



# **Kankakee Valley**

## **PARK DISTRICT**

### **Kankakee Valley Park District Board Meeting Minutes December 11, 2023**

The Board Meeting was called to order at 5:01pm by Commissioner Skelly. Those present for roll call (in person or by electronic means) were commissioner R. Eads, J. Frey, D. Palmer, D. Skelly, M. Matthews. Others present (in person or via Zoom): Dayna Heitz, Executive Director, Rick Collins, Superintendent of Building & Grounds, Lisa Krenkel, Superintendent of Recreation, Attorneys David Freeman and Patrick Miner. Not present: Melissa Woodard, Superintendent of Business

Public Present: Jeff Bonty-Kankakee Daily Journal, Steve Litko-Lauterbach and Amen, Evan Stahlman-Lauterbach and Amen

#### **Pledge of Allegiance**

**Public Comment:** None

#### **COMMUNICATIONS**

Director Heitz- We have received Holiday Cards from Vendors, KCCVB extends an invitation to the Holiday Party on December 20<sup>th</sup> to all commissioners. The KVPD weekly and weekend Happenings are sent via email. Commissioners would like to continue to receive it? Commissioners Eads, Palmer (weekend only) Commissioners Matthews, Skelly and Frey (both weekly and weekend).

#### **CONSENT AGENDA**

Consent agenda for Monday, December 11, 2023, consists of board meeting minutes (November 13, 2023) public hearing meeting minutes (November 13, 2023) and financials for October 2023 and bills payable November 2023.

A motion to receive consent agenda was made by Commissioner J.Frey, seconded by Commissioner R. Eads. 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 of (November 13, 2023) was made by Commissioner R. Eads seconded by Commissioner J. Frey. Upon roll call vote the following Commissioners voted are: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

A motion to approve public hearing meeting minutes of (November 13, 2023) was made by Commissioner R. Eads, seconded by Commissioner M. Matthews. Upon roll call vote the following Commissioners voted are: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

A motion to approve financials (October 2023) was made by Commissioner R. Eads, seconded by Commissioner M. Matthews.

Discussion: Lauterbach and Amen, Steve Litko: The November and December financials will be presented in January due to the date of meeting. 88% of property taxes have been received, 70% of total revenue Ahead on the revenue side for this time of year. Corporate fund: revenue property taxes high, interest ahead of what was budgeted. Accounting for 30% of budget. YTD 42% spent of budget has been spent with a \$760,000 surplus as of now. Rec Fund: revenue right on pace, no transfer in has been booked, Personal property replacement tax budget vs received we are \$40,000 behind where we were last year. State changed the disbursement schedule. Ice Valley Centre is at \$25,000 revenue in October and will ramp up with the busy season. YTD 49% of budget used. The \$186,000 deficit will shrink through the rest of the year, other funds right on path. Made debt service payment in Oct. Commissioner D. Palmer questioned the Deficit of rec fund "expenditures vs. income", what qualifies you to make that statement? How will that be reduced in the future? Mr. Litko stated that the belief is based on trends, budget transfer will balance that fund. Director Heitz stated that revenue not all received in the summer, state making adjustments, taxes for November and December came in on Dec. 1<sup>st</sup>. Not included in financials. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly

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

## **OLD BUSINESS**

**Discussion of May 30th Decennial Committee Meeting**-Director Heitz -looking to hold the meeting prior to the board meeting on January 22<sup>nd</sup> at 4pm. Will that work for all Commissioners? Are there any objections to the date? Commissioner D. Skelly asked do we have all the information that commissioners requested ready and given to the commissioners so that they may review the information before the meeting? Director Heitz stated that the information will be provided to the commissioners at the meeting. It was decided that the meeting will be held at 4:00pm on January 22nd.

## **Discussion for Old Fair Park walking path renovations-**

Superintendent of Building & Grounds Rick Collins has received a quote for Old Fair from Mike Estes in the amount of \$13,000. The work will begin next week and take approximately one week to complete. The monies to fund the project are a part of the APRA funds received from the City of Kankakee. Approved in the capital budget. Attorney Freeman recommended that the board of commissioners vote on the quote amount and give permission to proceed with the project due. Commissioner M. Matthews asked if there are plans for anything else in Old fair, or just a walking path, what will people be looking at when they are walking? Superintendent of Building & Grounds Rick Collins stated that we will be replanting trees and improving the parking lot. Director Heitz stated that a soccer field and benches will be added also.

On Voice Vote: for consensus to proceed with the walking path at Old Fair paid for by ARPA Funds. All Commissioners in favor.

## **NEW BUSINESS**

### **Discussion of Column Garden Trees at Kankakee County Historical Society**

Director Heitz discussed that the quote for work was included in board packet. Commissioner Eads stated that at the last meeting of the Kankakee Kultivators he was shown trees with hanging branches,

etc. A bucket truck cannot be used to remove the branches to do the proximity of buildings, to remove the company must climb the trees. Estes tree care is one of only two in the county with the capabilities to do such. Director Heitz stated Estes insurance has KVPD listed as additionally insured. We will seek estimates from Estes. Commissioner Eads said that the Kankakee Kultivators are willing to split the cost with KVPD 50/50. Superintendent Collins spoke with Veronica from the Museum and she felt that we could split the cost 3 ways. Commissioner Eads stated the Kultivators have community spirit, pride in ownership of the column garden, and the KVPD maintenance crew assist the Kultivators. To show their appreciation, willing to split the cost. Commissioner Skelly suggested KVPD split the cost 50/50 with the museum not the Kultivators. Thankful for the work that the Kultivators do at the garden. The garden is beautiful and the Kultivators do amazing work.

## **STAFF REPORTS**

### **Superintendent of Building & Grounds Rick Collins:**

Potawatomi parking and walking path complete, looks nice. Old fair walking path as discussed previously in the meeting. Harbor-haven't received a complete list of what has been done. The Sam Miller memorial bench has been reinstalled, Arborist- One has declined the offer, other has signed the contract and will begin inventory of trees next week. Two heaters at the Civic Auditorium have been installed.

### **Superintendent of Business**

**Melissa Woodard:** report in board packet

### **Superintendent of Recreation**

**Lisa Krenkel:** Beginning the interview process for Splash Valley Season. Will be holding open interviews on December 29th and January 3rd. Staff participated in the Kankakee Lighted Parade. Thank you to Sheriff Downey and Pastor Scott Hensley for participating in the Tree of Honor Ceremony. Rec Staff will be holding a retreat in January to plan events and programming for the upcoming year.

### **Executive Director**

#### **Dayna Heitz:**

Typo on board meeting schedule-Commissioner J. Frey has signed the updated schedule. Commissioner Matthews has signed the treasurers report prepared by Lauterbach and Amen. This is the first time for L&A preparing the report in the past the report was prepared internally. January budget meetings will begin- focus will be on staffing. Aquatics usage report was given to commissioners last month. Does anyone have feedback or suggestions? Commissioners J. Frey and D. Skelly are registered for the conference. Would the board be interested in holding a ribbon cutting for the East Wall of the Harbor when it is reopened in the spring. The consensus was yes to hold a ribbon cutting. Commissioner Eads inquired about the mussel study being completed in order for the dredging project to begin. Yes, the study is complete and the project will begin in the spring.

## **COMMITTEE REPORTS**

### **KCCVB**

**Commissioner Matthews:** Visit Kankakee Website has a lot of subscribers. The guides that have been printed and distributed are gone. The app "Wayward" has itineraries for Kankakee County visitors.

**Historical Society**

**Commissioner Eads:** There is a three-page handout in front of all commissioners that is a highlight of the annual report. Discussed restoration of the Stone Barn, the work needed is much more extensive than originally thought. A fundraiser will be held at the Majestic to celebrate 75 years.

**SRA**

**Commissioner Frey/Palmer:** An ad has been prepared and published in the newspaper and on the IPRA website for the director position. To date four applications have been received. Interviews will begin in January. The memorial service for Pam Bright was very well attended.

**KRS**

**Commissioner Eads:** Two grants have been applied for one in the amount of \$25,000.00 and the other \$500,000.00.

**Building Commission Report**

**Commissioner Palmer:** The meeting is scheduled for December 12th. They meet quarterly.

**COMMISSIONERS FORUM**

Commissioner D. Skelly- Was wonderful to see the float in the parade. Staff did a nice job. Commissioner Matthews agreed.

Commissioner J. Frey- attended the Tree of Honor event and was glad to see the members of the community there honoring our military and first responders.

**EXECUTIVE SESSION N/A****ADJOURN MEETING**

A motion to adjourn the meeting was made at 5:41pm by Commissioner D. Skelly, Seconded by Commissioner J. Frey. Upon voice vote, all ayes, motion carried.

## **OFFICIAL REPORTS**

1. Board Meeting minutes (November 13, 2023)
2. Public Hearing minutes (November 13, 2023)
3. Financials October 2023
4. Bills Payable November 2023
5. Decennial Committee
6. Old Fair walking path
7. Column Garden
8. Superintendent of Buildings & Grounds Report
9. Superintendent of Business Report
10. Superintendent of Recreation Report
11. Executive Director Report

Respectfully Submitted: Lisa Krenkel