

CHANNAHON PARK DISTRICT

Minutes of the December 19, 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: Clower, Geldean, Babich, Lehman

COMMISSIONERS ABSENT: Caldwell

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 November 21, 2022, Regular Board Meeting were presented for approval. Motion by Commissioner Clower second by Commissioner Babich to approve the minutes of the Regular Board Meeting for November 21, 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 Lehman second by Commissioner Clower to accept the monthly report and authorize payment of outstanding bills. Upon a roll call vote, the following Commissioners voted.
aye: Clower, Geldean, Babich, Lehman. Motion carried 4-0. Absent: Caldwell

EXECUTIVE DIRECTOR'S REPORT

Sale of Townhome: I accepted an offer to sell the townhome for \$260,000, which is \$10,000 above the appraised value. The sales agreement was signed on Monday, December 12th and we received approval to sell the townhome from Circuit Court Judge Anderson on Wednesday, December 14th. The final step in the process is approval by the Board at our December meeting. The closing will be scheduled for some time in January. Ricky Gray, the park district realtor, reviewed the sale with the board.

Annual Board Retreat: The annual Board Retreat is scheduled for Saturday, January 14, 2023 from 8:30 am to 12 pm.

Citizen Task Force Recommendation: The final Task Force meeting was held last Wednesday, December 7th. The recommendation of the Task Force is to place a funding proposal on the November 2024 ballot versus the April 2023 ballot. The Task Force also recommended reducing the total size of the proposal by eliminating the multi-purpose room from the request.

The recommendation was based on the results of the community survey, which indicated modest support for the proposal in its current form (Playgrounds, new gym, multi-purpose room, ACC renovation, and parking lots), strong tax sensitivity, and low priority placed on the proposed multi-purpose room.

Our next step will be to thank the community for input on the funding proposal and outline next steps, via a mailer.

Aux Sable TIF Extension: The Aux Sable TIF was a 23-year TIF which expires after the 2022 tax year (December 31, 2023). Aux Sable Liquid Products is requesting the taxing bodies to extend the TIF for an additional 12 years till 2034. They have negotiated the new terms of the TIF with the Village of Channahon, Minooka High School District 111, and Minooka Grade School District 201, as they are the largest taxing districts within the TIF. The following are highlights of the new proposed TIF agreement, if approved by all the taxing districts:

- Extend TIF for additional 12 years
- Flat 85/15 sharing of future surplus. Current share is either 60/40 or 80/20, with taxing districts having the larger share, depending on what type of property the underlying taxes come from.
- EAV would reset to \$147.5MM
- The EAV increases quadrennially at 4% starting with the 2027 tax year (payable 2028).

Our current distribution for tax year 2021 (current) is \$425,466.38. (Attached is the Proposed Aux Sable TIF Extension).

TAC Waterslide: Whitewater does not want to do business with us because the value of our project is under 300K. Our recommendation is to work with Vortex on the slide.

Capital Budget will be approved in January.

STAFF REPORTS

Recreation Board Report

Kristin Knutson – Superintendent of Recreation and Facilities

Angie Brown – Program & Facilities Manager

Our team has put a lot of effort into the 2023 fiscal year development and adjusting program fees. Prices for programs will be increasing due to increasing minimum wage, increasing supply cost, and our focus on cost recovery. However, we believe that we offer high quality programs, and that the community will continue to embrace us and all that we have to offer the community by continuing their participation in our programs.

We just held one of our annual cooperative events with the Village of Channahon and The Three Rivers Library District: Channaholidays. The weather was beautiful which allowed us to bring back the luminary trail and winter wagon rides as well as add in a fire pit for a s'mores station and a roving Frosty and Rudolph. This event is heavily dependent on volunteers from the local junior high beta clubs and NHS students, as well as the Kiwanis Club that helped to run Bingo and Amazon Gives employees that ran an Elf Training Workshop. We estimate 1,800-2,000 people attended over the 4-hour event that concluded with the lighting of the Channahon Christmas tree.

This coming weekend concludes our youth musical theater production with the presentation of Beauty and the Beast Jr, performed by 23 youth stars, ages 6-13, at Minooka High School Performing Arts Center. We have sold 380 tickets to the show currently and are expecting a few more at the door on the day of the show.

Our preschool classrooms are busy with holiday crafts and activities. Most importantly we had Santa come back into the classrooms. He has not made classroom visits since before the pandemic. Preschool will be on Winter Break from December 23 until January 9. At which time we will kick it to high gear and start promoting our Open House for the 2023-2024 school year on Feb 22 and begin registration shortly thereafter.

Chef Tamara will be back this month and having her highly attended cooking classes for early childhood, youth, and adult programs! She has a great following, and we are glad to have her come back and offer classes.

On December 14th, we will host our annual seniors Holiday Luncheon Party. Every year the seniors look forward to this event which includes lunch, a craft, gift exchange, bingo, and games. We have a total of forty seniors registered to attend this year.

Special recreation programs have been off to a good start in 2022. We are continuing to get more inquiries regarding our Winter/Spring program offerings.

Focusing on inclusion, Christine, our TR specialist, has been working with one of our preschoolers as an inclusion aide to give the student extra support. They have been working on motor skills, social skills, and occasional redirecting as needed.

Pickleball. We currently have 52 players with Pickleball Punch Cards.

1st & 2nd grade basketball league, scheduled to start in January, has session 1 full at 60 kids, and has session 2 with 44 kids enrolled.

Little Dribblers is also scheduled to start in January. Session 2 is full of 45 kids and session 1 has 32 enrolled.

Youth Basketball registration has taken off, as well. 3rd and 4th grade boys is already full at 100 participants (15 on the waitlist). 5th & 6th grade boys have 56 registered and will be full at 60 participants soon. 7th & 8th grade coed has 43 registered with 60 as its capacity. 3rd & 4th grade girls have thirty-eight girls registered and 5th & 6th grade girls have 14 registered.

Gym Floor & Fitness Center: There discussion on the gym floor and the fitness center and what can be done to improve those facilities.

Dimensions Fitness Center

We currently have 768 members for December. Of those members, 492 are on our EFT payment program. We had 658 members in December of 2021.

Between Annual, 3 months, and 1 month track memberships, including seniors, we currently have an additional 139 members.

We have 9 police/firefighter memberships, as well.

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	3148	2590	3071	3585	1244

2019 total scan ins 55,263

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

2021 total scan ins 34,955

*November numbers ran through December 9 @ 3:20PM

Golf Board Report

Michael Huber, Director of Golf Operations

We are currently into the planning phase for 2023. We have continued work on our budget and have completed that process. 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 not proposing any rate increases for the 2023 golf season and will stick to our practice of rate increases every two years. That said, we will be proposing rate increases again in 2023 for the 2024 season.

We are working to get our golf simulators installed. We ran into a couple supply chain issues that caused us to miss our anticipated installation date of end of November. We do now have the frames in place for the simulators and work continues to complete them. We are planning to open the simulators to the public on January 2nd, after we have a week or so to test them and training staff on them.

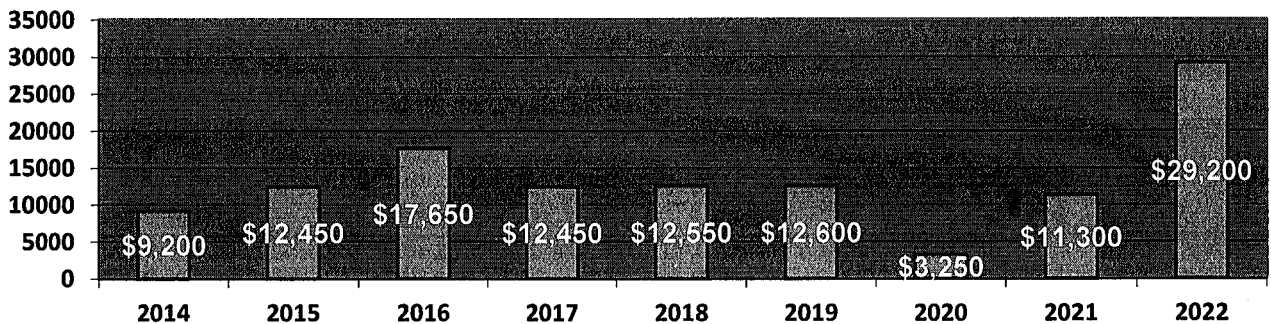
Our financial position remains good after November. We have generated \$1,869,350 in total revenue; golf - \$1,486,301 and F&B – \$383,049 through the month of November. That is \$161,379 better than a year ago. Our expenses are higher than last year, which was expected and budgeted. We have spent \$1,621,550; golf – \$624,004, golf maintenance - \$588,282 and F&B - \$409,264, through November. That is \$218,627 more than a year ago. We currently have a net profit for the year of \$247,800 through November. That is \$57,248 behind last year, but still a substantial number as this year we had a lot of startup expense for the renovated clubhouse.

December has started okay on the revenue front. Through the first 13 days of the month, we have generated \$6,832 in revenue. Golf has accounted for \$3,203 and F&B has accounted for \$3,629.

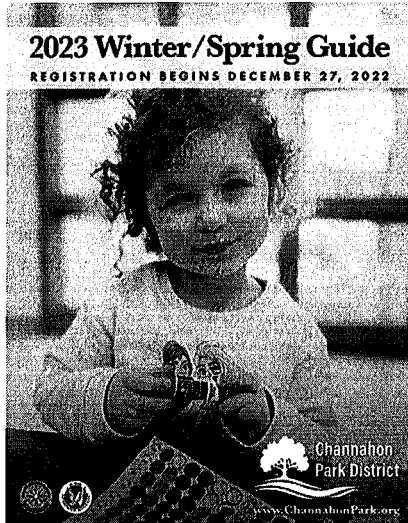
Marketing Board Report
Jennifer Mensik, Director of Marketing & Development

Sponsorships & Advertising: A solicitation for Channaholidays, our joint event with the Village of Channahon and the Three Rivers Public Library, produced \$5,500 in sponsorships. Below shows our total sponsorship/advertising dollars since 2014.

Sponsorships 2014-2022



StoryWalk at Arroyo Trails: The StoryWalk at Arroyo Trails that was funded by the Channahon Township is installed! Three possible books were sent to the Township to review and choose which one will go up first. The book will have a winter theme and will stay up through March when stories will be changed every 4-6 weeks throughout the spring, summer and fall seasons.



Program Guides: The 2023 Winter/Spring Program Guide is at the printer and set to be delivered December 23 with registration beginning December 27. New to the Winter/Spring Program Guide is fun review of 2022 that includes stats and photos. You can view the Guide [here](#).

Potential Referendum: After the first of the year, we'll work with Paul at Beyond Your Base to update the community on the outcomes of the survey and Citizen Task Force Committee, and the decision of the Board. The same information will be posted to our website and on Social Media.

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) – 8,722
- Heritage Bluffs Public Golf Club – 1,795

We are officially at the end of 2022! December has brought with it Gift Card Specials, winter break camps, and the launch of the Winter/Spring Guide!

Special Events: Channaholidays was a big hit! Social media was buzzing with pictures, posts, and tags from the event. We shared special moments, like Santa arriving and the tree lighting, on social media and captured content across the day to use for promotion next year! At the beginning of the month, we launched Frosty 5 Mile on socials and other forms of in-house marketing. We will continue to push that through the beginning of the year.

Holiday Gift Card Special: Black Friday is officially wrapped up and we are on to our December Gift Card Special at the Park District as well as at The Bluffs! We are marketing that heavily on both social media channels as well as on the TVs in the facilities so that people see them more.

Pop Up Classes: Social media, as well as other inhouse marketing efforts, have been utilized this month to market December pop up opportunities. This includes our Adult Group Fitness of December. There is no session this month, but the instructors are hosting pop up classes for a flat rate. In previous years we have not charged, and the schedule is rotating so we are using social media to get that information out.

Winter/Spring Brochure: Registration for the Winter/Spring brochure starts on December 27th and the digital version of the guide is already on the website! We are already getting questions

on socials about some of our more popular programming. We are using social media to drive people to the virtual guide while they wait for the physical guides to be delivered and to help answer questions about upcoming programs and events!

Parks Board Report – November 2022

Pat Fox, Director of Park Grounds and Facility Maintenance Manger

Another year in the books. 2022 was a decent year for Parks and Facilities. Although being shorthanded it still was a manageable year. We had our short comings but overall not bad. I look forward to bringing on another park worker to ease the workload as we move forward with adding more parks and maintain what we already have. This will be a very busy year for me and my 2 departments as I try to make a list of everything that goes on in a year a make a record of things that need to be done in the future. As some of our equipment, HVAC units, Parks, septic systems, trucks, pool needs and all-around general needs of the buildings there are things that need to be addressed. I look forward to this upcoming year and the years of the future with the Park District.

We are pretty much ready for the winter season and still working on servicing our summer equipment and getting ready for next season. The heating units will get tested this week coming up as we get out first blast of artic air.

People for Channahon Parks Foundation – December 2022

Jennifer Mensik, Director of Marketing & Development

Putts & Suds: The Foundation's next event, Putts & Suds, will be held on February 25, 2023. On December 5 there were sixty-eight registered (17 teams). With some increased marketing efforts, we're up to 176 participants (44 teams) as of this report. Game Changers will be the new host location, which is a great central location for the event. We still have 1 more bar to add and have identified 3 to approach. Deb Kennedy is doing a fantastic job in learning and assisting in the event planning.

Arroyo Trails: A final list of items and tasks for Arroyo Trails is being created. Included are, permanent restrooms (funded by a Rebuild Illinois Grant), Band Shell, Board Walk Extension/Covered Bridge and additional/replacement signage.

Website: A password protected web page has been created for Board and Committee members to improve communication and use as a resource. We continue to keep it updated with meeting, event, and strategic plan updates.

Strategic Plan: The process for the Foundation's new Strategic Plan is in full swing. Initiatives were identified that will best enable the Foundation to continue to advance its mission. It involved choosing the highest priority items that are critical to the success of the organization over a period of three to five years and developing measurable action plans to address each item.

This process allowed the Foundation to identify major issues and develop specific actionable initiatives that need to be addressed over the next three to five years. Issues were grouped by

themes. These themes were consolidated into six forward-looking strategic initiatives for the 2023-2028 timeframe.

The Foundation board members will meet January 4 to review a draft strategic plan.

Quarterly Board of Trustees Meeting: The Foundation will next meet January 19, 2023.

OLD BUSINESS

None

NEW BUSINESS

- A. Sale of Townhome: Motion by Commissioner Babich, second by Commissioner Lehman to approve the sale of the Channahon Park District Townhome, located at 25661 Silver Leaf Circle, Channahon, Illinois, in the amount of \$260,000. Upon a roll call vote, the following Commissioners voted. aye: Geldean, Babich, Lehman, Clower. Motion carried 4-0 Absent: Caldwell
- B. FY2023 Budget. Motion by Commissioner Lehman, second by Commissioner Babich to approve FY2023 Operational Budget as presented. Upon a roll call vote, the following Commissioners voted. aye: Babich, Lehman, Clower, Geldean. Motion carried 5-0. Absent: Caldwell
- C. LAUTERBACH & AMEN ENGAGEMENT LETTER: Motion by Commissioner Babich, second by Commissioner Clower to approve 2023 Lauterbach & Amen Engagement Letter to provide financial services. Upon roll call vote, the following Commissioners voted aye: Geldean, Babich, Lehman, Clower. Motion carried 4-0. Absent: Caldwell
- D. Costabile & Steffens Engagement Letter – Auditor: Motion by Commissioner Babich, second by Commissioner Clower to approve Costabile & Steffens Engagement Letter to conduct a financial audit in years FY2022, FY2023, & FY2024. Upon roll call vote, the following Commissioners voted aye: Clower, Babich, Lehman, Geldean. Motion carried 4-0. Absent: Caldwell
- E. Approval of Full Time Park Worker 2: Motion by Commissioner Lehman, second by Commissioner Babich to approve hiring a full time Park Worker 2. Upon roll call vote, the following Commissioners voted aye: Lehman, Clower, Geldean. Motion carried 4-0. Absent: Caldwell
- F. Approval of Full Time Cook: Motion by Commissioner Babich, second by Commissioner Clower to approve hiring a full time cook. Upon a roll call vote, the following Commissioners voted aye: Babich, Lehman, Clower, Geldean. Motion carried 4-0. Absent: Caldwell

G. Employee Recognition Program: Motion by Commissioner Babich second by Commissioner Clower to approve the employee recognition program as presented. All Commissioners present voted aye: motion carried.

H. Update of Purchasing Policy: Motion by Commissioner Lehman second Commissioner Babich to raise the bid limit to \$30,000. All Commissioners present voted aye: motion carried.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Babich to adjourn the meeting at 6:03 p.m. All ayes, motion carried.



Michael J Leonard
Secretary