

## CHANNAHON PARK DISTRICT

### Minutes of the February 22, 2021 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: Babich, Clower, Lehman, Caldwell

COMMISSIONERS ABSENT: Geldean

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

GUESTS PRESENT: Patricia Venziano, 24630 Edwin Drive, Channahon

Everyone presents at the meeting recited the Pledge of Allegiance.

#### APPROVAL OF MINUTES

The minutes of the January 23, 2021, Regular Board Meeting were presented for approval. Motion by Commissioner Babich second by Commissioner Clower to approve the minutes of the Regular Board Meeting for January 23, 2021. All Commissioners present voted aye; motion carried.

The minutes of the January 25, 2021, Board Retreat were presented for approval. Motion by Commissioner Clower second by Commissioner Babich to approve the minutes of the Regular Board Meeting for January 25, 2021. All Commissioners present voted aye; motion carried.

The minutes of the February 8, 2020, Special Board Meeting were presented for approval. Motion by Commissioner Babich second by Commissioner Clower to approve the minutes of the Regular Board Meeting for February 8, 2020. All Commissioners present voted aye; motion carried.

#### CORRESPONDENCE

Executive Director Leonard read a letter received from State Representative Larry Walsh congratulating the District on achieving Distinguished Accreditation.

#### PUBLIC COMMENT

Resident Patricia Venziano shared with the Board her unhappiness with the District in handling the sale of Skateland Recreation Center.

#### COMMISSIONER'S REPORTS

Nothing to report.

#### TREASURER'S REPORT

Superintendent of Finance & Human Resources Munkvold reported on the District's current financial position.

Munkvold presented the monthly Treasurer's Report and reviewed the outstanding bills. Motion by Commissioner Babich second by Commissioner Lehman to accept the monthly report and authorize payment of outstanding bills. Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

#### EXECUTIVE DIRECTOR'S REPORT

Leonard reviewed with the Board the Executive Director Goals for 2021

Leonard next outlined the Capital project timeline and the use of monies from the sale of Skateland, monies received will go to existing projects slated for 2021.

Staff is in the process of hiring a new part timer to replace the vacancy of Beth Bullard, the position has changed and will now be Part time event & Community Outreach Coordinator.

Purchase of the Kiedrow townhouse update to the Board, Park District's do not have statutory authority to take out a mortgage on property, therefore the two options would be to purchase outright or take out a two-year promissory note. Staff recommendation would be to take out a two-year promissory note for FY2022 & FY2023.

Leonard reviewed with the Board PDRMA's response of renting out the townhome, recommendation to the Board would be to not rent out due to liability. The Board concurs with recommendation.

Leonard outlined the Eight factors to consider before going to referendum for the Board to review.

Leonard informed the Board of a Virtual Cohort to review our cost recovery practices at the District. The cost would be our professional service for 2021's budget.

#### STAFF REPORTS

Marketing Manager Mensik informed the Board that they will be 4 virtual guides instead of 3, still planning to print the summer guide, this will help insure we address changes as they happen.

A new company was acquired to make our online flip book better. 50<sup>th</sup> Anniversary the Logo is out, and a webpage dedicated to the Anniversary, vehicle magnets will be ordered to cover existing logo, an online forum will be available to upload old photos of the Park District. A sponsorship solicitation will be going out soon.

Marketing created a webpage called transparency that is up and running, which will have the Skateland sale information as well Capital project status.

Superintendent of Recreation & Facilities Knutson presented the Recreation report, staff is running as many programs as Phase 4 will allow, the fitness center and open gym is still on a reservation system, Phase 5 guidelines were discussed about Tomahawk Aquatic Center, Frosty Five was a successful despite the cold weather 140 finishers with 200 registered.

Commissioner Lehman asked for clarification of mask wearing in the Field House.

Director of Golf Huber reviewed numbers to date with no golfers in January. February has been quiet, and we are operating in the red but a cost savings from last year already will put March in a good place. We have begun booking leagues and receiving calls for outings. Permanent tees times are showing an increase, we have a new golf league starting this spring.

Clubhouse project is moving to bidding process, and a successful bid for the cart path.

Looking ahead in golf, new technologies, and staying focused in 2021.

Park Grounds and Facility Maintenance Manger Fox reported snow removal has been very successful. Working on signs, equipment and buildings have weathered cold to date.

Huber informed that Board that the Golf course surpassed 60 days of being under snow and wanted the Board to be aware that the course can be affected and could be problematic.

Commissioner Lehman wanted to know the labor needed with the Government looking to raise minimum wage to \$15.00. Leonard reported that we had budgeted the possibility and have looked to cut staff where we can.

Munkvold reported the audit on site visit is complete and the process is moving forward with better outcomes than 2019.

#### PEOPLE FOR CHANNAHON PARKS FOUNDATION

Mensik updated the Board on the Fish and Signs for Arroyo. Reminded the Board the Putts and Suds is being deferred to 2022. The Foundation is working on fundraising during COVID. They are looking at squirrels on parade or a wildlife on parade have them decorated and display at Arroyo trails.

Commissioner Caldwell asked about sponsorships going forward, and what is left to sponsor.

#### OLD BUSINESS

Nothing to Report.

#### NEW BUSINESS

Leonard reviewed and Ordinance abating the tax hereto levied for the year 2020 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2020 A, of the Channahon Park District, Will and Grundy Counties, Illinois. Motion by Commissioner Clower second Commissioner Babich to approve Ordinance abating the tax hereto levied for the year 2020 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2020 A, of the Channahon Park District, Will and Grundy Counties, Illinois as presented. Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

Leonard next reviewed changes made to the Capital Budget FY 2021, neighborhood park improvements allocation will be moved to Tomahawk Aquatic Center Capital project due to discussion about the sand filters needing to be replaced, and we may need monies to complete the full project.

Commissioner Caldwell questioned the contingency being held at the golf course. Leonard shared his frustration with the current contingencies and with the Architects methods of creating.

Leonard reviewed the invoice presented for approval to pay Williams Architects December Invoice #0020180 in the amount of \$19,756.86 for Professional Services rendered for Heritage Bluffs Clubhouse. Motion by Commissioner Lehman, second by Commissioner Clower to approve the payment to Williams Architects for \$19,756.86. Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

Leonard reviewed the invoice presented for approval to pay Williams Architects January Invoice #0020210 in the amount of \$18,855.81 for Professional Services rendered for Heritage Bluffs Clubhouse. Motion by Commissioner Babich, second by Commissioner Clower to approve the payment to Williams Architects for \$18,855.81 Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

Leonard shared the Districtwide goals for FY2021. Motion by Commissioner Clower, second Commissioner Lehman to approve the Districtwide goals for FY 2021 as presented. All Commissioners present voted aye; motion carried.

Leonard next reviewed the bid outcomes for the cart path work at Heritage Bluffs in the amount of \$644,033., after the vetting process was completed. Motion by Commissioner Clower, second by Commissioner Babich to approve the bid from J&R Asphalt for cart path construction in the amount of \$644,033 as presented. Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

Leonard presented the purchase an outdoor movie system from Focused Technology in the amount of \$13,999., rather than renting the equipment which will allow us to get out into the neighborhood parks. Motion by Commissioner Babich, second by Commissioner Clower to approve the purchase of an outdoor movie system from Focused Technology for \$13,999. Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

Fox reviewed the purchase of Aerator from Burris Equipment in the amount of \$12,894. Motion by Commissioner Lehman, second by Commissioner Clower to approve the Aerator from Burris Equipment for \$12,984.00 Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

Leonard next review the purchase and installation of a Control Link lighting control system For Community and Central Park Ball Field lights in the amount not to exceed \$24,000. Motion by Commissioner Babich, second by Commissioner Clower to approve the purchase and installation of Control Link lighting system in a not to exceed amount of \$24,000.00. Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

Huber reviewed the Golf Course Capital Equipment Purchase Request

- John Deere TC125 Turf Collection System (Core Sweeper) - Cost \$11,931.18
- Salsco HP11-111 73" Greens roller- Cost \$22,411.00
- John Deere 7400A TerrainCut Trim and Surrounds Mower (Bank Mower) - Cost \$43,110.59
- John Deere ProGator 2020A & John Deere HD300 Select Spray (300 Gallon Sprayer)- Cost \$48,414.39

The pricing on these units is the state approved bid purchasing costs through JW Turf. Each piece of equipment meets our specifications and needs. Motion by Commissioner Lehman, second by Commissioner Clower to approve the purchases from J.W. Turf in the amount of 125,867.16 Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

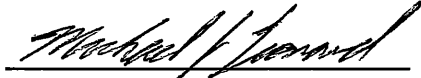
Huber next reviewed the need to purchase of Driving Range Picker Cart from Nadler Golf for 14,240.00. Motion by Commissioner Clower second by Commissioner Babich to approve the purchase of a Driving Range Picker Cart, from Nadler Golf for 14,240.00 as presented. Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

Leonard reviewed the need for Privacy Policy & Security Incident Response Plan on a recommendation from PDRMA. Commissioner Babich, second by Commissioner Clower to approve the Privacy Policy and & Security Incident Response Plan as presented. All Commissioners present voted aye; motion carried.

The District has declared surplus a batting cage, pitching machine and 11 spin bikes. Motion by Commissioner Lehman second by Commissioner Clower to approve surplus ordinance # 380 as presented. Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Caldwell, not present to vote Geldean, Motion carried 4-0 with one absence.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Babich adjourn the meeting at 6:17 p.m. All ayes, motion carried.



Michael J Leonard  
Secretary