



# **Kankakee Valley**

## **PARK DISTRICT**

### **Kankakee Valley Park District Board Meeting Minutes August 28, 2023**

The Board Meeting was called to order at 5:02pm by Commissioner Skelly. Those present for roll call (in person or by electronic means) were Commissioner R. Eads, J. Frey, M. Matthews, D. Palmer, 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 Patrick Miner. Not present: NA

Public Present: NA

#### **Pledge of Allegiance**

**Public Comment:** NA

#### **COMMUNICATIONS**

Letter included in the packet.

#### **CONSENT AGENDA**

Consent agenda for Monday, August 28, 2023, consists of board meeting minutes (July 31, 2023), financials July 2023 and bills payable for July 2023.

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

A motion to approve board meeting minutes (July 31, 2023) was made by Commissioner Matthews, seconded by Commissioner Eads. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Skelly. Nay: D. Palmer.

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

A motion to approve bills payable (July 2023) was made by Commissioner Matthews, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

## **OLD BUSINESS**

### **IGA with BTPD for joint programming and trips**

A motion to approve the IGA with BTPD for joint programming and trips was made by Commissioner Eads, seconded by Commissioner Frey. Discussion: Director Heitz said this is exactly what was discussed at the last meeting. Did leave in the indemnification portion. Hopefully can get more people to participate. Commissioner Palmer read the agreement. Understand the purpose but doesn't really see the need for the agreement. Each party can walk away. The agreement doesn't require any real action. No substance to the agreement. Director Heitz said this is a typical IGA between municipalities. No commitment on their part or ours. Attorney Miner said the general agreement is better. The agreement is that we are going to work together. We are not limiting ourselves to only the programs agreed upon. Director Heitz said she met with BTPD, they were very excited to have us partnering. Commissioner Palmer said this doesn't mean he isn't uninterested, very much for the partnering. Lisa said we did already have a meeting and if the agreement is approved, will meet again. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

### **Farm Lease Agreement**

A motion to approve the farm lease with a \$10 increase per year for 4 years was made by Commissioner Skelly, seconded by Commissioner Eads. Discussion: Director Heitz said the agreement was updated, per the board. Farmer asked for \$5 increase we offered \$10. Commissioner Palmer said if you do 3% inflation, you are closer to the \$10 than the \$5. Commissioner Eads said \$10 is more than fair. Director Heitz clarified our offer. Commissioner Eads said what about a compromise if needed to keep the current farmer. Board agreed. Commissioner Matthews asked where the determination is on the edge species. Director Heitz said that portion is still the same as it was in prior agreement. He has taken it upon himself to spray. It is up to the board if you want the language changed. Commissioner Eads asked, If we have the same agreement, what is to stop him from doing it again. Commissioner Eads continued to say we need to reiterate to him the importance of that part of the agreement. Director Heitz said she did have that conversation with him, that it would have been good to know ahead of time, communicate with the district before doing. Commissioner Matthews asked how to determine that. Attorney Miner said we can approve it tonight and have an addition. Add a paragraph "tenant shall work with landlord on communicating and discussion prior to any spraying of weeds, trees, or property line." Commissioner Eads asked if we could have the farmer come to a meeting. Director Heitz said he has been waiting on this agreement.

Will still invite him to come to a meeting and hear our concerns. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

#### **Easement with City of Kankakee for Beckman Park Sidewalk project**

A motion to approve the easement with City of Kankakee for Beckman Park sidewalk project was made by Commissioner Eads, seconded by Commissioner Frey. Discussion: Director Heitz said the city wants to go out to bid in January. They need the easement to go out to bid. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

#### **Budget Ordinance 2.28 for Fiscal Year June 1, 2023 – May 31, 2024**

A motion to approve Budget Ordinance 2.28 (Option B) for fiscal year June 1, 2023 – May 31, 2024 was made by Commissioner Eads, seconded by Commissioner Frey. Discussion: Director Heitz said you have the 3 options. Differences are what direction the board goes for the arborist. Does the position go contractual for \$12,200; B reflects that change. Option C will forego an admin position to add the full-time arborist. Would move the salary into maintenance. The low end and high end of the insurance were figured as well. They would be subject to the union. Tried to outline everything for the board. Rick talked to city public works on their positions. Have talked to a retired arborist who is willing to come in and train our guys. Rick said he talked with the current city arborist. Commissioner Skelly is for the part time position. Think it is important for us to start the journey into this but not full steam with full time. Not sure we have the work for them full time. While we are developing what we want this person to be, let us get this started. Director Heitz said the city only devotes roughly 50% to arborist work. Start out with contractual and grow the position. Commissioner Eads agrees with Commissioner Skelly. Director Heitz said these wages must come from operational, not capital. Commissioner Eads asked if we can apply for a grant that is operational to assist with wages. Yes. Commissioner Skelly said we can get everything ready to be able to apply for the grant next year. Commissioner Palmer said there is a line item for the transfer in for Splash Valley. With that, it is a component of the loss. Where does the \$210,000 come from? Who decides \$210,000 or if it is \$150,000? Or if the transfer goes to trees or another program. Director Heitz said it is coming from corporate. We transfer into recreation as well to compensate. The specific line item for splash valley based on the target and the actual, that is how we come up with the \$210,000. Would rather have a \$40,000 loss in splash valley rather than \$250,000. Recreation is a loss so we transfer. That is why we cut a position from full time to part time. When putting together the budget, that is how the decision is made. Commissioner Palmer just wanted to point out the loss for Splash Valley. Trees are accounted for in capital. We did expend \$10,000 because we did not want to plant at the harbor due to the construction. Do plan on \$15,000 per year for trees in capital. When there is storm

damage and proof of those trees, PDRMA will cover that as a claim. For example, 10 years down the road the trees have storm damage, we must have the receipts but they would cover the claim. Commissioner Palmer find the \$210,000 misleading. This is a classic example for why he does not vote for the financials. Will vote no for this reason. Commissioner Frey said would go with option B. Hope the grants will be a lead option. Do need to get these base practices in place before we can bring a full-time person. Director Heitz said we wait until the end of the fiscal year for the transfer. It shows as an expense on the corporate side. That was some of our objective several years ago when we were negative in all our funds. By abolishing some of our funds, we can go to our max in corporate because that is the only one that can transfer. In the next few years, we will have to look at transferring to social security, IMRF unless we get our percentage up in the tax rates. Commissioner Matthews said he does not want to lose an option in the office. Going in the right direction for natural resources. Going to vote no. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, D. Skelly. Nay: D. Palmer, M. Matthews.

#### **Discussion of May 30<sup>th</sup> Decennial Committee Meeting**

NA

#### **Discussion for Old Fair Park, Washington Park walking path renovations**

Rick has been working on Old Fair quotes. Washington Park to be finalized this fall. Both walking paths will be paid through the ARPA funds. Initially the city approved 6 walking paths for these funds. Commissioner Skelly asked to have bids for multiple parks so they could maybe give us a lower price? Director Heitz will investigate that.

#### **NEW BUSINESS**

##### **Ordinance 2.29 revising remote attendance policy**

A motion to approve ordinance 2.29 revising remote attendance policy was made by Commissioner Skelly, seconded by Commissioner Eads. Discussion: Attorney Miner said this was an update per the governor. Revised the policy to coincide with the open meetings act. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

##### **Phase II of Levasseur trail resurfacing project (Paving Pros) not to exceed \$18,000**

A motion to approve phase II of Levasseur trail resurfacing project (Paving Pros), not to exceed \$18,000 was made by Commissioner Eads, seconded by Commissioner Frey. Discussion: This is phase 2 of the 3. Will be the bottom of the trail head where the other portion ended. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

**Replacement of Quarry AC and furnace (Holohan) not to exceed \$15,000**

A motion to approve the replacement of Quarry AC and furnace) not to exceed \$15,000 was made by Commissioner Eads, seconded by Commissioner Matthews. Discussion: Rick said the equipment that was in there before. It is old and has a hole in the air conditioner that cannot be fixed. Recommend replacement and the furnace. Normally the warranty is 1 year.

Commissioner Skelly wonders why it is so much more expensive than residential. Could we get a couple more quotes. Can approve, not to exceed but will get more quotes. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

**STAFF REPORTS****Superintendent of Buildings/Grounds**

**Rick Collins:** Out at Ice Valley had a brine pump installed. Should save us 20% because it allows the ice temp to regulate and not as much oil usage. Kankakee Forgives volunteered at Pine Park. They spread mulch, painted the basketball court, and painted some benches. Spoke with Piggish and hope to be done on the east wall in October. September 7-8, will be attending a basic forestry class. The extra pilings are what put us behind at the harbor.

**Superintendent of Business**

**Melissa Woodard:** We currently have a contract with service sanitation for portlets' and was approached by another company and will compare the quotes. Looking at T Mobile to see if they can beat Verizon prices. Hope to have audit draft by September meeting and been conducting admin interviews.

**Superintendent of Recreation**

**Lisa Krenkel:** Have the movie in the park at Potawatomi this weekend. This is the last weekend for Splash Valley for the season. Want to thank the staff. Had a great pool manager this year. Fall Fest is being prepped. Holding a free public skate for splash valley passholders. Meeting with BTPD to discuss trips and programming.

**Executive Director**

**Dayna Heitz:** No update.

**COMMITTEE REPORTS****KCCVB:**

**Commissioner Matthews:** Hotel usage is up. MSMF was a huge event.

**Historical Society**

**Commissioner Eads:** Had their cemetery walk and was well attended. The fall mum fundraiser ended today. Looking at setting up a 3-band event for New Year's Eve at the majestic to celebrate 75 years.

#### **SRA**

**Commissioner Frey/Palmer:** Status quo. Director is having some health issues and is not taking on any special projects.

#### **KRS**

**Commissioner Eads:** Had a movie on the walk event in August. Have some other fundraisers coming up.

#### **Building Commission Report**

**Commissioner Palmer:** Next meeting is in September. Meet quarterly.

#### **COMMISSIONERS FORUM**

Commissioner Palmer made a request for trees taken down report. There was an insert on trees added. Director Heitz did not realize the board wanted that information. Commissioner Palmer wants by month and by park. For exploring solar panels on any of our property, have a contact for that. Can provide his phone number.

Commissioner Eads is concerned and a few other things. Dayna sends out lots of emails on farm lease etc., please read your emails and respond to her in kind. If you need further information, she will respond.

Commissioner Skelly said we had a letter regarding Steve Hunter Park. Went and talked to them. There used to be a fence but we tore out the fence. What is happening now, his yard runs into the park. People assume his picnic tables are the park. He has tire tracks in his yard. We have created a little bit of a mess for him. Need something that is tasteful for his property but stops people from driving in his yard. Suggested Rick to go talk to him. Do not want to create a problem with our neighbors.

#### **Executive Session**

A motion to go into executive session at 6:09pm to discuss employee issues was made by Commissioner Palmer, seconded by Commissioner Matthews. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

#### **ADJOURN MEETING**

A motion to adjourn the meeting was made at 7:27 by Commissioner Eads, seconded by Commissioner Frey. Upon voice vote, all ayes, motion carried.

**OFFICIAL REPORTS:**

1. Board Meeting Minutes (July 31, 2023)
2. July 2023 Financials
3. Bills Payable July 2023
4. IGA with BTPD for joint programming and trips
5. Farm Lease agreement
6. Easement for Beckman Park sidewalk project
7. Budget Ordinance 2.28
8. Decennial Committee
9. Old Fair, Washington Park walking path
10. Ordinance 2.29 remote policy revision
11. Phase II of Levasseur trail resurfacing project
12. Quarry AC and furnace quote
13. Superintendent of Buildings & Grounds Report
14. Superintendent of Business Report
15. Superintendent of Recreation Report
16. Executive Director Report

Respectfully submitted: Melissa Woodard