



# **Kankakee Valley**

## **PARK DISTRICT**

### **Kankakee Valley Park District Committee Meeting Minutes February 10, 2020**

The Committee Meeting was called to order at 5:08pm by President Spriggs. Those present for roll call were Commissioner D. Mullady, D. Palmer, D. Skelly, B. Spriggs. Others present: Dayna Heitz, Executive Director; Melissa Woodard, Superintendent of Recreation, Rick Collins, Superintendent of Buildings & Grounds. Not present: A. Hollis

Public Present: NA

#### **COMMUNICATIONS**

**Public Comment:** NA

**Written:** NA

#### **OLD BUSINESS**

##### **Riverfront Update**

Included are minutes from the society meeting. This was their first meeting. Approved all the bylaws and director's roles, who the committee members are and what the responsibilities are. We signed off on the tax-exempt application. The society is different than the implementation committee. The society will be the fundraising arm. Commissioner Skelly asked if Piggush and Hitchcock get paid? Yes. They are being paid. At the board meeting we are going to discuss adding another person to the board. Commissioner Skelly said the amount of stuff this park district has to do is a lot. The city is pulling her away from her assigned tasks and meetings to do things for their investors. That's not your job. Anything Piggush or Hitchcock does is compensated but our Executive Director isn't. What does the park district get out of this deal? If you do this during park time, something else is shorted. But if we don't attend, we don't know what's going on. At first, they wanted to demolish our ball field and we said no so they finally revised their plan. We need to decide who is going to the society meetings and who will attend the implementation meetings.

##### **Board Policy**

On hold.

##### **KCC Fitness Center**

On hold.

### **45/52 Sign – Agreement**

Did receive back the signed agreement. Want to get something going in less than a year.

### **Cell Towers**

On hold.

### **Employee Policy Manual**

### **Splash Valley**

Contractors should be starting this week. Once a week call will begin again to talk about progress.

Will be attending a PDRMA risk management meeting next week.

Scheduled a meeting with Ellis for the certifications. Ellis will come out and do audits on staff and help out. Only other group would be Star Guard. They don't appear to be expensive but you are charged per item so it does begin to add up the same. Will continue to look into certification and audits.

### **NEW BUSINESS**

#### **Comprehensive Master Plan RFP**

Put together the master plan RFP. Did send it to the attorney to review. Commissioner Skelly asked what is included? It would be for a 5 or 10 year plan. Why wouldn't we do that in house? We don't have the staff to do that in house. Commissioner Skelly asked if we could take a day and talk about our goals, objectives. Director Heitz said that is included in the master plan. It also includes talking to the community to see what they want. This district doesn't have a replacement plan. The master plan would do that for us so we know what we need to plan and save for. There are a lot of things and multiple variables that go into the plan. This would also be used when we go for grants. We would have meetings in different areas. Commissioner Skelly said he appreciates that if you think we need it, I believe you. Director Heitz said it would take a company 6-9 months to complete. There is no way the staff we have can do this. Commissioner Skelly said his idea of a road map is different. Similar to the capital list we gave last year. Commissioner Mullady asked if the company would be able to help us give a better idea to guide us for a master plan. Commissioner Palmer is for doing the master plan. Would like to show other commissioners a sample. Director Heitz asked if you wanted her to send it out? Not yet. To be tabled.

## **STAFF REPORTS**

Rick Collins: Continue to clean the buildings. Had some problems with doors at Ice Valley and we have taken care of that. Commissioner Mullady asked about the backup scoreboard? Have looked in to it. Director Heitz said Rick attended the CPO training and received the certification. Commissioner Spriggs asked if a lot of the guys are coming back this summer? Probably more than half.

Melissa Woodard: Report is included. Met with a couple hotels regarding possible sponsorship for the Dragon Boat Races.

Dayna Heitz: Will be meeting with Mary from PDRMA. Would like to discuss the farm lease for next year. We receive \$45,000. Have shown that the rates are correct for this area. Revenue far exceeds what our property tax is. Our taxes are less than \$10,000. If we didn't have this lease, the property would be sitting dormant. The land can only be used for recreational or agricultural purposes. They have been great renters. We would be risking a lot to go out to bid and don't see any reason to go out to bid next year. It works well and they participate in our programs. Did ask about the soil testing and they do it every 3 years, as they are supposed to. They did it last year and they will get us the paperwork. They would not do that again if we chose to go out to bid. Commissioner Palmer said the lease period starts in March and they would be signing it now. If you tell them March 2 that we are going out to bid, they have months to plan. They are making at least what we are making. They want the lease. No farmer is going to walk away from a property. Commissioner Spriggs asked why would we take that chance? Last time we went to bid there were only 2 people that submitted. Commissioner Skelly said wouldn't it be conducive for the people adjacent to want it. Commissioner Palmer thinks we should put it out to bid. We don't have to pick the highest. Commissioner Mullady said what if it is substantially less than what they should be? Commissioner Skelly said the family is great but you have to give others the opportunity. Commissioner Spriggs said we are getting good money. Commissioner Skelly said it would be nice to have a longer lease. At some point you have to say "what else is out there" and then at least you have been fair to the community. Agree with rewarding good people with history. Director Heitz said she'd like to tell them before they sign the lease that it might go out to bid next year. Commissioner Skelly said we should never do anything that's not transparent. Commissioner Palmer said under the terms of the lease, they can back out. Bids could go out in August. Check with Farm Bureau to see if they think we will have trouble renting the property.

Sikich has suggested that SKDO assist us with our adjustments so they can reflect the way they want. Do have the engagement letter from them. When we changed to Civic Rec the reporting is different with our new credit card processing. The reporting is not matching. Did upload a

copy of our books to SKDO and we will be meeting with them next week. Commissioner Skelly asked if Sikich is supposed to do the adjustments? Yes. Will we receive money back? Will ask since it was part of the contract.

Recreation numbers have increased. Have had several meetings regarding the dragon boat races. Pickleball on Tuesdays is going well. Saturday is slower.

Ice Valley curling open house was over the weekend. There will be a league offered.

Did conduct training with ice valley. HR and new laws were covered, cleaning, Civic Rec, cash handling, and concessions. Will be doing these twice a year.

Met with a company regarding the compressor project at Ice Valley. Commissioner Mullady asked if we want to shut down the rink for 3 months to save money? We would be closed for June and July this year for the compressor project. June 7-July 27 is the projected closing time.

Commissioner Palmer asked if you could give counts from prior year if it's available? We don't have counts from prior years.

### **COMMISSIONERS FORUM**

Commissioner Palmer asked about the bonds and the high interest rates. He talked about another municipality that refinanced. Is there anything we can do with the higher interest rates? Director Heitz would have to look in to that. We do pay off one of them this week. Would have to look at the terms.

Did print out financials from Bourbonnais to show a format he would like. Director Heitz said they export everything to excel from a different software than us. They also have a full and part-time staff in finance.

### **EXECUTIVE SESSION**

N/A

### **ADJOURN MEETING**

A motion to adjourn the meeting was made at 6:19pm by Commissioner Skelly, seconded by Commissioner Spriggs. Upon voice vote, all ayes, motion carried.

### **OFFICIAL REPORTS:**

1. Employee Policy Manual

2. Splash Valley Update
3. Comprehensive Master Plan RFP
4. R. Collins
5. M. Woodard
6. D. Heitz

Respectfully submitted by: Melissa Woodard