

CHANNAHON PARK DISTRICT

Minutes of the January 16, 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, Babich, Lehman, Caldwell

COMMISSIONERS ABSENT:

STAFF PRESENT: Leonard, Knutson, Huber, Mensik, Fox

GUESTS PRESENT: Cheri Grieco, Lauterbach & Amen

Everyone presents at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the December 19, 2022, 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 December 19, 2022. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

Nothing to report.

PUBLIC COMMENT

Nothing to report.

COMMISSIONER'S REPORTS

TREASURER'S REPORT

Cheri Grieco, 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, Caldwell. Motion carried 4-0. Absent: Caldwell

STAFF REPORTS

Recreation and Facilities Board Report – January 2023

Kristin Knutson, Superintendent of Recreation and Facilities
 Angie Brown, Program & Facilities Manager

Preschool resumed on January 9, and we kicked into high gear from the start! This will be a month where the teachers will be getting ready for Parent Teacher Conferences and Open House in February. As usual we will offer the families who are currently enrolled in our preschool program priority registration for the upcoming 2023-2024 school year. This year we are also going to offer that to our students in the Early Childhood classes since that is a feeder program into preschool.

The Early Childhood classes are starting again at the end of the month. A few of our classes are already maxed out and have a wait list, which is great to see!

In the meantime, registration is looking great for the annual Princess Ball! Looking forward to hosting the special event and seeing the girls dressed up for the ball.

Dimensions Fitness Center

We currently have 817 members for January. Of those members, 496 are on our EFT payment program.

Between Annual, 3 months, and 1 month track memberships, including seniors, we currently have an additional 159 members.

We are currently in the process of buying new treadmills and bikes for the fitness center. Membership is up from 703 in 2022.

Still waiting on the chips for the access control system.

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	4401
2023	1966											

2019 total scan ins 55,263

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

2021 total scan ins 34,955

2022 total scan ins 42, 601

*January numbers ran through 1/11 @ 8:10am

Golf Board Report – January 2023

Michael Huber, Director of Golf Operations

We continue to plan for 2023. We have also started booking golf events and will start booking leagues and permanent tee times in the coming weeks. We are also working on our operating plan for 2023. We will spend the next couple 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.

Our golf simulators installation has been completed. We have done staff training on the simulators and opened them to the public on Saturday, January 7th. We are working closely with the Marketing Department to promote the simulators. We are already seeing bookings and expect demand to continue to rise as awareness increases.

We are waiting for the year end financials but 2022 was a good year for The Bluffs.

December ended up being a difficult revenue month. We had some golf early in the month but then the weather turned and shut the course down. We ended the month with \$11,647 in total revenue with F&B bringing in \$7,019 and golf producing \$4,628 in revenue. The total revenue is down about \$12,500 compared to 2021, however, F&B revenue was up about \$5,500.

We ran our annual gift card promotion in December. While we were down slightly from 2021 in gift card sales. We still sold almost \$16k in gift cards which will turn into revenue in the coming months.

Abigail Anderson, Golf Marketing

2023 has started and we are moving along at The Bluffs! With the warm temperatures and the addition of the golf simulators have kept the course buzzing!

Indoor Golf Simulators – At the beginning of the month our two new golf simulators went live to the public! The simulators have been our main marketing focus since they became available for rental, and we are planning to continue to hit promote them heavily throughout the month. The website has been updated to reflect the new simulators in the clubhouse and the added hours that came with them.

Special Events at the Clubhouse – Special event requests continue to flood in for the clubhouse. We are seeing everything from emails, website submissions, social media DMs, and more inquiring about the space. We have been collecting content from various special events to help continue to promote them more in the future!

F&B Service – The Food and Beverage service has been a major focus for the district since reopening the clubhouse. We introduced weekly specials last week 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.

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.

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) – 8,735
- Heritage Bluffs Public Golf Club – 1,826

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

Special Events – The next few months are full of fan favorite special events like Frosty 5 Mile and Nerf Wars, as well the return of Princess Ball, and the addition of Senior Prom! We are marketing these events across social media, inhouse signage and fliers, as well as throughout the community. We are also sharing more and more information about Putts and Suds to the Park District and Golf pages as the event draws closer.

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.

Winter/Spring Brochure – Registration is now open for all Winter/Spring brochure programs and events! We are marketing a mix of the old and new programs to raise awareness and registration for the start of the year! The return of Spring Soccer and other favorite are leading the way with events!

Parks Board Report – January 2023

Pat Fox, Park Grounds & Facility Maintenance Manager

So far, the weather has been calm for the winter. I will take as much of this weather as I can. Every good day is one less bad day. With the staff have been able to catch up on all our service work on our summer equipment. We have also been taking Park signs down and bringing them into the shop and making necessary repairs and repainting them.

The staff have cleared out the townhome and it is ready for closing. A lot of the stuff is stored at the pool until we can find a home for it.

Our transformation of new offices and relocation of offices should be complete in the next week or two.

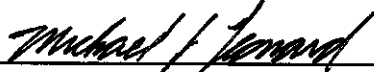
Once our capital is approved, I will be putting my truck and John Deere zero turns out for bid ASAP and have ready for the February board meeting because what I have been hearing is that Ford trucks could be 10 months out after ordering. I have not heard the time frame on the zero turn mowers.

As I get ready for retirement, I will be putting together a plan building by building and park to park a list of things that will be needing replacement in the future. Keep thinking warm thoughts spring is right around the corner.

H. Review of Closed Meeting Minutes: After review of the closed meeting minutes there was a Motion by Commissioner Lehman, second by Commissioner Geldean to release the for public inspection the January 17, 2022 closed meeting minutes and for the July 22, 2019 closed meeting minutes to remain closed. 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 5:45 p.m. All Commissioners present voted aye: motion carried.



Michael J Leonard
Secretary