

CHANNAHON PARK DISTRICT

Minutes of the March 27, 2023, Regular Meeting of the Board of Commissioners

CALL TO ORDER: The meeting was called to order by President Caldwell at 5:00 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, Mensik, Huber

GUESTS PRESENT: Cheri Grieco, Lauterbach & Amen

Everyone presents at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the February 27, 2023, Regular Board were presented for approval. Motion by Commissioner Clower second by Commissioner Geldean to approve the minutes of the Regular Board Meeting for February 27, 2023. All Commissioners present voted aye: motion carried.

Closed session minutes of the February 27, 2023 were presented for approval. Motion by Commissioner Geldean second by Commissioner Clower to approve the minutes of the Regular Board Meeting for February 27, 2023. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

Thank you letter from the Conservation Foundation and Village of Channahon

PUBLIC COMMENT

President Caldwell awarded Megan MacNichol with a certificate recognizing her as the Channahon Park District Employee of the Month. Megan works as server/bar tender for the District.

COMMISSIONER'S REPORTS

No Reports

TREASURER'S REPORT

Cheri Grieco, Lauterbach & Amen, presented the March 2023 Treasurer's and outstanding bills. Motion by Commissioner Geldean, second by Commissioner Lehman to accept the March 2023 Treasurer's Report and authorize the payment of bills. Upon a roll call vote, the following Commissioner voted aye: Geldean, Caldwell, Lehman, Clower. Motion Carried 4-0 Absent: Commissioner Babich.

EXECUTIVE DIRECTOR'S REPORT

Executive Director reported the following:

Local Government Efficiency Act - Illinois Public Act 102-1088: The Act establishes a Decennial Committees on Local Government Efficiencies Act and requires park districts to form a committee to study local efficiencies. The committee needs to be formed by June 10, 2023, and at least once every 10 years thereafter. The committee's membership must include the elected members of the park district board, at least two residents appointed by the board president with the advice and consent of the full board, and the executive director of the park district.

Arroyo Trails Restrooms: We had to move the bid opening for the Arroyo Trails Restroom to Monday, April 17, 2023 at 1:00pm. Hitchcock Design heard from a few contractors having concerns about not having enough information on the Romtec Building (Restroom) to comfortably provide a bid. Romtec said they could provide engineering drawings, but they will need about a week to produce them. Therefore, Hitchcock recommended moving the bid opening.

Spring Staff Training: Lori Hoffner, from Supporting Community, presented a full day training entitled "Accountability: It's Everybody's Responsibility." This training discussed how we move beyond understanding the need for accountability. Staff learned how to create a philosophy of accountability that everyone can embrace and practice. A philosophy that removes fear; increases skill, confidence, and reliability.

Bluff Park: We scheduled a public meeting for Bluff Park on Wednesday, April 12, 2023 at 6:00 pm.

Facility Engineering Consultants: Facility Engineering Services conducted a building security audit of the fieldhouse on Friday, March 17, 2023. I will distribute the written report of the audit to the board on Monday night. Commissioners and staff discussed the plan and how the plan is going to guide the park district moving forward.

FY2023 Budget & Appropriations Ordinance: The FY2023 B&A Ordinance was filed with Will and Grundy County.

STAFF REPORTS

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

Recreation Programming

The current preschool year will be wrapping up in a few months, but we are in full swing with 2023-2024 registration. As of March 13, we have eighty-nine registrations out of a possible 128. Sixty-four of those were priority registrations, which let current students and their siblings register before the public. We hosted our second Preschool Open House which was a success! Families came by and checked out our preschool programs and what we have to offer. There were a few suggestions from the teachers, and we will implement those next year.

Session 2 of our Early Childhood classes have started the week of March 13. All four of the classes that run each week are at full capacity. We were able to add another session of Me Too! to accommodate the waitlist.

Chef Tamara is back in town and will be running a few cooking classes in March.

Lastly, summer planning has started. Day Camp 2023 will be having fifteen returning staff as of right now, which means I will need to hire around twenty new staff. It is great knowing there is a good number of returning staff!

Our preschool teachers will be offering a few more classes this summer for the families in the community who are not looking for all day camps.

Senior programs are continuing to grow. On February 28th, we had twenty-six people register out of a possible thirty for our Brunch and Bingo program. We also had twelve people out of a possible sixteen who attended our March Canasta Club.

Next month, On April 1st we will be hosting our second annual Extra Special Egg Hunt Co-Op with SRJC. We already have twenty-seven participants signed up. Also, the month of April is Autism Awareness Month, and the marketing team is going to promote this on our social media platforms.

Pickleball. We currently have three people with 1-month pickleball memberships, which includes unlimited play for 30 days from the date of sale. We have sixty-four pickleball punch cards currently sold which give players ten entries for the price of nine.

Pickleball 201 is a class we are currently running with a certified instructor teaching beyond the basics. This class is for advanced / intermediate participants and goes in depth with spins, court placement, balance etc. Our Friday 6pm class is full at 8 participants and our Friday 7pm class has six participants.

Youth Basketball ended for third/fourth grade on March 11. Fifth eighth grade will play in a one-day, single elimination tournament on Saturday, March 18 and will be done after that.

Spring Soccer registration started back in January. Our 6/7 and 8/9 divisions are already full. If we can get enough on the waitlist for two additional teams in each age group, we will add more to the program. Our older divisions, 10/11 and 12/14 will co-op with Joliet Park District again for games. Spring soccer games begin April 15.

Candy Bar Bingo will take place on Thursday, March 23. We are full at two hundred participants, however, have seating for 250 because pre-registration was recommended and not required.

Parent – tot tumbling returns March 25. This class has seven enrolled.

Preschool Tumbling also returns March 25. This class is full of ten participants.

Summer Special Events are all scheduled with three movies in the park-Three River’s Library is sponsoring 2 and 1 Flick & Float, all our movies this year are a bit of a throwback rather than new releases which can have unpredictable release dates.

Independence Day fireworks and the band are scheduled, food vendors are committed, and the Village of Channahon is sponsoring half the fireworks show again this year.

Touch a Truck, Fishing Frenzy, and Potato Fest with a Cruise Night are all in the works currently.

Group Fitness Classes are going well, most notably, we moved one class from Tuesdays to Wednesdays to accommodate our youth dance classes need for space, and the class has nearly double in size!

Our Glitter Brush Art Classes are doing fantastic for newly added classes in 2023. Classes in March and April are already full of ten and we have added another class on those days to accommodate more children.

Dimensions Fitness Center

We currently have 875 members for March. Of those members, 547 are on our EFT payment program. Between Annual, 3 months, and 1 month track memberships, including seniors, we currently have an additional 183 members.

We have nine police/firefighter memberships, as well.

Fitness Center members that scanned in:

	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
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	4401
2023	6256	5694	3713									

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

2021 total scan ins 34,955

2022 total scan ins 42, 601

*February numbers ran through 3/20 @ 1:45pm

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The access control system is up and running at the field house. We have one control system at the elevator and one on the south stairwell. The feedback has been incredibly good so far. We have more than 60% of the membership already chipped and using the system.

Mike Huber, Director of Golf Operations, Golf Board Report

We continue to plan for 2023. We have also continued booking golf events and have nearly finished booking leagues and permanent tee times. We are also booking many private parties such as showers, birthday parties, anniversaries, retirements, and the like.

We are planning for our inaugural Easter Brunch with the Bunny at The Bluffs, which will be held on Sunday, April 9th. We will also be holding a Mother's Day Brunch on Sunday, May 14th.

Friday night Fish Fry has continued to be a good revenue generator. Over the first five Fish Frys we have generated a total of \$9,621 in revenue. That averages out to \$1,924 per week. We have had three softer weeks, which include the first week before lent, the week that heavy snow and a winter storm was forecasted and St. Patrick's Day. If the weather is good for the remaining three weeks, we project to generate around \$9,000 to bring our total to over \$18,500.

February was a great revenue month. We had 399 rounds of golf, sixty simulator rentals and a solid F&B month. We ended the month with \$35,297 in total revenue with F&B bringing in \$15,274, golf producing \$17,986 and simulators creating \$2,037 in revenue. The 3-year total revenue average prior to 2023 was \$1,726. We exceeded that average by \$33,571.

March is off to an excellent revenue start. Through the first 21 days of the month, we have produced \$35,863 in revenue. We have had 421 rounds of golf, fifty-four simulator rentals. F&B generated \$13,045, golf produced \$20,745 and simulators have created \$2,073 in revenue. The 3-year total

revenue average prior to 2023 was \$32,086. So, we have surpassed that average and depending on the weather could double it.

The first quarter of 2023 is shaping up to be a great revenue quarter. We generated \$86,798 in revenue from January 1 to March 21. The 3-year total revenue average for the first quarter prior to 2023 was \$38,356. We have more than double that average and still have 10 days before the end of the first quarter.

Abigail Anderson, Golf Marketing

2023 is off to a great start at The Bluffs! The warm temperatures and the addition of the golf simulators have kept the course buzzing and we are moving forward toward another busy season!

Indoor Golf Simulators – The golf simulators have been our main marketing focus throughout the off season. They have been across our social media and have been added to our website. We have shared them through our email database, the Chamber’s email database, and we have also started running paid ads on social media to help continue to get the word out and grow a following for them.

F&B Service – The Food and Beverage service has been a major focus for the district since reopening the clubhouse. We introduced weekly specials and have continued to share those as well as our regular menu. The hours that were added to the F&B for the simulators have been marketed as well and we are working to market those and get a more prominent evening crowd. We just updated the beverage list this month and will again when the Pollyanna beer arrives.

Friday Fish Fry – The Friday Fish Fry is back at the Bluffs! We are excited to bring back this tradition with a new take. The event has been shared widely across social media and we have included it in our email blasts, website, and the Herald news’ feature as well!

Pollyanna Brewing – In February, the team met with the owner of Pollyanna Brewing to bring a private label of their beer to our course this season. We have now completed a label with them and are excited for it to be released early next month.

Easter Brunch – This year the clubhouse will be hosting an Easter Brunch. That has been shared across social media, added to our website, and will be featured in our email blasts as well!

Advantage Marketing – We will be working with Advantage Marketing again this year to get our commercial placed during major golfing events. This year we added it to The Masters, PGA Championships, US Open, and Open Championships. We will be receiving twenty-one placements throughout the week for the full Chicago Market during each of the aforementioned events.

John Nugent and Dave Roberts, Golf Ground Operations

The weather remains warmer than normal. We have incurred a large number of divots and ball marks throughout this winter. Low night temperatures have kept our turf in dormancy.

Current tasks:

- Continued day to day course set up for play.
- Completed tree clearing project by #13 green/#14 Tees.
- Continued winter equipment maintenance- 90% complete
- Completed deep cleaning of shop.
- Completed shop updates and repairs.
- Continued winter meetings and webinars.
- Continued course supplies/amenities cleaning, repair, and painting
- Continued snow removal as needed.
- Continued part-time staff interviews and rehiring process.
- Completed repairing Irrigation control panels.
- Began mowing and rolling greens.
- Began course cleanup of winter debris.
- Began taking delivery of chemical and fertilizer orders.

Turf health is doing well. Soil temperature has been higher than normal throughout most of the winter. Mole activity has started sooner than a typical year. We expect to see disease and insect activity beginning sooner as well. The 2023 golf season is here, and we are excited for another successful year.

Jennifer Mensik, Director of Marketing & Development reported the following:
Marketing Board Report

Sponsorships & Advertising

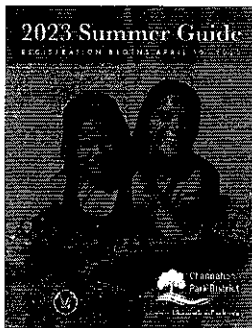
Sponsorship solicitations went out. The focus is on Summer Events. Grand Dental in Channahon will be sponsoring our egg scramble again this year at \$600.

2023 Summer Guide

Our 2023 Summer Guide is at the printer and will be delivered to homes April 5-6. A flip book is posted on the website and Facebook. [Click here](#) to see flipbook. Registration begins April 10.

Story Walk at Arroyo Trails

The first story, Biscuit's Earth Day Celebration, will be displayed beginning March 27. We will do a photo op and get some PR out recognizing Channahon Township as the sponsor of the Story Walk. A new webpage is being built on the Park District's website that will highlight everything at Arroyo Trails,



including the Story Walk.

New logo

Swapping out the old logo for the new one is in progress on all Park District vehicles. The vans and some parks trucks are currently completed.

Project Updates

A new webpage has been created to enhance communication to the community regarding the District's recent, current, and planned future capital projects. You can view the page [here](#).

Abigail Anderson, Marketing Coordinator

2023 is here and we are starting the new year with a mix of new and old!

Special Events – In March we have lots of special events being launched and happening! We have Candy Bar Bingo which is always a hit! More spots were added, and we used social media to let people know that more space was available as well as to remind people that pre-registration is required! We also launched all the Easter events that are happening at the beginning of next month! These events are also free and very popular within the community. We also added Grand Dental to the event as the sponsor and gave them a social media shout out as well.

Special Recreation – With the new brochure and new programs and events starting up this year, we are focusing more on our Special Recreation page and trying to grow that effort. The first few event pages for the year are up and active so we will continue to spread them to raise awareness. We are also getting ready to celebrate Autism Awareness Month in April where we are asking the community to wear blue on April 2 in support of our Special Needs community!

Park Spotlight – We are currently running a campaign that spotlights select parks on our social media. So far, we have done Sengo and Aux Sable Ridge Park. We will continue this through the spring as things start to warm up and families start getting back out to the parks!

OSLAD – We shared the information about being awarded the OSLAD grant on social media with the community. It received a positive response, and we look forward to being able to give updates as the concept and completion of the park come!

Employee of the Month – In March we shared our Employee of the Month, Deb Kennedy, on social media. It was an overwhelmingly positive response. Deb is a wonderful addition to the park district team and the community. We will continue to share the Employee of the Month on our social media pages to highlight our outstanding part-time staff!

Social Media

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

- Channahon Park District (main page) – 9153
- Heritage Bluffs Public Golf Club – 1969

Pat Fox, Parks Grounds & Facilities Maintenance Manager reported the following:

Parks Board Report

Spring is here and that means this our busy time for Park and Facility Maintenance staff to get everything cleaned up from the winter, start setting up soccer fields, baseball fields, opening trails, outdoor restrooms, assembling the pool and hiring seasonal staff.

This week the Park staff has started setting up soccer fields at various parks. Game fields will be set-up 3 weeks prior to opening day soccer. The baseball fields are starting to dry out although it is dry enough for foot traffic it is still too soft for putting a machine on the infields.

Pickleball nets are set up at Community Park again and all our lighted courts are set so nighttime play is available (Central Park also). The restrooms at Central Park will be put back together by the end of the week and the custodial department will clean them up and should be open for April 1st.

The winter pool water has been drained and clean-up will be starting next week. The in-climate days staff will be putting the plumbing chase together, packing the pool pumps, sand showers, domestic hot water heaters, concession stands. Once that is done, we can move outside and replace the tiles that have popped off the wall in the lap pool, install ladders, lifeguard chairs, signage, pool heaters and hopefully by then I will be back to work from my 4-week vacation.

Aqua Pure was out to relocate our chlorinator so the new pump and piping for the new slide can be installed. Today we had the soil boring company out doing soil samples for our construction project in the spring and fall.

It is going to be a busy year again. I will be in contact with everybody while I am off and hope to make it down periodically while I am recovering. I take everything I need to work home as I need to so people are not waiting for things, and everything is done on time. The doctor says that he is going to take really good care of me and put humpty dumpty back together again. Just think I get to do it again July 7th, cannot wait.

OLD BUSINESS

Nothing to report.

NEW BUSINESS

- A. Resolution to Dissolve the Golf Enterprise Fund. Motion by Commissioner Lehman, second by Commissioner Geldean to dissolve the Golf Enterprise Fund. Upon roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Lehman, Clower. Absent: Babich. Motion Carried: 4-0
- B. Aux Sable TIF – Second Amendment. Motion by Commissioner Clower, second by Commissioner Geldean to approve the Second Amendment of the Aux Sable TIF to extend the term of the TIF through 2034. Upon roll call vote, the following Commissioners voted aye: Caldwell, Lehman, Clower, Geldean. Absent: Babich. Motion Carried: 4-0
- C. NIGAS TIF Intergovernmental Agreement: Motion by Commissioner Clower, second by Commissioner Geldean to approve the NIGAS Tax Increment Finance District Intergovernmental Agreement. Upon roll call vote, the following Commissioners voted aye: Lehman, Clower, Geldean, Caldwell. Absent: Babich. Motion Carried: 4-0
- D. Purchase and Financing of Treadmills and Stationary Bikes. Motion by Commissioner Clower, second by Commissioner Lehman to purchase and finance treadmills and stationary bikes for the fitness center in the amount of \$38,020.00. Upon roll call vote, the following Commissioners voted aye: Clower, Geldean, Caldwell, Lehman. Babich: Lehman. Motion Carried: 4-0

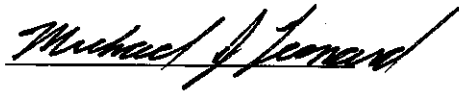
- E. Professional Grant Services. Motion by Commissioner Clower, second by Commissioner Geldean to hire a professional landscape design firm to provide OSLAD grant writing services in the amount not to exceed \$13,200.00. Upon roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Lehman, Clower. Absent: Babich. Motion Carried: 4-0

Motion by Commissioner Clower, second by Commissioner Lehman to enter closed session to discuss personel and staffing contract. Upon voice vote all Commissioners present voted aye. Motion carried.

Motion by Commissioner Geldean, second by Commissioner Clower to come out of closed session. Upon voice vote 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 6:10 pm. Upon voice vote all Commissioners present voted aye. Motion carried.



Michael J Leonard
Secretary