

CHANNAHON PARK DISTRICT

Minutes of the June 27, 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, Babich

COMMISSIONERS ABSENT: Caldwell

STAFF PRESENT: Leonard, Knutson, Huber, & Tim Gavin, Lauterbach & Amen

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 Babich 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

Email from Michael Maida inquiring about the Channahon Park District's business, finances, staff, and future plans for the pool. Director Leonard sent Mr. Maida a follow-up email answering his questions.

COMMISSIONER'S REPORTS

No Reports

TREASURER'S REPORT

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

EXECUTIVE DIRECTOR'S REPORT

Executive Director reported the following:

Sale of Skateland Appeal – Update: 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 Community Taskforce met on Thursday, June 2nd and are recommending the district test/propose to the public a funding proposal that will fund the construction of a large new community room, which will seat up to 250 people, and a new gymnasium. However, they did not recommend pursuing building a new fitness center. In addition

to the field house renovations, the taskforce recommends and supports renovating our neighborhood parks. The total cost for the project is \$15,250,000.

Recreation Registration Revenue thru Sportsman 2019 – 2022 YTD:

| <u>2019</u> | <u>2020</u> | <u>2021</u> | <u>2022 YTD</u> |
|-----------------|--------------|----------------|-----------------|
| \$1,313,151.20* | \$438,559.88 | \$1,009,638.13 | \$727,218.25 |

*Skateland was an active facility

Fire Station #2 Purchase: The Fire Protection District has hired Xandra, LLC to conduct the appraisal on Fire Station #2. Xandra will be out on June 23rd to perform the appraisal and the written report will follow in approximately three weeks.

Illinois Senate Bill 3050: Senate Bill 3050 was signed into law on May 27, 2022. The bill amends the Park District Code. Provides that specified contracts related to supplies, materials, or work involving an expenditure in excess of \$30,000 (rather than \$25,000), or a lower amount if required by board policy, must be competitively bid. Provides that all competitive bids for contracts involving an expenditure in excess of \$30,000 (rather than \$25,000), or a lower amount if required by board policy, must be sealed by the bidder, and must be opened by a member or employee of the park board at a public bid opening at which the contents of the bids must be announced.

Arroyo Trail Restrooms Project: No update from the Department of Commerce and Economic Opportunity. Still waiting on grant to be processed.

TAC OSLAD Update: No update from the Department of Natural Resources. Still hopeful that they award grant in the early fall (September/October).

American Rescue Plan: The Coronavirus State and Local Recovery Funds program, a part of the American Rescue Plan, delivered funds to Will County to support the response to and recovery from the COVID-19 public health emergency. The County will be issuing an opportunity for Park Districts to receive some of those funds. I will be attending a mandatory informational session on Wednesday, July 10th. This is a required first step to attend a 60-minute informational session to help Park District staff get oriented to the request process, understand, compliance requirements, and eligible uses for the fund.

STAFF REPORTS

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

Recreation Programs

Summer is finally here, and camps are in full swing. This summer we are offering three 3- week sessions for Day Camp starting June 6th and running until August 5th. Our first session has 594 kids attending camp each week. We were unable to secure buses this summer due to the shortage, but no worries there, we have in house field trips and have had numerous water days with the heat we already have. We have trips lined up for visit the Fire House and Police

Station, as well as utilizing our community mini golf and bowling alley. In total I have thirty-six staff, ten which are returners.

Our Early Childhood camps are doing great! We added a new class called "Let's Play" for the little ones! Our Camp Exploration Camps are all running this summer, PLUS the Kindergarten Kick Start class that was new last year. Our cooking instructor is back from Florida for the summer and all her classes are doing well.

Parent Tot Tumbling & Preschool Tumbling started again on May 14. We have a combined total of eighteen participants between both classes.

Tennis Lessons started again after a wet second session. This session we have seven in our quick start program (ages 3-5), ten in our Level 1 program (ages 6-8), and six in our Level 2 program (ages 9-12). We also have two adults registered for our adult tennis lessons!

Men's Basketball Summer League started on June 12. We have thirteen teams in the league.

Spring Soccer wraps up on June 18 and Fall registrations have already started coming in!

Volleyball camp took place June 6-9. It had thirty-seven participants.

Summer Volleyball League started on Tuesday, June 14. The 3rd-5th grade has 26 enrolled and the 6th-8th grade has 30 enrolled.

Pop up Party in the Park took place on Wednesday, June 15 in Diamond Park located in the Highlands off McKinley Woods Road. We had about ten kids come. We played Bozo Buckets, Steal the Bacon, Kickball and Dodgeball. Popsicles were handed out afterwards. Our next one will be Wednesday June 22 at Yellow Pine Park.

Our first Movie in the Park of Summer was a success! We showed Space Jam at Henneberry Park and had about 150 people attended.

Dimensions Fitness Center

We currently have 753 members for June. Of those members, 508 are on our EFT payment program.

Between Annual, 3 months, and 1 month track memberships, including seniors, we currently have an additional 109 members.

Fitness Center members that scanned in:

| | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------|------|------|--------|-------|-------|------|-------|------|------|------|------|------|
| 2016 | 6819 | 6281 | 5321 | 4415 | 3700 | 3063 | 2982 | 3340 | 2868 | 3437 | 3963 | 4711 |
| 2017 | 7021 | 5537 | 5571 | 4074 | 3852 | 3112 | *1772 | 3293 | 2956 | 3637 | 4477 | 4218 |
| 2018 | 6486 | 5703 | 5672 | 4776 | 3653 | 3416 | 3400 | 3417 | 3097 | 3629 | 4782 | 5665 |
| 2019 | 6046 | 5467 | 5725 | 4932 | 4376 | 3528 | 3785 | 3576 | 3267 | 3916 | 5285 | 5357 |
| 2020 | 7402 | 6703 | **3113 | ----- | ----- | 45 | 1947 | 2027 | 2139 | 2681 | 2693 | 3184 |
| 2021 | 4007 | 3985 | 3456 | 2764 | 2353 | 2701 | 2543 | 2504 | 1973 | 2257 | 2945 | 3483 |
| 2022 | 4559 | 4017 | 4363 | 3899 | 3172 | 1927 | | | | | | |

2020 total scan ins 31,934 (Covid-19 year)

2021 total scan ins 34,955

Tomahawk Aquatic Center

Tomahawk Aquatic Center opened June 4 with thirty-four lifeguard certified staff, eight concession staff, and two admissions staff. Through June 19, we have had 2,131 pass holders visit the pool, 2077 paying visitors, and 939 campers from both our day camp program, SRJC, and area church Spy Kids Camp.

In our Saturday morning swim lessons, we have forty-one participants in one class. For weekday sessions we have 188 in session one, which is halfway through, and 176 currently registered for the next session.

We had a floating obstacle course night planned for this Friday, June 24, however, the vendor was unable to deliver due to staffing issues. We invested the money that would have rented the obstacle course in large games-jenga, yard dice, tic-tac-toe, 9 Square in the Air, and dominoes and will be holding a game night instead. We expect a great turnout!

Therapeutic Recreation

Over the past month, Christine has started brochure planning for the Fall season. In doing so, she created a survey to assess the needs of families living in the Channahon community that would be interested in special recreation programming. She is also in the process of planning a meet and greet for the families interested in signing up for programs. The survey will be sent out within the next few weeks.

In addition, she has been working with the senior population involved in our fifty-five & Better Adult Programs. During Brunch & Bingo on May 24th, we had a great turn out. Twenty-five people were in attendance. On May 23rd, the seniors went on a tour of the Old Joliet Prison. On June 23rd, the seniors also went to the I&M Canal for a boat tour. Currently planning Fall trips for the seniors.

Marketing & Development Report: Jennifer Mensik, Director of Marketing & Development.

Ronald D. Lehman Community Park

The Ronald D. Lehman Community Park signs estimated delivery is mid-late August. We will get some PR out on it around that time with photos of Ron next to one of the signs (Community Park has two signs).

Citizen Task Force

Marketing assisted Paul Hanley in preparation for the second Citizen Task Force meeting on June 1 giving input on the presentation and gathering data and photos.

Sponsorships & Advertising

The Summer and Fall partnership opportunities went out early June. An email blast was sent through the Grundy County Chamber, it was mailed and emailed out, and is posted to the District's website. [Click here](#) to see the full packet. Another packet will go out mid-August for the events that remain.

Story Walk at Arroyo Trails

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

Special Recreation

A Special Recreation survey went out via email and social media to gather information on what type of programming the community is looking for. Christine, our new Special Recreation Supervisor, provided the questions and will receive the results when they are available.
Abigail Anderson, Marketing Coordinator
Social Media

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

- Channahon Park District (main page) – 8,333
- Heritage Bluffs Public Golf Club – 1,617
- Tomahawk Aquatic Center – 1,610

June brought out summer in full effect! Generally speaking, the warmer months are when we see our most social media activity and growth. We have used social media to introduce new and returning events, programs, and camps!

Independence Day – We published our Independence Day event on socials in June. The Village and Library have both been added as co-sponsors and have shared the event, which has gained substantial traction.

Touch-a-Truck, Fishing Derby, Movie in the Park, and Tomahawk Aquatic Center events – Additional summer events have been added and promoted on our social media channels and public community groups. The free events/services, like pop-up party in the parks, do well across social media.

Instructor Search – We are currently doing a social media campaign to find innovative programs and instructors to bring to the community this fall/winter. We have successfully found a handful of instructors over the last year this way and are looking to add more to our upcoming program guides.

Mike Huber, Director of Golf Operations reported the following:

The weather this Spring has continued to be difficult, but we continue to see great activity when the weather has been good. We have continued with 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 $\leq .10$ " for the day. Using these metrics, we were down eight playable days for the month of May compared to last year. May 2022 was Warmer by 5.16* for the average daily high, it was also wetter by 1.3" and windier by 1.4 MPH on the average daily wind speed, compared to 2021. The good news is that with our clubhouse opening we have seen much excitement which has brought golfers out despite the poor weather conditions. We entered May chasing about \$100,000 in revenue compared to 2021. We ended up producing \$228,541 in revenue through our Points of Sale for May 2022. That is \$20,686 better than 2021. This helps us cut into our revenue deficit compared to 2021. Additional good news is that June 2022 is off to a solid start. Through the first 21 days of June, we have generated \$242,806. Which is \$57,262 better than June 2021. We are confident that while we had a slow start to the year on the revenue front, we will make that up by the end of the year.

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 about how the start of our Summer Sunset Concert Series has gone and the revenue it has generated. We are working on a more detailed report to share in the future but so far, we have generated \$7,797 in revenue from 5pm to close for the first four dates. For those same four Fridays and time range in 2021, we generated \$1,804. That equals a revenue increase of \$5,993 compared to prior year. The cost for the musicians for the first four dates is \$1,500. As a reminder, the performance run from 6pm-9pm with a short intermission midway through. The music series will continue each Friday through September 2nd.

Abigail Anderson
Golf Marketing

June has been a busy and hot start to summer! From Father's Day to our Summer Sunset Concert Series, to regular in season golf, the course and clubhouse have been buzzing.

Programming – Programming really took off in June. Almost all our programs filled, some even have wait lists. The youth program posts perform well on our social medias and are all full. We are currently exploring adding addition Snag Golf sessions, they are incredibly popular and fill with waitlists quickly.

Leagues and Lessons – We have been continuing to promote the Spark Golf League and Private Lessons hard on social media. We are also looking to build on the progress made last season on both programs.

Golf360 – Golf360 was out in May to film a new feature. It has been airing on NBC Sports Chicago since the first week of June! It is airing this evening at 6:30PM and you can catch it throughout the week! We have also shared it on our social media channels and so has Golf360!

Website – The website has officially been switched over to the platform hosted by ForeUP! It has been successful so far. The Contact Us form has been continually active, and we have been able to engage with golfers directly in that way more effectively.

Summer Sunset Concert Series – Our Friday night Summer Sunset Concert Series has been shared on our social media as well as our website and has been very well received. We have been sharing them and adding the artists as co-hosts so that they can self-promote as well, which has been helpful.

Turf health is excellent, and we are happy with our root systems as we enter the highest turf stressing season. A good root foundation is essential for the summer months. Our staff is very motivated and takes a great deal of pride in what we are doing at Heritage Bluffs. We are very appreciative of them and their dedication.

Pat Fox
Park Grounds & Facility Maintenance

Park staff will be getting Community Park ready for the 4th of July celebration and start working on adding playground safety mulch to our playgrounds. We have eight playgrounds that need safety mulch.

Facility staff once again were playing catch-up with the high heat so early in the season. Staff spent a little over a week at the Bluffs doing some in housework before the clubhouse opened. Next, we were playing the weather game picking days that rain was not predicted so we could paint the pool. Then we went right into 95-degree weather, and we are trying to get all our HVAC air conditioners coils cleaned to keep them running efficiently. Overall, things are falling into place, I will take this weather any time over the cold.

People for Channahon Parks Foundation – June 2022

Nine & Wine... & Brews Too

The Foundation met on June 9 to discuss a new fall event, Nine & Wine... & Brews. The date is set for September 23, 2022. Participants will play nine holes of golf at The Bluffs then return to the clubhouse for a wine and beer tasting, music, food, and raffles.

Arroyo Trails

The Foundation was contacted by Pembina Pipeline Corporation, an energy transportation and midstream service provider, requesting more information on the Foundation and Arroyo Trails. I communicated to them how the Foundation has been raising funds and sent her information on Arroyo Trails and the Foundation's new fall event, Nine & Wine. They responded requesting a sponsorship proposal for the unfunded structures and the new fall event sponsorship opportunities. A packet was sent to her for the Band Shell, with the funding sought at \$100,000. Once the Nine & Wine sponsorship packet is finalized it will be sent to Pembina.

Aux Sable is a facility of Pembina.

Quarterly Board of Trustees Meeting

The Foundation will next meet July 18, 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. Discussion ensued and was focused on future projects and needs (parking) at Arroyo Trails and what are allowable uses for the townhome. Director Leonard will confirm with the Village of Channahon on allowed uses for the townhome. Decision on sale was tabled till July 2022 meeting.
- B. The Fire Protection District has hired Xandra, LLC to conduct the appraisal on Fire Station #2. Xandra will be out on June 23rd to perform the appraisal and the written report will follow in approximately three weeks.

NEW BUSINESS

- A. Pay Application #12 for \$65,280.18 for the renovation of Heritage Bluffs Club House. Motion by Commissioner Babich, second by Commissioner Clower to approve Pay Application #13 for \$65,280.18. Upon roll call vote, the following Commissioners voted

- aye: Lehman, Geldean, Clower, Babich. Absent: Commissioners Caldwell. Motion carried 4-0.
- B. Williams Architects Invoice #0021043 for \$1,340.11 for Professional Services rendered for the Heritage Bluffs Clubhouse. Motion by Commissioner Clower, second by Commissioner Lehman to approve payment of Williams Architects Invoice #0021043 for \$1,340.11. Upon roll call vote, the following Commissioners vote aye: Babich, Geldean, Clower, Lehman. Absent: Commissioners Caldwell. Motion carried 4-0.
- C. Approval of Ordinance #391 Authorizing and Providing for the Disposal of Surplus Property. Motion by Commissioner Lehman, second by Commissioner Clower to approve Ordinance #391. All Commissioners present voted aye: motion carried.
- D. Approval of Resolution #2022-2. Motion by Commissioner Babich, second by Commissioner Clower approving Resolution #2022-2. All Commissioners present voted aye: motion carried.
- E. Approval to award the 2022 Woods of Aux Sable Park Development Project to George's Landscaping, Inc for a not to exceed contract cost of \$155,450. Motion by Commissioner Babich, second by Commissioner Clower. Upon roll call vote, the following Commissioners voted aye: Clower, Babich, Lehman, Geldean. Absent: Commissioners Caldwell. Motion carried 4-0.
- F. Approval to promote Kevin Macuiba from Park Worker 1 to Park Worker 2 with an hourly rate of pay of \$20.20/hour. Motion by Commissioner Lehman, second by Commissioner Clower. Upon a roll call vote, the following Commissioners voted aye: Lehman, Clower, Geldean, Babich.
- G. Review of closed meeting minutes. Minutes to be made public are as follows:
- a. Release the following closed session minutes for public inspection:

| | |
|-------------------|-----------|
| February 25, 2019 | Personnel |
| January 27, 2020 | Personnel |
| January 23, 2021 | Personnel |
 - b. Minutes to Remain Closed:

| | |
|------------------|-------------|
| July 22, 2019 | Personnel |
| | Real Estate |
| January 17, 2022 | Personnel |

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