

CHANNAHON PARK DISTRICT

Minutes of the November 21, 2022 Regular Meeting of the Board of Commissioners

PUBLIC HEARING

The President Caldwell opened the Truth and Taxation public hearing at 5:00 p.m. for the 2022 Property Tax Levy. We are proposing an increase of 10.74% in the levy which will allow the District to capture all growth that occurred in 2022. The estimated total property taxes to be levied for 2022 are \$3,600,621.89.

No public present and no objections received prior to the meeting.

With no further questions a Motion to adjourn from the Truth and Taxation Public Hearing by Commissioner Lehman second by Commissioner Clower. All Commissioners present voted aye: motion carried.

The President closed the public hearing at 5:05 p.m.

CALL TO ORDER

The meeting was called to order by President Caldwell at 5:04 p.m. at the Park District offices. Roll call for attendance was taken.

COMMISSIONERS PRESENT: Clower, Geldean, Caldwell, Lehman

COMMISSIONERS ABSENT: Babich

STAFF PRESENT: Leonard, Knutson, Huber, Mensik

GUESTS PRESENT: Tim Gavin, Lauterbach & Amen

Everyone presents at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the October 25, 2021, Regular Board Meeting were presented for approval. Motion by Commissioner Geldean second by Commissioner Clower to approve the minutes of the Regular Board Meeting for October 24, 2022. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

Nothing to report.

PUBLIC COMMENT

Nothing to report

COMMISSIONER'S REPORTS

Commissioner Caldwell inquired about installing outdoor fitness trail. Director Leonard indicated that Central Park & Arroyo Trails has outdoor fitness equipment.

TREASURER'S REPORT

Tim Gavin, Laugterbach & Amen presented the monthly Treasurer's Report and reviewed the outstanding bills. Motion by Commissioner Clower second by Commissioner Geldean to accept the monthly report and authorize payment of outstanding bills. Upon a roll call vote, the following Commissioners voted.

aye: Lehman, Caldwell, Geldean, Clower. Motion carried 4-0. Absent: Babich

EXECUTIVE DIRECTOR'S REPORT

Back Office Remodel: We are planning to remodel and convert the back office into the new business office. This will require purchasing and installing a new office door and installing shelving. The cost of the project will be around \$3,500.

Sale of Townhome: I hired Ricky Gray to be the district's real estate agent for the sale of the townhome. He listed the townhome at \$287,500 and put it on the market this week. The board discussed what maintenance the district would continue to do once the townhome was sold. It was agreed that the district would continue to mow the grass and the landscaping would be the responsibility of the new owner.

Public Engagement – Community Survey: 680+ surveys have been received and entered. The final results with crosstabs are expected by the end of the month. The last Community Task Force meeting is scheduled for Wednesday, December 7, 2022. The goal of the meeting is to review the results of the survey and make a recommendation to the board.

Arroyo Trails Story Walk: Installation of the Story Walk at Arroyo Trails is completed. The first story will be on display in the beginning of December and will have a holiday theme.

Park Commissioner Elections: The petition process for the April 2023 election is underway. Application packets can be picked up at the Arrowhead Community Center. Petitions are due to be filed with us December 12th – 19th. Two individuals have stopped in for election packets.

Annual Board Retreat: I would like to set-up the annual Board Retreat on January 14th or 21st.

IPRA/IAPD State Conference: The nation's largest state park and recreation conference returns to the Hyatt Regency Chicago January 26th – 28th, 2023. The Thursday schedule is for professional workshops, and the opening of the exhibit hall; exhibit hall and seminars on Friday; and seminars on Saturday. Please let me know if any Commissioners are interested in attending and we will register you and book a hotel room.

STAFF REPORTS

Parks Board Report – November 2022

Pat Fox, Director of Park Grounds and Facility Maintenance Manger

Its official that the fall season is over with our first dusting of snow. With the week prior we set records for warm temperatures. We took advantage of the seasonal weather and blew out all our water lines in our various locations. We mowed our last day the 11th of November and mulched a lot of leaves in the parks also.

The park staff are putting the salt bins, salt spreaders, shovels at our ACC and Field house locations. We pulled the Toro broom out of the east barn and will service and completely check out the machine before we take it over to the pool compound.

We still have some summer equipment to service and put away for the season. We will continue to service our trucks and have them ready for spring.

On the facility side we have changed out all our filters on the HVAC units, the heating units have been checked out and are functioning at the present time. Staff have been working on work orders that have been turned in by other departments. We have been working on clearing out the townhome getting ready for selling. Everything is working as it should at the townhome.

Facility and Park budget has preliminary numbers plugged in and I am making necessary changes as the monthly R&E comes out. Spring is right around the corner.

Golf Board Report – November 2022

Michael Huber, Director of Golf Operations

We are currently into the planning phase for 2023. We have continued work on our budget and will be wrapping that process up in the next few weeks. We are also working on our operating plan for 2023. We will spend the next few months evaluating 2022 and adjusting and planning for 2023. We are finding that our facility is in high demand for many different types of functions and will have to continue to evaluate what is the best operating model for our financial success.

We are working to get our golf simulators installed. We anticipate that being done by the end of November.

Our financial position is good after October. We have generated \$1,806,983 in total revenue; golf - \$1,440,246 and F&B – \$3665,737, through the month of October. That is \$134,126 better than a year ago. Our expenses are higher than last year, which was expected and budgeted. We have spent \$1,514,331; golf – \$586,526, golf maintenance - \$547,146 and F&B - \$380,659, through October. That is \$187,182 more than a year ago. We currently have a net profit for the year of \$292,652 through October. That is \$53,055 behind last year, but still a great number as this year we had a lot of startup expense for the renovated clubhouse.

November is looking good on the revenue front. Through the first 15 days of the month, we have generated \$50,675.95 in revenue. Golf has accounted for \$37,773.98 and F&B has accounted for \$12,901.97. These numbers already surpass the \$35,114.81 we generated in total revenue last November.

Marketing Board Report – November 2022

Jennifer Mensik, Director of Marketing & Development

Sponsorships & Advertising: A solicitation for Channaholidays, our joint event with the Village of Channahon and the Three Rivers Public Library, went out early November. We're working on getting a monetary sponsorship from Amazon for Channaholidays.

StoryWalk at Arroyo Trails: The StoryWalk at Arroyo Trails that was funded by the Channahon Township is installed! We're working on setting up a time to get photos of the Channahon Township board members at the StoryWalk and get some publicity out on it. Since the entire StoryWalk is at the trailhead it will be open year round. Our first story will have a holiday theme and will up after Thanksgiving.

Program Guides: The Winter/Spring Guide will be delivered just before Christmas, registration begins December 27.

Quote requests and recommendation for printing the 2023 Program Guide series are included in the board packet.

Recreation Board Report – November 2022

Kristin Knutson – Superintendent of Recreation and Facilities

Angela Brown – Program and Facilities Manager

We recently held a Community Focus Group. We intended to have distinctly different groups, but due to low attendance had to combine. We had a total of 7 community members attend. All in attendance were avid park district users. Their children attended/ed our preschool program, play in our athletic leagues, are pass holders and swim lesson participants at TAC, some were members of the fitness center. We received excellent feedback and valuable suggestions to consider.

Basketball

1st & 2nd grade basketball league, scheduled to start in January, has session 1 full at 60 kids, and has session 2 with 26 kids enrolled.

Youth Basketball registration has taken off, as well. 3rd and 4th grade boys is full already at 80 and 20 more spots have been added. All other age groups have excellent numbers as well!

Tomahawk Aquatic Center: Pool passes go on sale Black Friday weekend. Prices were not increased for the 2023 season but will increase for 2024 after the remodel that should happen after the 2023 season.

Therapeutic Recreation

Christine Martinez, CTRS

Inclusion services have started to pick up. A couple of preschool students were observed for extra assistance in early November. Two of our preschool students who need extra assistance will be receiving a 1:1 aide as needed for the rest of the school year. Some of the students' needs include motor skills and working on social skills.

On November 14th, I attended the Illinois Therapeutic Recreation Association Conference. Each session was tailored specifically to therapeutic recreation staff and leadership. Overall, it was an inspiring conference with a lot of networking opportunities.

On November 17th, I attended an in-person leadership conference hosted by South Suburban Parks & Recreation Association. It was a great educational experience.

OLD BUSINESS

None

NEW BUSINESS

- A. 2022 Levy Ordinance #394 for approval, Motion by Commissioner Lehman, second by Commissioner Clower to approve Levy Ordinance #394 as presented. Upon a roll call vote, the following Commissioners voted. aye: Geldean, Caldwell, Lehman, Clower Motion carried 4-0 Absent: Babich
- B. Ordinance #395 providing for specific reductions of the 2022 Property Levy pursuant to the Property Tax Extension Limitation Law. Motion by Commissioner Geldean, second by Commissioner Lehman to approve Ordinance #395 providing for specific reduction of the 2022 Property Tax Extension Limitation Law as presented. Upon a roll call vote, the following Commissioners voted. aye: Caldwell, Lehman, Clower, Geldean. Motion carried 5-0. Absent Babich
- C. ORDINANCE #396 abating the tax hereto levied for the year 2022 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2021A, of the Channahon Park District, Will and Grundy Counties, Illinois. Motion by Commissioner Clower, second by Commissioner Geldean to approve Ordinance #396. Upon roll call vote, the following Commissioners voted aye: Lehman, Clower, Geldean, Caldwell. Motion carried 4-0. Absent: Babich
- D. Flex Work Policy. Motion by Commissioner Clower, second by Commissioner Geldean to approve the Flex Work Policy. All Commissioners present voted aye: motion carried.
- E. Seasonal Time Off Policy. Motion by Commissioner Lehman, second by Commissioner Clower to approve the Seasonal Time Off Policy. All Commissioners present voted aye: motion carried
- A. Approval of Georges Landscaping Inc Pay Application #2. Motion by Commissioner Lehman, second by Commissioner Clower to approve Georges Landscaping, Inc Pay Application #1 in the amount of \$79,532.65 for the construction of Woods of Aux Sable Park. Upon a roll call vote, the following Commissioners voted aye: Clower, Geldean, Caldwell, Lehman. Motion carried 4-0. Absent: Babich

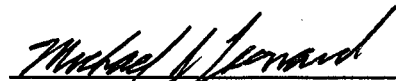
- F. Board of Commissioner 2022 Meeting Dates were presented for review. Motion by Commissioner Lehman second by Commissioner Geldean to approve the 2022 Board of Commissioner Meeting Dates as presented. All Commissioners present voted aye: motion carried.
- G. Board the FY 2022 Holiday Schedule. Motion by Commissioner Clower second by Commissioner Geldean to approve the FY2023 Holiday Schedule as presented. All Commissioners present voted aye: motion carried.
- H. FY 2023 Salary & Wages. Motion by Commissioner Clower, second by Commissioner Geldean to approve a 3.5% increase in the salary & wages pool for FY2023. Upon a roll call vote, the following Commissioners voted. aye: Caldwell, Lehman, Clower, Geldean. Motion carried 4-0. Absent: Babich
- I. 2023 Brochure Printing. Motion by Commissioner Clower second by Commissioner Geldean to approve K. K. Stevens Publishing Co. to print the 2023 Program Guide Series at a cost of \$21,721.82. Upon a roll call vote, the following Commissioners voted. aye: Geldean, Caldwell, Lehman, Clower. Motion carried 4-0. Absent: Babich

Adjournment to closed session. Motion by Commissioner Clower, second by Commissioner Lehman to enter closed session to discuss FY2023 Salary & Wages. All Commissioners present voted aye: motion carried.

Return to open session. Motion by Commissioner Geldean, second by Commissioner Clower to return to open session. All Commissioners present voted aye: motion carried.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Geldean, second by Commissioner Clower to adjourn the meeting at 6:33 p.m. All ayes, motion carried.



Michael J Leonard
Secretary