

CHANNAHON PARK DISTRICT

Minutes of the April 24, 2023, 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, Babich, Lehman

COMMISSIONERS ABSENT: Caldwell, Clower

STAFF PRESENT: Leonard, Knutson, Mensik, Huber

GUESTS PRESENT: Cheri Grieco, Lauterbach & Amen

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

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

CORRESPONDENCE

Letter from Jason McKinney requesting to rename the disc golf course.

PUBLIC COMMENT

- Presentation to Commissioner Geldean recognizing his year's of service to the Channahon Park District.
- Presentation to Jan Sabastian as Employee of the Month

COMMISSIONER'S REPORTS

No reports

TREASURER'S REPORT

Cheri Grieco, Lauterbach & Amen, presented the April 2023 Treasurer's and outstanding bills. Motion by Commissioner Babich, second by Commissioner Lehman to accept the April 2023 Treasurer's Report and authorize the payment of bills. Upon a roll call vote, the following Commissioner voted aye: Babich, Lehman, Geldean. Motion Carried 3-0 Absent: Commissioner Caldwell, Clower.

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: Three bids were opened and read aloud on Monday, April 17 at 1pm. Unfortunately, all three bids received were significantly above the original project budget of \$205,580. The low bid was \$260,585 plus by owner item of prefabricated building of \$140,000. Making the total cost \$400,585. As a result of the high bids, I am researching cost saving construction methods for the restroom. (see attached bid results)

Renaming of Disc Golf Course: I received an e-mail from Jason McKinney requesting the Board to consider renaming the disc golf course to Frank Grimes Memorial Disc Golf Course. Frank passed away this past weekend in a motorcycle accident. Frank donated hundreds of hours to maintain and improve the course over the years. (email can be found in the correspondence folder of board packet)

Business Manager Interviews: Members of the leadership team interviewed five candidates for the Business Manager Position this past week. The team has identified one candidate to offer the position to. I have set up a lunch next Thursday with the candidate to offer the position.

Illinois Municipal Retirement Fund: As expected, based on market conditions, IMRF's investment portfolio was down at the end of fiscal year 2022. However, IMRF's funded status remains strong despite the decrease. IMRF funded status is 98%.

Commissioner Geldean: I want to thank Commissioner Geldean for his dedication and six years of service to the Channahon Park District and to the residents of Channahon. His guidance and insight will be missed.

STAFF REPORTS

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

Recreation Programming

Summer registration is off to a great start!

As the end of the preschool year is nearing, that means the start of Day Camp is inching up. Our preschool teachers are staying busy with Earth Day activities, visits to the Police Station and from the Fire Department as well as preparing for Mother's Day & Graduation. The registration for the 2023-2024 school year is looking great! We are 70% full, with 90 out of the possible 128 spots filled. A couple more of our teachers will be teaching some early childhood classes and camps this summer to offer a variety of classes for the young families in the community.

The wheels are starting to turn for Day Camp preparation. I have 24 staff returning from last year's summer and have hired 18 new staff for this summer for a grand total of 42 summer staff! Day Camp registration has been coming in since Monday, April 10th and at this time we already have around 300 kids signed up for the summer.

We had a great turnout for our annual easter egg hunt at Central Park.

Therapeutic Programming

Registration for summer programs started on April 10th. Program registration numbers have been up since registration started. Last month, we received another request for inclusion services for an early childhood class. We currently have two early childhood inclusions this spring.

On April 1st, we hosted our second annual Extra Special Egg Hunt for individuals with special needs. We had a total of 51 people register for this event. During the event, we did one egg hunt on the tennis court and one on the grass so participants could pick which surface they preferred. Everyone really enjoyed this event.

This summer we will be working with Catholic Charities to offer a new 7-week program to seniors 60 and up. This program is called Wits Workout and it focuses on improving brain health. This program was recently added to our 55 & Better program offerings.

Athletics Board Report

Pickleball. We currently have 3 people with 1-month pickleball memberships, which includes unlimited play for 30 days from the date of sale. We have 71 pickleball punch cards currently sold which gives players 10 entries for the price of 9.

Spring Soccer games start on April 15. We have 80 kids (8 teams) in the 4/5-year-old age group, 110 kids (10 teams) in the 6/7 year old age group, 101 (8 teams) in the 8/9 year old age group, 42 kids (3 teams) in the 10/11 year old age group, and 24 (2 teams) in the 12/14 year old age group. The 10/11 and 12/14 teams are playing teams at the Joliet Park District and are rotating game locations.

Whiffle Mania started on April 7 and is running with 6 participants.

Men's Basketball wrapped up on April 16 with Championship games.

Co-ed Spring Volleyball started on April 4. There are 38 kids enrolled in the 3rd-5th grade level and 25 enrolled in the 6th-8th grade level.

Dance started again for Spring Sessions, and we have 5 different classes running.

Ball field rentals have taken off and are full almost every day of the week. USSSA Adult Softball directors have begun booking our fields on Saturdays for tournaments. Their first tournament was on Saturday, April 15. They gave several compliments on the fields & complex as a whole and gave lots of credit to the parks department for having the fields in such good shape!

Boo! At the Bluffs 5k has been planned and marketed! It will be a new 5k hosted at The Bluffs golf course on October 28 at 430pm. Runners will receive a shirt, soup/chili bar, s'mores bar, and other goodies. They are encouraged to wear their best costume for the race!

Dimensions Fitness Center

The new equipment has been ordered for the fitness center. Expecting delivery between 8-10 weeks.

We currently have 893 members for April. Of those members, 577 are on our EFT payment program. Between Annual, 3 months, and 1 month track memberships, including seniors, we currently have an additional 168 members.

We have 8 police/firefighter memberships, as well.

*We have a call into Silver Sneakers with Blue Cross/Medicare to become a Silver Sneakers facility. After doing the research and learning how it works, I believe it will benefit the fitness center & its members.

We are just waiting to hear back / become approved*

Fitness Center members that scanned in:

| | Jan | Feb | March | April | May | June | July | Aug | Sept | Oct | Nov | Dec |
|------|------|------|-------|-------|------|------|------|------|------|------|------|------|
| 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 | 6048 | 2307 | | | | | | | | |

2021 total scan ins 34,955

2022 total scan ins 42,601

*April numbers ran through 4/17 @ 9:40am

Mike Huber, Director of Golf Operations,

Golf Board Report

We have shifted from planning for 2023 to executing our plan for 2023. We have also continued booking golf events. Our leagues and permanent tee times are all booked and many have started playing already. We are also booking many private parties such as showers, birthday parties, anniversaries, retirements, and the like.

We hosted our inaugural Easter Brunch on Sunday, April 9th. The event had about 100 participants and generated over \$3,300 in Food and Beverage revenue. We will also be holding a Mother's Day Brunch on Sunday, May 14th.

Friday Night Fish Fry wrapped up on Friday, April 7th. We generated about \$17,500 in Food and Beverage Revenue over the eight Friday nights we hosted Fish Fry.

March was a great revenue month. We had 613 rounds of golf, 83 simulator rentals and a solid F&B month. We ended the month with \$52,985 in total revenue with F&B bringing in \$21,117, golf producing \$28,872 and simulators creating \$2,996 in revenue. The 3-year total revenue average prior to 2023 was \$32,086. We exceeded that average by \$20,899.

April is off to an excellent revenue start. Through the first 19 days of the month, we have produced \$122,363 in revenue. We have had 1,784 rounds of golf, 15 simulator rentals. F&B generated \$34,682, golf produced \$87,201 and simulators have created \$480 in revenue. The 3-year total revenue average prior to 2023 was \$93,262. So, we have surpassed that average already and have 11 days to go for the month.

The first quarter of 2023 was a great revenue quarter. We generated \$103,920 in revenue. Golf had 1,149 rounds played in the first quarter. Those rounds helped generate \$51,514 in golf revenue, F&B

generated \$44,729 in revenue and simulators generated \$7,677 in revenue. The 3-year total revenue average for the first quarter prior to 2023 was \$38,356. So we exceeded that average by \$65,564.

Abigail Anderson - Golf Marketing

Golf season is here, and The Bluffs is BUZZING! We have officially passed 2000 followers of The Bluffs Facebook page and are steadily growing as things heat up!

Summer Programing – The summer brochure registration started this month and with that came our summer educational programs at The Bluffs. These programs have grown over the years and are a staple in the community. As of 4/20, most first sessions starting in June are already full, and several additional sessions are on their way to filling.

Emails – With the switch to in season rates, we have officially switched our emails to ForeUp from Constant Contact. ForeUp now has roughly a year’s worth of customer information and our emails have been reaching ~14000 golfers. This allows us to connect with the most up to date pool of golfers.

Patio Season – With the warm weather we have been heavily marketing the patio and with that the food and beverage operation. We will start advertising the live music on the patio that starts again at the end of May in the next few weeks.

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. The cans are now in at The Clubhouse, and they look great. We have shared the can on social media and the excitement has been amplified there as well. It was a great addition to our beer list.

Mother’s Day Brunch – This year the clubhouse will be hosting its first Mother’s Day Brunch! It has been shared across our socials, as well as throughout emails and our website calendar, and is receiving a great response following the success of the Easter Brunch. We will continue to circulate it through The Bluffs page, the Park District page, and local dining pages.

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 21 placements throughout the week for the full Chicago Market.

Bluff Rd Sign – The Bluffs Rd sign rehab is complete. Correct Digital Displays sanded, repainted, and changed the two outdated panels into one new panel with The Bluffs logo, website, and phone number on it. We shared a picture of the new sign on social media and the community was really excited about it. It has made a big difference in curb appeal of the course.

John Nugent and Dave Roberts - Golf Ground Operations

It has been a good spring, so far. Temperatures are warm and have been seeing periodic rains. We are starting to see winter divots and ballmarks healing. Our high school staff was working over their spring break, and we’ve been focusing their efforts on our bunkers; edging and adding sand.

Current tasks:

- Continued day to day course set up for play

- Began seasonal equipment maintenance
- Completed winter meetings and webinars
- Completed course supplies/amenities cleaning, repair, and painting
- Completed part time staff interviews and rehiring process
- Completed course cleanup of winter debris
- Completed charging of irrigation system
- Began irrigation system troubleshooting and repairs
- Began bunker edging
- Completed pre-emergence herbicide/fertilizer application
- Completed contracted deep tine aerification of the greens
- Completed poa annua seedhead suppression applications
- Completed fairway aerification
- Began adding sand to bunkers
- Began staff training
- Completed storm damage cleanup

Our turf is looking good, root systems are developing nicely, and trees are budding out. Spring is officially here. Unfortunately, the mild winter has its negative effects as well. We've seen an increase in mole activity and expect to see higher insect populations this season. Without a deeper frost line, for longer time periods, these pests' populations were not affected like a typically cold winter. This calls for more trapping and chemical controls, which have been working. This looks like it will be a good year to see the benefits of increasing dragonfly populations for mosquito control.

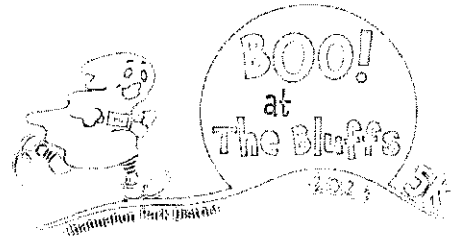
Jennifer Mensik, Director of Marketing & Development reported the following:
Marketing Board Report

Sponsorships & Advertising

Sponsorship opportunities for our joint events with the Village of Channahon and the Three Rivers Public Library (Independence Day, Potato Festival, & Channaholidays) went out last week. A separate mailing was done for our summer and fall races (Color Run & Boo at The Bluffs), sent to a select group of businesses who have either sponsored ours or other races, and healthcare businesses.

Our next sponsorship opportunities packet goes out in May and will include all events remaining for the rest of the year.

Boo at The Bluffs: A logo was created for the District's newest race coming this fall.



StoryWalk at Arroyo Trails

The first story, Biscuit's Earth Day Celebration, has been displayed since March 27. PR went out recognizing the Channahon Township for their part in bringing the StoryWalk to Arroyo Trails. In addition to, a new [webpage](#) was created on the Park District's website that will highlight everything at Arroyo Trails, including the StoryWalk.

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) – 9217
- Heritage Bluffs Public Golf Club – 2012 (over 2,000!)

Summer Registration – Registration for our summer brochure started this month! We promoted the start date, as well as where and when you can register for specific programs and the programs themselves! As usual, swim lessons and day camp drew a lot of attention, but we had a lot of questions and interactions about other programs as well!

Special Events – All current special events for the summer (and beginning of fall) have been posted to our website and social media. Some fun events to highlight currently are Mother's Day Brunch as The Bluffs and the addition of the Boo at The Bluffs as well! Our larger free events, such as Independence Day and Potato Festival, have already been shared as well and are making good impressions on social media. We will continue to update all the event pages as new information is available.



Races – The Races webpage has been updated on our website to reflect this year’s race, including the change from Fierce Fiesta to Boo at The Bluffs. The Color Run and Boo at The Bluffs have been added to Facebook using both the Park District page and the Races page!

Employee of the Month – In March we shared our Employee of the Month, Megan MacNicole, on social media, both on the Park District page and The Bluff’s page. We will continue to recognize our great part-time employees in this way!

Adopt a Bed – Our Adopt a Bed program was launched this month. We have switched over to a digital form and are seeing a great turnout of volunteers. We will continue to circulate the digital form until the first week of May when Lisa will evaluate flower availability and set a timeline for when volunteers can get started!

OLD BUSINESS

- A. Resolution forming a Committee on Local Government Efficiency. No action taken.

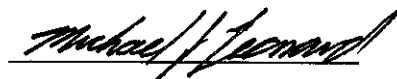
NEW BUSINESS

- A. Board of Commissioners General Practices Manual. Motion by Commissioner Babich, second by Commissioner Lehman to approve the Board of Commissioners General Practices Manual. Upon voice vote all Commissioners present voted aye. Motion Carried: 3-0

- B. Approval of HVAC Bid. Motion by Commissioner Babich, second by Commissioner Lehman to award the HVAC Bid for Heritage Crossing Field House to Core Mechanical in the amount of \$92,755. Upon roll call vote, the following Commissioners voted aye: Lehman, Geldean, Babich. Absent: Caldwell, Clower Motion Carried: 3-0

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Babich, second by Commissioner Lehman to adjourn the meeting at 6:01 pm. Upon voice vote all Commissioners present voted aye. Motion carried.



Michael J Leonard
Secretary