital or pay the bonds. First allocating to alternate bond and don't want to use corporate or rec fund because they are more flexible and can be used for operations. Commissioner Palmer said what if this board decides to cycle out of this and stop the process? Mr. Gold said this is how you capture the levying capacity. This is the boards decision. If you aren't doing this you will cut a significant portion of capital. Director Heitz said they knew up front what we were going to spend in the first year and it got broken down by quarter on how we will spend \$3,000,000. We have estimates of \$6,000,000 for capital list for the district. The pool would have never opened if we didn't have a bond. Commissioner Palmer thinks the board is negligent in how we are going to spend. Director Heitz said we did have discussions on this. Commissioner Palmer said we are letting some things fall by the wayside. Although the interest rate is favorable, we are taking on more debt. Director Heitz said she did ask for engineering on certain projects and the bid process. Mr. Gold said he can help with self-purchasing if you like. There is a trade off cost there. Commissioner Eads said the district has needed to catch up for a while. We need as much money as possible.

Acceptance of Surplus bid for 2005 Dodge Caravan

Remove from agenda. Received a bid After the noon cutoff that did not meet the minimum. Will go back out to bid and hope to bring forth to the board.

NEW BUSINESS

Approval of ordinance exception to allow Aroma Park Two Rivers Festival Fireworks – Ignite Point on Potawatomi Park Boat Launch

Discussion: Mayor Stump wants to move the fireworks from the forest preserve to Potawatomi Park parking lot. It's closer and have worked with fire chief and the firework company. That way people can stay at the festival. Director Heitz said we have spoken and worked on a drawing. They will clean up. A motion to approve the ordinance exception to allow Aroma Park Two Rivers Festival Fireworks was made by Commissioner Spriggs, seconded by Commissioner Eads. Discussion: Commissioner Skelly asked about consistency. Why didn't we talk about this for KCC? Director Heitz said this has been done this way for a long time, there are no houses on property of KCC. Commissioner Skelly asked about Pioneer? Director Heitz said they didn't approach us about an exemption. They wanted to shoot them off the grounds in the same area as park party. Suggestions were made as to how to have fireworks and where, but nobody stated anything was planned. They ended up setting them off across the street. Commissioner Skelly said we should have tried to work with them and we need to get along intergovernmental. It seems inconsistent. Director Heitz said we heard about it a week ahead of time in the newspaper. Commissioner Skelly thinks the ordinance applies to individuals but not governmental agencies. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads. Attorney Freeman asked if the board wanted to adjust the ordinance? Commissioner Eads thinks the Mayor of Aroma Park did the right thing. Commissioner Skelly thinks there should be an adjustment.

Acceptance of KRS, City of Kankakee, and KVPD MOU property list inventory per the master plan Exhibit

When we signed the MOU for the riverwalk, we had said there would be a property inventory list. We said this would be forthcoming with the maps.

A motion to approve the KRS, City of Kankakee, and KVPD MOU property list inventory per the master plan exhibit 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.

Approval to engage Lauterbach & Amen for Accounting, Payroll, and HRIS system software and services not to exceed \$25,000

A motion to approve the agreement with Lauterbach & Amen for accounting, payroll, and HRIS system software not to exceed \$25,000 was made by Commissioner Spriggs, seconded by Commissioner Eads. Discussion: Director Heitz said this is a win/win for us. It is more efficient and will streamline our process(s). We did not do the hiring last year and to process all of that and make sure it's accurate is a lot. It's a little deceiving on the agenda. That does include the

current services with L&A. We would like to add their software, accounting system, payroll, HRIS, timeclock and applicant tracking. There are implementation fees. We would cancel our current software subscriptions and that gives us a credit. So only asking for less than \$4,000 plus implementation. We have a timeline and would like to engage them by the 1st and begin the mapping the modules. This would take us to December. There is a lot of work for the programming behind the scenes. Then training and test runs and we go live in January. We chose this time line because payroll would end December 31 and W-2s would go out by the QuickBooks. Then the new system would take over making a clean break. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Palmer, D. Skelly, R. Eads

Discussion of implementing a convenience fee to be assessed on all credit/debit card transactions for district services and purchases

Director Heitz said starting September 1 we will move to a convenience fee of 3.5%. We have done the figures and compared what 3, 3.5 and 4% amount is to see if our fees could be recouped and breaking even. Ariana did the test run on our registration software and there are no issues. More and more corporations, government, etc. are making this standard. Commissioner Eads asked how we will get the info out. Director Heitz said we will have signage at every register and POS system, on our paperwork, brochure, and website notice.

STAFF REPORTS

Superintendent of Buildings/Grounds

Rick Collins: Completed Washington and added dirt and seed. Completed the fencing at Bird and will be taking out the dugout. Commissioner Skelly thought we paid \$15,000 for Estes to go to LeVasseur to burn and seed and now it's crazy again. Rick said they didn't complete everything last year. He's cutting trees and stump grinding and turning over the dirt and needs to rake up the things. Commissioner Spriggs said it looks great and we are not his only client. Rick said the ground still needs more work. With our summer crew we have been able to do more jobs. Did some of the concrete at the Civic, , roof at McBroom, and roof at bird barn along with painting it. The fascia is on order. Commissioner Spriggs said the barn and the concrete looks great. Commissioner Matthews said LeVassuer does look good but now it's a lot to mow.

Superintendent of Business

Melissa Woodard: Audit fieldwork starts tomorrow and now that the budget is approved will begin to enter numbers.

Superintendent of Recreation

Lisa Krenkel: Staff appreciation at Splash this week. Hired new recreation manager that will start August 15. Coming in a couple days a week to train. Met with Potawatomi Paddlers to offer a class at Splash. Commissioner Spriggs have heard you are doing a great job. Commissioner Eads thinks we are getting our money worth and we have had a lack of money and lack of staff, lots of problems, etc., think you all are doing a great job and appreciate it.

Executive Director

Dayna Heitz: The MFA is a multi-factor authentication. Beginning in August, 3 of us will start with this. We will have the app on our phones and when we log into the system, we get a code to add another level of security. It is minimal expense. \$10/employee and \$30 for the fobs. Fobs will be used for part time-staff and full-time staff will use their phones. Lisa met with KSD 111 and has a MOU for the attorney to review. Union contract, museum contract and audit proposal. OSLAD grant has some changes on how to apply.

COMMITTEE REPORTS

KCCVB:

Commissioner Matthews: Annual luncheon. Wonderful evening and information. Staci Wilken is passing the baton to new ED.

Historical Society

Commissioner Eads: Meeting this Wednesday.

SRA

Commissioner Eads/Palmer: Pam Bright is new ED. She hired a replacement for her position. Various improvements to the facility have been done. They have a gym space which is where they park their van. Looking to enhance the floor and a curtain to hide the van. Mouse race will be coming up.

KRS

Commissioner Eads/Director Heitz: NA

COMMISSIONERS FORUM

NA

Executive Session

A motion to go into executive session at 6:06 pm regarding personnel was made by Commissioner B. Spriggs, seconded by Commissioner R. Eads. Upon roll call vote the following Commissioners voted aye: B. Spriggs, D. Palmer, M. Matthews, D. Skelly, R. Eads.

A motion to reconvene in open session at 7:28 pm was made by Commissioner B. Spriggs, seconded by Commissioner R. Eads. Upon roll call vote the following Commissioners voted aye: B. Spriggs, D. Palmer, M. Matthews, D. Skelly, R. Eads. Present was Attorney Freeman, Attorney Miner, and Executive Director Heitz

Action Resulting from Executive Session

A motion was made to approve the Executive Director 's Employment Agreement by R. Eads; Seconded by B. Spriggs. Discussion: Attorney Freeman presented the terms of the Employment Agreement; 3-year agreement, no goals, no additional vacation, severance is max allowable by state law, compensation is 2% per year with an opportunity to reopen the compensation increase in 6 months from date of contract, honoring prior agreement for compensation. Upon roll call vote the following Commissioner voted aye: B. Spriggs, D. Palmer, M. Matthews, D. Skelly, R. Eads.

ADJOURN MEETING

A motion to adjourn the meeting was made at 7:35pm by Commissioner R. Eads, seconded by Commissioner Matthews. Upon voice vote, all ayes, motion carried.

OFFICIAL REPORTS:

1. Board Meeting Minutes (June 27, 2022)
2. Special Meeting Minutes (June 20, 2022)
3. Executive Session Minutes (June 27, 2022-not for public view)
4. Annual budget and appropriation ordinance #2.21 for fiscal year June 2, 2022-May 31, 2022
5. Intergovernmental agreement between KVPD and Kankakee County for Potawatomi Park Boat launch dredging
6. Speer Financial Presentation on roll over bond 2022
7. Surplus bid for 2005 dodge caravan
8. Ordinance exception to allow Aroma Park Two Rivers Festival Fireworks
9. KRS, City of Kankakee, and KVPD MOU property list inventory per the master plan exhibit
10. Lauterbach & Amen accounting, payroll, HRIS system software and services
11. Convenience fee on all credit/debit card transactions

12. Superintendent of Buildings & Grounds Report
13. Superintendent of Business Report
14. Superintendent of Recreation Report
15. Executive Director Report

Respectfully submitted: Melissa Woodard