

CHANNAHON PARK DISTRICT

Minutes of the December 21, 2020 Regular Meeting of the Board of Commissioners

CALL TO ORDER

The meeting was called to order by President at 5:00 p.m. located at the Park District Offices. Roll call for attendance was taken.

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

COMMISSIONERS ABSENT: None

STAFF PRESENT: Leonard, Munkvold, Knutson, Huber, Mensik,

GUESTS PRESENT: None

Everyone present at the meeting recited the Pledge of Allegiance

APPROVAL OF MINUTES

The minutes of the November 30, 2020, Regular Board Meeting were presented for approval. Motion by Commissioner Lehman second by Commissioner Clower to approve the minutes of the Regular Board Meeting for November 30, 2020. All Commissioners present voted aye; motion carried.

CORRESPONDENCE

Nothing to report

PUBLIC COMMENT

Resident Michael Morman sent an email, about things for the Board to consider with the upcoming improvements at Heritage Bluffs. Installing a charging station for electronic vehicles, solar panels, for the District to be leader in alternative energy. The Board discussed options and will need further information to pursue.

COMMISSIONER'S REPORTS

Nothing to report

TREASURER'S REPORT

Superintendent of Finance & Human Resources Munkvold reported on the District's current financial position with discussion of interfund transfers made at the end of the year.

Munkvold presented the monthly Treasurer's Report and reviewed the outstanding bills. Motion by Commissioner Lehman second by Commissioner Babich to accept the monthly report and authorize payment of outstanding bills. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Leonard notified the Board of the FY 2021 budget will be presented this evening with changes to how we budgeted due to COVID 19.

No movement on the sale of SRC and will hold until after the holidays to contact an interested buyer.

The master plan for TAC will be presented this evening.

The Board retreat is scheduled for January 23rd at 9:00, with an agenda for review.

State Conference is remote January 28-30th if any Board members would like to attend.

Park Commissioner elections have two incumbents running.

STAFF REPORTS

Superintendent of Recreation and Facilities Knutson reported on the Luminary walk held in Central Park with positive turnout. Christmas scavenger hunt had 50 families participate. Preschool/After the Bell is shut down for Holidays. The fitness center is open with good traffic, with membership down. A shout out to Chuck Szoke in having the idea for the Luminary walk. Leonard proposed in the Capital budget to add Christmas lighting to enhance the Luminary walk.

Director of Golf Huber presented the ending November numbers \$87,000 in Revenue \$77,000 over prior year for the month. December is looking good with a slight deficit covering costs. Working on the plan for the Clubhouse project and how 2021 will look like. A recommendation for rates will be presented in new business. Design development stage for the clubhouse is nearing completion. Holiday gift card sales is up over last year. Grounds has been working behind hole 13 to clear brush for air flow as well as continuing their winter projects. The cart path repair is still under review weather a full replacement or repair, Huber recommendation is full replacement. Leonard updated the Board on changes requested by the Board to the Golf Project.

Marketing and Communications Manger Mensik updated the Board on the two brochures for 2021 with newsletters monthly. A presentation to the Board on logos were made to see if changes are going in the right direction. Marketing guidelines will be presented in new business, Facebook activity has increased by 45%. Be on the lookout for a Facebook post of Santa reading stories that will look familiar.

Munkvold notified the Board of the new headphones for their use whenever video conferencing is necessary.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Commissioner Lehman shared with the Board and Staff a Christmas card received that had a family posing on the new Arroyo Trail park. Mensik reported on the status Donor Fish for the Arroyo Trails park. Work on the Totems continue working with logos and possible signatures for engraving. Next Foundation meeting is in January with the Status of Putts and Suds on the agenda. Staff recommendations is to postpone to 2022.

OLD BUSINESS
Nothing to Report

NEW BUSINESS

Munkvold presented the overall operating budget of \$4,801,202.00, down \$359,180 from the 2020 budget with most of the difference being Skateland Recreation not in operation. The front-end narrative reviews all the status of our TIFs, with a note that AuxSable TIF is due for review of the extension. Golf Fund a net of \$15,718, Corporate is a net of \$2,544, Recreation is proposing \$4,808, Liability a net of \$950, Joint Handicap a net of \$76, and the Bond and Interest a net of \$1,959. Capital project will be presented in January.

Corporate fund Administrative Operations took a little more of the Tax dollars for 2021, with the Park Maintenance operations doing well with payroll down \$100,000 in 2020. We budgeted 2021 closer to 2020 budget with the anticipation of another minimum wage increase in January. The liability fund is PDRMA and unemployment there was a concern for 2020 but thankfully the Federal Government was covering the COVID unemployment. Joint Handicap we are showing an expense of joining an SRA dues in 4th quarter.

Huber presented the Golf budget the revenues are based on experience and a percentage of growth we saw compared to our competitors, anticipating the slide back from COVID, the driving range being conservative a little over last year's budget with some programing built in. Cart revenue over last years budget but not to what we did this year. Merchandise we budgeted down due to the full store not being open in 2021. Golf play revenue we budgeted down also compared to 2020 income. Expenses in golf maintenance up a little up due to minimum wage increase. Expenses in golf revenue we budgeted comparatively of 2020 with some efficiency we saw in 2020 but still have the minimum wage increase also. With a net profit of \$13,898. The Grille room will be limited again next year, but we made money with less overhead. compared to 2020. Expenses will be higher again due to minimum wage increase. Total overall budget expense for the fund \$1,489,686.00. Leonard noted the budget shows an additional expense of renting/buying concession trailer and a constructing a shed or rental for the Golf shop.

Knutson reported things they saw in 2020 were the reduction of two full time staff members, the increase in minimum wage. The Staff and IT reviewed new software and were looking for a web-based software and after a thorough review staff decided to stay with current software. The software has more capabilities the previously thought, and review some of our process to make better to the end user. The biggest change is losing Skateland, it was unfortunate at how much work it needed to keep the business going, but it will always hold a special place in Recreation's heart. Recreation ran preschool, after the bell, camp, fitness, fitness center, volleyball, soccer even in these tough COVID times, staff worked hard to stay relevant.

The Recreation fund goal was to break even, January, February and March are big months in the fitness center, but we are running at about 50%, preschool, ATB are running at 50% and as of now we are not running basketball, possibly adaptive. The Budget was designed to be conservative with expense incorporated if revenue program goes. Lower budget from 2020, full pool budget with the hope to open. Leonard's recommendation is to open the pool even at a loss but limit the loss. Commissioner Caldwell would like to see the same decision-making process that staff went thru in 2020 before we decide to open for 2021, the loss should be minimal. New in 2021 budgeting was a total cost recovery through our strategic plan. A total budget in recreation of \$1,821,147.00. Motion by Commissioner Geldean, second by Commissioner Lehman to approve the proposed FY 2021 budget with Operating expense total of \$4,801,202.00 and Bond and Interest of \$1,592,914.00. as presented. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0.

Knutson reviewed with the Board the conceptual design and improvements to Tomahawk Aquatic Center. The zero-depth piping is the number one need to fix the leak, Pat Fox is working hard to keep pool running but the priority is fixing the leaks. Removing the sand volleyball court, put a water playground, take out old nautical theme, remove small splash pad in front of pool that is inoperable, add a new flume for a second slide, updating the sand filter pump and second heater. Commissioner Lehman question if the money that we were supposed to receive from Capital dollars from the state or possibility of OSLAD. Leonard advised the Board that he will continue to contact Senator McGuire of any possibility of monies, and as of now OSLAD is unavailable. Motion by Commissioner Babich, second by Commissioner Geldean for approval to hire Williams Architects to provide professional architectural and construction administration services for the Tomahawk Aquatic Center as defined in the Letter of Proposal agreement of \$181,350.00 as presented. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0.

Leonard updated the Board on the need to start the bidding process on the Cart Path. Motion by Commissioner Lehman, second by Commissioner Clower to go to bid. All Commissioners present voted aye; motion carried.

Leonard next reviewed the 5.7 Purchasing policy update to increase the Director spending authority to \$10,000, admin team to \$5,000 and statutory bidding to \$25,000. Motion by Commissioner Clower second by Commissioner Babich to approve 5.7 purchasing policy as presented. All Commissioners present voted aye; motion carried.

Mensik marketing guidelines were reviewed with the Board. Motion by Commissioner Geldean, second by Commissioner Babich to approve the marketing guidelines as presented. All Commissioners present voted aye; motion carried.

Huber reviewed with the Board the proposed golf rates for 2021. Huber is presenting with the hopes of this being the rates for the next two years. Changing the weekday early bird fee before 7:30 am Monday thru Friday to raise the rate to our twilight rate. Adopt a cart fee of requested single cart rate, after allowing bad habits from the golfers. And additional change to the pricing sheet is a caveat of pricing is subject to change. Motion by Commissioner Babich, second by Commissioner Clower to approve the 2021 proposed golf rates as presented. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0.

Leonard reviewed the Surplus ordinance #378 to declare Skateland Recreation contents as surplus and start the process of possibly sell, remove, or dispose of. Motion by Commissioner Lehman, second by Commissioner Babich to approve Surplus Ordinance #378 declaring Skateland Recreation contents as surplus. All Commissioners present voted aye; motion carried.

Leonard presented a purchase of a 2009 F350 with a plow from School District 17 for trade in value of \$5,000. Motion by Commissioner Geldean second by Commissioner Babich to approve the purchase of a 2009 F350 with a plow as presented. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0.

Leonard presented the final payment to Georges Landscaping application #6 in the amount of \$55,067.28. Motion by Commissioner Clower, second by Commissioner Geldean to approve the final pay application #6 to Georges Landscaping in the amount of \$55,067.28. Upon a roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower, Babich, Caldwell, Motion carried 5-0.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Geldean adjourn the meeting at 7:10 p.m. All ayes, motion carried.



Michael J Leonard
Secretary