

CHANNAHON PARK DISTRICT

Minutes of the August, 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, Clower, Caldwell

COMMISSIONERS ABSENT: Babich, Lehman

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

GUESTS PRESENT: No Guest

APPROVAL OF MINUTES

The minutes of the July 25, 2022, Regular Board were presented for approval. Motion by Commissioner Clower second by Commissioner Geldean to approve the minutes of the Regular Board Meeting for July 25, 2022. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

Minooka High School Activity Cards

Email from Chad Uphoff complimenting the staff at the golf course and course improvements.

COMMISSIONER'S REPORTS

Commissioner Caldwell confirming the interview with ReMax.

TREASURER'S REPORT

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

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 form the court nor have we received notification that McCoy has filed with the court to withdraw/drop his appeal.

Public Engagement – April 4, 2023 Referendum: Beyond Your Base is currently working on the Q & A Informational Mailers that will be mailed to residents in early September. Followed by a second informational mailer in late September/early October, before a survey is sent to all registered voters. The purpose of the mailer is to answer the core question:

Why is Channahon Park District considering placing a funding proposal on the April 2023 ballot?

Channahon Park District seeks to repair, renovate, and improve its park and recreation facilities to help protect and enhance the community's public spaces, address safety issues, and expand programs and services to all district residents.

Fire Station #2 Purchase: Fire Station # 2 was appraised at \$410,000. Chief Petrakis has been directed by his Board to begin discussing a price point for the station. He said the Fire Board is willing to negotiate and are not hard on the appraised price. Attached, under Old Business, is the appraisal of Fire Station #2 for your review.

Arroyo Trails Restrooms Project: No update from the Department of Commerce and Economic Opportunity. However, I have reached out to Robin Goulding, District Director, for Senator Matteson, to assist me with getting our grant application processed, as it will soon be a year since the grant application was submitted.

Sale of Townhome: The District's motion to sell the townhome will be heard by Honorable John Anderson, via Zoom on Wednesday, August 31, at 9:00 am. (See attached)

April 4, 2022 Consolidated Elections: First Day to circulate petitions is Tuesday, September 20, 2022.

STAFF REPORTS

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

Recreation Programming

All our summer camps are officially done and cleaned up! Throughout the summer we were able to have 521 registrations between Camp Heritage and Kinder Camp visit our parks and facilities. This summer started out being a hot one and good thing the pool was welcoming to our Day Camp kids! With the cost of buses being so expensive we decided to take one trip per session. Our Early Childhood camps were a hit this summer as well. We had a total of 4 different camps run throughout the summer for the younger children totaling in 78 registrations. With summer coming to an end, that means After the Bell will be starting up when the school year begins for Channahon. We currently have 23 children enrolled in our after-school program and are set to start a new school year. We are thankful for NB Galloway letting us hold our program there another year

Basketball Skills & Drills started a new session on August 3. The 6-8 year old session is full at 20 participants. The 9-12 year old session has 11 enrolled.

Channahon Tennis Academy is on its 5th session that will begin August 17. Quick start has 4 enrolled. Level 1 is full at 10 participants. Level 2 has 6 enrolled.

Flag football practices will begin the week of August 29 and games will begin September 11. The 6-8 year old division is full at 62 kids and the 9-12 year old division is full at 83 kids. This is the first time that both divisions are full, even after adding 20 additional spots to the 9-12 year old division. We have a total of 145 enrolled.

Fall Soccer practices will also begin the week of August 29 and games will begin September 10. 4/5 year olds are full at 80. 6/7 year olds are full at 107 (after adding 22 additional spots). 8/9 year olds have 65 enrolled. 10/12 year olds have 40 enrolled. We have a total of 292 enrolled.

****Shout out to parks for getting practice fields & game fields ready while completing fest tasks****

The 1 Mile Family Color Run a part of Three Rivers Festival ended up with 146 participants registered. Each participant got a shirt and a coupon for a slice of pizza from Pizza 4 U!

Also, a part of Three Rivers Festival, was our Youth Musical Theater Camp. We had 30 youth perform a Disney Musical Review on Wednesday evening.

Park District Staff were also heavily involved with Special Needs Day this year. In addition to swim time at TAC, our program and marketing staff delivered supplies and ran craft stations.

A new session of Group Fitness Classes has just begun and participation numbers are settling in. The majority of our classes seem to have 2-3 registered, which allows for walk in participation, but classes without participation will be canceled quickly in the next week or so.

Senior Programming remains strong. During the summer, it was necessary to limit Brunch and Bingo registrations due to space constraints, but we should be back to high numbers as space opens, weather cools off, and the seniors find their way back indoors. Even with lower numbers, we still had 16 attend our most recent Brunch & Bingo and Bunco.

Our CTRS Christine Martinez assisted with swim lessons and day camp this summer, as well as supervising senior programs and trips, and is now preparing for fall activities. She will host a meet and greet on August 18th for anyone in the community who is interested in receiving more information on special need's programs. This event is also a great opportunity for families to meet one another.

Recreation Facilities

Tomahawk Aquatic Center is operating on adjusted hours, meaning weekends only, through Labor Day. In June we had 4,265 scans in, and 3,473 in July, so far August has 1,066 scanned in. we had an additional 13,839 walk in admissions as well, which include our staff, our day camp program, and the under 3 crowd.

Swim lessons wrapped up with a total of 793 registrations.

At Dimensions Fitness Center

We currently have 709 members for August. Of those members, 454 are on our EFT payment program.

Between Annual, 3 months, and 1 month track memberships, including seniors, we currently have an additional 113 members.

Fitness Center members that scanned in:

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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	2919	2988	1545				

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

2021 total scan ins 34,955

*August numbers ran through August 16 @ 900am

As a security measure for the fitness center and track, we are implementing a process that will track all individuals going upstairs. Our goal is for everyone paying or scanning a card will be timed stamped into the facility, and ultimately with a new door swipe system, all individuals going upstairs will need to have a membership.

We are currently working with two companies to give us pricing on a door scan system for both the stairwell door and the elevator.

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

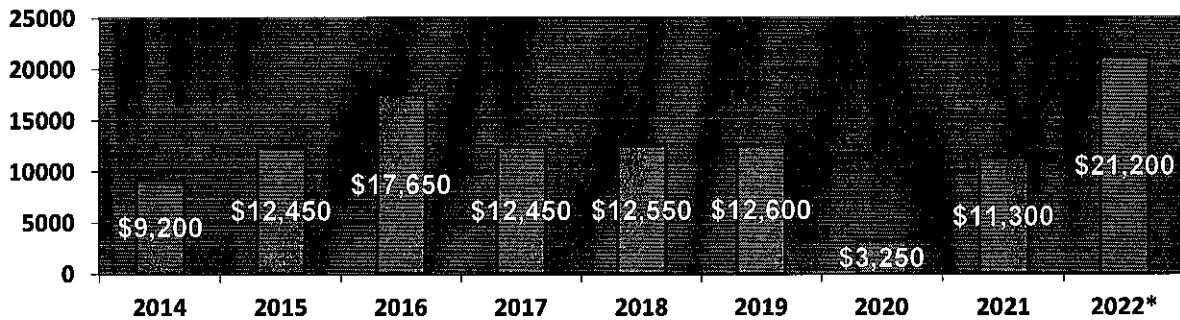
Ronald D. Lehman Community Park

The Ronald D. Lehman Community Park signs delivery will be a bit later than originally estimated (mid-late August), as their machine went down. Our new estimated delivery is early-mid September. We'll get some PR out on it around that time with photos of Ron next to one of the signs (Community Park has 2 signs).

Sponsorships & Advertising

Our current partnership offering is for Potato Festival, our joint event with the Village of Channahon and the Three Rivers Public Library. A mailing was sent out last week.

Sponsorships 2014-2022*



*2022 is through July 31. Anticipated total for 2022 is \$30,000

StoryWalk at Arroyo Trails

The StoryWalk at Arroyo Trails that was funded by the Channahon Township will be installed late August-early September. I'm currently getting quotes for the post installation. Once installed we'll take photos of the Channahon Township board members at the StoryWalk and get some publicity out on it.

Park District Website

Abbie will be working on designing a new District website this fall. It's beginning to look a bit outdated, and she has excellent skills in web design.



2022 Fall Guide

Our Fall Guide is at the printer. It will be delivered to homes August 25-26. Registration begins August 29.

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) – 8,505
- Heritage Bluffs Public Golf Club – 1,701
- Tomahawk Aquatic Center – 1,716

Summer has been in full swing this month! The warmer months are when we see our most social media activity and growth. Growth correlates directly with large community events, such as Three Rivers Festival and Potato Festival.

Instructor Search – We are currently doing a social media campaign to find new 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.

Events – This month we have used social media to help communicate and share information about events. The Potato Festival Facebook Event Page was published this month and we will continue to use it to share information about the event, such as which food trucks will be there and when the bands start!

Fall Programming – As summer programs begin to wrap up, we are starting to share more of our large fall programs like soccer, flag football, and kids' connection preschool. These are some of our largest and most popular programs and they often fill up before fall even hits. Currently, several categories in each of those programs are full and accumulating waitlists.

Hiring – We are continually sharing job listings and hiring posts for positions across the district, like cooks at The Bluffs, maintenance, and program instructors.

Mike Huber, Director of Golf Operations reported the following:

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 2 playable days for the month of July compared to last year. Year to date from March through July we are currently down 10 playable days compared to 2021. July 2022 was Warmer by 2.29* for the average daily high, it was also wetter by 4.14" and slightly windier by 0.09 MPH on the average daily wind speed, compared to 2021.

July was a good revenue month at The Bluffs. We generated \$345,246.27 in total revenue. Golf revenue account for \$271,804.31, while F&B revenue accounted for \$73,441.96. For the month our total revenue beat prior year by \$38,020.93, Golf revenue beat prior year by \$6,981.58 and F&B revenue beat prior year by \$31,039.35. After the first seven months of 2022, we have generated \$1,019,602 in revenue and spent \$882,992 in expense leaving us with a surplus of \$136,610 which is \$57,409 better than where would stand on the bottom line at the end of July 2021. We are very excited to have a surplus and be ahead of 2021 YTD and expect great things to come.

We are anticipating the installation of our GPS system on our golf carts in the next couple of weeks. Our vendor has received part of our order and is just waiting on the balance of the GPS units to arrive to start the installation.

Our Summer Sunset Concert Series has continued to be a hit. 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

Summer is flying by at The Bluffs. With fall around the corner, we are pivoting our focus for the new season.

Programming – We have wrapped up our youth programming for the summer. As usual, they were a hit and all the sessions filled. We do have a few more sessions of adult group lessons that we will continue to promote until they start in September. The Women's program has been consistently strong, and the current session is full.

Summer Sunset Series on the Patio – We are wrapping up our first live music program – Summer Sunset Series on the Patio! We have received great feedback on this event and have even had community members reach out and ask if we intend to extend the program. We used social media, google, and in house marketing to promote this series.

F&B Service – A big focus of ours since re-opening the clubhouse has been to feature our food and beverage service. This includes spotlighting specific menu items, our draft beer selection, and the dining spaces themselves. With the new furniture, the patio photographs beautifully and has been a big selling point on the internet!

Fall Golf – As we transition into the fall months, we will continue to highlight the F&B services and the renovated clubhouse. We will also shift our attention to more of nature as well with more content like our Black-Eyed Susan post and the change colors and cooler temperatures to help the transition to fall.

John Nugent and Dave Roberts
Golf Ground Operations

August has been providing rain and heat. Combined they create a perfect environment for many turf diseases. Disease pressure has remained high, and we are regularly treating turf to keep ahead of them.

Current tasks:

- Continued spraying weeds
- Continued adding seed/soil to cart path edges
- Continued course drainage installation and repair
- Continued irrigation repairs
- Continued greens venting aerification program
- Continued clubhouse landscape maintenance
- Completed Audubon International recertification process
- Continued seasonal equipment maintenance

- Continued day to day course set up for play
- Continued plant protectant applications throughout the course
- Continued tree pruning projects and over cart paths
- Continued invasive woody pesticide applications

Overall, our turf is holding up against the continuous stress from the environment, golf carts, and maintenance equipment. Along with the summer heat comes "Summer Bentgrass Decline". This is a natural occurrence with a cool season grass in a hotter environment. Focusing on our root systems and soil profiles, during the non-summer months, is what gives us the ability to sustain through the hot season. We have been seeing high numbers of rounds played. Divots and ball marks aren't healing in as quickly, but all factors considered, the course is holding on well. Audubon International has also approved our recertification. This process was a lot of work, and we are glad to have it behind us.

Pat Fox
Park Grounds & Facility Maintenance Manager

We have survived another 3 Rivers Festival. We turned out some good numbers during the fest, final wrap up is the 20th of September. I cannot say enough about my park staff again they did an excellent job setting up the grounds and making sure that the recreation staff had everything that they needed every day. We lost 90% of our part-time staff the week of the festival, which was a little challenging, but we made it. Big thank you to the Minooka anglers for coming that Monday after the fest to give a hand and helping the Park staff moving picnic tables and taking down fences. I am working with the Festival Committee on getting a landscaping company in here to repair the grounds from the wet conditions the Sunday when the carnival was coming onsite.

Park staff are busy setting up soccer fields, flag football field, and setting up baseball games for Junior High baseball and girls softball games. Once our grounds are back to normal from the fest, we will start core aerating the turf and eventually all our sports fields.

The pool was super busy this year and I must say that mechanically it ran very well with no significant issues. As hot as it was, we were still well within our budget numbers on chemicals. Once we close and dismantle the pool we will evaluate and see what needs to be done for the next year's season.

We all need a little help from a friend, Sean Callahan from Dellwood Disc Golf are donating eighteen new baskets for our disc golf course. We will be starting that project on August 27th. This is a much-needed project that needs to be done to keep our course up with all the other courses in the area. Thank you, Sean. We still have plenty of mild weather to wrap up some of our outdoor projects before thinking of what is in store for us.

People for Channahon Parks Foundation – August 2022
Jennifer Mensik, Director of Marketing & Development

Jennifer Mensik, Director of Marketing & Development

Nine & Wine...& Brews Too

The Foundation's newest event is all about fun! Golfers will have 2.25 hours to play as many of their 9 holes as they like. There's no need to finish all 9 holes because we won't be tracking scores. All teams who turn in their scorecards at the clubhouse will go in a drawing for a free round of golf at Heritage Bluffs. On the course teams will be greeted with a variety of fun opportunities including 3 tastings, 2 contests and the option to use a lacrosse stick instead of their golf clubs. After golfing, participants will return to the clubhouse for wine and beer tastings, a Charcuterie Board, heavy appetizers, dessert, and live music. Raffles will be going on throughout the event. There's an option to register for the after party only (no golf). As of August 18 there are 44 golfers and 1 after party only registrations and \$3,500 in sponsorships.

Putts & Suds

Putts & Suds will be held on February 25, 2023.

Arroyo Trails

The Foundation was contacted by Pembina Pipeline Corporation, the parent company of Aux Sable, in June inquiring about sponsorship opportunities with the Foundation and at Arroyo Trails. They were sent a sponsorship packet for a band shell at Arroyo Trails with a \$100,000 request and Nine & Wine. Pembina has responded to the Nine & Wine event with a \$1,000 sponsorship. Pembina staff will be traveling to Channahon mid-August (company is located in Canada) to meet with Aux Sable staff and discuss the band shell.

Donor Appreciation

The Donor Appreciation is set for October 15 at The Bluffs. Two ExxonMobil Philanthropic Awards will be given to an individual/family and a business at the event.

Strategic Plan

Trustee Szoke has been heading up the coordination of developing a new Strategic Plan. On August 2 two of the businesses that submitted quotes were interviewed by Trustees Szoke, Rittof, McSteen, Koszola, and Uphoff. Chuck Balling, the retired director of the Glenview Park District, was selected to facilitate a new Strategic Plan. Balling was chosen for his experience in Park Districts and Foundations. He worked with three Foundations while he was the Executive Director at the Glenview Park District. Work on the Strategic Plan begins in October.

Quarterly Board of Trustees Meeting

The Foundation will next meet October 6, 2022.

OLD BUSINESS

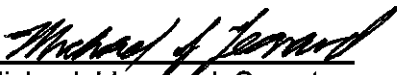
- A. Purchase of Fire Station #2: The Board of Commissioners consensus was not to pursue the purchase the purchase of Fire Station #2 at this time.

NEW BUSINESS

- A. FY2021 Audit. Tim Gavin of Laughterbach & Amen presented the FY2021 Audit to the Board. Motion by Commissioner Lehman, second by Commissioner Clower to accept the FY 2021 Audit as presented. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Geldean, Clower. Absent: Babich, Lehman. Motion carried 3-0.
- B. Approval of Pay Application #14. Motion by Commissioner Geldean, second by Commissioner Clower, approving Pay Application #14 in the amount of \$9,465.00 for the renovation of Heritage Bluffs Clubhouse – Final Payment. Upon a roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Clower. Absent: Babich, Lehman. Motion carried 3-0.
- C. Approval of Williams Architech's Letter of Agreement. Motion by Commissioner Clower, second by Commissioner Geldean to approve an update to William's Architech's Letter of Agreement to include Phase 2 of the Tomahawk Aquatic Center Renovation. Upon a roll call vote, the following Commissioners voted aye: Clower, Geldean, Caldwell. Absent: Babich, Lehman. Motion carried 3-0.
- D. Open Space Land Acquisition & Development Grant – Resolution of Authorization. Motion by Commissioner Geldean, second by Commissioner Clower to approve the OSLAD Resolution of Authorization for Henneberry Park. Upon voice vote all Commissioners present voted aye: motion carried.
- E. Access Control System at Heritage Crossing Field House. Motion by Commissioner Geldean, second by Commissioner Clower to purchase and install a door access system at the field house in the amount not to exceed \$30,000. Upon a roll call vote, the following Commissioners voted aye: Caldwell, Geldean, Clower. Absent: Babich, Lehman. Motion carried 3-0.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Geldean adjourn the meeting. Upon voice vote all Commissioners present voted aye. Motion carried. Note: Next meeting is September 26, 2022.


Michael J Leonard, Secretary