

CHANNAHON PARK DISTRICT

Minutes of the May 23, 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, Lehman, Clower

COMMISSIONERS ABSENT: Caldwell, Babich

STAFF PRESENT: Leonard, Knutson, Huber,

GUESTS PRESENT: No guest present at meeting

APPROVAL OF MINUTES

The minutes of the May 23, 2022, Regular Board were presented for approval. Motion by Commissioner Lehman second by Commissioner Clower to approve the minutes of the Regular Board Meeting for May 23, 2022. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

No Public Correspondence

COMMISSIONER'S REPORTS

No Reports

INTRODUCTION OF NEW STAFF

Kristin Knutson, Superintendent of Recreation & Facilities introduced Christine Martinez as the District's newest full time staff member. Christine is the Districts Therapeutic Recreation Specialist.

TREASURER'S REPORT

Tim Gavin from Lauterbach & Amen reviewed and presented the May 2022 Treasurer's and May 2022 outstanding bills for approval. Motion by Commissioner Lehman, second by Commissioner Babich to accept the May 2022 Treasurer's Report and authorize the payment of May 2022 bills. Upon a roll call vote, the following Commissioner voted aye: Lehman, Geldean, Clower. Motion Carried 3-0 Absent: Commissioner Caldwell & Babich.

EXECUTIVE DIRECTOR'S REPORT

Executive Director reported the following:

Community Project Funding Request: Greg Ridenour, Legislative Senior Advisor, to Congressman Adam Kinzinger, informed us that our Community Project Funding Request for \$500K for the Tomahawk Aquatic Center renovations will be included in this year's FY 2023 Appropriations. All funding now moves to the House Appropriations Committee, then the full House. Once the U.S. House of Representatives approve the FY2023 Appropriation Bill it moves to the Senate for approval.

Sale of Skateland Appeal: On Wednesday, April 13th, the District Appellate Court heard oral arguments from both McCoy's attorney and the Park District attorney. We still have not received notice of a decision/verdict in the case. I will send an e-mail out as soon as I hear of the decision.

Community Taskforce: The next Taskforce meeting is scheduled for Thursday, June 2, 2022.

Woods of Aux Sable Park: The bid opening for Woods of Aux Sable Park is on Tuesday, May 24, 2022, at 2pm. Attached is the layout and design of the park for your review.

Local Government Administrators Lunch: The park district will be hosting a local government administrator lunch at the clubhouse on Tuesday, May 24, at noon.

STAFF REPORTS

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

Our Senior Programs continue to be full as we are hosting:

Canasta Club-10 in attendance, Games and More-4-8 in attendance, Brunch and Bingo-26 in attendance, Bunco-17 in attendance

We recently had a small adult trip with seven people joining us to see a Tom Jones impersonator at Starved Rock. We have eight more joining us for a tour of the old Joliet Prison in late May.

Adult Programming is booming right now as well with thirteen registered for a Genealogy Class held in conjunction with the library, and adult cooking classes hosting six for a Southwestern Getaway, five for Dinner on Deck, and coming in June a whopping eleven for a celebrity recipes class.

Parent Tot Tumbling & Preschool Tumbling will start again May 14. Our Parent tot has eight participants, and our preschool tumbling is full of ten participants.

Basketball Skills & Drills starts on Thursday, May 12. We have thirteen participants enrolled in that.

The Fierce Fiesta 5k took place on Friday, May 6. Although it was rainy and we had to re-route the racecourse, we had a great turn out. Out of 142 registered runners, 122 started and finished the race. The food was catered by Sunshine Mexican Café & Catering out of Joliet on Scott Street. The participants had great reviews and feedback about the new caterer. They have been booked for next year already since the race will be on Cinco de Mayo (May 5).

We officially made it another full school year of in-person Kids Connection Preschool and our 4-year old's will be graduating on Friday, May 20th and our last day for school is Tuesday, May 17. We will be hosting an "End of the Year" celebration for our preschoolers on Thursday, during class time. There will be an ice cream truck, bounce house, face painting and the park. We wanted to offer something for our preschool families finally now that COVID has calmed down. Moving right into summer, Day Camp is set to start Monday, June 6 and run until Friday, August 5. We are offering the parents a 5,3- and 2-day option for camp, which was a hit last year, so we will be doing it again. Our numbers are looking great for camp! We could have up to 190 kids here a day. We have thirty-six staff for the summer, 2 Directors and thirty-four staff!

Summer Special Events

6/9	Henneberry	8:30pm	Movie in the Park
6/15	Diamond Park	6-7:30pm	Pop-up Park Party
6/18	I&M Canal Park	8-10am	Fishing Derby
6/22	Yellow Pine	6-7:30pm	Pop-up Park Party
6/24	TAC	6-9pm	Wibit Night @ TAC
6/30	Community Park	8:30pm	Movie in the Park
7/3	Community Park	6-9:30pm	Independence Day
7/6	Amberleigh	6-7:30pm	Pop-up Park Party
7/13	Bluff Park	6-7:30pm	Pop-up Park Party
7/15	TAC	7:30-10pm	Flick & Float @ TAC
7/20	Swifton Park	6-7:30pm	Pop-up Park Party
7/21	CJH/HCFH	9:30am-12pm	Touch a Truck
7/27	Central Park	8:15pm	Movie in the Park
8/5	TAC	6-9pm	Wibit Night @ TAC

Dimensions Fitness Center

We currently have 723 members for May. Of those members, five hundred are on our EFT payment program.

Between Annual, 3 months, and 1 month track memberships, including seniors, we currently have an additional 113 members. 2022 total scan ins 34,955

*April 2022 numbers ran through May 12 @ 1130am

Pickleball Punch Cards. We currently have **seventeen** participants taking advantage of our Pickleball Punch Cards.

Tomahawk Aquatic Center

If everyone passes their certifications, we are fully staff at Tomahawk Aquatic Center for the summer of 2022. We have thirty-three aquatic staff, two admissions staff, and eight concessions staff.

Pool pass sales and swim lesson registrations are going slower than we would like to see, but private rentals are hitting record highs with thirty-five private rentals booked so far. For the 2022 season semi-private rentals and birthday parties during the public swim session are both back, as well as a few concession items that we were not able to offer last year.

Everyone is looking forward to a fantastic summer with orientation starting May 17 and training on May 24.

Christine Martinez, our TR Supervisor, first day of employment is Monday, May 23rd.

Marketing & Development Report:

Ronald D. Lehman Community Park

After getting input from our Parks staff on materials, the Ronald D. Lehman Community Park sign specs are out to sign companies for quotes.

Citizen Task Force

We assisted Paul Hanley in preparation for the first Citizen Task Force meeting on May 4 giving input on the presentation, gathering data and photos, and creating maps showing the district facilities and parks.

Sponsorships & Advertising

After thoroughly researching how other organizations' structure and facilitate their sponsorships, our summer sponsorship opportunities have been completely restructured and redesigned. 'Fun' and 'partners' is the theme with a focus on sponsor benefits. In addition to our summer events, included are the joint events with the Village of Channahon and Three Rivers Public Library District, Aquatic Center events, advertising, in-kind and volunteer opportunities.

I have had a phone conversation with a contact at Amazon who seemed interested in getting involved with the district. I am getting a meeting set up soon to discuss opportunities at the Park District and the Foundation.

Story Walk at Arroyo Trails

The Story Walk at Arroyo Trails that was funded by the Channahon Township will be installed in June. Once installed we will take photos of the Channahon Township board members at the Story Walk and get some publicity out on it.

Social Media

The Park District has the following number of likes on each respective Facebook page:

- Channahon Park District (main page) – 8,301
- Heritage Bluffs Public Golf Club – 1,566
- Tomahawk Aquatic Center – 1,489

May brought the spring weather with it! We are seeing more activity in our parks and in registration for outdoor activities this summer. The clubhouse has officially opened, and the course has been busy!

Registration – Summer Registration is well underway! New programs have done well, including our youth cheer camp and LET'S PLAY early childhood program. We are continuing to share and push our larger staple programs, such as Kids Connection, Day Camp, and Swim Lessons.

Adopt-a-Bed – With the transition from spring to summer not too far off we have started to promote our Adopt-a-Bed program. The pamphlet was redesigned this year and is available in our lobbies, social media, and our website!

Mike Huber, Director of Golf Operations reported the following:

The weather this Spring has been difficult, but we continue to see great activity when the weather has been good. We have started tracking playable days at the golf course using industry standards to determine playable days. The metrics for a playable day are High Temperature of 55-85 degrees Fahrenheit, Average Wind Speed of <10 MPH and Precipitation of < .10" for the day. Using these metrics, we were down three playable days for the combined months of March and April compared to last year. The issue is that for April 2022 we were down five playable days to April 2021. That tells us a good deal but when we dig deeper, March 2022 had average daily highs that were 3.55 degrees cooler than March 2021. We also had 1.1" more rain, which is more than twice the rain we had in March 2021. The winds were slightly less averaging 0.58 MPH less than March 2021. April 2022 saw average daily highs down 4.2 degrees compared to April 2021. We also had 1.44" more rain, which was again two times more than April 2021. The winds averaged 2.42 MPH less than April 2021. This all adds up to a slow start for the golf course which has us chasing \$100,000 in revenue compared to last year. The good news is that May 2022 is off to a solid start. Through the first 18 days of May we have generated \$107,667.27. That is \$2,108 better than May 2021.

We have all our leagues up and running now. We continue to receive outing inquiries. We are getting them information on pricing and working to book new outings. We are also receiving a sizable number of inquiries for banquet events.

We are excited to start our Music on the Patio series on Friday, May 27th. The performance will run from 6pm-9pm with a short intermission midway through. The music series will continue each Friday through September 2nd.

We opened the Clubhouse to the public on Saturday, May 7th. The customer feedback has been outstanding. We are still working through some renovation issues which are holding us back from offering the full menu currently. We are waiting on some kitchen equipment, but we should have that by the end of May. We have been offering a modified food menu to our customers for the meantime. Our new point of sale software, foreUP, went into place with the opening of the clubhouse. Staff has adapted well to the new software and are becoming increasingly comfortable with it with each passing day.

People for Channahon Parks Foundation – May 2022

Donor Database

Getting the Foundation's donor database set up is moving along. Duplicate records are being eliminated and missing donations in the database are being added.

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 also has an event module that we can begin using with the Foundation's event in the fall.

Wine & Nine

The Foundation is working on a new fall event called Wine & Nine to be held at The Bluffs in September. The committee is still working on the details. Highlights include a wine tasting, dinner and nine holes of golf.

Putts & Suds Fore Parks

\$45,000 was raised, the most the event has ever made. Survey results were incredibly positive. The committee has met to discuss improvements to next year's event including improved registration and check-in process, less paper and more digital online.

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.

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.

Event Coordinator

Deb Kennedy, who is currently working at the front desk, has accepted the Event Coordinator position that Carrie Capecci resigned from. She has a great deal of experience in fundraising working on JCA fundraising events for several years. She will also assist in Recreation events and the Three Rivers Festival.

Quarterly Board of Trustees Meeting

The Foundation will next meet July 14, 2022.

OLD BUSINESS

- A. The townhome was appraised at \$250,000. Staff is recommending the district sell the townhome, as there is no benefit or use to the district in continuing to own a residential property. In addition, the Park District Risk Management Association advises not to rent or lease the property to a third party because of liability. Commissioner Lehman has reservations on proceeding with the sale, as he believes the townhome has value by converting it into a nature classroom. Director Leonard will draft a resolution approving the sale of surplus real property (townhome) to be placed on the Board of Commissioners June Agenda.
- B. Purchase of Fire Station #2 – We are waiting on the Fire Protection District to provide us with an appraisal of the property.

NEW BUSINESS

- A. Pay Application #12 for \$310,690.16 for the renovation of Heritage Bluffs Club House. Motion by Commissioner Lehman, second by Commissioner Clower to approve Pay Application #12 for \$310,690.16. Upon roll call vote, the following Commissioners voted aye: Clower, Geldean, Lehman. Absent: Commissioners Caldwell & Babich. Motion carried 3-0.
- B. Williams Architects Invoice #0020964 for \$3,983.59 for Professional Services rendered for the Heritage Bluffs Clubhouse. Motion by Commissioner Clower, second by Commissioner Lehman to approve payment of Williams Architects Invoice #0020964 for \$3,983.59. Upon roll call vote, the following Commissioners vote aye: Lehman, Clower, Geldean, Lehman. Absent: Commissioners Caldwell & Babich. Motion carried 3-0.
- C. Approval purchase Game Time playground equipment from Cunningham Recreation via Omnia Partners public sector cooperative purchasing in the amount not to exceed \$85,575.72. Motion by Commissioner Lehman, second by Commissioner Clower to purchase Game Time playground equipment from Cunningham Recreation in the amount not to exceed \$85,575.72 for Woods of Aux Sable Park. Upon roll call vote, the following Commissioners voted aye: Geldean, Lehman, Clower. Absent: Commissioners Caldwell & Babich. Motion carried 3-0.
- D. Approval to purchase a Poligon shelter from Products4Parks via Sourcewell Cooperative Purchase in the amount not to exceed \$21,710.00 for Woods of Aux Sable Park. Motion by Commissioner Lehman, second by Commissioner Clower to purchase a Poligon shelter from Products4Parks in the amount not to exceed \$21,710.00. Upon roll call vote, the following Commissioners voted aye: Lehman, Geldean, Clower. Absent: Commissioners Caldwell & Babich. Motion carried 3-0.

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