

CHANNAHON PARK DISTRICT

Minutes of the March 22, 2021 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, Clower, Geldean @ 5:15

COMMISSIONERS ABSENT: Lehman

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

GUESTS PRESENT: Patricia Venziano, 24630 Edwin Drive, Channahon

PUBLIC HEARING

The President opened the Public Hearing at 5:00 p.m. concerning the District's Fiscal Year 2021 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 \$1,370,537 in the Corporate Fund; \$2,121,148 in the Recreation Fund; \$158,212 in the Liability Insurance Fund; \$6,562,569 in the Park Bond Capital Projects Fund; \$1,669,686 in the Golf Operations Fund; \$123,620 in the Joint Handicap Recreation Fund; and \$1,612,914 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 presents at the meeting recited the Pledge of Allegiance.

PUBLIC COMMENT

No Public Comment

APPROVAL OF MINUTES

The minutes of the February 22, 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 February 22, 2021. All Commissioners present voted aye; motion carried.

CORRESPONDENCE

Nothing to report.

COMMISSIONER'S REPORTS

Nothing to report.

TREASURER'S REPORT

Superintendent of Finance & Human Resources Munkvold reported that our current financial status is good. Recreation and Golf are showing income for March compared to March of 2020. Cash balance still looks good thru March and will have Golfs income in April.

Munkvold presented the monthly Treasurer's Report and reviewed the outstanding bills. Motion by Commissioner Clower 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, Clower with two absences Geldean, Lehman. Motion carried 3-0 with two absences.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Leonard congratulated the Business Office on received 2019 Certificate of Achievement for Excellence in Financial Reporting.

Consolidated Elections are April 6th, Commissioner Lehman, and Commissioner Babich are the ballot and are running unopposed. We will continue having polling places at ACC, Park Shop and Golf Course.

Munkvold was able to work with Will County Health Department due to the District having a preschool in the Administration building to receive COVID-19 vaccinations for staff members.

Leonard reviewed with Board the need to divide Fieldhouse property from the School District Property that was never done upon completion of the project. Leonard requested that Geotech be retained to do a survey that will be handled like a condominium building to break up the property. The School District and Park District will sit down and divide the property and any costs incurred will be split 50/50.

Leonard next reviewed the latest rendering of the Golf Course Clubhouse expansion project.

The Capital Project budget will be updated each month and will be in your packet for review.

The Circuit Court Clerk scheduled a hearing for March 31, 2021 at 9:50 for the sale of Skateland and will be via zoom.

The District will be taking out a promissory note for the purchase of golf equipment, which will save 1.5% in interest.

Leonard will be on vacation the week of March 29th.

The Daily Herald reported the Will County is scheduled to receive \$135 million for the American Rescue Plan. It awards monies that can be allocated to Special Districts which is in addition to

CARES and CURES act. Our lost revenue was \$815,000 in 2020. Due to cost cutting we were able to have a net lost of \$30,000, thanks to Department heads.

STAFF REPORTS

Director of Golf Huber updated the Board with numbers generated to date, reported that the snow being on the course for a long period of time did not have a big impact. The 50th anniversary and new logo will be on the new flags for the course. A meeting is scheduled with the Cart path contractor, to start working out the schedule, the need to shorten the reservation window to meet the needs of the contractor. The construction documents review should be complete this week, with a longer bidding period. The Bid opening should be at the end of April and negotiations will be done at this time. June 1st is the day the clubhouse is turned over to contractors. All the impact should be done in 2021 since the completion date keeps moving back.

Marketing Manager Mensik reported to the Board the summer guide will be out early April with registration starting April 1st. The 50th Anniversary is being worked on with the Village which is celebrating their 60th and the Library is celebrating their 45th dates for the event to follow. All staff are receiving a t-shirt and full time are received a polo with the new logo. Currently working on banners for the parking lots. Abby is promoting our open employment positions. Magnets for the Trucks are finished and will be out when the weather is better. Leonard and Marketing Staff will be working on an annual report that will be completed in 1st qtr.

Superintendent of Recreation and Facilities reported on the mitigations from the Restore Illinois. The Easter Egg hunt will have 4 waves of 50 people this coming weekend. Registration is going well, especially soccer, we have standards from the state that masks must be worn, and another standard say a mask does not have to be worn. The District will go with the standard that states that do not have to be worn based on what the patrons want. Day camp groups up to 30 no mask outside, masks inside. Fitness center is up to fifty, no reservation system is needed. Group fitness up to 25 people no mask required. Inside programs mask still required. Festivals 15 people per 1,000 sq ft. but should move to 30 people per 1,000 sq ft. Swimming pool should go back to 50% capacity, which will allow a normal swim day without a reservation system, no sand play area, concession stand might be handled differently.

Three Rivers Festival is planning to go for 2021 with a new site map to give more room for beer garden and entertainment. The Carnival will be pushed back from original site. Potential problem would be the Faris Wheel due to weight, and the Liquor license from the State.

Munkvold reported the work has begun on the OSLAD reimbursement for Arroyo Trails playground. PDRMA completed the evaluation on our Assets and a new process is underway to asset recording. Credit Balances on the books are coming down as we open programs.

Leonard would like to schedule a time for the Board to take a tour of facilities and help direct which way to go in the future and how that relates to our strategic plan.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Mensik reported the hiring of Carrie Capecci to take over from Beth Bullard position for the Foundation and will start April 1st. She will be a shared staff person with Recreation. The totem mockups are completed. The fish are completed and will be installed in donor plaza and soon.

as parks are able. February 26, 2022 will be Putts and Suds. Carrie will be busy getting the Foundation caught up and researching possible fundraisers that can be done during COVID.

OLD BUSINESS
Nothing to report.

NEW BUSINESS

Leonard presented the FY 2021 Budget and Appropriation Ordinance. Motion by Commissioner Geldean second by Commissioner Clower to accept the FY 2021 Budget and Appropriation Ordinance #379 as presented. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Babich, Clower, Geldean with one absences Lehman. Motion carried 4-0 with one absence.

Leonard next presented a Promissory Note financing with CIBC Bank for the purchase of Golf Equipment approved for purchase at the February Board meeting. The District does not typically do promissory notes for equipment purchases but the savings on the interest rate had us exploring this option rather than a traditional financing company. The payments will cross three budget years. Motion by Commissioner Clower, second by Commissioner Babich to approve the \$65,521.60 promissory note with CIBC. Upon a roll call vote, the following Commissioners voted aye: Babich, Clower, Caldwell Geldean, not present to vote Lehman, Motion carried 4-0 with one absence.

The Board reviewed the contract with Geotech Inc. Motion by Commissioner Babich, second by Commissioner Geldean to approve the hiring of Geotech Inc. to prepare a Plat of Survey and Condominium Survey for the purposes of dividing the Field House Property between the Channahon Park District and Channahon School District 17, in the amount of \$14,600, plus coordination fees at an hourly rate. Upon a roll call vote, the following Commissioners voted aye: Babich, Clower, Caldwell Geldean, not present to vote Lehman, Motion carried 4-0 with one absence.

Leonard reviewed the invoice presented for approval to pay Williams Architects January Invoice #0020242 in the amount of \$29,744.71 for Professional Services rendered for Heritage Bluffs Clubhouse. Motion by Commissioner Clower, second by Commissioner Babich to approve the payment to Williams Architects for \$29,744.71 Upon a roll call vote, the following Commissioners voted aye: Babich, Clower, Caldwell Geldean, not present to vote Lehman, Motion carried 4-0 with one absence.

Leonard reviewed the invoice presented for approval to pay Williams Architects January Invoice #0020243 in the amount of \$2,712.60 for Professional Services rendered for Tomahawk Aquatic Center. Motion by Commissioner Geldean, second by Commissioner Clower to approve the payment to Williams Architects for \$2,712.60 Upon a roll call vote, the following Commissioners voted aye: Babich, Geldean, Clower, Caldwell, not present to vote Lehman, Motion carried 4-0 with one absence.

Leonard reviewed the invoice presented for approval to pay Williams Architects February Invoice #0020289 in the amount of \$59,681.54 for Professional Services rendered for Heritage Bluffs

Clubhouse. Motion by Commissioner Babich, second by Commissioner Clower to approve the payment to Williams Architects for \$59,681.54 Upon a roll call vote, the following Commissioners. Minutes of the March 21, 2021 Channahon Park District Board Meeting
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voted aye: Babich, Geldean, Clower, Caldwell, not present to vote Lehman, Motion carried 4-0 with one absence.

Leonard presented the schematic design of the Tomahawk Aquatic Centre reviewed with the Board the leakage being detected from the plumbing under the pool. Motion by Commissioner Babich, second by Commissioner Geldean to approve the schematic design of Tomahawk Aquatic Center as presented. All Commissioners present voted aye; motion carried.

This District did not currently have a procedure for disposing of surplus property within the District. Motion by Commissioner Clower, second by Commissioner Babich to approve the Surplus Property Sale and Disposal Procedure as presented. All Commissioners present voted aye; motion carried.

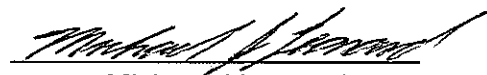
Huber presented to the Board the Surplus Ordinance #383 to declare Golf and Park Equipment surplus. Motion by Commissioner Clower, second Commissioner Geldean to approve Surplus Ordinance #383 as presented. All Commissioners present voted aye; motion carried.

Leonard reviewed with the Board the updated policy #1.21 Working Remotely Policy. Under COVID restrictions the policy was used and needed to be updated. Motion by Commissioner Babich, second by Commissioner Clower to approve the update to Policy 1.21 Working Remotely Policy as presented. All Commissioners present voted aye; motion carried.

The Board reviewed proposed changes to the Event & Program Coordinator Job Description. Motion by Commissioner Geldean, second by Commissioner Babich to approve changes to the Event & Program Coordinator Job Description as presented. All Commissioners present voted aye; motion carried.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Geldean adjourn the meeting at 6:07 p.m. All ayes, motion carried.


Michael J Leonard
Secretary