



Kankakee Valley

PARK DISTRICT

Kankakee Valley Park District

Board Meeting Minutes

September 26, 2022

The Board Meeting was called to order at 5:04pm 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, Attorney Patrick Miner. Not present: D. Palmer
Public Present: Conner Stroud-SKDO

Pledge of Allegiance

Public Comment: NA

COMMUNICATIONS

Started a KVPD monthly newsletter. With us starting to grow and being in multiple directions, this is a good way to keep everyone involved.

2 invitations in packet.

CONSENT AGENDA

Consent agenda for Monday, September 26, 2022, consists of board meeting minutes (August 22, 2022), financials July 2022 and bills payable for August, 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. Skelly, R. Eads. Not present: D. Palmer

A motion to approve board meeting minutes (August 22, 2022) 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. Not present: D. Palmer

A motion to approve financials July 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. Not present: D. Palmer

A motion to approve bills payable (August) 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. Not present: D. Palmer

OLD BUSINESS

Motion to ratify approve to engage Upland Design for engineering and architectural design for the purpose of OSLAD grant writing and design in the amount of \$12,500 (ACTION)

A motion to ratify approve to engage Upland Design for engineering and architectural design for the purpose of OSLAD grant writing and design in the amount of \$12,500 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. Not present: D. Palmer

Resolution to enter into an OSLAD grant with IDNR (ACTION)

A motion to approve resolution to enter into an OSLAD grant with IDNR was made by Commissioner Spriggs, seconded by Commissioner Matthews. Discussion: Director Heitz said this is required for the grant. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Skelly, R. Eads. Not present: D. Palmer

Motion to ratify approval to engage Piggush Engineering for Phase 1 of the Boat Harbor East wall for services in the amount of \$79,080 (ACTION)

A motion to ratify approval to engage Piggush Engineering for Phase 1 of the Boat Harbor east wall for services in the amount of \$79,080 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. Not present: D. Palmer

Engage Piggush Engineering for RR Ball Diamond Road Phase II Improvements for services in the amount of \$27,480 (ACTION)

A motion to approve Piggush Engineering for RR Ball Diamond Road Phase II improvements for services in the amount of \$27,480 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. Not present: D. Palmer

Purchase of Playground equipment for Potawatomi Park through Nu-Toys Co-Op program of Source Well for an amount not to exceed \$68,000 (ACTION)

A motion to approve Purchase of Playground equipment for Potawatomi Park through Nu-Toys Co-Op program of Source Well for an amount not to exceed \$68,000 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. Not present: D. Palmer

Purchase of Playground equipment for Bert Dear Sr. Park through Nu-Toys Co-Op program of Source Well for an amount not to exceed \$70,2000 (ACTION)

A motion to approve Purchase of Playground equipment for Bert Dear Sr. Park through Nu-Toys Co-Op program of Source Well for an amount not to exceed \$70,2000 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. Not present: D. Palmer

Purchase of Playground equipment for Washington Park through Nu-Toys Co-Op program of Source Well for an amount not to exceed \$102,000 (ACTION)

A motion to approve Purchase of Playground equipment for Washington Park through Nu-Toys Co-Op program of Source Well for an amount not to exceed \$102,000 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. Not present: D. Palmer

NEW BUSINESS

Acceptance of Fiscal Year Audit 2022 (ACTION)

A motion to accept fiscal year audit 2022 was made by Commissioner Spriggs, seconded by Commissioner Eads. Discussion: Conner Stroud from SKDO presented the audit findings and management recommendation letter. Director Heitz stated that we should be doing budget amendments at the end of the year moving forward. Debt service fund has had a deficit and liability has had lots of storms that couldn't be planned for. Mr. Stroud explained that the annual financial report is complete and should be submitted to the comptroller this week. Thank you to Dayna and Melissa for your cooperation and work. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Skelly, R. Eads. Not present: D. Palmer

Designate Michael Matthews, Secretary of the Board, or his designee, as Local Election Official for the Kankakee Valley Park District (ACTION)

A motion to Designate Michael Matthews, Secretary of the Board, or his designee, Dayna Heitz, as Local Election Official for the Kankakee Valley Park District was made by Commissioner Spriggs, seconded by Commissioner Matthews. Discussion: Attorney Miner stated that Director Heitz has acted as the designee before and could continue moving forward. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Skelly, R. Eads. Not present: D. Palmer

Approve Paving Pro's proposal for the repairs and resurfacing of Levasseur Trail from bottom of the trailhead to south end of trail for \$18,074.25 (ACTION)

A motion to approve Paving Pro's proposal for the repairs and resurfacing of Levasseur Trail from bottom of the trailhead to south end of trail for \$18,074.25 was made by Commissioner Spriggs, seconded by Commissioner Eads. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, R. Eads. Nay: D. Skelly. Not present: D. Palmer

Approve Sport Court Midwest proposal for Pickleball surfacing at Beckman Park in the amount of \$66,150.00 (ACTION)

A motion to Approve Sport Court Midwest proposal for Pickleball surfacing at Beckman Park in the amount of \$66,150.00 was made by Commissioner Spriggs, seconded by Commissioner Matthews. Discussion: Commissioner Spriggs asked if McBroom could be done too? Director Heitz said we are going to rework capital to hopefully include McBroom. The prices we got in 2020 for pickleball courts were \$15,000-\$20,000 and the prices have gone up times 3 so we don't want to wait too long to make a decision on this. Commissioner Matthews said pickleball is a big thing. To have one closer, people are excited about it. Upon roll call vote the following Commissioners voted aye: B. Spriggs, M. Matthews, D. Skelly, R. Eads. Not present: D. Palmer

STAFF REPORTS

Superintendent of Buildings/Grounds

Rick Collins: Been working on the Quarry remodel. At River Road we have started the storage shed so items don't have to be transported to the maintenance shop. Commissioner Eads said we are fortunate to have hired some amazing staff this year that have saved the District lots of money. Commissioner Spriggs said the Quarry building looks fabulous and the River Road is aesthetically pleasing.

Superintendent of Business

Melissa Woodard: Had a kickoff meeting with Lauterbach and Amen regarding the new software. Will go live the end of December. Will be meeting with our insurance broker and PDRMA to compare health insurance pricing.

Superintendent of Recreation

Lisa Krenkel: See report.

Executive Director

Dayna Heitz: We had an ONU game and had 275 plus. Ran out of parking. Ariana coordinated the boxing event at the Rec Center. Pumpkin Palooza was over the weekend with 185 kids. Also had NSA tournament at River Road. For maintenance we were going to hire staff at the

end of the season. Rick said this is the most talent we have had in awhile. Went back to budget and we cut some of our seasonal staff and added that money to year round staff. Wages within the budget is still within the appropriation. Figured high on the insurance and will do a budget amendment at the end of the year. Commissioner Skelly asked about the Eastside Bulldogs and the issues. What are we going to do about it? We should have a meeting with Theodis and make him aware of all the problems. If there is another issue, then changes need to be made. Commissioner Eads thinks an ultimatum needs to happen. That things need to be corrected, and then if not, change the locks. Director Heitz said we will put it in a letter and will meet with him face to face.

COMMITTEE REPORTS

KCCVB:

Commissioner Skelly: Did hire a company that will screen applicants.

Historical Society

Commissioner Eads: Meet this Wednesday. Got estimates for cameras.

SRA

Commissioner Eads/Palmer: Looking at putting in a floor in the parking garage.

KRS

Commissioner Eads/Director Heitz: Have an Executive Director for KRS. Will begin mid October.

Building Commission Report

Commissioner Palmer: NA

COMMISSIONERS FORUM

Commissioner Spriggs asked about the trees we have lost in the storms? Director Heitz said we lost several in the last storm. Rick has been working on a grant and will be planting next month. Rick said we can purchase locally and plant them. Commissioner Spriggs said Washington Park looks very nice. Commissioner Eads suggested splitting the purchase of trees between Sniders and Tholen's but Snider's doesn't have anyone to plant. Commissioner Skelly asked about talking with the Nursery to see what they can do. Commissioner Spriggs said the pergola on the back of Bird looks nice.

Executive Session

NA

ADJOURN MEETING

A motion to adjourn the meeting was made at 5:50pm by Commissioner Spriggs, seconded by Commissioner Eads. Upon voice vote, all ayes, motion carried.

OFFICIAL REPORTS:

1. Board Meeting Minutes (August 22, 2022)
2. Financials July 2022
3. Bills Payable August 2022
4. Motion to ratify approval to Engage Upland Design for engineering and architectural design for the purpose of OSLAD grant writing & Design in the amount of \$12,500
5. Resolution to enter into an OSLAD grant with IDNR
6. Motion to ratify approval to Engage Piggush Engineering for Phase I of the Boat Harbor East wall for services in the amount of \$79,080
7. Engage Piggush Engineering for RR Ball Diamond Road Phase II Improvements for services in the amount of \$27,480
8. Purchase of Playground equipment for Potawatomi Park through Nu-Toys Co-Op program of Source Well for an amount not to exceed \$68,000
9. Purchase of Playground equipment for Bert Dear Sr. Park, through Nu-Toys Co-Op program of Source Well for an amount not to exceed \$70,200
10. Purchase of Playground equipment for Washington Park through Nu-Toys Co-Op program of Source Well for an amount not to exceed \$102,000
11. Fiscal Year Audit 2022
12. Designate Michael Matthews, Secretary of the Board, or his designee, as Local Election Official for the Kankakee Valley Park District
13. Approve Paving Pro's proposal for the repairs and resurfacing of Levasseur Trail from Bottom of Trailhead to the south end of trail for \$18,074.25
14. Approve Sport Court Midwest proposal for Pickleball surfacing at Beckman Park in the amount of \$66,150.00
15. Superintendent of Buildings & Grounds Report
16. Superintendent of Business Report
17. Superintendent of Recreation Report
18. Executive Director Report

Respectfully submitted: Melissa Woodard