

**Kankakee Valley Park District
Committee Meeting Minutes
October 10, 2017**

The Committee Meeting was called to order at 5:03 pm by President Hollis. Those present for roll call were Commissioner A. Hollis, D. Tucker, M. Mullady, B. Spriggs. Others present: Dayna Heitz, Executive Director; Rick Collins, Superintendent of Buildings & Grounds; Melissa Woodard, Superintendent of Recreation, Attorney John Coghlan. Not present: D. Skelly.

COMMUNICATIONS

Written:

NA

Public Comment

Mark Steffen: Put on the Kankakee River Bike Club Race in cooperation with the District. In the past, the Park District would keep \$5 per participant. People could register through the park district. Used Ice or Splash Valley as starting and stopping point. Used Goselin building on Saturday and Sunday. Race is on Sunday. August 4-5 for next year. Would like to use Goselin and Ice Valley again for parking lot and bathrooms.

Strawberry Jazz Fest at Small Memorial Park. Use the grass lot across from Civic. If we could make the curb smoother there would be an exit and entrance. Another grass lot on the north. Find a way to exit onto Calista. Mow the area for walking entrance.

Potential to capture the audience using the billboards. Use the riverfront property on 57.

Adopt a park program. Might have neighbors willing to help out. Clear out near the path close to the River. Could potentially find a group to maintain.

Out behind River Road. Could potentially put a group together to take care of that and put the paths in there. Would be single use path.

OLD BUSINESS

NEW BUSINESS

Department Reports

Building & Grounds

Rick Collins:

Maintain the buildings. Still on top of grass cutting. Continue to monitor Ice Valley and zamboni. As of this week all dirt will be moved from Washington. Replaced a bench at Steve Hunter Park. Replaced a bridge at Bird Park playground. At KCC fitness center, there were a couple leaks in shower. Those have been fixed and the air conditioner was fixed there as well. Met with Tim from PDRMA. Talked about Legion and Washington. Will continue to keep Tim updated with progress on things he asked to be completed.

Recreation

Melissa Woodard:

Fall softball will be finishing this week. Coed volleyball started last week at the Rec. Total Fitness started a new session. Auditors were here last week. Went through all the vendor files. Pulled FY 16 & 17 and files and boxed up what the auditors needed. Assisted the auditors with info they requested while they were here. Met with Hollice Clark regarding a possibly basketball partnership. Met with Tim from PDRMA. We will meet with him again in January to go over Risk Management Audit information.

Ice Valley

Angie couldn't be here today. IV Report Attached.

Finance

Dayna Heitz: Financials are in the packet. 100 journal entries from auditors to enter. Once completed, will start to get financials from Quick Books. The museum had called because they couldn't get online through the bank. When they called Midland States, the bank was giving out all of our info to them. They didn't feel comfortable with that. Should have another tax distribution coming in this month.

Executive Director

Dayna Heitz: Knutte & Associates had 2 auditors here last week. Were really good to work with. Need to make some journal entries for some adjustments. Will have several recommendations. Reviewed all of payroll. Found some things with the bank that we are trying to get straightened out. For several previous audits they said, balance the bank accounts. They recommended that now. There wasn't anything terrible or huge. St. Mary's parking agreement is stalled. Called Mike from the Elks. He said Keith had info and was going to bring it to the board. Not sure if we should do a long term agreement with them. Since the

Riverwalk is in the works. Would prefer to keep it a 3 year agreement. Hoping to talk to Naperville, Elgin and Rockford from a park district perspective. If they were to do the walk, it's our land. Could we do the Quarry for the swimming? Naperville has a fresh water Quarry. Could get more info from them. Would it be cheaper than fixing Splash Valley? Riverside agreement was signed and we received their payment today.

Did just hear back from the Regatta. Hope to hear back about meeting with all entities.

Working with CIBC for quotes on health insurance that expires December 1.

Fall and winter layoffs will begin on the 15th. Will have a cookout on Friday. Met with staff last week. Commissioner Tucker asked how we will maintain snow? Eric will be here through the winter. Did talk with the union and we can call staff in.

Bill Spriggs did a tremendous amount of work for the Cobb Park Tree Replacement Project. Don Palmer sent out over 300 letters. Now up to \$4400, they were able to raise for tree replanting for Cobb. Replaced 9 trees and in the spring will plant flowering trees. With what's left hope to redo the signs. Sniders donated 4 trees for River Road.

Are going to bring another surplus list. Have pictures online for people to see ahead of time.

Beckman concession stand did get broken into on Friday. Rick boarded it up.

COMMISSIONERS FORUM

Duane Tucker: Was at a football game. Impressed that Rick, Dayna, and Melissa took care of it. Good response. Came out and took care of it. Liked what he saw about the ownership of the building and property.

Bill Spriggs: Splash Valley sign that's on 45/52 at the corner at River Road. Suggested a sign for the campground. Put something over the Splash Valley sign that shows what we offer.

EXECUTIVE SESSION

N/A

ADJOURN MEETING

A motion to adjourn the meeting was made at 6:20 pm by Commissioner Spriggs, seconded by Commissioner Tucker. 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