



Kankakee Valley

PARK DISTRICT

Kankakee Valley Park District Special Meeting Minutes April 13, 2020

The Special Meeting was called to order at 5:04pm by Director Heitz. Those present for roll call were Commissioner D. Mullady, D. Palmer (via Conference call), A. Hollis (via Zoom), D. Skelly (via Zoom), B. Spriggs (via conference call). Others present: Dayna Heitz, Executive Director; Melissa Woodard, Superintendent of Recreation, Rick Collins, Superintendent of Buildings & Grounds, Attorney David Freeman.

Public Present: Tim Mullady.

Director Heitz read the Governor's orders for social distancing and how the meeting would be conducted.

COMMUNICATIONS

Public Comment:

Tim Mullady: thanks for reopening the tennis courts. Didn't understand why they were shut down. Tennis even in doubles they are several feet apart. You are passing people on the path so wasn't sure what the reasoning was.

Written: NA

CONSENT AGENDA

Consent agenda for Monday, April 13, 2020 consists of bills payable, financial statements, and Leopardo payment.

A motion to receive consent agenda was made by Commissioner Hollis, seconded by Commissioner Skelly. Upon roll call vote the following Commissioners voted aye: D. Mullady, A. Hollis, D. Skelly, and B. Spriggs. Nay: D. Palmer. With 4 ayes, 1 nay, motion carried.

A motion to approve bills payable was made by Commissioner Hollis, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer A. Hollis, D. Skelly, and B. Spriggs. With 5 ayes, 0 nays, motion carried.

A motion to approve financial statements was made by Commissioner Hollis, seconded by Commissioner Skelly. Upon roll call vote the following Commissioners voted aye: D. Mullady, A. Hollis, D. Skelly, and B. Spriggs. Nay: D. Palmer. With 4 ayes, 1 nay, motion carried.

A motion to approve Leopardo Construction payment in the amount of \$490,558.00 was made by Commissioner Hollis, seconded by Commissioner Spriggs. Discussion: Commissioner Skelly asked what remaining balance will be after this payment? Director Heitz said we still have 1.2-1.3 million left. We pay them direct because they are construction managers and we don't pay contractors directly. Commissioner Palmer asked about the date on the submission of the bill being farther out than the bill date. Director Heitz said they did go through everything together on how they came up with the amounts. She will find out from Leopardo on this. Attorney Freeman said to go ahead and approve this subject to the Director getting a response from Leopardo. Amended motion to reflect getting response from Leopardo. A motion to approve Leopardo Construction payment in the amount of \$490,558, pending a response regarding the date, was made by Commissioner Hollis, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer A. Hollis, D. Skelly, and B. Spriggs. With 5 ayes, 0 nays, motion carried.

OLD BUSINESS

Riverfront Update

No update

Board Policy

On hold.

KCC Fitness Center

On hold.

45/52 Sign – Agreement

On hold

Cell Towers

On hold.

Employee Policy Manual

Update April/May 2020

Splash Valley

Report is in the packet.

Comprehensive Master Plan

Tabled

NEW BUSINESS

Discussion on Executive Director's Authority

Director Heitz wants to make sure that she is making the decisions that she is supposed to be. That the Commissioners and her are on the same page. Her contract shows her job responsibilities and her authority.

Discussion and potential renewal of Executive Director's contract

Director Heitz is presenting her contract and it expires September 30. Last time it took several months for the board to gather and go through so wanted to present it early. If the intent is to not renew the contract, do have to give 60 days' notice. Any changes would need time to negotiate. Now everyone has a full copy of her contract. Commissioner Hollis said there will be discussion on this and will be getting evaluation info from President Spriggs. Commissioner Spriggs said this gives us the opportunity to give her feedback.

Discussion and potential authorization for Director to enter into License Agreement between KVPD and City of Kankakee and/or Riverside Medical-St. Mary's Amita for COVID-19

Emergency facility use pending attorney review

Director Heitz would like authority to potentially go into agreement with the hospitals. If they had a surge of COVID-19, we would be prepared to offer them extra space. Hopefully it won't be needed. Commissioner Skelly said the Fire Department asked this and not the hospital? Correct. This would get the ball rolling so if the need was there, we would be ready. Commissioner Spriggs asked what they would be using the building for? Diagnostics or housing? They don't know yet. COVID-19 patients would likely be there. Questions we already had were how the ventilators would work with existing electric and how would cleaning work. Commissioner Skelly said whatever facilities we have to assist, let's do it. Commissioner Mullady agrees. So does Spriggs and Palmer. Commissioner Skelly asked why would be entering in an agreement with the City of Kankakee instead of the hospitals? Director Heitz said it has to do with where the fire department takes the patient possibly. Commissioner Skelly has no problem entering in an agreement with the hospital. City of Kankakee shouldn't have anything to do with it. Commissioner Mullady asked if they are reaching out to help quarantine at Shapiro? That hasn't been brought up. Commissioner Palmer talked about how Chicago opened up McCormick Place and it sounded like the City of Chicago assisted with that.

A motion to enter into license agreement with City of Kankakee and/or Riverside Medical-St. Mary's for COVID-19 Emergency facility use, pending attorney review, was made by Commissioner Spriggs, seconded by Commissioner Palmer. Upon roll call vote the following Commissioners voted aye: D. Mullady, D. Palmer A. Hollis, D. Skelly, and B. Spriggs. With 5 ayes, 0 nays, motion carried.

STAFF REPORTS

Rick Collins: see attached.

Melissa Woodard: see attached.

Dayna Heitz: There are no stimulus packages for park districts and very little for municipalities. Would urge everyone to call the Governor's office to advocate for park district assistance. Do have concerns with how social distancing will work once everything is opened again. He recommends cancelling all large events for the summer. We have a lot of things planned for the summer. We were planning to host state softball. The bandshell is used weekly. Trying to plan for other programming. Class size may be smaller and what does this do to our regular schedule. We know there will be parents and families who do not have the means to register for programs. How soon can we get recreation going? What about rentals and how will we police rentals if there is a limit on attendance? When recreation starts up, expenses will begin but not as much revenue yet. Will IDPH give pool permitting this year or restrict the number of patrons allowed in. How do we train staff with social distancing? What is our drop-dead date of opening or not this year? We have not engaged with a lifeguard certification because we do not want to expend any funds. Commissioner Spriggs said most of this is going to be determined by politicians. Can't plan for anything. Director Heitz said currently looking at how we realign our front desk. Financially we are not receiving any revenue right now. How long can we survive? We may have to amend our budget. As of 3/31 we have \$741,000. We have calculated our essential expenses. This includes admin staff and small maintenance crew. Everything we have to pay for 4 months. April, May, June, July is \$691,000. We would still have to pay property tax and we don't know if we missed items on our spreadsheet. There is talk that the governor may extend deadline for property tax. Non payments will affect us. We might get 50% instead of the 100% for the first distribution. Want to share where are. We are here and trying to navigate and we need your support for the district and the community. Commissioner Mullady asked if you could lay off full time staff? We get reimbursed for the \$600 but we would still pay for unemployment. Can you shut the ice rink down? Save money there on electric. Shut it down for the summer and do the compressor project. Director Heitz said we are looking at a complete shutdown. We cannot go out to bid or get engineers. Elara can't start and do the planning or investigating yet. Commissioner Mullady said hockey is

pulling out practice and play due to coaching. We are losing money but you want to keep the rink open. As a business owner, it should be what you save. Director Heitz said we are looking at the potential to shut it down. It does cost us to bring it back online. Painting the ice costs. When trying to restart those compressors in the summer months, we have had issues bringing them back on. We are trying to take all things into consideration. Commissioner Mullady said you have a monthly maintenance agreement now so you shouldn't have those issues. Director Heitz is pulling the expenses on how much it is to put the ice back in. Commissioner Hollis wants to know what Director's recommendation is. You go with the numbers and want to know what she thinks we could do. Director Heitz said when the time comes and we can start recreation, we don't want the ice to out. Then what if we can't get the compressors up and running and get the ice to the correct temp. Commissioner Hollis we have to trust our Executive Director and to this point, she has made sound financial decisions and has always put the district first and we need to take that into account. Commissioner Mullady said no one knows how to run an ice rink. Splash Valley is going to fail because of the pandemic. We need to manage the ice rink better. Commissioner Hollis said look at the trend with business, everyone is losing money right now. We need to look at what is financially better for us but we need to trust our Executive Director to get us the numbers so we can make a sound decision. Commissioner Mullady said they pulled out because of the coaching staff sucks. Commissioner Hollis said he has experience in youth sports and it's hard to get coaches. Give us some recommendations? Commissioner Mullady said you hired Joe but he's not allowed on the ice. Commissioner Hollis said we hired our Executive Director to do a job. If we aren't going to let her do this job, why is she sitting there. Commissioner Spriggs said this is why she wants to know about her authority because we have to trust her. Commissioner Palmer said we have fiduciary responsibility. To hand over that responsibility is negating our authority. Can't just say we give her the responsibility because she's in that position. Commissioner Hollis said we aren't supposed to micromanage her either. Attorney Freeman said we will know more at the end of April in regards to what the governor will do. That gives staff about 2 weeks to look into these financial questions and get the information back to the board. Provide the number that we bring in for the ice rink versus expenses so the board can make a more informed decision. Costs this much to keep it open, how much to reopen, etc. Director Heitz said she can get that info to the board by the end of the week. Also showed what it would cost to bring the ice back on. Attorney Freeman suggested looking at other facilities for cost savings. Commissioner Mullady said look at Splash Valley too. Director Heitz said what if the governor says no large events or under this many people. If we were to get a permit for a lesser amount, we would still staff it at the full amount for the pool. River Road would be another concern. Not sure if we will have softball this summer at all. Commissioner Skelly asked if we have 3 staff members from Ice Valley working right now? Yes. One is marketing & figure skating and the other 2 are planning. Is there a benefit to the District to keep them working? Director Heitz said they are

working from home and they were planning for summer. Videos on social media, etc. Commissioner Skelly wants to be sympathetic to our staff. What we hired them to do, they can't do. Whether we open Splash this year we still have to pay back the money. We need to start bringing in some money. Commissioner Mullady said you are losing money in both Splash and Ice Valley but you are still keeping it open. Attorney Freeman asked the Director to do a cost analysis. If you are losing money to open a facility that's a whole different. Commissioner Mullady said being laid off you get unemployment and additional \$600 from the government. You could do that with those employees at Ice Valley for up to 4 months. Director Heitz asked if the board wants to lay off the full-time staff? Commissioner Skelly said he appreciates your dedication to your staff. It's a hard decision but if the numbers say we don't have it, it's what you save that matters. Commissioner Mullady said it's a temporary layoff. Commissioner Palmer knows that if a business is slow, you send the staff home. If there isn't enough to keep them fully engaged, we should be proactive.

Commissioner Skelly left at 6:20pm.

Commissioner Spriggs asked if it is necessary for the staff at Ice Valley to continue working? Is it easier to keep them on? Director Heitz said they are trying to keep our current patrons engaged and planning for when we come back. They are planning for the fall too. They check in with the Executive Director daily to show what they have been doing. Attorney Freeman suggested giving some info to the board with numbers. What it's costing and what can be saved. Commissioner Mullady said they are non-essential workers. Attorney Freeman said the government has defined all park district employees as essential.

COMMISSIONERS FORUM

Commissioner Palmer asked some questions on expenditures. There are 2 charges for Canon. He thinks the bills are kind of high. Melissa will pull the bills for further explanation and we will get back to the board. Director Heitz said we are under lease at this time. Commissioner Hollis asked if there is a more economical printer we can do after the lease? Director Heitz said they are network ready printers and there are lots of feature they have that printers do not.

EXECUTIVE SESSION

NA

ADJOURN MEETING

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

OFFICIAL REPORTS:

1. Bills payable
2. Financial statement
3. Leopardo Construction payment
4. Splash Valley report
5. R. Collins
6. M. Woodard
7. D. Heitz

Respectfully submitted by: Melissa Woodard