

CHANNAHON PARK DISTRICT

Minutes of the April 20, 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, Mensik

GUESTS PRESENT: None

PUBLIC COMMENT

No Public Comment

APPROVAL OF MINUTES

The minutes of the March 23, 2020, Regular Board Meeting were presented for approval. This meeting was YouTube Live. Motion by Commissioner Babich second by Commissioner Lehman to approve the minutes of the Regular Board Meeting for March 23, 2020. All Commissioners present voted aye; motion carried.

CORRESPONDENCE

Nothing to report.

COMMISSIONER'S REPORTS

Commissioner Geldean is spending a lot of time at Arroyo Trails and it's looking good except a lot of bikes on the trail but we are working on that.

TREASURER'S REPORT

Superintendent of Finance & Human Resources Munkvold reported that our current financial status is good. The first half of March looked good even golf was starting to pick up then we were closed down on March 17, 2020 due to COVID19 and the State Mandate to CLOSE.

Munkvold presented the monthly Treasurer's Report and reviewed the outstanding bills. Motion by Commissioner Geldean 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: Caldwell, Babich, Geldean, Lehman, Clower. Motion carried 5-0 with no absences.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Leonard recommended that the District take out a Promissory Note in the amount of \$450,000 instead of Tax Anticipation Warrant to carry the District into June when we start receiving tax revenue. In May we will have details on how we will move forward with the future plans and restructuring, due to the pandemic.

The process of restructuring of our Bonds will start in June. Arroyo Trails is looking good and taking shape. The retaining wall will be going up soon.

STAFF REPORTS

Director of Golf Operations Huber is working with Golf Outings to possibly change dates. Huber is preparing to open the course as soon as the governor lifts golf off the Stay At Home Order. If carts are allowed to be used, we will need more staff to clean and disinfect the carts after every use so we will need more man power. A price increase for carts to go up to \$20 will help cover the cost of cleaning and extra staff needed.

Would like to run a Range Program which is an EFT to see if this could bring more revenue. Another way to generate revenue is to do a gift card promotion.

Huber would also like to thank the Full Time Staff and Mike Leonard for all the hard work they have done to help keep the course maintained to get ready to start to play.

Brian Krolack and Mark Uribe have started back to work today to get the building ready to open even if it is in phases.

Communications & Marketing Manager Mensik stated that Marketing has been rather busy most communication to the community is either thru Social Media or Email. Abbie has been busy on the Social Media side using her dog Axel to connect with people.

The summer guide is going to the post office tomorrow. We will start taking registrations on May 4th whether the building is open or not. Marketing is trying to keep everyone informed and engaged to keep the public up to date on what we are doing.

Superintendent of Recreation & Facilities Knutson staff is working hard with Marketing and trying to keep programs running. Our soccer program will be pushed back till late summer. Leonard commended the staff that had the Easter Bunny ride around town and Program Manager Vaira had the Preschool Teachers out in the parking lot so parents could drive their kids around to waive to the students.

Commissioner Lehman has asked if we are bringing in part time staff or if we have lost anyone? Leonard stated we are keeping very limited part time staff and not hiring seasonal staff this year. Leonard also stated that next year we will need to look at new software because our current Rec Software is not up to date with new features.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Leonard states that they were going to do a Donor Appreciate Event on May 9th but will now be postponed until at least September. The value to that will be that Arroyo Trails should be complete except the shelter will not be built. The pad will be poured so we will have the event there and in hopes we could get more sponsors for the pavilion.

OLD BUSINESS

Nothing to Report

NEW BUSINESS

Leonard presented the Promissory Note Ordinance #372 is what the Board has to pass in order for the Park District to go forward with the loan. Motion by Commissioner Lehman second by Commissioner Geldean to accept the \$450,000 Promissory Note Ordinance #372. 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 GO Park Bonds, Series 2020A – Engagement Letter Speer Financial. Motion by Commissioner Geldean second by Commissioner Lehman to accept the GO Park Bonds with Speer Financial. 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 change of 4.13 Use of Recreational Facilities & Programs to take out that Commissioners are eligible to use our facilities for free. Currently, under the policy free facility use is considered as a benefit and needs to be removed. Motion by Commissioner Clower and Commissioner Geldean to make the change in Personal and Policy 4.13 Use of Recreational Facilities & Programs. Commissioners present voted aye; motion carried.

Munkvold presented that our new auditors would like the 5.15 Capital Asset Policy to the Board Manual. This has always been a procedure of ours but not a written policy. Motion by Commissioner Clower and Commissioner Geldean to except the 5.15 Capital Asset Policy. Commissioners present voted aye; motion carried.

Commissioner Caldwell would like to take the time to Thank Leonard and the Staff for the hard work during this difficult time:

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Lehman, second by Commissioner Clower adjourn the meeting at 5:55 p.m. All ayes, motion carried.



Michael J Leonard
Secretary