

**Kankakee Valley Park District  
Board Meeting  
August 28, 2017**

The Board Meeting was called to order at 5:05 pm by President Hollis. Those present for roll call were Commissioners M. Mullady, D. Tucker, B. Spriggs, and D. Skelly. Staff present: Executive Director, Dayna Heitz, Superintendent of Recreation, Melissa Woodard, Superintendent of Buildings & Grounds Rick Collin, and Attorney John Coghlan.

Public Present: Helen DuFour, Dondi Maricle, Womens Club.

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

N/A

**COMMUNICATIONS**

N/A

**CONSENT AGENDA**

Consent agenda for Monday, August 28, 2017 consists of budget & appropriation ordinance, board, committee meeting minutes, executive session minutes (not for public viewing) bills payable, financial statement, and disposition of Personal Property Ordinance.

A motion to receive the consent agenda was made by Commissioner Mullady, seconded by Commissioner Tucker. Upon roll call vote the following Commissioners voted aye: M. Mullady, D. Skelly, D. Tucker, B. Spriggs and A. Hollis. With 5 ayes, 0 nays, motion carried.

A motion to approve the consent agenda, was made by Commissioner Tucker, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: M. Mullady, D. Skelly, D. Tucker, B. Spriggs. and A. Hollis. With 5 ayes, 0 nays, motion carried

A motion to approve the Budget & Appropriation Ordinance was made by Commissioner Mullady, seconded by Commissioner Hollis.

Discussion: Commissioner Tucker needed clarification of the budget. Director Heitz went over the breakdown of the budget. The budget is very detailed on what we will receive and what exactly we will and have to spend. Commissioner Tucker asked if this also includes expenses?

Yes. Commissioner Skelly is impressed because Dayna looked at prior budgets. Very happy with her first budget. Based her numbers of off what they actually were. Same with projected revenue. The difference in what we spend and what we make is only about \$6,700. When you look at the bottom line, unless you have a way to pay for it we can't do it. The district needs to be fiscally responsible. Still going to take a few years. Our budget is smaller than what it used to be. They used to project but never looked at real numbers. Appreciate Dayna's work. Know it's still a struggle and we are tight and will be for a few years until we get taken care of. Director Heitz said there will be things that we can't anticipate. Example the splash pad water expense. We are very tight. The budget does include a transfer from corporate to recreation. It also includes downsizing on staff through the winter, and continuing to decrease expenses this fiscal year. This budget is as realistic as it can be.

Commissioner Hollis said we had to get in and weed some people out. Not into people losing their job. The reason he likes Dayna is this what it is, this is what we have to do. Looked him in the eye and said this is what has to happen. 3-4 years we are saving salaries. Not just the salaries, we got rid of benefits which saved us a lot. We will be tight and need to be creative and reach out to other organizations. To hopefully see if we can offer some of the things we have prior. Appreciate Dayna's effort as well. In a couple years we should be fiscally sound and be able to do some things we need to do. Director Heitz said we have cut a lot of expenses example, changed phone service, terminated copier leases, shut off cable at Splash Valley. There is still more we can do. Have to remember how many staff we have now versus what they had prior. Really need the board to acknowledge how small we are and to communicate that into the community. We need to make sure their perception is what's real so they understand the true challenges. Commissioner Hollis may not like it but appreciate the numbers. This is the reason we can't do things because of the bottom line. Now that they are getting presented numbers, we can't keep the splash pad open because this is what the water bill was. The community now knows that we are trying.

Rick said we are doing maintenance repairs and such in-house instead of outsourcing to cut our costs. We don't have the money to pay outsourcing, and by doing it inhouse, keeps us from going negative in a budget. Example is the air condition, usually the district would call out Holohan. We try to repair first. We also work on our own vehicles and equipment now.

Commissioner Tucker asked if we can sometime get a plan of action on things we are going to do? Director Heitz asked like a strategic plan? Director Heitz stated we have started to put together pieces of a strategic plan. We have started a tree plan for the next few years. We have playground equipment that is out of date and no longer in compliance that must be replaced. Commissioner Skelly agreed we should have a plan. Commissioner Tucker said we

have limited money, have a plan so that if something happens, we are ready. A strategic plan for in the future. What we want to do and what we would like to do. Have it in place. We have never produced it in the past. Moving forward, let's get a plan.

Upon roll call vote the following Commissioners voted aye: M. Mullady, D. Skelly, D. Tucker, B. Spriggs and A. Hollis. With 5 ayes, 0 nays, motion carried.

A motion to approve Committee Meeting Minutes (July 10, 2017), Board Meeting Minutes (July 24, 2017), and Executive Session Minutes (July 24, 2017, not for public view). Was made by Commissioner Mullady, seconded by Commissioner Hollis. Upon roll call vote the following Commissioners voted aye: M. Mullady, D. Skelly, D. Tucker, B. Spriggs and A. Hollis. With 5 ayes, 0 nays, motion carried.

A motion to approve bills payable and financial statement was made by Commissioner Skelly, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: M. Mullady, D. Skelly, D. Tucker, B. Spriggs and A. Hollis. With 5 ayes, 0 nays, motion carried.

A motion to approve the Disposition of Personal Property Ordinance was made by Commissioner Hollis, seconded by Commissioner Mullady.

Discussion: Director Heitz explained we might take it apart for parts, sell to city for parts, or scrap. Items that aren't running, haven't run, and will not run. Commissioner Skelly asked if there was someone that could come look at it? Would be worth more running. How are we looking at disposing these? Commissioner Mullady asked if Acme would be interested? Commissioner Skelly said it would be nice to know the value. Upon roll call vote the following Commissioners voted aye: M. Mullady, D. Skelly, D. Tucker, B. Spriggs and A. Hollis. With 5 ayes, 0 nays, motion carried.

## **OLD BUSINESS**

N/A

## **NEW BUSINESS**

N/A

## **STAFF REPORTS**

### **Executive Director**

Dayna Heitz: Will begin to put together a strategic plan. Have been working with Mr. & Mrs. Miller on the bench. They are looking for a specific logo for the bench. We had to switch to a

different manufactures for the bench. Meeting tomorrow with Ms. Jacobi for Riverside to discuss the agreement. Also need to take a look at the KCC fitness agreement. Our focus right now is the audit for 2017. Everything has to be turned in by this Friday. Melissa has been entering revenue and expenses. Dayna is balancing. Rick offered to help. Ariana will start organizing the file. Had some setbacks with time but we will make our deadline. Commissioner Skelly appreciated the work over the weekend Dayna did. You do have the current financials. Commissioner Skelly gave some suggestions on the ford edge. Will talk about that closer to the time. Talked to Aqua about the bill for the splash pad. They said you must have a leak, call a plumber. Will have someone here this week to look at the leaks. Working in the parks on the trees. Our team can't do in-house, Estes Tree Care will do. He finished up River Road and will do Cobb. Once we get the billing from Cobb, will move on to Beckman providing we have the funds available. Commissioner Hollis asked how Sun River Terrace was looking? Looks good, no issues. Have a slide issue at pine the guys will be working on. Commissioner Spriggs talked about the shoreline in Aroma Park and how they don't want it trimmed. Commissioner Skelly suggested Dayna to have a meeting with new mayor of Aroma Park to get on the same page. Director Heitz said we have had some issues at the Harbor with the keys. Bishop Mac meet is at the Civic on Wednesday. Dayna has a vacation scheduled for the middle of September.

## **COMMITTEE REPORTS**

### **KCCVB Report**

No report at this time.

### **Historical Society Report**

Commissioner Skelly said he's kept in contact with Connie and the president. Everything going great. Appreciate getting the check in a timely fashion.

### **SRA**

Commissioner Hollis said they appreciate that the check got cut immediately. Not looking to hold anyone up. For any program we are going to do, Kati said they will make inclusion aids available.

## **COMMISSIONERS FORUM**

Commissioner Skelly asked if we were going to put the BMX back on the agenda? It's still an eye sore. Approve or don't, then they can have some direction. Commissioner Hollis said we can put it back on the agenda for committee to talk about it. If we decide to move it along after that, move to the board agenda.

The basketball nets at Kensington are bad. Rick will look into.

Commissioner Hollis said he got a call about Pioneer Park the weeds in the tennis court. Rick will look into.

Commissioner Mullady said the Kankakee Valley cleanup comes up in September, he will get some people to help.

A motion to go into executive session was made at 5:50pm by Commissioner Hollis, seconded by Commissioner Mullady.

#### **EXECUTIVE SESSION**

NA

Back into regular meeting at 6:55pm.

#### **ADJOURN MEETING**

A motion to adjourn the meeting was made at 6:57pm by Commissioner Tucker, seconded by Commissioner Skelly . Upon voice vote, all ayes, motion carried.

#### **OFFICIAL REPORTS:**

1. Budget and Appropriating Ordinance 1.76
2. Board Meeting Minutes July 10, 2017
3. Committee Meeting Minutes July 10, 2017
4. Bills Payable
5. Financial Statements
6. Disposition of Personal Property Ordinance 1.77

Respectfully submitted: Melissa Woodard