

**Kankakee Valley Park District  
Committee Meeting Minutes  
September 11, 2017**

The Committee Meeting was called to order at 5:05 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, Attorney John Coghlan

Others present: Greg Foster, Helen DuFour, Dondi Maricle

**COMMUNICATIONS**

**Written:**

NA

**Public Comment**

NA

**OLD BUSINESS**

**Brant Fred-BMX Track**

Director Heitz said at the last meeting it was asked to be put it back on the agenda for discussion. Commissioner Skelly said when the board made the decision to not extend the contract, we had questions. Those things have been resolved. If the board were to approve it, they would be able to get a lot done before the weather gets bad. Commissioner Tucker said the insurance has been produced. If it did go through, there has to be some communication. They should be updating us constantly. If the progress isn't where it needs to be then we should discontinue. Commissioner Hollis said it's for the kids. Our goal is to provide programming for the kids and we have the land available to do so. Put into the contract the stipulations. If we put together a timeline, they don't meet it, we can rescind it. Commissioner Spriggs said didn't we decide that the timing might not be the best. Maybe let it go a few months or a year. After going over the budget and we are still overcoming a shortfall. Even if we have the money, still have the reluctance about the insurance liability. Attorney Coghlan said anytime someone gets hurts, the lawyers are going to sue everyone. Whether or not there is insurance, even if it is on our land, they would sue the BMX group and us. We would have to defend it. They say they are insured and it will cover all these things. We should take a look at the coverage to see. Also will need PDRMA to look at the policy. Commissioner Spriggs said that's going to be time consuming. The timing isn't right. Why can't it wait? Commissioner Skelly said they are in the middle of building it, let them do it. Director Heitz did talk to other

districts regarding how they handle it. Those tracks are not exclusive to that group. They run programs for the District. PDRMA signs off on the liability. The group does all the programming at no cost to the district. They run programs that are open to all and do all the programming for the district. They follow PDRMA rules. Commissioner Skelly said maybe we talk to Brant and see. Commissioner Tucker said their group would have to provide the programming. It would expand our recreation. Without profit? Director Heitz stated we would charge for programs. We could make a profit. Commissioner Spriggs said that sounds better. Dayna said that's how other districts work it. PDRMA has to go through the agreement and insurance. Commissioner Hollis said once this is drawn up, can PDRMA look at it before the next board meeting? Director Heitz will ask them. Once the track is built, no more improvements unless it's approved by us. Commissioner Spriggs asked what about parking, bathrooms, water, etc. Everything is vague.

A motion was made for reconsideration of the BMX Property Use Agreement made by Commissioner Skelly, seconded by Commissioner Tucker. Roll call vote. The following Commissioner voted aye: D. Tucker, D. Skelly, A. Hollis. The following Commissioner voted nay: B. Spriggs, M. Mullady. With 3 ayes, 2 nays, motion carried.

Dondi Maricle- Women's Club

Dondi Maricle: Tholens came out and did a sketch. They thought the best place would be at Bird Park between a couple trees. She explained the sketch of what it would be. They are doing a buy a brick program. If they sold everything there would be money left over. They could put the extra money into the Civic. Commissioner Skelly asked if this would be lighted? There is money left over, could be used for that. Director Heitz asked if they will wait do the project until you get the bricks sold? No we could, it will take awhile to get them. Commissioner Tucker asked how big is their board? There is 15 on the board. Did this come to the board? Yes. Was it voted on? Yes 2 years ago. Could we see the approval from their board? Dondi can get a copy of the minutes. Commissioner Hollis said we want to do everything the best we can and if we could get that from the board. Commissioner Skelly said members that are opposed have been getting the backlash. Helen said they don't speak for the club. They had a meeting this morning and everything was fine. Commissioner Spriggs asked how the vote went? It was a couple years ago. There was a majority. Everyone at the club meeting votes. It wouldn't move forward unless it was a majority. People can be vocal but not enough to have an impact. They have raised a lot of money and are moving forward. Commissioner Tucker said you voted on it 2 years ago, has the board changed? It changes some each year but the board is fine with it. Attorney Coghlan asked if you could run it by your board again, it's been 2 years, maybe verify? Helen said it will be another month. Attorney Coghlan said maybe something more current would help our board.

## **NEW BUSINESS**

### **Department Reports**

#### **Building & Grounds**

Greg Foster: We had a massive amount of water loss in the Splash Pad. We had a company come out and check the leaks. When they were testing it, it verified what Ron and him had been saying. Can't pump water fast enough. They stopped the major flow. The supply line was broken. Also a break in line 1. Can't fix the drain lines. Commissioner Skelly asked how old the Splash Pad is? Commissioner Mullady said maybe 13 years? Greg said all the drain lines are under concrete. Would have to take all that up. Commissioner Skelly said that would take major excavations. Director Heitz said it would cost as much to rip it up as to rebuild. Commissioner Spriggs asked Greg if he thinks it should be attempted to fix? Greg said they were putting band aids on it. Director Heitz said we kind of pushed the envelope to open this year. There were some things we didn't know until we opened. Rick said by running it, caused more damage. Director Heitz stated we can either permanently shut it down or rebuild but we can't run it as it is.

Rick Collins: Continue to maintain buildings. Keep up with the grass. Haven't had any problems with compressors at Ice Valley. Moving more dirt from Washington. Provided some things for the whippet race. Estes tree has been takings trees down at Cobb Park and River Road. Took a few down at Butterfield and the campground. Met with Renee with Cunningham playground to possible get a grant to get some new playground equipment. Will be repairing some of the old equipment as well. Went through almost all the parks. Director Heitz said there are several playgrounds that are out of compliance. Commissioner Tucker asked where the dirt is going from Washington? Rick said out to River Road. Commissioner Skelly asked if we are doing anything with the dirt? Do we anticipate a need? Rick said some of it we are filling out holes at the parks. If the city needs it, they are using some. Will winterize the water at pavilions. Director Heitz said we still are having issues at Civic. Commissioner Skelly suggested to up the deposits. It might deter some people. The museum grounds get trashed, it's a mess. Commissioner Hollis said he's not wanting to raise the deposit for those 2-3 people because there are several people that are following the rules. Commissioner Mullady said if that's what it takes to put the fear in them, then it needs to happen. Commissioner Tucker said that building is unmanned right? Director Heitz said she spoke with some staff that did work events there. Staff didn't feel comfortable doing it. Renters have the building from 9am-midnight. Sometimes they come back the next day which breaks the rules. Attorney Coghlan said you could put in the contract that they are also responsible for clean up. Greg Foster: he's been over there to help clean up, you're on the right track on raising the deposit or rental fee. If they rent something up north, it will cost a lot more. The price is so low. Commissioner Tucker

said other places have someone that is always right there on staff. Commissioner Skelly asked what are we doing for police over there? It used to be if you had alcohol, had to have a police per how many people. They would cover the security cost. Commissioner Mullady left at 5:55pm. Commissioner Spriggs said the maintenance guys gets called on Sunday to clean up, but that means other parks aren't being cleaned. renters are supposed to clean up the building. Commissioner Tucker said you have to have some authority there. Get people that are already trained security. Commissioner Skelly said off duty police officers get paid \$45 per hour. Build that into the fee. Hire someone that works weekend or evenings that is familiar with the building and doubles as the security guard for the Civic. If you get the right person, they would be on site to make that call. Commissioner Hollis said make the rental rate \$660 and that includes security. Change it to rental fee, security fee, and deposit. Security fee would be across the board, for all events at the Civic. Director Heitz said from this point forward, we would go with new fees. Anyone currently that has a contract, no changes. Commissioner Tucker asked if we can see the updated contract before it goes into effect? Could email that. Commissioner Skelly appreciates the new nets at Kensington. Was approached by someone if the trees by McBroom park, is that our property? School districts property. Commissioner Spriggs said thank you to Rick about the campground. Director Heitz explained we have a campground host now. He has a lot of great ideas. Make sure everything is clean and net. Went back and inventoried everything. Approaches everyone that comes in.

## **Recreation**

Melissa Woodard:

Fall softball is in their 3<sup>rd</sup> week. Met with Gerry Gund regarding softball for 2018. Coed Volleyball at the Rec Center will start next month. Talked with Denny Lehnus about a youth basketball program for the Rec. Assisted with the completion of the audit information. Will be putting together other requested info for their field visit in October. Entering the rest of expenses and revenue in Quickbooks from the check writer system. Updated some job descriptions for Ice Valley and continue to work on their new website.

Director Heitz talked about the audit. Balanced the bank statements which hadn't been done prior. A lot of work went into the completion of audit and submitting on time.

## **Ice Valley**

Angie Tousignant is absent tonight. Any questions, welcome to contact her or Director Heitz.

## **Finance**

Director Heitz talked about the new reports. Slowly will be making changes and will be printing reports directly from Quick Books. Waiting to hear from the auditors about the balance for

beginning cash. Want to make sure what is entered from prior audit is accurate. There is some formatting issues. There is a difference between cash on hand and the bank because checks are not cleared. Another tax distribution from the county this week. That will be close to the balance. Have had conversations with Speer financial to strategize. Will have more information the next month. Also included some profit loss statements from Ice Valley and the open gym from the Rec Center.

### **Executive Director**

Dayna Heitz:

Still working on the St. Marys' agreement. Did receive an email back from Riverside, they have accepted our terms of \$2500 a year for the sign on the property for 20 years. Just need John's help with the agreement. Commissioner Spriggs asked how it came to be \$2500. Director Heitz said based on the footage, we should get \$2500. He commended Dayna for her good work on that. Tim from PDRMA will be here in October. Still working on the bench with the Miller's. Struggling to find a bench that meets their needs. Have a group of fire performing artists that have been performing in Cobb Park. They have been out there without insurance or approval. Said they had a verbal from former Director Roy Collins. Director Heitz explained we can't have fire in our parks. It's high risk. She has been talking to the Fire Marshall to see what would be appropriate. Attorney Coghlan said once we have knowledge of it, we are negligent if we don't do something.

### **COMMISSIONERS FORUM**

Commissioner Skelly said we talk all the time about grants, where are we with that? There are probably some grant writers that aren't employed, maybe we could look into that.

Commissioner Hollis said he made some calls to Chicago Park District about the grant writing. They said they were successful in getting money for aquatics. He said the head swim coach from Olivet called. Said to check USA swimming.

Commissioner Spriggs talked to Lindsey Parker regarding some info for grant writers.

### **EXECUTIVE SESSION**

N/A

### **ADJOURN MEETING**

A motion to adjourn the meeting was made at 6:34 pm by Commissioner Spriggs, seconded by Commissioner Hollis. Upon voice vote, all ayes, motion carried.

**OFFICIAL REPORTS:**

1. Buildings & Grounds
2. Recreation
3. Ice Valley
4. Financial
5. Executive Director

Respectfully submitted by: Melissa Woodard