

CHANNAHON PARK DISTRICT

Minutes of the July 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, Lehman, Clower, Babich, Caldwell

COMMISSIONERS ABSENT:

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

GUESTS PRESENT: A group that plays pickleball at Community Park & the field house were in attendance to thank the district for making improvements to the Community Park tennis courts so pickle ball can also be played.

APPROVAL OF MINUTES

The minutes of the June 27, 2022, Regular Board were presented for approval. Motion by Commissioner Geldean second by Commissioner Clower to approve the minutes of the Regular Board Meeting for June 27, 2022. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

COMMISSIONER'S REPORTS

No Reports

TREASURER'S REPORT

Executive Director Leonard reviewed and presented the July 2022 Treasurer's and July 2022 outstanding bills for approval. Motion by Commissioner Lehman, second by Commissioner Babich to accept the July 2022 Treasurer's Report and authorize the payment of July 2022 bills. Upon a roll call vote, the following Commissioner voted aye: Caldwell, Geldean, Clower, Lehman, Babich. Motion Carried 5-0 Absent:0

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.

Public Engagement – April 4, 2023 Referendum: We are currently working on the first Q & A Informational Mailer that will be mailed to residents in late August/early September. 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.

Attached is the first draft of the informational mailer with edits.

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. Update: The Fire Protection District has not received the appraisal as of 7/19/2022.

Arroyo Trail Restrooms Project: No update from the Department of Commerce and Economic Opportunity. Still waiting on grant to be processed. I have been in contact with the grant manager via email, but she has not given me any indication when she will be processing our grant paperwork. She just says it is in the cue and she will contact us when she has completed processing the grant.

TAC OSLAD Update: The Illinois Department of Natural Resources awarded the district a \$400,000 Open Space Land Acquisition and Development Grant for the renovation of the Tomahawk Aquatic Center. (see attached).

We are still waiting to hear about the \$500,000 Federal Community Project funds we requested through Congressman Kinzinger's Office for the renovation. I expect to hear about that funding late in the year. Therefore, the recommended timeline for the renovation of TAC would be to bid the project in January/February 2023 and start construction in late August immediately after the 2023 swim season.

American Rescue Plan: The Park District has been allocated, by Will County, \$73,572 in Coronavirus State and Local Recovery Funds, which is a part of the American Rescue Plan. The funds can only be used to support the response to and recovery from the COVID-19 public health emergency. Funds can be used on the following eligible activities:

- A. Support for prevention, mitigation, or other services in public facilities.
- B. Assistance to households.
- C. Capital expenditures in low-income neighborhoods and/or Qualified Census Tracts.

The deadline to apply for funds is August 12, 2022. The project that we would like to submit is the replacement of the field house HVAC units. HVAC projects would fall under Category A: Support for prevention, mitigation, or other services in public facilities.

STAFF REPORTS

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

Recreation Programming

July is wrapping up and that means Day Camp and our summer programs are too. This summer we had an average of 174 campers here each week from June 6 to August 5 within the Day Camp program. We were able to take two field trips and brought it outside entertainment. There has been talk about adding 7th grade participants back in, but that will be a discussion for a later day.

We ran six Early Childhood Camps this summer, which is great news! Many of the kids in those camps will be coming to our Preschool Program this fall. All seven classes will be running at this time. Out of the possible 128 spots, we have 114 of them currently filled.

The '22-'23 school year for After the Bell will start on August 17th and September 12th for Preschool. I have a few teachers that will not be returning due to hitting their max hours, so I will be in need of new teachers.

Basketball Skills & Drills started July 6. The 6–8-year-old session has 17 participants and the 9–12-year-old session is full with 20 participants.

Channahon Tennis Academy is on its 4th session. Level 1 and Level 2 are full at 12 participants and the quick start session for ages 3-5 has 5 participants.

Scott Slocum's Summer Shootout Camp will take place July 25-29. His 1st-3rd grade session has 37 participants registered. His 4th – 6th grade session has 18 participants currently enrolled.

Soccer Skills & Drills started on Saturday, July 9. The 5–7-year-old session has 18 enrolled and the 8–13-year-old session has 19 enrolled.

Touch a Truck will took place on Thursday, July 21 in the Channahon Jr. High Parking lot. Cream N Crunch ice cream truck was on site, as well as Holy Smokz BBQ.

Swim Lessons are in full swing with 186 children in the first session, 222 in the second session, 203 in the current session, Saturday's host 41 children this year. Session 4 currently has 101 registered, with more expected as children finish session 3.

Lifeguard for a Day will be held at the end of the month with 12 young teens, taught by our LGIs, introducing those that might want to be lifeguards in the future to some of the requirements for lifeguarding and the equipment that they use.

Special events are being supervised by the entire recreation team, whether it is a movie in the park, event at the pool, or a park pop up. We've had good responses at all events. Park pop ups tend to small, about 20-25, but with some as small as 10. We are evaluating a different time of day for next summer.

Therapeutic Recreation

Program development for fall has been a focus, including learning the budgeting process for programs. Programs focused on seniors, adult trips, and special recreation.

Senior programs continue to be a focus with Games and More and Canasta running regularly. Our TR specialist is also assisting a child in swim lessons this session

Recreation Facilities

Dimensions Fitness Center

We currently have 728 members for July. Of those members, 478 are on our EFT payment program.

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	2919	1598					

2021 total scan ins 34,955

*July numbers ran through July 18 @ 1120am

Tomahawk Aquatic Center

June was a busy month at TAC, with training and opening, it is hard to believe that it was just a month ago! We opened June 4, and only had 3 rain days, which means that in 24 days we had 4,265 pass holders and 6,650 walk-in admissions visit for a total of 10,915 people. Our biggest day time public swim held 722 people, close to our capacity of 750.

PDRMA Lifeguard Audit #3

On July 14, the Tomahawk Aquatic Center completed its third and last audit of the summer. This is a program conducted through our insurance company PDRMA. The audits test lifeguard skills and readiness.

Per our PDRMA representative Lindsey, our staff performed well, and we will receive a 100% reimbursement for the audit.

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 2 signs).

Sponsorships & Advertising

Our Summer and Fall partnership opportunities are off to a good start. We have received \$6,500 thus far plus \$9,250 from the Village of Channahon for the fireworks on July 3. The next solicitation will be for the Color Run and a revised package for our 2 joint events, the Potato Festival and Channaholidays, with the Village of Channahon and the Three Rivers Library

Story Walk at Arroyo Trails

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

2022 Fall Guide

Our graphic designer is busy working on our Fall Guide. Files will be submitted to the print on August 3 and will be delivered to homes August 25-26.

Three Rivers Festival

Marketing is not as involved in the Three Rivers Festival as we have been in the past. The Fest now outsources some of their design needs. We still oversee their newspaper ad, signage for the Family Entertainment Stage and sponsor banner.

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) – 8,408 (follow rate up over 143% in the last 28 days)
- Heritage Bluffs Public Golf Club – 1,657
- Tomahawk Aquatic Center – 1,680

Summer has been in full swing this month! 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.

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.

Events – This month we have used social media to help communicate cancelations, changes, and additions to events. For example, Holy Smokz BBQ was added to the Touch a Truck event and the Flick and Float had to be rescheduled because of the weather.

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.

Hiring – We are constantly 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 up 3 playable days for the month of June compared to last year. Year to date from March through June we are currently down 8 playable days compared to 2021. June 2022 was Warmer by 1.10* for the average daily high, it was also dryer by 3.12" and slightly windier by 0.17 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 June chasing about \$75,000 in revenue compared to 2021 and ended June chasing \$342 in revenue compared to 2021. After the first six months of 2022, we have generated \$678,745 in revenue and spent \$698,367 in expense leaving us with a deficit of \$19,622, which is about \$1,500 better than where would stand on the bottom line at the end of June 2021. We are extremely excited to be ahead of 2021 YTD and expect great things to come.

We have created our new full menu for daily operations, and it is in from the printer. We are also in the process of finalizing our event menu.

Our Summer Sunset Concert Series has continued to be a hit. We have generated \$13,953 in revenue from 5pm to close for the first eight dates. For those same eight Fridays and time range in 2021, we generated \$5,282. That equals a revenue increase of \$8,671 compared to prior year. Of the additional revenue \$8,625 is from Food & Beverage with only \$46 additional in revenue from Golf. The cost for the musicians for the first eight dates is \$3,100. 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

From full programs, lessons lining up, and the clubhouse buzzing, summer has been busy, and July was no exception.

Programming – Our youth programs are wrapping up in the early part of August after another incredibly successful season. We had roughly 100 kids enrolled in youth golf programs at any point throughout the summer! Adult programming will continue in September as we continue to strengthen our women's and adult beginner programs.

Summer Sunset Concert Series – Our Friday night Summer Sunset Concert Series has been shared on our social media, website, Google, and The Patch. It has been very well received across the internet and continues to draw questions and interest. We have been sharing them and adding the artists as co-hosts so that they can self-promote which as well has been helpful.

Clubhouse Viewing Party – Our clubhouse viewing party will take place tomorrow, Tuesday July 26 from 5-7PM! We look forward to hosting the commissioners and members of the public for a ribbon cutting, tours, and short reception to follow. This is a fantastic opportunity to showcase the work that has been done to the clubhouse.

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

Nine & Wine... & Brews Too

The Foundation's newest event is set for September 23 at The Bluffs. The evening begins with 9 holes of golf with a few twists and turns along the way. This will not be your typical golf outing; participants do not even have to finish 9 holes. This is meant to be a casual golf experience, with fun contests and wine tastings on the course. For those who do complete 9 holes their scorecard will be put in a drawing for a free greens fee to each of the foursome for the scorecard drawn. 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 is an option to register for just the tastings and food, no golf. Registration begins July 25.

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, last month inquiring about sponsorship opportunities with the Foundation and at Arroyo Trails. I sent a sponsor packet for the bandshell at Arroyo Trails with a \$100,000 ask and a second packet for Nine & Wine. They will be traveling to Channahon mid-August (company is located in Canada) to meet with Aux Sable staff and discuss the band shell. I have offered to give them a tour of Arroyo Trails.

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.

Nature Festival

Trustee Szoke has met with local organizations discussing working together on a new event in 2023 that will be a Festival of Nature (or other such name). The vision is a weekend or three-day scheduling: Presentations, tours, activities, sponsor/volunteer kickoff dinner, information (maybe a nature expo), highlighting the amazing natural and outdoor experiences in our area. It would provide increased visibility and awareness for these areas and the groups that manage them; allow a wide group of partners to bring together; and maybe generate a few dollars, individually for groups or to make available to some project, cause, etc.

Strategic Plan

Trustee Szoke presented to the Board recommendations for a Strategic Plan. Background: Within a year or two after the forming of the Foundation in 2009, the Board went through a Strategic Planning process. After about 10 years of highly successful activity, much of it

centered on the Arroyo Trails project, Trustee Szoke recommended the Foundation may want to consider the process again to provide some Trustee input and guidance in determining future Foundation direction.

Trustee Szoke contacted six parties with the capability to facilitate a strategic planning process and a background in parks and recreation and/or nonprofit organizations. Four submitted proposals that Trustee Szoke presented to the Foundation. The Foundation chose two to interview as well as looking into the Rockford Park Foundation who helped guide the formation of our Foundation.

Quarterly Board of Trustees Meeting
The Foundation will next meet October 6, 2022.

OLD BUSINESS

- A. Resolution #2022-769 Approving the Sale of Surplus Real Property (townhome). Motion by Commissioner Geldean, second by Commissioner Babich to approve Resolution #2022-769. Upon roll call vote, the following Commissioners voted aye: Babich, Caldwell, Clower, Geldean. Present: Lehman
- B. No update: Waiting on appraisal from Fire Protection District.

NEW BUSINESS

- A. Membership in New Century Federal Credit Union. Motion by Commissioner Lehman, second by Commissioner Clower approving the District's membership in New Century Credit Union. Upon a voice vote all Commissioners present voted aye. Motion Carried.
- B. Approval of Three Rivers Fest Memorandum of Understanding – Emergency Sheltering Facilities. Motion by Commissioner Geldean, second by Commissioner Babich approving the Three Rivers Fest Memorandum of Understanding. Upon a voice vote all Commissioners present voted aye. Motion Carried.
- C. Cart Lease Agreement: Motion by Commissioner Clower, second by Commissioner Lehman to enter into negotiations for a new golf car lease agreement with Nadler Golf Car Sales, Inc. in the amount not to exceed \$1,050 per cart per year. Upon roll call vote, the following Commissioners voted aye: Geldean, Clower, Caldwell, Babich, Lehman. Motion carried 5-0.
- D. Copier Lease: Motion by Commissioner Babich, second by Commissioner Clower to enter a 60-month copier & printer lease with Proven IT in the amount of \$498.96/month, plus service at a rate of .0078 per page black & white. Upon roll call vote, the following Commissioners voted aye: Lehman, Babich, Caldwell, Geldean, Clower. Motion carried 5-0.
- E. OSLAD Grant services: Motion by Commissioner Geldean, second by Commissioner Clower to hire a landscape architecture firm for design and OSLAD grant writing services and design, in an amount not to exceed \$12,500. Upon roll call vote, the following Commissioners voted aye: Caldwell, Geldean, Babich, Clower, Lehman. Motion carried 5-0.

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.


Michael J Leonard, Secretary