



# **Kankakee Valley**

## **PARK DISTRICT**

### **Kankakee Valley Park District Board Meeting Minutes February 26, 2024**

The Board Meeting was called to order at 5:02 pm by Commissioner Palmer. Those present for roll call (in person or by electronic means) were commissioner R. Eads, J. Frey, M. Matthews, D. Palmer. 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: D. Skelly arrived at 5:11pm

**Public Present:** In person or by electronic means; Kristin Giacchino-Executive Director of RVSRA, Bill Yohnka-KRS, Jeff Bonty- Kankakee Daily Journal, Doug Krippel- RVSRA Foundation Steve Litko and Evan Stahlman-Lauterbach and Amen.

#### **Pledge of Allegiance**

#### **Public Comment:**

Introduction of Kristin Giacchino new Executive Director of River Valley Special Recreation Association - Ms. Giacchino introduced herself and is excited to work with KVPD.

Bill Yohnka- KRS has good news and wants to share. On March 8th we will go out to bid for the east river walk. At the April 15th council meeting the bid will be approved. Funding in the form of a \$475,000 federal grant, KCCVB \$500,000, OSLAD for \$600,000 have been secured. Challenges with the soil boring findings led to minor changes. The plan is to have the majority of the project complete by Dec 20th, with the plantings being completed in the spring. Fundraising opportunities planned for KRS, on Earth Day "Red Hots for the Riverwalk" partnership with Jaenicke's. Mr. Yohnka handed out flyers for the fundraiser. Director Heitz inquired if the funding had been received or are they reimbursable grants. Mr. Yohnka stated that they are reimbursable grants.

#### **COMMUNICATIONS**

KCCSI support for their event

#### **CONSENT AGENDA**

Consent agenda for Monday, January 29, 2024, consists of board meeting minutes (January 24, 2024), financials January 24 and bills payable for January 24.

A motion to receive consent agenda was made by Commissioner Eads, seconded by Commissioner Matthews. 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 (January 29, 2024) was made by Commissioner Eads, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted are: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly. Discussion: Commissioner Palmer stated that a guest listed from KVPD needed to be updated. Director Heitz stated that Aaron Denton is listed correctly as he is a staff member. A portion of the minutes had a question mark and didn't have the information. Commissioner Palmer could not find the portion in question and gave the ok to move on.

Presentation of financials: Evan Stahlman from Lauterbach and Amen. Reports are a different layout from last meeting. Looking for feedback to improve the reports. Mr. Stahlman described the new layout. Take time to review. Lauterbach and Amen are willing to discuss more before the next meeting. Commissioner Palmer stated that the new report provides the information better.

On an individual account basis, Mr. Stahlman gave an explanation of the report. Commissioner Palmer asked if other districts do allocations of corporate funds so that management would get a clearer view of what is being spent. Mr. Stahlman stated that such could happen but may be more difficult-perseverance of the district, real time allocation. Easier to carry on, happy to discuss in more detail. Commissioner Palmer stated that it could be done by determining a percentage of an activity of a person. a broad brush approaches. Director Heitz stated we do that behind the scenes already for some staff, for example A. Padilla is coded under both corporate and rec due to her duties. explanation of report ensued. Commissioner Palmer stated relative to streamlining to the board would like to see payments monthly, quarterly for other reports. He inquired as to what other districts do? Steve Litko stated most districts show disbursements on a monthly basis, full financial reports are a district preference as to monthly or quarterly. A couple different things that we could do, a short report monthly and full report quarterly. Commissioner Palmer, requested Attorney Freeman's opinion. Attorney Freeman, most clients receive the information monthly, must have the register monthly in order to approve payables. Commissioner Palmer is ok with keeping the packet as is. Greatly appreciate the changes.

A motion to approve financials (January 24) was made by Commissioner Frey, seconded by Commissioner Eads. 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 (January 24) was made by Commissioner Skelly, seconded by Commissioner Frey. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly:

## **OLD BUSINESS**

**Walking path renovations - Kensington Park, Pioneer Park, Cobb Park and Alpiner**

No updates kept on the agenda to not lose sight of it.

### **Capital Expenditures- Exhibit A, B, C**

Exhibit A: A motion to approve the bid to Glade was made by Commissioner R. Eads; Seconded by Commissioner D. Skelly. Superintendent Collins stated at the last meeting the board approved the purchase of trucks, mowers and Splash Valley repairs he would like to give the board more information on the cost. Discussion: Cost of repairs for Splash Valley were discussed as well as when and for what we must use a IDPH State certified aquatics vendor. Commissioner Eads liked how Rick updated the information. Commissioner Palmer stated that the Glade family is his neighbor. He would like to keep the business local and hire Glade for the repairs at Splash Valley. Commissioner Skelly stated that with competitive bids or proposals on every job, he believes that the district should accept a bid/proposal and select a local business even if their bid/proposal is up to 10% more than out of town vendors. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

Exhibit B: A motion to approve the bid to AHW for two mowers was made by Commissioner Eads, seconded by Commissioner Frey. Discussion of the new quotes for the price of two mowers. Commissioner Eads inquired if any of the quotes include a service agreement. Superintendent Collins stated that no quotes include a service contract. Commissioner Matthews asked if Superintendent Collins sees any difference in the quality and service. Collins stated that the John Deeres have no "flat tires", over the summer the department usually has 5 flats and equipment is down during the time to get it fixed. Commissioner Eads personally has owned John Deeres and has had good experience with them. Commissioner Palmer stated that John Deere's are made in the USA. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

Exhibit C: A motion to approve the bid to Court Street Ford was made by Commissioner Eads, seconded by Commissioner Palmer. Superintendent Collins discussed the quotes for the three new trucks. Commissioner Eads inquired that with less than 6 hundred dollars, would it be beneficial to purchase two F350 instead of a F250. Superintendent Krenkel stated that with the F350 a CDL may be required due to the weight of the vehicle. Commissioner Skelly is worried that a salt spreader will be put on a new truck causing it to rust out. Collins stated that a new truck will not be used for salt at this time. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

### **NEW BUSINESS**

#### **Updated Personnel Manual**

A motion to approve the update of full time Personnel Handbook was made by Commissioner Skelly, seconded by Commissioner Eads. Discussion: Director Heitz stated the draft was presented last month; Commissioner Eads inquired as to when a new hire starts do you go through all things in the manual. Director Heitz stated that specific areas are highlighted with the employee at orientation. It is the responsibility of the staff to completely read the handbook. Staff must sign off that they have received the handbook. Commissioner Matthews inquired if staff can use KVPD equipment for personal use, Does the manual have a policy for use of KVPD equipment on company time? Director Heitz stated that if any staff member uses or borrows KVPD equipment they must get prior approval and sign it out for

insurance purposes. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

#### **2024 Audit engagement agreement with SKDO**

A motion to approve the 2024 Audit engagement agreement with SKDO was made by Commissioner Skelly, seconded by Commissioner Eads. Discussion: Director Heitz stated that the email letter of engagement is \$500 more than last year, staff would like to stay with SKDO. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

#### **Architectural Services of Upland Design**

A motion to approve the Architectural Services of Upland Design in the amount of \$118,600.00 for Bird Park OSLAD Grant renovation project was made by Commissioner Eads, seconded by Commissioner Skelly. Discussion: Director Heitz stated we have been awarded OSLAD and DCEO grants in the amount of \$600,000 each. Director Heitz stated the elements and timeframe of the work. Upland design worked with us to obtain the grant. Engineers will be needed. Upland Design looked at both local engineers of whom are not accepting additional work at this time. Engineers will be out of the area as there are no other local engineers. Commissioner Skelly inquired if there are any other local engineers to look into. Commissioner Matthews asked what was chosen as elements to satisfy the community survey. Director Heitz stated that the nature path, splash pad, walking path and playground. We are not set on actual pieces of equipment yet. Will seek community and board input. Commissioner Palmer inquired if a sensory garden can be added, modify the meditation garden to accommodate community members with special needs. Director Heitz will look into a change of the meditation garden to a sensory garden. Riverside hospital was contacted to assist with the design of the meditation garden since they are the ones who met with us and made the suggestion. Hospital staff and patient families are our main users of the walking path. Commissioner Palmer asked have we used Hitchcock in the past? Director Heitz stated no. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

#### **Committee meetings and appointment of members**

Discussion: Commissioner Skelly would like to create committees to discuss the “big things” to get together in advance to give all the information and questions, as needed. A few examples of committees include a capital committee, finance committee. The finance committee could discuss the budget and what to keep and cut from the budget. Does not want a rigid meeting schedule. Meetings will be scheduled as needed with two board members on each committee. Director Heitz would like more formal committees. The meetings should be open to the public, and all commissioners. If nothing is on the agenda then a meeting will not take place. Commissioner Skelly stated that meetings would be in response to staff, staff would ask for a meeting. Commissioner Eads requested that the discussion be deferred to the next board meeting, as he believes committees are not needed. Commissioner Frey suggested to have committee meetings quarterly, have a posted meeting to gather community feedback. Commissioner Matthews question board members if they see a specific need for committees, is a liaison needed between board and staff. Attorney Freeman stated that other districts have formal committee meetings either as a committee of the whole or a committee of two commissioners and staff. He suggested having quarterly meetings for the most important topics. Ultimately it is what the

board would like to do, most districts would decide to have meetings formally. Commissioner Palmer suggested to table the discussion. All commissioners were in agreement to table the matter until the March meeting.

#### **Kankakee River Valley Regatta Agreement**

Director Heitz provided the Board of Commissioners with draft of the agreement for the entities involved with the Regatta. KVPD and City of Kankakee are the two entities working on the agreement currently. The other three entities have not seen the agreement yet. The agreement with the APBA American Power Boat Association was received on Friday.

#### **Tree Protection Ordinance**

Director Heitz is working to put together a tree protection ordinance, tree care plan. Superintendent Collins is completing a grant for trees and KVPD needs to have an ordinance. Will have four ordinances to review. Commissioner Eads stated that the example ordinances provided are very detailed and all entities had an arborist on staff. Ordinance and policy examples are what the CRTI/Morton Arboretum and Illinois Urban and Community Forestry look for within an ordinance.

#### **Intergovernmental Agreement with Kankakee County for administration of grant funding.**

A motion to approve the Intergovernmental Agreement with Kankakee County for the administration of grant funding was made by Commissioner Eads, seconded by Commissioner Skelly. Discussion: Attorney Freeman explained that Kankakee County approved the Intergovernmental Agreement months ago, without KVPD knowledge and approval. In the agreement it is implied that the county will receive the \$150,000 grant funding and then they will pass it on to KVPD. Although nothing in agreement obligates the county to turn the monies over to KVPD. Attorney Freeman just wants the board to be aware of what the agreement says. Commissioner Eads inquired from Attorney Freeman what he suggests KVPD should do. Attorney Freeman suggested that the board not sign the agreement due to legality of how the agreement was signed without consulting KVPD, but in practicality not signing the agreement can delay KVPD in receiving the grant funds. It is Attorney Freeman's opinion not to sign the agreement. What is in writing is different from conversations, in court the agreement will be what will be upheld. The second grant we received will not require an intergovernmental agreement. Commissioner Eads suggested sending a letter to the county for future reference, that KVPD would need to be notified. Commissioner Skelly stated that he believes the county giving us the grant funding, we cannot obligate the county to give us the money. Director Heitz explained that due to a change with DCEO the grant funding has now been added to the state budget and an agreement is required. Commissioner Frey-stated that if Chairman Wheeler does not run for re-election the new chairman can reallocate the funds to another project if the agreement is not signed. Upon roll call vote the following Commissioners voted aye: R. Eads, J. Frey, M. Matthews, D. Palmer, D. Skelly.

#### **STAFF REPORTS**

##### **Superintendent of Building & Grounds**

**Rick Collins:** Ice Valley Centre will be closing for the month of July. The ice will be taken out and replaced. During this time the facility will receive a deep clean and any painting and needed repairs will be completed. The Arborist has started the tree inventory and has completed 7 parks including:

Butterfield, Jeffers, Snow, Steven Hunter, Kensington, Alpiner, Burt Dear and Fisherman's. The four trees at the museum have been pruned. Continuing to work on and complete the tree grant. The fire inspections for our alcohol licenses for Ice Valley and the Rec Center have been completed. Currently obtaining quotes for the walking paths. Once again working with ComEd on the lighting program for the additional parks that were not completed. Commissioner Palmer inquired about the pruning of the trees beginning in the spring. What is the status of pruning of the oak trees? Director Heitz stated it will be part of the tree maintenance plan. There is no tree removal report as there is nothing new.

#### **Superintendent of Recreation**

**Lisa Krenkel:** Attended a job career fair at Kankakee High School with Zach Mullady. Over 100 applications were handed out. Will be attending another fair at KHS in March and will also be holding two open interview days over Spring Break at Ice Valley Centre for Seasonal Splash Valley employees. Staff continues to work with Bourbonnais Township Park District for programs and trips. For the Perry Weather system being installed at River Road staff will be participating in a kick off meeting and training on Friday.

#### **Executive Director**

**Dayna Heitz:** Friday received from DCEO the notifications that the \$300,000 have been released for Bailey Park. Larry Reiner is working on another \$300,000. Next meeting will have a recognition for Robert Parnell, a plaque will be presented to his family. The women's club has sent an invitation to their banquet, please RSVP. If any commissioner would like to attend, please let Director Heitz know. Commissioner Eads- inquired if the Daily Journal can have a photographer for the recognition for Mr. Parnell.

#### **COMMITTEE REPORTS**

##### **KCCVB**

**Commissioner Matthews:** Report as usual, July 1st for fiscal year, municipalities looking into the need of the KCCVB, "level the playing field" among all entities. KCCVB may be restructuring and only mayors will sit on the board.

##### **Historical Society**

**Commissioner Eads:** Meeting next month, cupola on the barn has been approved for repair

##### **SRA**

**Commissioner Frey/Palmer:** Commissioner Palmer stated that the new executive director started last week. Dorene Mohler has resigned leaving a huge gap with the recent loss of long-term employees.

##### **KRS**

**Commissioner Eads:** Soil Boring findings caused the original plan to be changed. Four types of mussels have been found and must be moved across the river.

#### **Building Commission Report**

**Commissioner Palmer:** no new information

## **COMMISSIONERS FORUM**

Commissioner Eads stated that he likes Superintendent Rick's report with the quotes listed out.

## **EXECUTIVE SESSION**

A motion to go into executive session at 6:43 pm to discuss personnel was made by Commissioner Matthews, seconded by Commissioner Palmer. Upon voice vote, all ayes, motion carried.

Regular Meeting reconvened at 7:32 pm with all commissioners present.

## **ADJOURN MEETING**

A motion to adjourn the meeting was made at 7:32 by Commissioner Eads, Seconded by Commissioner Frey. Upon voice vote, all ayes, motion carried.

## **OFFICIAL REPORTS**

1. Board Meeting minutes (January 29, 2024)
2. Financials January 2024
3. Bills Payable January 2024
4. Kensington, Pioneer, Cobb and Alpiner walking paths
5. Capital Expenditures Exhibit A, B, C
6. Full time Personnel Handbook
7. 2024 Audit Engagement agreement
8. Architectural Services of Upland Design
9. Intergovernmental Agreement with Kankakee County
10. Superintendent of Buildings & Grounds Report
11. Superintendent of Business Report
12. Superintendent of Recreation Report
13. Executive Director Report

Respectfully submitted: Lisa Krenkel