

**Kankakee Valley Park District
Committee Meeting Minutes
August 15, 2017**

The Committee Meeting was called to order at 5:01 pm by President Hollis. Those present for roll call were Commissioner A. Hollis, D. Tucker, M. Mullady, B. Spriggs, and D. Skelly. Others present: Dayna Heitz, Executive Director; Rick Collins, Superintendent of Buildings & Grounds; Melissa Woodard, Superintendent of Recreation; Angie Tousignant, General Manager of Ice Valley; Ariana Padilla. Attorney John Coghlan arrived: 5:10pm.

COMMUNICATIONS

Written: Several thank you notes. Some pertaining to maintenance and keeping up with mowing and the parks.

Public Comment

Brant Fred: Handed out a BMX brochure and insurance information. There was a recent vote that did not renew the lease. He would like to clarify some questions and give a timeline. Their track would be sanctioned correctly. The insurance was the first issue. Coverage is 24 hours a day and 365 days, basically covered if fenced in. He talked about the IEMA issues that slowed down the project. July 15 they had someone lined up to help build the track. Found out early in July about the vote. Commissioner Spriggs asked if Dayna knew about the spraying or any of that stuff? No. They haven't utilized or asked to use anything of the park district. They take care of the mowing, etc. Commissioner Spriggs asked if they had a signed contract? No, It expired in March 2017. Commissioner Hollis asked if IEMA stopped them in 2015? IEMA told Roy that they needed a permit. A permit and permission was granted from IEMA in 2016. Commissioner Hollis stated they weren't aware of any of this until recently. Brant said they are all volunteers. USA BMX will help them build a track one time. Commissioner Hollis asked what type of maintenance would be needed from us and who would maintain it? The track would year round. The track will be fenced off once completed. The volunteer group would maintain the track. If someone trespasses, USA BMX will cover liability. Commissioner Mullady asked if you know of anyone that has had a claim and received anything? Commissioner Skelly said we have never really discussed an organizations insurance before. Commissioner Hollis stated we are dealing with a high risk sport. Biggest concern is when they aren't there. Commissioner Spriggs asked wat they expect from us? The only thing they would need would be a water source. Could they tap into the well on diamond 4? Electricity would be something in the future. Commissioner Spriggs asked about the water? It would just be too wet down the track. If they don't have access, they would have to bring a truck in. BMX would provide their own port-o-lets for bathrooms. Their goal timeline would be to finish the track this year and race

next year. Commissioner Tucker asked about seating? Brant replied that most people back in their vehicles behind the fence. They would have bleachers set up at the turns possibly. Commissioner Spriggs asked what we voted on last time? Dayna said we voted to wait until another time. Commissioner Spriggs said didn't we decide that our ED has enough on her plate? Why can't we wait until other things are established? Brant said we don't want to put anything else on your plate. Commissioner Tucker recalls some of the concerns were insurance. He spoke on the insurance and just made us aware of the IEMA. If we decide to continue, we need better communication. Maybe meetings quarterly and a timeline on completion. Director Heitz did let Brant know it was on the agenda. Commissioner Skelly said we approved the lease 3 years ago. They have insurance and they have the plan.

Commissioner Mullady & Skelly left the meeting at 5:45 pm.

OLD BUSINESS

Tentative Budget Ordinance #1.76

Executive Director Heitz wants to be sure everyone knows exactly what is included in the budget and where and how staff arrived at the budget numbers. The public hearing will be posted in the paper on August 17th. Will request approval on August 28th.

NEW BUSINESS

Department Reports

Building & Grounds

Rick Collins:

We assisted with the fest that was at Pioneer Park. We gave them ice, bleachers, picnic tables, games, garbage cans. Ice Valley is still maintaining. Today was the last day for the Splash Pad. We continue keeping up with the parks grass and trimming of trees. Installed some basketball nets at Jeffers. Commissioner Hollis asked about the rim at Jeffers? Rick will take care of that. Had a little incident at Snow Park. Someone drove through the park. Commissioner Spriggs sent a crew out to Kraftdale. They just dug in and did a beautiful job on the park. Commissioner Hollis asked when we are letting our seasonal staff go? Official day is October 15th unless they have to leave prior.

Director Heitz said we are going to have some trees taken down at River Road. Had one removed at the band shell. Have until the end of the month to get those done at River Road and then will move on the Cobb Park. Commissioner Spriggs said there are some people that have collected money to replace some trees. Director Heitz said we will be having the football fields sprayed for mosquitos.

Rick said we have brought this up before but we have some old trucks that we'd like to surplus. Scrap, sell, etc. The city has mentioned they would like to buy some for the parts. Next meeting he will bring pictures, VIN numbers, etc. Director Heitz said we'd also like to add some skates from Ice Valley and the scuba equipment and stuff from downstairs. We have a computer graveyard downstairs. We need to make sure everything is cleaned out, destroyed then recycled properly. Need to get this cleaned up. Attorney Coghlan said we have to declare it surplus.

Recreation

Melissa Woodard:

Summer softball is finishing up this week with their tournament. Fall league will start at the end of the month. Planning dates for the coed volleyball league that will be at the Rec Center. Finished up the free basketball fundamentals class at the end of July. Over the 3 weeks we had 82 participants. Been working with Chante and Leotis who currently teach a tumbling and dance program at the Civic. They will continue that in the fall and add a couple Saturdays per month at the Rec Center. Met with Brian from House of Sportz. He is interested in utilizing some fields for softball and baseball. Assisting with audit preparations. Entering information into Quickbooks. Continue to learn and complete payroll.

Commissioner Hollis said Kati Vaughn is at the SRA now. We can get inclusion aids if we need for programs.

Ariana Padilla:

Answering calls. Trained Sharon for Bird Park front desk. Boat harbor slips are still on sale for the remainder of the season. Lots of inquires on Splash Pad. Pulled Rec Trac reports for budgeting. Continue to book sites for the campground. Scheduled all Rec Center staff and made the monthly open gym calendar.

Ice Valley

Angie Tousignant:

Worked on Facebook posts adding more interactions. Started an Instagram page. Let them know what we are doing. Had a guest coach come out to do a hockey and figure skating clinic. Met with the Irish and Coyotes to discuss scheduling. Have some private rentals booked, as well as, groups and schools on ice.

Commissioner Hollis commended Angie on increasing their presence on social media.

Director Heitz stated the financial packet has two (2) profit loss statements. Drop in hockey and summer learn to skate. Commissioner Hollis asked about drop in hockey, is it well attended? It didn't grow, it maintained. Tried Saturday mornings and that didn't work. Mondays is still pretty heavy because it's been on the schedule. They are trying different things to see what works for our current patrons and new.

Administrative & Finance

We have received tax distribution #2. Bank fees for July was doubled compared to June. The fees are processing fees for credit cards (our merchant). We have the meters going at Beckman. PDRMA payments are ahead of schedule. Museum, we did transfer to them the tax distribution. The SRA and museum will get their distributions when we do. The district previously give them one or two checks to equal their distribution late in the year, we will be passing it along as we receive.

Executive Director

Dayna Heitz: still working on St. Mary's parking agreement. By the board meeting will have a plan. Should hear from the Riverside agreement regarding the sign. KCC is another agreement that needs to be evaluated. Their agreement is ending. We are majorly crunching numbers for audit. Trying to sort out the prior revenue and expenses to ensure everything is entered. We only have a couple more weeks before the deadline. The teachers for Jeffers picked up their key for the school year. Went to boat club event over the weekend. There are boat docks that were purchased cooperatively. Got a call from Rick at the club that said he has someone interested in buying the docks. They have been sitting there since the boat races ended. Would like to know at the board meeting if the board is in agreement to deem them as surplus. Keeping you all up to date on the Splash Pad. Now that it is officially closed we will have someone come out and figure out what it will take to run it next year. Attorney Coghlan will discuss Dusty's Outdoor claim request.

COMMISSIONERS FORUM

Commissioner Tucker said that he and Commissioner Spriggs came to Eric Gray's anniversary party. It was thoughtful. Ran into Dayna at the Back to School Bash. Rescheduled the meeting from yesterday to today so they could attend. Had an opportunity to network. Dayna was right in the middle of everything. Good event with a lot of enthusiasm. Seems like it is growing.

Commissioner Spriggs said Denny Lehnus wants to put on a clinic. Very appreciative to Rick about the walkway because it's very clean and nice.

Commissioner Hollis said he's been talking to Dayna about the water bill and how to make things cheaper. Could we get a well?

EXECUTIVE SESSION

ADJOURN MEETING

A motion to adjourn the meeting was made at 6:36 pm by Commissioner Tucker, seconded by Commissioner Spriggs. Upon voice vote, all ayes, motion carried.

OFFICIAL REPORTS:

1. Budget Ordinance
2. Buildings & Grounds
3. Recreation
4. Ice Valley
5. Administration/Financial
6. Executive Director

Respectfully submitted by: Melissa Woodard