

CHANNAHON PARK DISTRICT

Minutes of the March 23, 2020 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: Caldwell, Babich, Geldean, Clower, Lehman

COMMISSIONERS ABSENT: None

STAFF PRESENT: Leonard, Knutson, Munkvold, Huber,

GUESTS PRESENT: None

PUBLIC HEARING

The President opened the Public Hearing at 5:00 p.m. concerning the District's Fiscal Year 2020 Tentative Budget and Appropriation Ordinance. The Ordinance contains an estimate of revenues and planned expenditures by source for the year, and serves to set the maximum level of expenditures.

Recommended appropriation levels total \$1,379,585 in the Corporate Fund; \$2,499,466 in the Recreation Fund; \$153,250 in the Liability Insurance Fund; \$1,999,138 in the Park Bond Capital Projects Fund; \$1,791,930 in the Golf Operations Fund; \$121,150 in the Joint Handicap Recreation Fund; and \$2,282,052 in Bond & Interest Fund. No Board members had any comments or questions concerning the tentative ordinance. No written testimony was received from any members of the public and no one was present at the meeting to speak to the tentative Ordinance.

The President closed the public hearing at 5:08 p.m.

Everyone present at the meeting recited the Pledge of Allegiance.

PUBLIC COMMENT

No Public Comment

APPROVAL OF MINUTES

The minutes of the February 24, 2020, Regular Board Meeting were presented for approval. This was a conference call due to COVID 19. Motion by Commissioner Clower second by Commissioner Babich to approve the minutes of the Regular Board Meeting for February 24, 2020. All Commissioners present voted aye; motion carried.

CORRESPONDENCE

Thank you from the Underhill family for the Preschool Scholarship for Brooks.

COMMISSIONER'S REPORTS

Commissioner Caldwell stated that Mike Leonard is doing a great job. Commissioners Babich and Geldean would like to extend their appreciation to staff during this difficult time. Commissioner Lehman stated he heard good things about Putts and Suds. Commissioner Clower also said great job on Putts and Suds.

TREASURER'S REPORT

Superintendent of Finance & Human Resources Munkvold reported that our current financial status is good. TIF dollars went into 2020 instead of 2019. With the recent events we may see a decline with the recent events. The beginning of the month looked really good with the registrations.

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

EXECUTIVE DIRECTOR'S REPORT

Executive Director Leonard presented all facilities are closed due to the Shelter in Place. Covered outside basketball hoops with plywood, closed the Golf Course and playgrounds. All trails are opened.

Family First Act signed into Law that we as employers must pay 2 weeks for the self-quarantine as "Emergency Sick Time", this Law goes into effect April 2, 2020. Leonard has recommended that we pay all Part Time and Full Time Employees Emergency Sick Time from March 23 - April 1. this is 100% cost for the District. Motion by Commissioner Clower second by Commissioner Geldean to accept and pay Full Time and Part Time Employees an additional Emergency Sick Leave for March 23 - April 1, 2020 for the Covid 19 Virus. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean, Lehman, Clower. Motion carried 5-0 with no absences.

Leonard stated that the Arroyo Trails Sewer and Water Project were out working today and is still taking place.

Rock Runner Project will take place in the fall after Cross Country Season is over.

Townhome Lease will be extended until December 31, 2020 but at such point we are talking about getting out of the Rental Business.

The Task Force meeting that was scheduled for April 7 will be cancelled and as of now we are not rescheduling this meeting.

With this Pandemic we will see that we will be operating in the RED because we will not have the income coming in. We may have to go for a Tax Anticipation Warrant to help us operate.

STAFF REPORTS

Director of Golf Operations Huber is preparing for the Social Distancing such as removing rakes, lift the cup out of the ground so they can tap the cup with the ball, ask patrons to leave the flag pole in the hole and cover the ball washers so we limit contact with one another. We have also talked about having one person per cart which we have been washing down right now after every use. We are starting to prepare the starter shed to limit people coming in the Pro Shop and conducting business from there.

Brian Krolack has been hired as the new Food and Beverage Coordinator. His first day was Monday, March 16th jumping in right away by cleaning and organizing the kitchen. He is now working on a new menu and then work on menus for our Special Events Menu from home. Leagues and Outings are still committed to playing with us at the Golf Course some of the Outings we may have to push back to later dates.

Essential Staff is needed at the course is Dave Roberts, John Nugent and Ron Tracy in the Maintenance Department. Huber will be working in the shop to answer phone calls and making sure everything is running smoothly as far as mechanical.

Superintendent of Recreation & Facilities Knutson explained the new idea of converting a racquetball court into a spinning studio leaving the bikes in that room at all times because we would not have a location to move them to. We will be leaving the one room open for Racquetball.

Commissioner Babich asked about the EFT's and how are we processing the Stay at Home Order. When have stopped running payments as of March 16 the 9th was the last time we ran. We are looking to maybe add a free month to the time that has been lost. We encourage customers to leave a credit on their accounts for them to use at a later date for any programs.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Leonard states Putts N Suds was a great success and things went smoothly. Having our hole at Skateland was great with Angie Brown's staff and Traci Munkvold's family working the hole part of our course. Munkvold stated that Pickle ball was a huge hit.

OLD BUSINESS

Nothing to Report

NEW BUSINESS

Leonard presented the FY 2020 Budget and Appropriation Ordinance. Motion by Commissioner Lehman second by Commissioner Clower to accept the FY 2020 Budget and Appropriation Ordinance. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean, Lehman and Clower. Motion carried 5-0 with no absences.

Leonard presented the Award of Bid – Arroyo Trails – OSLAD Phase 2 to Georges Landscaping LLC in the amount of \$309,326. Motion by Commissioner Geldean second by Commissioner Clower to accept the OSLAD Phase 2 to Georges Landscaping LLC in the amount of \$309,326.

Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean, Lehman and Clower. Motion carried 5-0 with no absences.

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Leonard presented the ADA Transition Plan Update Motion by Commissioner Lehman second by Commissioner Geldean to accept the ADA Transition Plan Update in the amount of \$7,425.00. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean, Lehman and Clower. Motion carried 5-0 with no absences.

Leonard presented the link from Arrowhead to Heritage Bluffs Link Upgrade work to do in the fall not to exceed \$8,500 Motion by Commissioner Geldean second by Commissioner Clower to the Link Upgrade from Heritage Bluffs to Arrowhead in the amount of \$8,500.00. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean, Lehman and Clower. Motion carried 5-0 with no absences.

Leonard presented the Park District Resolution Delegating Bill Approval Power to the Executive Director in case of no Board Meeting for purchasing of Authority. Motion by Commissioner Babich second by Commissioner Geldean to approve the Resolution Delegating Bill Approval Power to the Executive Director in the event we are unable to hold April's Board Meeting. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean, Lehman and Clower. Motion carried 5-0 with no absences.

Munkvold presented Policy Update – 1.2 Non-Discrimination and Anti-Harassment Policy and 2.2 FLSA Overtime and Compensatory Time Policy Changes. Motion by Commissioner Clower second by Commissioner Geldean to except the Policy Updates to 1.2 Non-Discrimination and Anti-Harassment Policy and 2.2 FLSA Overtime and Compensatory Time Policy. All Commissioners present voted aye; motion carried.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Lehman, second by Commissioner Clower adjourn the meeting at 6:05 p.m. All ayes, motion carried.



Michael J Leonard
Secretary