

**Kankakee Valley Park District**  
**Board Meeting**  
**January 22, 2018**

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

Public Present: Gertrude Mittons, Charles Mittons, Phyllis A. Simington, Erion Bailey, Dora E. Simington, Elliot P. Timms

**PLEDGE OF ALLEGIANCE**

**PUBLIC COMMENT**

NA

**COMMUNICATIONS**

There are 2 items in the packet. They are from our Facebook page. This was the commentary regarding the Community Letter.

**CONSENT AGENDA**

Consent agenda for Monday, January 22, 2018 consists of board, committee, executive session (not for public viewing) meeting minutes, bills payable, financial statements, 6 month review of Executive Session (not for public viewing), Piggish Engineers for River Road, parks naming and renaming policy, Director vehicle, and Resolution to rename Riverwood park.

A motion to receive the Committee Minutes (December 11, 2017) was made by Commissioner Mullady, 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 Committee Minutes (December 11, 2017) was made by Commissioner Tucker, seconded by Commissioner Skelly. 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 receive the Board Minutes (December 18, 2017) was made by Commissioner Tucker, seconded by Commissioner Skelly. 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 Board Minutes (December 18, 2017) was made by Commissioner Tucker, 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 receive the Executive Session Minutes (December 18, 2017, not for public view) was made by Commissioner Spriggs, seconded by Commissioner Mullady. 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 Executive Session Minutes (December 18, 2017) 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 receive the 6 Month Review of Executive Session Minutes (Feb. 27, April 24, July 24, Aug. 28, 2017) was made by Commissioner Spriggs, seconded by Commissioner Hollis. Discussion: Commissioner Skelly asked if we are reviewing them? Yes. The Board can decide if they want them to be for public viewing. Director Heitz said usually wait until litigation is over. 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 6 Month Review of Executive Session Minutes not for public view (Feb. 27, April 24, July 24, Aug. 28, 2017), was made by Commissioner Skelly, seconded by Commissioner Spriggs. Discussion: Commissioner Tucker; We have already approved these right? Director Heitz said are required to review every six months. The can remain NOT for public view or can be released for public view. Commissioner Hollis said we can bring it back up at another time if we wanted to release them for public. 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 receive bills payable & financial statements was made by Commissioner Mullady, seconded by Commissioner Skelly. Discussion: Director Heitz said we did close on the bond

today. The wire transfer was for the full amount. There will be a check to Chapman and Cutler. Talked to the bank today to go over pay schedule, confirm bank info, etc. Financials are through December 31. Did get the issue resolved with the charge that went against our payroll account. Received restitution. We are researching the issue for Snider's check. He says it went through, but we will get to it. Commissioner Spriggs was able to get to Municipal Bank on Saturday morning. 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 bills payable and financial statements was made by Commissioner Mullady, seconded by Commissioner Skelly. 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.

No motion was made for Piggush Engineering for River Road Sports Complex Sanitary Sewer Extension Project. Discussion: Director Heitz explained the project. The bathrooms at River Road were continually backing up during the summer of 2016, the prior staff were having the septic field pumped 2 or more times per week. The district used port-o-lets in 2017. The sewer is not connected the city we have a septic field. River road has been annexed into the city. We have to connect to the city. This is the project that Dayna met with two aldermen and city staff about last summer. Cliff Cross spoke about the TIF money if they receive the grant for the Riverwalk. This project would be a formal bid process. The original quote prior to Dayna starting was about \$125,000 which is just construction fees. Commissioner Skelly said when we had Tyson do this, what did they do? It was a proposal with three options. They gave us information on three ways it could be done. Commissioner Tucker asked where the money would come from. Director Heitz explained this is one capital item the bond is for. The full project with engineering, construction, and contingencies would cost approximately \$180,000. The Commissioners asked how much we currently pay for port-o-lets? Commissioner Skelly asked if someone had come out and deemed it inoperable? Director Heitz will pull the file. Commissioner Skelly said it is nice that we have capital money and nice that we can start making improvements. The amount sounds like a lot, but we do need to stay improving things. Kind of like the Rec Center and how much it takes to operate it. This item has been tabled.

A motion to receive the Naming of Parks Policy was made by Commissioner Skelly, seconded by Commissioner Spriggs. Discussion: Director Heitz said you have a policy in front of you. The contents are what was discussed at the last meeting. This will be of record of our policies. 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 naming of Parks Policy 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 receive the Director Vehicle Purchase not to exceed TBD amount was made by Commissioner Spriggs, seconded by Commissioner Skelly. Discussion: Commissioner Tucker said where will you get the vehicle? Director Heitz said she is looking local. Commissioner Skelly asked if we would finance it? No, will be paid from capital. We would have equity for the future. Dayna has not had time to go test drive anything. Commissioner Tucker thinks giving her an amount that gives her some room. If we go at \$19,000, her discretion is good. That would give her authority for when she has time. Dayna is hoping in the next month to be able to get this finalized. The final payment for the Ford has been made. Will get it turned in before February 20. Commissioner Hollis suggested taking a day or 2 and go test drive some stuff. We need to get it turned in and get her a car. She could also be on call during that time. She has done a lot to bring us to this point. We have gotten to the point where we can afford to do some things. She shouldn't have to use her own vehicle. If we need to call a special meeting for it, that's fine. Upon roll call vote the following Commissioners voted aye: M. Mullady, D. Skelly, D. Tucker, B. Spriggs, and A. Hollis.

A motion to approve the Director Vehicle purchase not to exceed \$19,000 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.

Commissioner Hollis read the Resolution to Rename Riverwood Park in Honor of the late Mayor Ralph J. Bailey to Mayor R.J. Bailey Park. A motion to receive the resolution to rename Riverwood Park was made by Commissioner Mullady, 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 Resolution to rename Riverwood Park (Sun River Terrace) in honor of the late Ralph J. Bailey to Mayor R. J. Bailey Park was made by Commissioner Tucker, seconded by Commissioner Skelly. Discussion: Commissioner Skelly would like to know who is in the audience representing him. Introductions were made. Commissioner Hollis grew up with Mayor Bailey. This means a lot to him. Happy we are able to give this to his family. When the weather breaks, will do something out there. 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**

Director Heitz: St. Mary's parking agreement, did speak with them, we agreed to work cooperatively. They will snow plow, clean, etc. We won't charge them. There is a new ball club and they will work together. Commissioner Skelly said will the league get the money? St. Mary's has nothing within their budget, but they will do all the maintenance. What about the grass cutting? Dayna will ask specifically about the grass once the grass area in question is defined.

The Regatta is looking to split 1/3. We will be in charge of the auction. Nothing will happen until at least February when the city meets. Rick from the Boat Club will accept via email the offers and Dave suggested keeping them sealed. Will send an email to the Regatta club after the City meets. Commissioner Spriggs asked if we have any idea on how much the docks are worth? \$6,000-7,000. Minimum bid of \$3,000. Our board hasn't deemed them surplus yet either.

We sent out the RFP's. sent 7 only 2 returned. One was Midland States and their numbers came in lower. They do have a rewards card that we should look into.

RVYBL will not be coming back this year. Working with the KCCVB on some tournaments.

Was asked to speak at Olivet to the Recreation students.

This Thursday River Valley Radio will have Dayna on the radio.

Wednesday we have an all staff meeting. Prepping for spring.

Rick called ServePro. They will come out and make sure everything is dried out. Then we determine where we will go from there.

We did remove someone from the Rec Center.

Commissioner Spriggs asked if we will be using any capital money for the Campground. Lots to be done at the Civic, River Road, Bird Park roofing, etc. We have a lot of signage to do.

## **COMMITTEE REPORTS**

### **KCCVB Report**

Nothing else.

### **Historical Society Report**

Commissioner Skelly: Talked to Connie and everything is good.

### **SRA**

Commissioner Tucker said they are purchasing a bus. Once the minutes are approved, they are going to send an email instead of fax.

## **COMMISSIONERS FORUM**

Commissioner Skelly asked about getting nets at Washington Park.

Commissioner Spriggs asked about getting the last load of dirt out from Washington.

Commissioner Tucker asked when your staff meeting is. Wednesday. It's the managers/Supervisory.

Dayna said we did switch our email. More cost saving.

Commissioner Spriggs asked if we will do more trees at Cobb? Yes, finish planting of the flowering trees and signage.

Commissioner Hollis would like to send out prayers to the man that passed at Legion Park.

## **EXECUTIVE SESSION**

N/A

## **ADJOURN MEETING**

A motion to adjourn the meeting was made at 6:15 pm by Commissioner Mullady, seconded by Commissioner Tucker. Upon voice vote, all ayes, motion carried.

**OFFICIAL REPORTS:**

1. Committee Minutes (December 11, 2017)
2. Board Minutes (December 18, 2017)
3. Bills Payable
4. Financial Statements
5. Pigguish Engineering for River Road Sports Complex
6. Naming of Parks Policy and Resolution
7. Director Vehicle purchase
8. Resolution to Rename Riverwood Park

Respectfully submitted: Melissa Woodard