

**Kankakee Valley Park District
Committee Meeting Minutes
November 13, 2017**

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

Public Present: Margaret O'Reily, Cliff Cross, Pete Schiel, Shirley St. Germaine, Shirley Landis, Mary Beth Bracken, Neil Piggush, Jim Faford, Carmen Lewis, Elizabeth Kubal, Mayor Chasity Wells-Armstrong, Pat Power.

COMMUNICATIONS

Written:

NA

Public Comment

OLD BUSINESS

Riverwalk Discussion

Director Heitz said we left off last meeting that the city officials would be here tonight to give more explanation on the Riverwalk. Hitchcock put together a sample memo of understanding. It outlines the expectations and obligations between the city and the park district. The grant would be for Fishermans down to Station Street. Commissioner Hollis asked about Alpiner and how it would affect it? Details aren't hammered out yet. Would involve the Park District if awarded the grant. Commissioner Hollis said it looks like Alpiner would be affected during the first year. Would need to relocate teams? City wouldn't hear until late spring and construction wouldn't start until the following March. There would still be time to go through the details. Commissioner Skelly said one of the questions he had initially was what does the letter of support mean? How will we be involved in the process? What would happen if construction halted and it wasn't finished? It definitely benefits both of us but we need to look out for the best interest of the park district. Mayor Wells-Armstrong wanted to apologize for missing the meeting last week. She has recently found out there are some trust issues between the city and the park district. She has nothing to do with that. She is a newly elected mayor and her goal is to bring the people together. She has involved Dayna from the very beginning. We are trying to apply for this grant. The city can't do that without the support of the district. We

don't have all the details worked out yet. This is an opportunity for us to come together. Helps to restore trust. She commend Dayna for being at every single task force meeting. You all are involved and will continue to be involved. Commissioner Hollis appreciates the apology. We do want to build that relationship. We are 2 different taxing bodies and people are confused on that. This is a positive project and it's great that everyone is here tonight. Mayor Wells-Armstrong said we have a wide variety of people on the stakeholders committee. Commissioner Spriggs said most of our concern is that once the project starts, there is always maintenance. We are looking for some reassurance that we aren't going to get stuck with the maintenance costs. If it's done fairly, we can all agree to the maintenance aspect of it. Who would be responsible for that? Commissioner Skelly said the city benefits from this. You get all the tax money and we only benefit if the property tax goes up. At some point in the plan our maintenance shop, ballfields, and other storage may disappear. We don't have money set aside to accommodate for that. We finally have a balanced budget but we don't have money for capital. Dayna has done an amazing job but we don't have anything extra right now. Commissioner Spriggs said we haven't seen any kind of plan that takes care of all these things. Commissioner Hollis sees this being a collaborative effort between both maintenance departments. If not, there could be some sort of monetary support for it. Director Heitz went to Naperville to talk with them about how the city and park district work together. They have a true partnership. Work together on budgets, exchange audits, etc. It's an agreement they have together. Every 3 or 5 years they reevaluate the intergovernmental agreement. Attorney Coghlan said he looked at the memo draft. It's not binding. We can say yes but all the other details, we still have say in that. If the grant is awarded, the park district can always pull the plug on it. Commissioner Tucker said we are only talking about the support of the grant. Let's focus on the initial application and there will be ongoing discussions about the logistics. Neil Piggush thinks this is a really good project and that they have a good chance. Mayor Wells-Armstrong talked about the Hitchcock Group. They have done several projects and they know how this grant process works. This will go on the agenda for the 20th.

Governors Tribute

Director Heitz said we have had several presentations regarding this. It was set up a couple years ago but never a formal vote. Receive phone calls on a weekly basis. Most of the calls are opposed. It's very controversial. She doesn't recommend it to be on park district property. Commissioner Hollis said there are people for and against it. The board needs to vote either way on this project. Director Heitz would like to know if others in the city have been approached for a different location.

Shirley St. Germaine: Sorry we have caused so much trouble. We are here to say that the vote wasn't done correctly. Understand you asked for record of the vote. The current project has

never been voted on by the club. We are a service club. This project helps no one but spends money that isn't necessary. We have lost members over the project and lots of letters written by members. We are requesting that you deny the monument. According to our bylaws anything financial needs to be signed off by our officials and that hasn't happened. It's not what our club is about. Commissioner Skelly said we don't like the controversy. Commissioner Tucker said what they brought us prior was too old. We are voting on something that they haven't voted on. Commissioner Hollis said we are concerned with the continued relationship with the club. Will it ever be voted on? Your club has been doing things for the park district for years. A motion to send this to the board agenda was made by Commissioner Spriggs, seconded by Commissioner Hollis. All ayes, this will be on the agenda for the board meeting.

NEW BUSINESS

Department Reports

Rick Collins:

We are down to one maintenance staff. Still checking on ice valley. Repaired some leaks in the locker room. Met with Tim again from PDRMA to look at the parks. The elevators have been inspected. Some buildings have been winterized. Secured the boat docks. Tree fell in Kensington Park so that's been taken care of. Cut a tree at Beckman too. Commissioner Skelly said there are some lights in the harbor parking lot not on. He was going to put some orange tape on them so you would know which ones aren't working. Tucker said there are supplies that are going to expire at Beckman concession, can it be opened to get them out? Yes. Director Heitz said the last time she spoke to Carolyn, Carolyn knew we were ordering the door and if she needs to get in, Rick can open it for her. That's no problem, she needs to communicate with us.

Melissa Woodard:

She is out sick today.

Angie Tousignant:

Been working with Digital World on the website. Can promote events on social media and the website. Will be selling Disney on Ice tickets. The Christmas show will be on December 9. 4 skaters competed in Minnesota. Hockey started November 1. Numbers have picked up for the hockey academy. Will run a hockey competition over Christmas break and Little Blackhawks will be returning too. Did have a power outage on October 24. Had staff meeting and will be hiring more staff for the holiday. Jared is the new assistant general manager. He has worked for the arena for about a year. Several events coming up. Commissioner Hollis asked how the schools on ice are going? Angie said we have several groups that utilize it. It gets busier during the winter months. Director Heitz talked about the Cookies with Santa. We don't have the

means to do it at the Rec like we have in the past. Angie is adding it to her Skate with Santa event. Commissioner Skelly asked if Angie gets lots of complaints about the rink. He gets texts about why there isn't a lower ice rate for non-prime time. Director Heitz explained that we have pricing policies that are in place. Commissioner Skelly asked if they could have an advisory committee to have a voice and be able to give ideas. We could make more money if we gave other ice time prices. Other rinks do it and are busy all the time. Director Heitz talked about how the Coyotes and Irish have been here along time. We can't undercut the pricing they get for a new group. Commissioner Hollis said we aren't here to micromanage so maybe the administrative staff can get together and see if it's anything we want to consider. Commissioner Hollis said Angie is doing a wonderful job.

Dayna Heitz:

Financials are in front of you. The audit and tentative tax levy are in the packet too. Melissa made 160 entries in the accounting system for the prior audit to balance the audit. There is a letter from Tim from PDRMA with recommendations for the parks and playgrounds. We need wood chips at all the parks. There are some parks that received wood chips from the prior administration that aren't acceptable for PDRMA. We have a lot to do. He also said our PDRMA audit isn't until 2019. Have a meeting set up for the Regatta. This will be discussion on dissolving the Regatta. Selling off the docks, closing bank accounts, and anything else that pertains to it. Our health benefits renewal is December 1. We will stay with our current carrier for December and then switch carriers January 1. It's the least expensive option and have talked to staff and everyone is fine with it. 2018 board & committee meeting schedule is included too. Would like to find out if for November and December of 2018 and the holidays, are you interested in combining them?

Director Heitz went through the liabilities and how we compared with other districts. The supervisors can provide in service trainings to staff. Training is documented with an agenda and a sign in sheet.

FY 2017 Audit

Dayna Heitz: Will be asking for acceptance of the audit. She went over the material weaknesses. Some have nothing to do with the current administration. Some are things that we knew of and have already taken care of. Payroll account wasn't reconciled until we came on board. Pay rates need to be in each personnel file. A payroll check was cashed twice. If they had been balancing their accounts, they would have caught it. Payroll was done outside the district. The check numbers were the same but the date was different. Their system didn't track check numbers. We can't go back and ask for restitution for the double check because it's been too long. Commissioner Skelly asked if there is legal recourse? Director Heitz questioned

how the bank let it go through. Audit firm did ask us to switch banks. We will be sending out a request for proposal once it's finished. We have strict rules on cash handling and segregation of duties. She was reconciling because Melissa is entering it. They would prefer Melissa reconcile so Dayna can review and sign off on it. Ariana accepts the money, Dayna creates the deposit slip, Rick takes it to the bank, and Melissa enters into accounting system. Director Heitz is doing the financial statements right now. They know we have limited staff but it was a very good audit. The firm gives out questionnaires to all staff and they answer a series of questions. It's recommended that we eliminate specific special funds. It would help clear the deficits, less likely to have tax objections, and easier to maintain. Can we combine them into our budget and not have them separated but still levy for them. The auditors will be here at our December meeting to present the audit to the board. We received an unqualified opinion which is the best.

Tentative Tax Levy

It was in the paper on Saturday. We didn't have to do the newspaper or public hearing but we did to be transparent. We compare what our prior levy was but it's deceiving. We are trying to capture the small increase if there is any.

Commissioner Tucker asked for clarification on the audit opinion. In the past we haven't gotten this high of a report. This is an accomplishment. In the spirit of progress, should we put this out there? That's because of Dayna's leadership and direction. Director Heitz said as soon as it is accepted, it will be available on our website. Will need to get it to Speer Financial for the bond interests. It should make a difference.

We, along with 40 other districts, we received FOIA request from the watchdog group. It's on the policy, staff and commissioner facility usage, as well as many other things. Will take some time to compile.

COMMISSIONERS FORUM

NA

EXECUTIVE SESSION

N/A

ADJOURN MEETING

A motion to adjourn the meeting was made at 6:45 pm by Commissioner Tucker, seconded by Commissioner Spriggs. Upon voice vote, all ayes, motion carried.

OFFICIAL REPORTS:

1. R. Collins
2. M. Woodard
3. A. Tousignant
4. D. Heitz
5. FY 2017 Audit
6. Tentative Tax Levy

Respectfully submitted by: Melissa Woodard