

CHANNAHON PARK DISTRICT

Minutes of the April 25, 2022, Regular Meeting of the Board of Commissioners

CALL TO ORDER

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

COMMISSIONERS PRESENT: Geldean, Babich, Lehman, Clower

COMMISSIONERS ABSENT: Caldwell

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

GUESTS PRESENT: Lori Palmer, Chairman of the Illinois Association of Park Districts

Everyone presents at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the March 21, 2022, Regular Board were presented for approval. Motion by Commissioner Babich second by Commissioner Clower to approve the minutes of the Regular Board Meeting for March 21, 2022. All Commissioners present voted aye: motion carried.

PUBLIC COMMENT & NEW BUSINESS ITEM A

Lori Palmer from the Bartlet Park District and Chairman of the Illinois Association of Park District presented Commissioner Lehman with a proclamation from IAPD recognizing Commissioner Lehman's 50 years of public service as a member of the Channahon Park District Board of Commissioners.

Director Leonard presented Commissioner Lehman a gift bag filled with letters & cards from park districts from around the state that the district has received recognizing and congratulating Commissioner Lehman for his 50 years of service.

Vice President Mike Geldean presented an award to Commissioner Lehman recognizing and commemoration Commissioner Lehman's 50 years of service as an elected official on the Channahon Park District Board of Commissioners.

Motion by Commission Babich, second by Commissioner Clower to rename Community Park to Ronald D. Lehman Community Park. Upon voice vote all Commissioners present voted aye. Motion carried.

Vice President Mike Geldean presented an award to Kristin Knutson, Superintendent of Facilities & Programming recognizing Kristin's 30 years of service to the Channahon Park District.

CORRESPONDENCE

A letter to the Board from Angie Brown announcing that she has received her master's degree in organizational leadership and thanking the Board for supporting staff members continuing education.

COMMISSIONER'S REPORTS

No Reports

TREASURER'S REPORT

Steve Litco from Lauterbach & Amen reviewed and presented the March 2022 Treasurer's and March 2022 outstanding bills for approval. Motion by Commissioner Lehman, second by Commissioner Babich to accept the March 2022 Treasurer's Report and authorize the payment of March 2022 bills. Upon a roll call vote, the following Commissioner voted aye: Lehman, Babich, Clower, Geldean. Motion Carried 4-0 Absent: Commissioner Caldwell.

EXECUTIVE DIRECTOR'S REPORT

Executive Director reported the following:

District Business Operations:

- L&A assigned an accountant to us. Her name is Nicole Gasparich, and she has hit the ground running, she already has ideas for process improvement and efficiencies.
- Our new payroll process is up and running. We experienced, with the first payroll, minimal hiccups with timekeeping, and the actual processing in the new system went very smoothly.
- L&A rolled out the new paperless onboarding/HR management software, and we are seeing a lot of new hire packets going out. This is dramatically speeding up the process of getting new people on board.

Community Project Funding Request: I applied for Community Project Funding through Congressman Kinzinger office. I requested 500K to aid with funding the renovation of the Tomahawk Aquatic Center.

Sale of Skateland Appeal: On Wednesday, April 13th, the Third District Appellate Court heard oral arguments from both McCoy's attorney and the Park District attorney. There was no decision/verdict in the case, however we can expect the judges to render a judgement within a month.

Community Taskforce: Thank you for sending in the names of individuals you want invited to participate in the Community Taskforce. If any of you have a name(s) that you would like to add, just let me know. The two taskforce meetings are scheduled for Wednesday, May 4th, and Thursday June 2nd.

Woods of Aux Sable Public Input Meeting: We held a Community Input Meeting for Woods of Aux Sable Park on Tuesday, April 19th, at 5pm. The meeting was held at the park site located at Red Wing Lane & Keating Blvd. We had nine residents attend the meeting. Residents who could not attend can take an online survey and provide their comments about the park design and play equipment.

<https://publicresearchgroup.questionpro.com/2022cpdwoodssofauxsableparkplayground>

Property Taxes: Below is how the Channahon Park District compares to other local taxing districts with regards to percentage of total annual revenue that comes from local tax dollars.

| | |
|-------------------|-----|
| Library District: | 90% |
| Fire District: | 82% |
| School District: | 84% |
| Park District: | 41% |

IMRF Update: Funded status is a key barometer of a pensions plan's fiscal health. The typical U.S. pension plan is about 72.8% funded. IMRF is 98.8% funded. Which means it has on hand today nearly all the money needed to pay the entirety of its pension obligations to all current retirees as well as all active workers.

Central Park East Apartments: Attached are the preliminary plans for an apartment project at Roberts Road and Route 6, referred to as Central Park East Apartments. A zoning and PUD request will be before the Village PZC in the coming months. It is safe to say that the project would utilize cash in lieu of land for school and park donations. Please let me know if you have any questions or comments regarding the plans.

STAFF REPORTS

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

Summer program registration has started.

Youth Soccer will start in April; practices the week of April 11 and the first game April 23. All divisions are full!

- 4/5-year-olds full at 100 participants. 10 teams of 10.
- 6/7-year-olds full at 121 participants. 12 teams of 10
- 8/9-year-olds full at 73. 6 teams of 12.
- 10/11-year-olds full at 55. 4 teams of 13. This age group will co-op with Joliet Park District.
- 12/14-year-olds full at 28. 2 teams of 14. This age group will co-op with Joliet Park District.

In total, we currently have 377 children registered for Spring Soccer.

Kristin recognized Kaitlyn for all her hard work she has put into the soccer program.

Therapeutic Recreation Supervisor Position

We have begun the process of interviewing two candidates for our new Therapeutic Supervisor Position. Both candidates bring unique skill sets to the position. After round one of interviews, we may bring back both or just one of the candidates for a second interview. Our goal is to have the position filled by mid-May. We have a lot of summer staff coming on at that time for camp and the pool and it would be great to utilize the TR position for training pre-season. I am very hopeful that one of these candidates will be the right fit for our new position.

Tomahawk Aquatic Center

Interviews for lifeguards and concession staff have been going well with multiple offers made and eight lifeguards and three concession staff hired so far. Facility inspections are underway and opening preparations being scheduled.

Mike Huber, Director of Golf Operations reported the following:

Clubhouse Renovation work has continued and is nearly complete. We have done our punch list walk through, and contractors are working on the punch list. We are anticipating delivery of our bar and dining room furniture on Wednesday, April 27th. We are also expecting delivery of our office furniture on Wednesday, April 27th. Outdoor patio furniture is expected to be delivered at the end of the month. We are projecting to start our operations in the clubhouse the first full weekend in May.

The weather this Spring has been difficult, but we continue to see great activity when the weather has been good.

Many of our leagues have start and the rest will start over the next couple of weeks. We have our permanent tee time season starting on April 23rd. We continue to receive outing inquiries. We are getting them information on pricing and working to book new outings.

The greens were aeriaded this morning.

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

New Logo

The new logo can now be found on our website and social media. New letterhead, envelopes and business cards have been ordered. New banners in the circle drive at Arrowhead Community Center will be up soon as well as updating the logo on our District vehicles. Staff will be receiving t-shirts and polos with the new logo to wear at summer programs and events.

Sponsorships & Advertising

Our sponsorship solicitation for the Fierce Fiesta 5K went out at the beginning of April. As of this report we have received \$2,650, which is the most received ever for the Fierce Fiesta. The deadline to sponsor is May 2.

Sponsorship work for summer events and our joint events with the Village of Channahon and Three Rivers Library District will begin at the beginning of May.

The Village of Channahon has agreed to co-sponsor the fireworks show on July 3rd.

Jennifer recognized Abbie for all her hard work with the district's social media.

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

This must be one of the wettest and coldest spring in quite a while. The staff has done an exceptional job under these conditions setting the soccer fields and trying to get our baseball fields in any playing conditions. Lucky, we did have a couple of days we were able to coordinate things and manage to have fields ready for our opening day games.

We have brought back three of our mowing people with more to follow as the weather starts to stabilize. We should be in surprisingly decent shape as for our summer personal, we have done our interviews and people scheduled in late May and early June for our summer staffing.

Our outbuilding in Central Park is back open and we continue to work at the pool getting it ready for the swim season. We just turned the water on in the pump room, the manager's office, the locker room, and the concession building. The domestic hot water heater has been turned on as well. One of the biggest projects at the pool is to paint the lap pool but we need a little cooperation with mother nature, we need at least a week of consistent sixty-five or better weather.

Last thing the staff have been taking care of some in-house projects up at the clubhouse as we get closer to opening. Hopefully in the next couple of weeks we should be on the downhill slide at all locations we just need the weather to cooperate.

PEOPLE FOR CHANNAHON PARKS FOUNDATION

Donor Database

The Foundation's donor database is a long overdue project. The software is set up; however, the records need a lot of work. There are some duplicate records and some incomplete records. Fundraising event sponsor/donor information needs to be added in addition to some campaign donations.

When completed each donor's information, regarding their donations and sponsorships, will be in one spot. Thank you letters and reporting will be managed more easily, and Trustees will be able to log in and view donor and sponsorship information.

The software used called NEON and includes extensive videos/lessons on how to best utilize their software.

Putts & Suds For Parks

We are close to getting the amount raised by the Putts & Suds event. That information should be available by the time the meeting held on April 25 and will be reported then.

Arroyo Trails

Donor Recognition

New donor recognition signs at Arroyo Trails will be added this spring. We have two new donors to add to the Donor Plaza and one donor that is moving up a level. In addition to, we have a donor that is receiving naming rights to the pavilion.

When fundraising is completed for Arroyo Trails a sign with all donors \$1,000 and up will be added to the Donor Plaza.

Story Walk

A new Story Walk will be added to the trailhead at Arroyo Trails this spring. The Story Walk is fully funded by the Channahon Township at \$5,000. We will be teaming up with the Three Rivers Public Library District in offering a variety of stories.

Future Additions

The Foundation is seeking funding to support the addition of a boardwalk extension/covered bridge which will not only be a beautiful addition to Arroyo Trails, but it will also serve as a permanent solution to the trail washout happening near the trailhead.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

- A. Pay Application #11 for \$228,071.55 for the renovation of Heritage Bluffs Club House. Motion by Commissioner Babich, second by Commissioner Clower to approve Pay Application #11 for \$228,071.55. Upon roll call vote, the following Commissioners voted aye: Clower, Geldean, Babich, Lehman. Absent: Caldwell. Motion carried 4-0.
- B. Williams Architects Invoice #0020925 for \$13,986.91 for Professional Services rendered for the Heritage Bluffs Clubhouse. Motion by Commissioner Lehman, second by Commissioner Clower to approve payment of Williams Architects Invoice #0020925 for \$13,986.91. Upon roll call vote, the following Commissioners vote aye: Lehman, Clower, Babich, Lehman. Absent: Caldwell. Motion carried 4-0.
- C. Approval to hire to hire Techlife Security to supply and install a video security system at Heritage Bluffs Club House in the amount not to exceed \$12,078.00. Motion by Commissioner Clower, second by Commissioner Babich to hire Techlife Security to supply and install a video security system at Heritage Bluffs Club House in the amount not to exceed \$12,078.00 Upon roll call vote, the following Commissioners voted aye: Geldean, Babich, Lehman, Clower. Absent: Caldwell. Motion carried 4-0.
- D. Sale of park district townhome at Arroyo Trails discussion. The Board directed Director Leonard to have the townhome appraised and to bring back for discussion at the May or June meeting.
- E. Purchase of Fire Station #2 discussion. Director Leonard is recommending the district look to purchase the fire station and convert to the districts park maintenance facility. No action, continue discussion.
- F. Salary adjustment for Program & Facility Manager. The board supported increasing the Program & Facility Manager salary by \$5,000.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Babich, second by Commissioner Geldean adjourn the meeting at 6:37 pm. Upon voice vote all Commissioners present voted aye. Motion carried.



Michael J Leonard, Secretary