

CHANNAHON PARK DISTRICT

Minutes of the December 20,2021 Regular Meeting of the Board of Commissioners

CALL TO ORDER

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

COMMISSIONERS PRESENT: Clower, Geldean, Lehman, Caldwell

COMMISSIONERS ABSENT: Babich

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

GUESTS PRESENT: John Nugent and Ellen Macuiba

Everyone presents at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the December 20, 2021, Regular Board Meeting were presented for approval. Motion by Commissioner Clower second by Commissioner Geldean to approve the minutes of the Regular Board Meeting for December 20, 2021. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

Nothing to report.

PUBLIC COMMENT

Executive Director Leonard recognized John Nugent of Golf Grounds for 28 years of service and Ellen Macuiba Facility Manager 26 years of service. The Illinois Association Park District sent a resolution recognizing 50 years of the Park District.

COMMISSIONER'S REPORTS

Nothing to report.

TREASURER'S REPORT

Superintendent of Finance & Human Resources Munkvold reported, Taxes are 98.6% collected \$40,000 left uncollected which is very normal for the district. Golf fund is holding steady with more information from Director of Golf Huber, Corporate fund has a surplus that may be transfer to Capital projects or start the reserve fund, Liability fund is high due to not having to pay unemployment thru the pandemic, Recreation had a great year transferring the whole \$400,000 to Capital and still have a 1 to 2 hundred thousand surplus. Joint Handicap Fund is holding a reserve for hiring a new staff member, and Bond and Interest has one more payment made in December. Capital Budget will be presented at tonight's meeting.

Munkvold presented the monthly Treasurer's Report and reviewed the outstanding bills. Motion by Commissioner Lehman 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: Clower Geldean, Lehman, Caldwell, not present to vote, Babich. Motion carried 4-0 with one absence.

EXECUTIVE DIRECTOR'S REPORT

Executive Director Leonard would like to schedule a Board Retreat for January for referendum planning. Commissioner Lehman will be gone thru February so the retreat will be scheduled in March.

Aux Sable asked for a one-year extension for 2022 of their TIF, after this year they will seek additional twelve-year extension on the TIF. This year's TIF deposit was \$265,779.37.

Ancel Glink the Park District Attorney's will not go on a retainer.

STAFF REPORTS

Superintendent of Recreation and Facilities Knutson the Fitness Center is reporting an uptick in members as the weather changes. Basketball, Volleyball and Pickleball are trending well, Knutson asked the Board to review the refund policy that is in place due to COVID-19 at the February Board meeting. Commissioner Caldwell question if the low scans at the Fitness Center was due to the mild weather, and that is correct.

Munkvold reported that the Business Office is gearing up for year end and are waiting on dates for the Audit. Positive turn out for the Christmas luncheon.

Director of Golf Huber reported that we are in the off season, still trending well ahead of December 2020, the gift card promotion is going well with \$13,000 in gift cards sold to date, for every \$100 you get a free green fee. The bottom line will be lower this year as we have absorbed more expenses with the move to out buildings, staff levels are higher, with a more traditional spending in 2021. 2022 there is more in the budget for FFE.

The clubhouse project garage doors are in. Sprinkler system has been approved and construction should start before the end of the year. The construction management team has done a great job keeping the trades moving forward and now that the sprinkler system is under construction it will be full steam ahead. Huber invited all to visit the site. Kudos to Marketing Coordinator Anderson on the gift card promotion. Executive Director Leonard informed the Board that there have been twelve change orders that have been executed on the project. One more change order will be coming for the exterior upgrade.

Marketing Manager Mensik reported the final 50th Anniversary event ChannaHoliday is complete. Weather conditions were not ideal. Marketing Coordinator Anderson did an excellent job marketing the event. A Kudos to Facility Manager Brown for the change in programing and communicating change to the event due to weather. For the first time ever the ChannaHolidays event received more sponsorship money then the even cost. These monies will be invested in a backdrop for the 2022 event.

Park Ground & Facility Maintenance Manager Fox reported Parks had good fall weather which helped in completing additional work on the pool before winter set in. Maintenance on playgrounds has been a challenge this year, we have had to retro fit parts to make them safe. Arroyo Trails storm damage is still on going. Parks has been running short handed with key staff leaving and never getting replacements.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Mensik updated the Board the status of Putts and Suds, registration is underway with over 72 teams.

A year end update will go out to donors in a glossy printed document.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

Fiscal Year 2022 Budget was presented with creating a reserve fund. Bond and Interest Fund Expenses \$1,655,072; Corporate Fund Expenses \$1,373,634; Liability Fund Expenses \$152,523; Joint Handicap Fund Expense \$172,342; Golf Fund Expenses \$2,075,857; Recreation Fund Expenses \$2,054,500. Motion by Commissioner Lehman, second Commissioner Clower to approve the Fiscal Year 2022 Budget at presented. Upon a roll call vote, the following Commissioners voted aye: Clower Geldean, Lehman, Caldwell, not present to vote, Babich. Motion carried 4-0 with one absence.

Fiscal Year 2022 Capital Project Budget was presented expenses of \$4,543,320. Motion by Commissioner Lehman second by Commissioner Geldean to approve the Capital Project Budget as presented. Upon a roll call vote, the following Commissioners voted aye: Clower Geldean, Lehman, Caldwell, not present to vote, Babich. Motion carried 4-0 with one absence.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Geldean adjourn the meeting at 6:26 p.m. All ayes, motion carried.



Michael J Leonard
Secretary