**CHANNAHON PARK DISTRICT**

**Minutes of the January 17, 2022, 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, Babich

COMMISSIONERS ABSENT: None

 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 December 20, 2021, Regular Board Meeting were presented for approval. Motion by Commissioner Geldean second by Commissioner Clower 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

No public comment

COMMISSIONER’S REPORTS

Commissioner Lehman reported that he will miss the February meeting but will be back for the March 5, 2022, Board Retreat.

TREASURER’S REPORT

Executive Director Leonard presented the January 2022 Treasurer’s and January 2022 outstanding bills. Motion by Commissioner Lehman, 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: Lehman, Geldean, Babich, Caldwell, Clower. Motion Carried 5-0

EXECUTIVE DIRECTOR’S REPORT

Executive Director reported the following:

* Board Retreat is scheduled for Saturday, March 5, 2022. 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.
* Nick Narducci of GovTemps has been hired to assist the district with our business operations until we hire a Director of Finance and Human Resources (note approval of GovTemps Employee Leasing Agreement is on the agenda for approval). My plan is to have the position filed by the end of March. Executive Director Leonard also informed the Board he has only received 3 Applications for the vacant Director of Finance and HR position.

In addition, as part of this transition, he plans to research the possibility of outsourcing some of the district’s business operations, such as payroll and accounts payable, which may or may not provide the district with added efficiency or save money. He has asked the district’s auditor Lauterbach & Amen to submit a proposal to provide financial services to the district.

* Request for a Special Meeting on February 14, 2022. Meeting scheduled for 5 pm.
* Director Leonard updated the Board on IDPH & IDOL COVID-19 mandates.
* Kaitlyn is staying on as Athletic Coordinator.
* Director Leonard requested Commissioners to be thinking of five community members they would like to appoint to a key influencer taskforce.
* Construction Schedule for the clubhouse was presented and Director Leonard noted that we hope to take occupancy by the end of April.

STAFF REPORTS

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

* Youth Basketball practices will begin the week of January 10, 2022. We have 484 participants in our youth basketball program.
* Twenty teams are registered for the men’s basketball program
* Karate is back at the park district and starts on Friday, January 21. Pre-Karate is full at 15 participants and Youth Karate currently has eight enrolled. We also have one enrolled in Adult Karate.
* Fitness Center: We currently have 703 members.
* Superintendent Knutson shared her COVID concerns with the Board and how COVID is affecting the district’s ability to staff programs.

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

* The Park staff has gone around to our Parks to evaluate the condition of our park signs. Every year we take signs down during the winter months and sand them down, make necessary repairs and re-paint them.
* Staff our still going through our summer equipment and servicing, evaluating, and putting new blades on our zero turns. Our fleet of trucks will be next on our to do list.
* Documenting as built at the clubhouse for future reference. He has started his own picture notebook indicating all the new piping, shut-off valves and electrical at the clubhouse.
* HVAC filters have been delivered for the first quarter and will be installed over the next couple of weeks.

Mike Huber, Director of Golf Operations reported the following:

* We wrapped up our Holiday Gift card promotion on Friday, December 24th. This year was the highest revenue generation we have on record! We sold $18,315 in gift cards. That is up $3,847 from 2020 which was the previous record.
* Through December we have a YTD excess of revenue of $281,978 which is $34,177 less than prior year and $485,923 better than 2019. All the numbers above are pre-audit.
* We are in the time of year that our work is mostly administrative in nature. We are currently working on rebooking and booking new outings, 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.
* COVID impacts to operations was reviewed
* Working with Golf Chicago and placing ads in their magazine that comes out four times a year.
* Winter maintenance and tree removal continues prior to the start of the 2022 season.
* Installation of the gps system on our golf carts will begin in early spring.

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

* The new Park District logo development will be brought to the Board at the February meeting.
* We are shifting some responsibilities around within the marketing staff to better utilize staff strengths and streamline tasks. For example, Abby will be taking over social media for the Foundation and Carrie will oversee all thank you letters for both the Foundation donors/sponsors and the district’s sponsors. Jennifer will be taking on grant writing, which was previously done by the Development Assistant.
* Social Media Stats
	+ *Facebook-*
		- Park District: +5% (+386)
		- Bluffs: +17% (+216)
		- TAC: +31% (+337)
	+ *Instagram-*
		- Park District: +53% (+266)
		- Bluffs: + 31% (+102)

PEOPLE FOR CHANNAHON PARKS FOUNDATION

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

OLD BUSINESS

Nothing to report.

NEW BUSINESS

1. GovTemps USA, LLC Employee Leasing Agreement. Motion by Commissioner Babich, second by Commissioner Geldean to approve the Employee Leasing Agreement with GovTemps USA, LLC as presented. Upon roll call vote, the following Commissioners voted aye: Geldean, Babich, Caldwell, Clower, Lehman. Motion Carried: 5-0
2. Wight & Company Professional Services to provide conceptual plans/graphics and budget estimates for proposed capital improvements in the amount of $14,400. Motion by Commissioner Lehman, second by Commissioner Babich to approve Wight & Company Professional Services as presented in the amount of $14,400. Upon roll call vote, the following Commissioners voted aye: Babich, Caldwell, Clower, Geldean, Lehman. Motion Carried 5-0.
3. Update of Administrative Procedure Manual, Section 2, Programming: Refunding Program Fees. Motion by Commissioner Clower, second by Commissioner Geldean to approve changes to refunding program fees as presented. Upon voice vote all Commissioners present voted aye. Motion carried.
4. ForeUp Golf Club Management Software Agreement in annual cash payment of $8,094.00/year for two years, as presented. Motion by Commissioner Clower, second by Commissioner Lehman to approve ForeUp Golf Club Management Software agreement in an amount not to exceed $8,094/year for two years. Upon voice vote all Commissioners present voted aye. Motion carried.
5. Pay Application # 8 in the amount of $250,731.16 for the renovation of Heritage Bluffs Club House. Motion by Commissioner Clower, second by Commissioner Lehman to approve Pay Application # 8 in the amount of $250,731.16 as presented. Upon roll call vote, the following Commissioners voted aye: Caldwell, Clower, Lehman, Geldean, Babich. Motion carried 5-0.

ADJOURN TO CLOSED SESSION

Motion by Commissioner Geldean, second by Commissioner Babich to adjourn to Closed Session for purpose of conducting the Executive Director’s Annual Performance Review at 5:59 pm. Upon voice vote all Commissioners present voted aye. Motion carried.

RECONVENE TO OPEN SESSION

Motion by Commissioner Lehman, second by Commissioner Clower to leave Closed Session at 6:54 pm. Upon voice vote all Commissioners present voted aye. Motion carried.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Geldean, second by Commissioner Clower adjourn the meeting at 6:54 pm. Upon voice vote all Commissioners present voted aye. Motion carried.

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