

CHANNAHON PARK DISTRICT

Minutes of the February 24, 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,

COMMISSIONERS ABSENT: Clower, Lehman

STAFF PRESENT: Leonard, Knutson, Munkvold, Huber, Zalewski, Fox, Anderson, Mensik

GUESTS PRESENT: None

Everyone present at the meeting recited the Pledge of Allegiance.

PUBLIC COMMENT

No Public Comment

APPROVAL OF MINUTES

The minutes of the January 27, 2020, 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 January 27, 2020. All Commissioners present voted aye; motion carried.

CORRESPONDENCE

Nothing to Report

COMMISSIONER'S REPORTS

Commissioners Caldwell, Babich and Geldean all stated that the retreat on February 15 went well.

TREASURER'S REPORT

Superintendent of Finance & Human Resources Munkvold reported that our current financial status is good with a lot of ta warrant left. (TIF was applied in January). Starting to see an increase in registrations because of soccer.

Munkvold presented the monthly Treasurer's Report and reviewed the outstanding bills. Motion by Commissioner Geldean 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: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

Munkvold presented the pending Travel & Training Expenses. Motion by Commissioner Geldean second by Commissioner Babich to accept and pay the pending travel & training Expenses. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Leonard presented the 2020 Executive Director Goals

STAFF REPORTS

Director of Golf Operations Huber stated the Golf Par Plan meeting went well. Focusing on possible renovation, allowing more time to play holes. Food & Beverage Manager job has been posted receiving 12 applicants so far.

Communications & Marketing Coordinator Anderson presented the Drone was purchased and arrived in February. Stated that both her and IT Coordinator McCluskey will be studying to take the test to have a License to Fly. Anderson showed a short video captured from the drone taken at the Golf Course.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Communications & Marketing Manager Mensik states Putts N Suds is sold out and sponsorships are still coming in for the event.

OLD BUSINESS

Nothing to Report

NEW BUSINESS

Huber presented the Food & Beverage Manager Job Description change to reflect more of a managerial position opposed to a cook. Motion by Commissioner Babich second by Commissioner Geldean to accept the Job Description change to the Food & Beverage Manager. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

Huber proposed two (2) John Deere 2500EGreen Mowers for purchase in the amount of \$75,007.36 this will replace 2 older mowers 20+ years old. Motion by Commissioner Geldean second by Commissioner Babich to Purchase the John Deere Green Mowers from JW Turf in the amount of \$75,007.36. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

Huber presented the list of vendors we would purchase our Seed, Plant Protectant and Fertilizer from in the amount of \$44,114.85. Motion by Commissioner Babich second by Commissioner Geldean to purchase of Plant Protectants for the Golf Course from various companies not to exceed in the amount of \$44,114.85. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

Leonard presented that we use Stip Brothers for the Arroyo Trails Water and Sewer Service Termination. Their bid amount for the project is \$70,995.00. Motion by Commissioner Babich second by Commissioner Geldean to except 2020 Arroyo Trails Water and Sewer Service Termination by using Stip Brother not to exceed the amount of \$70,995. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

Leonard stated the Bid Opening on Monday for the Second Phase of Arroyo Trails Phase 1 has not been started yet because the Village is still holding the permit

Park Grounds & Facility Maintenance Manager Fox presented the Park Shop Roof Repair. This roof has been leaking for the last 10 years. Plattville Coating that worked on Skatelands roof has given us a quote for \$11,000. Maple Pavilion in Community Park will be \$5,000. Motion by Commissioner Geldean second by Commissioner Babich to proceed with the Repairs to Park Maintenance Shop not to exceed the amount of \$11,000 and Maple Pavilion not to exceed the amount of \$5,000. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

Fox presented the purchase and installation of the new Pool Slide Activity Pump. General Pump and Machinery Inc. has previously installed our 3 other pumps. The current pump has lasted 30 years this normally lasts 18-20 years. Motion by Commissioner Babich second by Commissioner Geldean to proceed with the purchase and installation of a new Pool Slide Activity Pump from General Pump and Machinery Inc. not to exceed \$17,284. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

Leonard would like the approval of the Board to approve the addition to the Staff Policy & Procedure Manual of Section 5.7 Agency Drone Use Motion by Commissioner Babich second by Commissioner Geldean to approve the 5.7 Agency Drone Policy. All Commissioners present voted aye; motion carried.

Leonard would like the approval of the Board to approve the 2020 Park Districtwide Goals. Goal #8 is to Increase levels of community trust through a robust public process and expanded transparency. Our Annual Report will be coming out in March and we will send this out electronically and have some printed out. Motion by Commissioner Babich second by Commissioner Geldean to approve the 2020 Park Districtwide Goals. All Commissioners present voted aye; motion carried.

Leonard would like the approval of the Board to have Williams Architect to conduct a Needs Assessment Study of our facilities Districtwide for the amount of \$14,000. Motion by Commissioner Geldean second by Commissioner Babich to have Williams Architect to provide Professional services in the amount of \$14,000. Districtwide. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

Leonard would like the approval of the Board to Hire Beyond Your Base to Provide Public Policy and Engagement Services in the amount of \$48,000. Motion by Commissioner Babich second by Commissioner Geldean to hire Beyond Your Base to work with a public engagement program not to exceed \$48,000. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Geldean. Not present to vote: Lehman and Clower. Motion carried 3-0 with two absent.

Leonard informed the Board that Superintendent of Recreation & Facilities Knutson, Munkvold and himself will be meeting with School District #17 regarding the Coop purchase. We have submitted all the documents past and present to complete our portion of the agreement back from 2002. Work to the property has exceeded the original agreement so for that we are asking for building usage such as Pioneer Path or taking more property on the Joint Site. There is one last question unanswered and we have reached out to the Village regarding the 50% of sewer line. We will start to bill the School District for mowing as of January 1 with a due date of July 31, 2020. October 1 is 365-day notice before we completely stop all services. The school has asked for 2 Board Members from each District to meet. Mike Geldean and Chris Caldwell will be in attendance from our Board.

Knutson has presented 2020 Code of Conduct for all participants and spectators to comply with. The Board has asked for this to be posted for the public to see. Motion by Commissioner Geldean second by Commissioner Babich to adapt the 2020 Code of Conduct for all participants and spectators. All Commissioners present voted aye; motion carried.

Anderson presented the Rebranding of Heritage Bluffs Logo. It will be kept to one color and increasing the font on "Channahon, Il Est. 1993". The Buffs #3 Logo is what everyone has agreed on

ADJOURNMENT

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



Michael J Leonard
Secretary