



Kankakee Valley

PARK DISTRICT

Kankakee Valley Park District

Board Meeting Minutes

July 31, 2023

The Board Meeting was called to order at 5pm by Commissioner Skelly. Those present for roll call (in person or by electronic means) were Commissioner J. Frey, M. Matthews (via zoom and in person 5:28pm), D. Palmer (arrived 5:14pm), D. Skelly. 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 & Patrick Miner. Not present: R. Eads

Public Present: Bill Yonhka

Pledge of Allegiance

Public Comment: NA

COMMUNICATIONS

Kankakee Riverfront Society- Bill Yonhka- wanted to thank you and we have had a lot of success lately. Now handling a federal, state and local grant. Thanked Dayna for her service and they were impressed with how buttoned up her papers were. Appreciate all her behind-the-scenes service. Look forward to working with you more in the future.

CONSENT AGENDA

Consent agenda for Monday, July 31, 2023, consists of board meeting minutes (June 26, 2023), financials May & June 2023 and bills payable for June 2023.

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

A motion to approve board meeting minutes (June 26, 2023) was made by Commissioner Frey, seconded by Commissioner Skelly. Upon roll call vote the following Commissioners voted aye: J. Frey, M. Matthews, D. Skelly. Absent: D. Palmer, R. Eads.

A motion to approve financials May 2023 was made by Commissioner Skelly, seconded by Commissioner Frey. Discussion: Upon roll call vote the following Commissioners voted aye: J. Frey, M. Matthews, D. Skelly. Absent: D. Palmer, R. Eads.

A motion to approve financials June 2023 was made by Commissioner Skelly, seconded by Commissioner Frey. Upon roll call vote the following Commissioners voted aye: J. Frey, M. Matthews, D. Skelly. Absent: D. Palmer, R. Eads.

A motion to approve bills payable (June 2023) was made by Commissioner Frey, seconded by Commissioner Skelly. Upon roll call vote the following Commissioners voted aye: J. Frey, M. Matthews, D. Skelly. Absent: D. Palmer, R. Eads. Did receive our first tax distribution and will send full lump sum to museum and SRA.

OLD BUSINESS

Discussion of May 30th Decennial Committee Meeting

Staff have been working on the information. Meeting will be September 19th. Will put notice out for public attendance and haven't received anything on survey.

Discussions for Old Fair, Washington Park walking path renovations

No update.

Discussion of Beckman Park sidewalk project with City of Kankakee

No update.

Governor Small Park walking path renovation with Estes Tree care not to exceed the amount of \$25,200

A motion to approve Governor Small Park walking path renovation with Estes Tree care not to exceed the amount of \$25,200 was made by Commissioner Frey, seconded by Commissioner Skelly. Discussion: D. Heitz said we did have approval via phone and email. Project doesn't start until next week. 60 inch wide path. Project being paid from ARPA funds. Upon roll call vote the following Commissioners voted aye: J. Frey, M. Matthews, D. Skelly. Absent: D. Palmer, R. Eads.

NEW BUSINESS

Discussion of farm agreement

Director Heitz compiled emails on information that has been given. The farmer has requested hunting on the property and a 3–5-year agreement. Don't want to go any more than 4 years. Don't recommend hunting on the property. Would have to go through IDNR and PDRMA. Have

already talked to conservation officer. Commissioner Skelly asked if we can put in the lease that he does the legwork for the hunting. Commissioner Palmer arrived at 5:14pm. Attorney Freeman said he doesn't see anything wrong with putting that in the agreement. Director Heitz said we would have to modify the ordinance. What about the precedence. Attorney Freeman agrees. Commissioner Palmer talked about hunters' rights. Is he intending to sublease and sell the rights to hunt on our property? Will we restrict him from this? Attorney Freeman said there is always some liability. Commissioner Palmer is ok with him subleasing. Just another aspect we need to clarify. Commissioner Skelly is fine with this too. Commissioner Frey doesn't have a problem with the subleasing or hunting but want to make sure there are no unforeseen issues. Commissioner Palmer said the original agreement said no subleasing of the land. Director Heitz said he sprayed and mowed our tree line. He thought it was too overgrown. This was not something he notified us beforehand. Director Heitz asked if we are going to go with a \$10 increase per year and 4 years? He wanted 4-5. Board is ok with the \$10 a year increase and for 4 years.

Discussion of hunting on KVPD agricultural property

See above.

Discussion of IGA BTPD for joint programming and trips

Director Heitz included a copy of the IGA. No issues with what we presented to them but want to remove the indemnify hold harmless employees, etc. We don't recommend that for either district to not have that. It's a protection for an individual personally. If they want an agreement, that is staying in.

FY23 Budget Amendment Ordinance #2.27

A motion to approve the FY 23 Budget Amendment Ordinance #2.27 was made by Commissioner Frey, seconded by Commissioner Palmer. Discussion: Director Heitz went over the changes from L&A. This is based on the levy. Upon roll call vote the following Commissioners voted aye: J. Frey, M. Matthews, D. Palmer, D. Skelly. Absent: R. Eads

OSLAD Grant Resolution for Bird Park Application.

A motion to approve the OSLAD Grant resolution for Bird Park Application was made by Commissioner Frey, seconded by Commissioner Palmer. Discussion: Director Heitz said we did not receive the OSLAD last year. We were provided \$600,000 because we didn't get the OSLAD. Had we gotten the original grant, we would have matched at \$500,000. Got info last week that we are on the distressed list now. Would like to apply for ½ the project and go for the \$600,000. If we are successful, we are not as restricted as we would be with the project. Just need to update a few things so it won't be as much work for the project. Because we are a

distressed community, we don't have to match it. Only downside is paying Michelle to update the paperwork. Upon roll call vote the following Commissioners voted aye: J. Frey, M. Matthews, D. Palmer, D. Skelly. Absent: R. Eads

STAFF REPORTS

Superintendent of Buildings/Grounds

Rick Collins: Civic heaters have been ordered and hope to start work next week. Did some improvements to Goselin. Replaced the parking blocks and parking spaces. Painted pavilion at Potawatomi and Bert Dear and the dog house at Bird. With the storm last week, Old Fair had tree damage that we are working to get taken care of.

Superintendent of Business

Melissa Woodard: Caught up on the monthly accounting. Sent on memos to seasonal staff to see if they are interested in part time work. Audit fieldwork was last week.

Superintendent of Recreation

Lisa Krenkel: Estes Tree Care has sponsored the movie for this weekend. All of our movies are sponsored now. Received sponsors for fall fest. A teacher bought all the books for the story walk. Staff are completing for a CTAP grant. Working on another grant.

Executive Director

Dayna Heitz: 23-24 Budget and Appropriation was 2.24 tentative, there was a clerical error and it will be #2.28. Director Heitz has done research and sent a memo with 5 options. In reviewing the budget, that's why these options were given. That would give us \$12,200 towards an arborist. Commissioner Skelly thinks this person would advise us. Director Heitz said the nursery would help us identify, inventory and teach our staff. Have talked to Chris at Tholen's. Commissioner Matthews said the farmer sprayed our property? If we had someone with any knowledge, we could identify these issues ourselves. Commissioner Palmer said it seems like we have drifted far away from parks. Commissioner Matthews thinks we are really missing some things. It starts with having someone with a naturalist and arborist background on staff. Director Heitz said the budget is very tight. Commissioner Palmer thinks this person could be doing programs too. Director Heitz said maintenance staff is union. Commissioner Palmer asked how we can get someone on staff? Director Heitz said how do we justify bringing someone into rec when we just cut someone. Commissioner Skelly suggested a part time position with a little bit of advance planning, you could have someone come out for opinions on trimming, etc. With advanced notice they could do training. We have beautiful land but we don't do anything with it. We have so much. Commissioner Matthews thinks we need someone that could educate the staff. Commissioner Palmer has been on the board and gave

Dayna a book on trees. Hoped that would spawn some interest to accommodate him. Still getting the same “we don’t have any money”. Still not getting anything for the seniors. When does he get what he wants? Director Heitz said we do have senior programming. We didn’t have a rec department until 2021. We have done trees, maybe not to your standard. Commissioner Frey asked if we want to address staff training, third party is going to be the most practical. We should reach out to KCC and see what kind of student programs they have. If we are hiring someone part time, we will have to look deeper in the budget. At least we can get some movement going. Director Heitz said we did talk to KCC and they do not have what we are looking for. Neither does ONU. Commissioner Frey asked to see if U of I could send an intern. Director Heitz said we need direction. The budget is the budget. Commissioner Palmer said you advocated for Bill Yohnka to be hired because nothing was going to happen otherwise. Maybe we need to be more creative. Commissioner Skelly said we need to define what we are looking for. He asked Rick what he needs? Rick sees the need and thinks he can contract with us. Need someone to inventory every tree we have. Then he tells us how to trim and prune and creates a schedule. Don’t think we need him every single day. Do need someone to come in and tell us the invasive species. Commissioner Skelly asked if you thought your staff would take is seriously? Rick said yes, would train a couple staff. Commissioner Frey said this could be put into the standard operations of the staff. Commissioner Matthews said maybe this next year use the \$12,500 to train staff. Then maybe it can grow into something else. The following year maybe a full-time position somehow. He has a couple suggestion on people that could do programming. Commissioner Palmer said the packet did have a job description and salary range. That provided framework for us. Not enough work for a full-time position but could add the programming. Commissioner Frey asked if we have looked at the IDNR grants. Commissioner Matthews talked about the Master Naturalist program.

COMMITTEE REPORTS

KCCVB:

Commissioner Matthews: Had our annual meeting. Looking for new ideas for budget.

Historical Society

Commissioner Eads: NA

SRA

Commissioner Frey/Palmer: A community member came to the SRA Meeting and shared how the SRA benefited them. Mouse Race is coming up and looking for sponsors.

KRS

Commissioner Eads: NA

Building Commission Report

Commissioner Palmer: No updated

COMMISSIONERS FORUM

NA

Executive Session**ADJOURN MEETING**

A motion to adjourn the meeting was made at 6:14pm by Commissioner Frey, seconded by Commissioner Matthews. Upon voice vote, all ayes, motion carried.

OFFICIAL REPORTS:

1. Board Meeting Minutes (June 26, 2023)
2. May 2023 Financials
3. June 2023 Financials
4. Bills Payable June 2023
5. Decennial Committee
6. Old Fair, Washington Park walking path
7. Beckman Park sidewalk project
8. Governor Small Park walking path
9. Farm Agreement
10. Hunting on KVPD agricultural property
11. IGA with BTPD
12. FY 23 Budget Amendment Ordinance #2.27
13. OSLAD grant resolution for Bird Park
14. Superintendent of Buildings & Grounds Report
15. Superintendent of Business Report
16. Superintendent of Recreation Report
17. Executive Director Report

Respectfully submitted: Melissa Woodard