

## CHANNAHON PARK DISTRICT

### Minutes of the February 28, 2022, Regular Meeting of the Board of Commissioners

#### BUDGET HEARING ON FY2022 BUDGET & APPROPRIATION ORDINANCE

The President opened the Public Hearing at 5:00 p.m. concerning the District's Fiscal Year 2022 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 \$1,510,997 in the Corporate Fund; \$2,589,951 in the Recreation Fund; \$167,775 in the Liability Insurance Fund; \$4,997,652 in the Park Bond Capital Projects Fund; \$2,284,543 in the Golf Operations Fund; \$189,577 in the Joint Handicap Recreation Fund; and \$1,820,579 in Bond & Interest Fund. No Board members had any comments or questions concerning the 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.

Anticipate revenue for FY2022 are Recreation Fees \$3,786,465; Property Tax \$3,005,471; Bond Proceeds \$4,334,685; Other cash receipts \$1,501,681; and Interest Earned \$1,100.

The President closed the public hearing at 5:08 p.m.

#### CALL TO ORDER

The meeting was called to order by President Caldwell at 5:0 p.m. at the Park District offices. Roll call for attendance was taken.

COMMISSIONERS PRESENT: Clower, Geldean, Caldwell, Babich

COMMISSIONERS ABSENT: Lehman

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

GUESTS PRESENT: None

Everyone presents at the meeting recited the Pledge of Allegiance.

#### APPROVAL OF MINUTES

The minutes of the January 17, 2022, Closed session were presented for approval. Motion by Commissioner Geldean second by Commissioner Babich to approve the minutes of the Regular Board Meeting for December 20, 2021. All Commissioners present voted aye: motion carried.

The minutes of the January 17, 2022, Regular Board were presented for approval. Motion by Commissioner Babich second by Commissioner Geldaen to approve the minutes of the Regular Board Meeting for January 17, 2022. All Commissioners present voted aye: motion carried.

## CORRESPONDENCE

Thank you card from the Mayor Morman for sending a plant in remembrance of her father who passed away.

Ronald McDonald House thank you card for the donation of forty-six pounds of pop tabs, toiletries, and blankets.

## PUBLIC COMMENT

No public comment

## COMMISSIONER'S REPORTS

No reports.

## TREASURER'S REPORT

Executive Director Leonard presented the February 2022 Treasurer's and February 2022 outstanding bills. Motion by Commissioner Geldaen, second by Commissioner Babich to accept the January 2022 Treasurer's Report and authorize the payment of January 2022 bills. Upon a roll call vote, the following Commissioner voted aye: Babich, Clower, Geldean, Caldwell. Motion Carried 4-0 Absent: Commissioner Lehman.

## EXECUTIVE DIRECTOR'S REPORT

Executive Director reported the following:

- The contents of the Budget and Appropriation Ordinance are as follows:
  - o Amount of cash on hand at the beginning of the year.
  - o Estimate of cash expected to be received during the fiscal year from all sources.
  - o Estimate of the expenditures contemplated for the fiscal year.
  - o Estimate of the cash expected to be on hand at the end of the fiscal year.
- The Board Retreat is scheduled for Saturday, March 5, 2022, at **8 am**. The retreat will be held at Arrowhead Community Center. Paul Handley, from Beyond Your Base will be in attendance to begin the district's public policy and engagement program leading up to a potential referendum in Spring 2023. Kristin will also review with the Board the District's Financial Sustainability Strategy.
- Sale of Skateland Appeal: The Third District Appellate Court has scheduled oral arguments in McCoy's appeal of the sale of Skateland. The appeal is scheduled for Wednesday April 13, 2022, at 2:00 pm via Zoom.
- American Recovery Act Funds: Nick Palmer, Chief of Staff, Will County Board, provided an update on American Recovery Act funds that may be available to Park District's in Will County. At Thursday's Board meeting the Board's Executive Committee was authorized to make decisions on behalf of the Board, which will make things going forward easier. The Executive Committee plans on adopting "pillars" or categories of funding for the various areas, including park districts. This move will then allow the County's consultant to work with County leaders to finalize the process to accept request officially and start distributing funds. However, Nick did not indicate in his e-mail when the County will start officially accepting request for funding.

- Kiedrow Townhome: Mary Kiedrow called me to let me know that she is listing her townhome for sale. I will include the discussion of the Kiedrow's townhome on the agenda for the Board Retreat on March 5<sup>th</sup>.
- Directors Goals was presented to the Board.

## STAFF REPORTS

### Kristin Knutson, Superintendent of Recreation & Facilities reported the following:

- Priority registration for the upcoming 2022-2023 Kids Connection Preschool year began on February 21. This registration is offered to current students in preschool, our early childhood classes as well as their siblings. There will be an Open House on February 23<sup>rd</sup> to promote our 3- and 4-year-old preschool program.
- New relaxed COVID protocols was discussed with the Board. Part of the discussion included when drinking fountains will be on again.
- Request from Commissioner Caldwell to bring back tot-time open gym was discussed.
- The upcoming Swim season was reviewed. There will be no fees increases this year and hiring is going well. In addition, funding and timing for capital improvements at TAC was also discussed.

### Mike Huber, Director of Golf Operations reported the following:

- We are still in the time of year that our work is mostly administrative in nature. We are currently continuing to work on rebooking and booking new outings (10), leagues, and permanent tee times. We are also ordering merchandise for the 2022 season and getting all our plans in place for the upcoming season.
- Our new Food & Beverage Manager Alisa Gawne started of February 28<sup>th</sup>. She has been working for us the last couple of years, most recently as our Assistant Food & Beverage Manager.
- We are not experiencing much activity at the facility at this time but have started to receive calls about when we will open as each week the forecast continues to improve. We will be evaluating the course conditions daily and hope to open soon as our golfers are showing cabin fever.
- Clubhouse Renovation work has continued, and we are progressing well. We have run into a handful of delays but continue to work through those to keep the project progressing. Work continues inside the clubhouse with painting, installation of the bar and kitchen equipment as the major happenings at this point. We have been given a projection of opening the clubhouse in late-April 2022.
- Pepsi contract was reviewed with the board.

### Jennifer Mensik, Director of Marketing & Development reported the following:

- 2022 Summer Guide: We have hired a graphic designer for the Summer and Fall Guides for 2022. She has extensive experience in print design. She has worked on projects for J. CREW, Saks Fifth Avenue, Macy's, and Estee Lauder. The 2022 Summer Guide will be available online on March 7 and delivered to homes March 30-31.

- Sponsorship solicitations will begin in March, with a focus on getting a significant sponsor for our Independence Day event. All three ads for the Summer Guide were renewed for a total of \$1,400 in advertising revenue.

Pat Fox, Parks Grounds & Facilities Maintenance Manager reported the following:

- We are still refinishing our park signs. We have also started rebuilding our picnic tables that need boards replaced. We still have carried over work from 2021 in our Parks. Late last year as we did our monthly playground inspections, we found that equipment was damaged, rusted or cracked. Since then we have ordered parts and received them, and they will be replaced when the weather is warmer.
- The paint has been ordered for the lap pool and zero depth. Hopefully, late April or early May that project will be completed. Next month we will start organizing our equipment for the pool and start installing weather permitting.
- Soccer paint has seen a big increase in price. Pat is going to work with the recreation team to see if there are ways to reduce our field paint needs.
- Pat discussed changing the manhole at the Cedar building with funding assistance from the City of Joliet.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

- Arroyo Trails Donor Year End Update: A year end update/booklet was mailed to all Arroyo Trails donors. A donation card for Arroyo Trails was included. So far, we've received \$5,600 in donations.
- Putts & Suds was held for the first time at Heroes West in Joliet on February 26. The event was sold out at 120 teams (480 total participants). \$16,700 was raised in sponsorships, plus another \$500 in response to the Putts & Suds solicitation dedicated solely to Arroyo Trails. We also had a tremendous response in donated gift baskets for the raffles. We will be changing how teams register for the 2023 event.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

- FY2022 Budget & Appropriation Ordinance #389. Motion by Commissioner Babich, second by Commissioner Clower to approve the FY2022 Budget & Appropriation Ordinance as presented. Upon roll call vote, the following Commissioners voted aye: Geldean, Clower, Caldwell, Babich. Absent: Lehman. Motion Carried: 4-0
- Board reviewed the travel expenses for the National Golf Course Owners Association National Conference and the Illinois Association of Park Districts State Conference as required.
- Motion by Commissioner Geldean, second by Commissioner Clower to approve the new Park District Logo. Upon a voice vote, all Commissioners present voted aye: motion carried.
- Design Perspectives. Motion by Commissioner Clower, second by Commissioner Babich to hire Design Perspectives to provide professional services for the design and construction of Woods of Aux Sable Park in the amount \$11,500, plus reimbursable expenses. Upon roll call vote, the following Commissioners voted aye: Babich, Caldwell, Geldean, Clower. Absent: Lehman. Motion Carried: 4-0

- E. Pay Application # 9 in the amount of \$290,899.36 for the renovation of Heritage Bluffs Club House. Motion by Commissioner Geldean, second by Commissioner Babich to approve Pay Application # 9 in the amount of \$290,899.36. Upon roll call vote, the following Commissioners voted aye: Clower, Geldean, Caldwell, Babich. Absent: Lehman Motion carried 4-0.
- F. Club House Change Orders. Motion by Commissioner Clower, second by Commissioner Babich to approve Change Order #13, #14, and #15 for the renovation of Heritage Bluffs Club House in the amount of \$11,756.95. Upon roll call vote, the following Commissioners voted aye: Babich, Caldwell, Geldean, Clower. Absent: Lehman. Motion carried 4-0.
- G. Outdoor Furniture Bid. Motion by Commissioner Geldean, second by Babich to award the outdoor furniture bid to Golf Sign & Design in the amount of \$62,390. Upon roll call vote, the following Commissioners voted aye: Caldwell, Clower, Geldean, Babich. Absent: Lehman. Motion Carried 4-0.
- H. Purchase of Indoor Furniture: Motion by Commissioner Clower, second by Commissioner Geldean to approve the purchase of indoor furniture for Heritage Bluffs Clubhouse in the amount not to exceed \$21,000. Upon roll call vote: Geldean, Caldwell, Clower, Babich. Absent Lehman Motion carried 4-0.
- I. Purchase of Chemicals & Fertilizer. Motion by Commissioner Clower, second by Commissioner Babich to approve the purchase of chemicals & fertilizer for Heritage Bluffs Golf Club in the amount not exceed \$29,959.88, from the following vendors: Tyler Enterprises (\$12,709), BTSI (\$280), Reinder's (\$5,132), and VanDiest (\$11,434). Upon roll call vote: Caldwell, Babich, Clower, Geldean. Absent: Lehman. Motion carried 4-0
- J. Update of COVID-19 Staff Vaccination Policy. Motion by Commissioner Clower, second by Commissioner Babich to approve the updated COVID-19 Staff Vaccination Policy. Upon voice vote 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 6:12 pm. Upon voice vote all Commissioners present voted aye. Motion carried.



Michael J Leonard  
Secretary

## CHANNAHON PARK DISTRICT

### Minutes of the February 14, 2022, Special 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, Caldwell, Babich  
COMMISSIONERS ABSENT: Lehman  
STAFF PRESENT: Leonard, Knutson, Huber

GUESTS PRESENT: None

Everyone presents at the meeting recited the Pledge of Allegiance.

#### NEW BUSINESS

- A. Tim Gavin of Lauterbach & Amen presented their proposal to provide professional financial services to the Board. Tim reviewed the profile of Lauterbach & Amen, the scope of services and pricing for the services they can provide.

Executive Director Leonard reviewed with the Board his memo with the cost savings the District would secure if we were to outsource the Districts financial services. He also stated that we can reevaluate outsourcing financial services within a year to determine if it is beneficial for the District.

- B. Motion by Commissioner Geldean, second by Commissioner Babich to approve Resolution 2022-1 Authorizing a No Bid Contract with Lauterbach & Amen to provide financial services to the Channahon Park District not to exceed \$152,700/year. Upon roll call vote, the following Commissioners voted aye: Caldwell, Clower, Geldean, Babich. Absent: Lehman. Motion Carried 4-0.
- C. Motion by Commissioner Clower, second by Commissioner Babich to approve Resolution 2022-2 Authorizing a No Bid Contract with Techlife to provide Managed IT Services not to exceed \$44,520/year. Upon roll call vote, the following Commissioners voted aye: Babich, Geldean, Clower, Caldwell. Absent: Lehman. Motion Carried 4-0.
- D. IMRF Authorized Agent: Motion by Commissioner Babich, second by Commissioner Geldean, to appoint Michael J. Leonard as the Channahon Park District IMRF Authorized Agent. All Commissioners present voted aye: motion carried.
- E. Outdoor Furniture Bid will be rebid for lack of qualified bidders. The new bids opening is scheduled for February 22, 2022, at 10am.
- F. Pepsi Contract: Motion by Commissioner Geldean, second by Commissioner Clower to approve the Pepsi Contract. Upon roll call vote, the following Commissioners voted aye: Geldean, Clower, Caldwell, Babich. Absent: Lehman. Motion carried 4-0.
- G. Purchase of Golf Shop Fixtures: Motion by Commissioner Babich, second by Commissioner Clower to purchase golf shop fixtures from OPTO in the amount of \$20,419.09. Upon roll call vote, the following Commissioners voted aye: Clower, Caldwell, Babich, Geldean. Absent: Lehman. Motion carried 4-0.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Geldean, second by Commissioner Clower to adjourn the meeting at 5:51 pm. Upon voice vote all Commissioners present voted aye. Motion carried.

A handwritten signature in cursive script, reading "Michael J Leonard", is written over a solid horizontal line.

Michael J Leonard  
Secretary