

**Kankakee Valley Park District
Board of Commissioners Meeting
November 13, 2018**

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

PLEDGE OF ALLEGIANCE

PUBLIC COMMENT

Darrell Williams: Planning for the Pork and Blues festival for next year. The date is June 22nd which is Father's Day weekend. It would be 2 days due to brisket cooking being added and the extended time to cook. Cover charge would have to be in place. \$5 per person to help cover costs. Would like to request the lights be working for safety. Same with breaker boxes. Thank you to the park district for helping last year. Commissioner Tucker asked if that means they will be there all night? Yes, they will cook all night. Commissioner Spriggs asked if they will donate money again this year? It's up for discussion. Commissioner Skelly stated if you are charging, maybe would have to rent.

Ray Pasel: Vice president of the baseball league at Alpiner. Want to show how poorly maintained that building is. They have been doing work to the fields. Their plan is to get the fields fixed up. Have someone that wants to donate their time to help out. The building just looks bad. Not structural damage but will eventually have that. Want to continue to make that field the best again. Would like to put a window on the east side of the building. Most of the people in the concession stand working are parents. Then they could still look out and see the game. Have someone that would donate time to cut the brick. There would be no cost other than putting the metal grate over it. Commissioner Spriggs said we are aware that the building needs some work. We inherited that building.

COMMUNICATIONS

Letter from River Valley thanking us for the sponsorship for their fundraiser.

CONSENT AGENDA

Consent agenda for Tuesday, November 13, 2018 consists of board, committee minutes, bills payables, and financial statements.

A motion to receive the consent agenda was made by Commissioner Mullady, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Tucker, B. Spriggs, M. Mullady and A. Hollis. With 5 ayes, 0 nays, motion carried.

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

OLD BUSINESS

Bruce Brown-Farnsworth-Splash Valley

Mr. Brown went through the PowerPoint slides to introduce Farnsworth Group.

Commissioner Skelly departed the meeting at 5:25pm.

Mr. Brown showed several examples of aquatic projects they have done. If this project is thought out properly, it shouldn't be a big deal. Need to figure out what needs to be rebuilt and changed out. Since it was built back in 2003 the rules for how the water is turned over, has changed. We aren't a fan of lazy rivers anyway due to the cost to maintain and get enough lifeguards. Did talk with staff about how to refresh it. Splash pads are great right now. It could stand alone with its own pump system. The biggest cost will be the pump building. The slides need to be refinished. The deck at the top of the building needs work as well. Will need some structural analysis to see what can be done on the building. Commissioner Mullady asked about the beam? Can it be replaced or repaired? Most likely replaced but not sure until we can get in there. If the roof needs repaired, we could use a crane to help lift the pumps out to be serviced. The pool and lighting just need upgraded but the bulk of the project is the pump house. We will go through and make a list of what needs to be done. Commissioner Hollis asked what the time table would be? Initial report would be 1-2 months. Know you want to be operational in 2020. Should be done with construction drawings this winter. Need to have contractors in the field in June. Commissioner Hollis said that some commissioners would like to have a public forum so that we can take that into consideration. Excited to get this started.

Tax Levy Ordinance 1.85

Director Heitz said we have had the levy on display for 30 days. 4.9% increase is so we can capture the CPI.

A motion to approve the tax levy ordinance was made by Commissioner Mullady, seconded by Commissioner Hollis. Upon roll call vote the following Commissioners voted aye: D. Tucker, B. Spriggs, M. Mullady and A. Hollis. Absent: D. Skelly. With 4 ayes, 0 nays, 1 absent, motion carried.

NEW BUSINESS

Abdullah Khan-Knutte & Associates

Abdullah Khan: Did your audit last year which was a bit of a mess. This year was a complete 180 and good to report. Financially, control wise, you are headed in the right direction. Financially in good shape. Keeping expenses down and not go over budget. No issues to report. No missing documentation. Melissa is doing an excellent job. Can't afford a CPA and no complaints with what she is doing. Went over the letter with the audit findings. Want the budget to be more reflective of what you are spending. Working to bring down the fund balance. Levy for the fund but aren't spending it. Liability fund balance needs work and be brought down. Future levies need to be adjusted. Mr. Khan explained the balance sheet. Cash position is good compared to last year. The general fund balance was negative one million last year and now more like \$500,000. That's good because you are bringing it down. Bottom line financially you are doing better. Commissioner Hollis asked about the audit and the recommendations for it, do we have the right software and controls in place? The suggestions we talked about are the improvements we'd like you to make. Last year there were like 8 or 9 things to work on but all that was implemented this year. Commissioner Mullady asked how we bring down the liability? Director Heitz stated we are currently doing that and there are certain major safety issues that fall under liability.

2017-2018 FY Audit Acceptance

Director Heitz said Abdullah went through everything for the audit. It will be sent to the state comptroller and to the county.

A motion to approve the 2017-2018 FY Audit was made by Commissioner Tucker, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: D. Tucker, B. Spriggs, M. Mullady and A. Hollis. Absent: D. Skelly. With 4 ayes, 0 nays, 1 absent, motion carried.

2019 District Calendars & Meeting Dates

Director Heitz: 3 different calendars for next year. There are two meetings that are not on Monday due to a holiday. Committee and Board will be combined in November and December.

A motion to approve the 2019 District Calendar & Meeting Dates was made by Commissioner Mullady, seconded by Commissioner Spriggs. Upon roll call vote the following Commissioners voted aye: D. Tucker, B. Spriggs, M. Mullady and A. Hollis. Absent: D. Skelly. With 4 ayes, 0 nays, 1 absent, motion carried.

Resolution Honoring Former Employee Michael Terrance Collette

Director Heitz: Have a resolution honoring Michael Collette who worked for KVPD for 11 years. We would present this to his family and plant a tree in the spring. Commissioner Hollis said when he first came here as a Commissioner, Mike was one of the first employees he met. He was always nice and only heard good things about him. This is the right thing to do to let his family know how much we appreciated him.

A motion to approve the resolution honoring former employee Michael Collette was made by Commissioner Mullady, seconded by Commissioner Hollis. Upon roll call vote the following Commissioners voted aye: D. Skelly, D. Tucker, B. Spriggs, M. Mullady and A. Hollis. Absent: D. Skelly. With 4 ayes, 0 nays, 1 absent, motion carried.

STAFF REPORTS

Superintendent of Buildings & Grounds

R. Collins: Any questions, let him know. Commissioner Hollis asked about working in the buildings to fix things up over the winter. Have you started? Not yet. Director Heitz said the seasonal staff are mostly gone for the season. Kenny is staying on for November and 3 seasonal staff that are still helping out. Have had a lot of work still to complete. Commissioner Tucker asked how you decided who stayed? In the Union it went by seniority. The first person that was asked declined. Commissioner Tucker asked how many hours? It varies based on what is going on.

Commissioner Mullady departed meeting at 6:30pm.

Superintendent of Recreation

M. Woodard: Any questions, please let me know. Director Heitz would like to thank Melissa for her work with the financials and everything else she does.

IV General Manager

A. Tousignant: Any questions, let her know.

Executive Director

D. Heitz: Did attend the legal symposium last week with John. Minimum bid requirements will go from \$25,000 to \$40,000. Commissioner Hollis wanted Director Heitz to explain about the lockbox for the bond. When we did the bonds, they were guaranteed to be paid so the lockbox makes the payment. Evidentially it hasn't been going to the lockbox. Director Heitz said last spring when we got the levy and the clerks office missed our bond. They had received everything but there must have been a glitch. Got that straightened out. County is supposed to pass info to the treasurer's office but that didn't happen. The money hasn't been sent to the lockbox. We will make the payment ourselves and work with the county treasurer's office to get it straightened out. The money will come back to us since we are making the payment.

Director Heitz said the quote for the road at River Road for full repair is \$170,000-\$500,000. Nothing will happen this fiscal year. Most likely will start with cold patch.

COMMITTEE REPORTS

KCCVB Report

Director Heitz: Meeting is this week.

Historical Society Report

Commissioner Spriggs: Won't have another meeting until the first of the year. They have a lot of events going on.

SRA

Commissioner Hollis: Meeting next Tuesday.

COMMISSIONERS FORUM

Commissioner Hollis: Thank the staff for the hard work on diligence on the audit. Getting lots of calls from community and it's been good. Happy about the work getting done in the parks. Seeing them getting a lot done and getting calls for positive things is good.

Commissioner Spriggs wanted to give props to Mike Estes for his work with dangerous tree issues we have had.

Executive Session

NA

ADJOURN MEETING

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

OFFICIAL REPORTS:

1. Committee Meeting Minutes (October 9, 2018)
2. Board Meeting Minutes (October 22, 2018)
3. Bills Payable
4. Financial Statements
5. Farnsworth-Splash Valley
6. Tax Levy Ordinance 1.85
7. Knutte & Associates
8. 2017-2018 FY Audit
9. 2019 District Calendar & Meeting Dates
10. Resolution honoring former employee Michael Collette
11. Superintendent of Buildings & Grounds
12. Superintendent of Recreation
13. IV General Manager
14. Executive Director

Respectfully submitted: Melissa Woodard