

## CHANNAHON PARK DISTRICT

### Minutes of the November 25, 2019 Regular Meeting of the Board of Commissioners

#### CALL TO ORDER

The meeting was called to order by Commissioner Caldwell at 5:00 p.m. at the Park District offices. Roll call for attendance was taken.

COMMISSIONERS PRESENT: Geldean, Caldwell, Clower, Babich, Lehman

COMMISSIONERS ABSENT: None

STAFF PRESENT: Leonard, Knutson, Munkvold, Mensik, Zalewski, Brown

GUESTS PRESENT: Mike Rittof, Ecology & Vision LLC

Everyone present at the meeting recited the Pledge of Allegiance.

#### ADJOURN TO CLOSED SESSION

Motion by Commissioner Lehman second by Commissioner Clower to adjourn to Closed Session at 5:00 p.m. for 5 ILCS 120/1(c)(5) Purchase or lease of real estate for the public body and 5 ILCS 120/2(c)(1) The appointment, employment, compensation, discipline, performance or dismissal of specific employees of the public body. 5 ILCS 120/1 (c) (12) Semi-Annual Review of Closed Session Meeting Minutes Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Lehman, Babich. Motion carried 5-0 with one absence.

#### RECONVENE TO OPEN SESSION

The Board reconvened to Open Session at 5:43 p.m. Motion by Commissioner Geldean second by Commissioner Clower to adjourn to Open Session at 5:43 p.m.

#### PUBLIC COMMENT

No Public Comment

#### APPROVAL OF MINUTES

The minutes of the September 16, 2019, Regular Board Meeting were presented for approval. Motion by Commissioner Babich second by Commissioner Geldean to approve the minutes of the Regular Board Meeting for September 16, 2019. All Commissioners present voted aye; motion carried.

#### CORRESPONDENCE

No Correspondence

#### COMMISSIONER'S REPORTS

Nothing to Report

TREASURER'S REPORT

Staff presented the monthly Treasurer's Report and reviewed the outstanding bills. Motion by Commissioner Babich second by Commissioner Clower to accept the monthly report and authorize payment of outstanding bills. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Leonard announced that Mike Huber will start on Thursday, January 2, 2020, as the new Director of Golf at Heritage Bluffs. We will have the new fees for the Golf Course in either January or February for approval. There is a Golf Summit at Prairie Bluffs that Mike will be attending.

We are still in negotiations with Golf Now to move forward with the new upgrade to G1.

Leonard made a recommendation that we make Abigail Anderson our new full-time Marketing Coordinator. Dedicating 2/3 to Heritage Bluffs Golf Club and increasing play and interest in golf. Her remaining time will be coordinating all the District's Social Media

The State Conference is being held at the Hyatt Regency in Chicago, January 23-25, 2020.

The Community Survey had 400 completed surveys returned which exceeded our goal of 350. ETC is now processing and analyzing the data. We hope to have the results back by the next Board Meeting.

The Board Retreat will be held on Saturday, February 15. Starting at 8:30 a.m. going until 3 or 4 p.m.

STAFF REPORTS

Superintendent of Recreation & Facilities Knutson states Boozy Bingo was a hit and anticipate holding the event once a year. Basketball Season starts in January the registrations are still coming in. We have Black Friday Specials for the Fitness Center, Pool and Golf Course. With our prior promotion for the Fitness Center we brought in 83 new memberships.

For Golf the promotion is a bit different we are restricting the "Free" play they will be receiving with the promotion.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Superintendent of Finance and Human Resource Munkvold stated that Putts and Suds Registration has started with over 20 teams and all the bars have confirmed, they are all the same as last year.

OLD BUSINESS

Munkvold stated that the accrual amount of Vacation will be 160 hours (4 weeks max) allowing the staff to use up some of those hours in the First Quarter of 2020 so no one loses their bank. Policy will become effective April 1. Commissioner Caldwell suggested we extend it thru 2020 if needed for some of the staff so everyone is not gone at the same time. Motion by Commissioner Babich second by Commissioner Geldean to accept the new Vacation Policy only allowing 160 hours' accrual. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

NEW BUSINESS

2019 Bond Abatement Intent Ordinance. Motion by Commissioner Lehman second by Commissioner Clower to accept the 2019 Bond Abatement. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

Leonard presented the 2019 Levy Ordinance #370 to the Board. Motion by Commissioner Clower second by Commissioner Geldean. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

Leonard presented the Crossroads I-55 Abatement Ordinance this is where Amazon is being built. Motion by Commissioner Lehman second by Commissioner Clower to accept the Crossroads I-55 Abatement Ordinance. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

Communications & marketing Manager Mensik presented 2020 Program Guide for printing. K.K. Stevens Publishing Co came in with a bid at \$13,621.62 it is her recommendation we go with K.K. Stevens Publishing Co. Motion by Commissioner Clower second by Commissioner Leman to proceed K.K. Stevens Publishing Co to print our 2020 Program Guide in the amount not to exceed \$13,621.62. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

Leonard presented that we add a Holiday to be in the limits of the Federal Holidays – Presidents Day to be added to the Full Time Holiday, this will not be an overtime holiday for part time staff. Motion by Commissioner Babich second by Commissioner Geldean to add Presidents Day to the Full Time Calendar for an additional day off. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

Knutson has presented the board with a 2017 Dodge Grand Caravan with Stow and Go Seats to replace our current Stow and Go van with 95,000 miles. We will add it to surplus list to try to sell it. The purchase cost of the van is \$18,050 purchased outright from Crase Auto. Motion by Commissioner Clower second by Commissioner Babich to purchase the 2017 Dodge Grand Caravan from Crase Auto in the amount of \$18,050. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

Leonard and Munkvold would like approval for Golf Maintenance to lock in rates for pesticide purchase through EOP (Early Order Program) which payment would not be due until June 7, 2020. Locking them in now would save the district over \$1,107. Motion by Commissioner Lehman second by Commissioner Clower proceed with the lock in rates for pesticide purchase for Golf Maintenance. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

Leonard presented the IAPD/IPRA Soaring to New Heights conference that will be held at the Hyatt Regency Hotel in Chicago January 23-25, 2020. Commissioner Lehman will be there Thursday – Saturday and Commissioner Caldwell would like to attend Friday – Saturday. Ancel Glink is sponsoring the dinner on Friday Night. A voice vote was made and the Motion carried 5-0 with no absence.

Knutson stated they are working on the 2020 Fee Increases and would like to do this across the board because of the upcoming wage increases of Minimum Wage will hurt our bottom line if this is not done.

Facilities Manager Brown stated the Pool and Skateland will increase their prices by \$1.00 for admissions. Fitness Center new members coming in will increase to \$1.50 per person. Senior and Student rates will go up \$2.00 and annual will go up about \$10.00. Motion by Commissioner Geldean second by Commissioner Clower proceed with fee increases for Skateland, Pool and Fitness Center. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

Leonard and Mensik would like to approve the new Full Time Marketing Coordinator starting on January 2, 2020, at the starting rate of \$42,500. This will come out of 3 funds Golf \$12,500 Rec \$15,500 and Corp \$15,000. Anderson is a Social Media Guru and we have seen a major increase in activity based on the little time she has been here. Motion by Commissioner Babich second by Commissioner Geldean approve the new position of Full Time Marketing Coordinator Abigail Anderson with a yearly salary of \$42,500. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower, Babich, Lehman. Motion carried 5-0 with no absence.

#### ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Geldean, second by Commissioner Clower to adjourn the meeting at 6:45 p.m. All ayes, motion carried.



Michael J Leonard  
Secretary