

CHANNAHON PARK DISTRICT

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

BUDGET HEARING ON FY2023 BUDGET & APPROPRIATION ORDINANCE

The President opened the Public Hearing concerning the District's Fiscal Year 2023 Tentative Budget and Appropriation Ordinance. The Ordinance contains an estimate of revenues and planned expenditures by source for the year and serves to set the maximum level of expenditures.

Recommended appropriation levels total \$1,357,991 in the Corporate Fund; \$2,903,225 in the Recreation Fund; \$192,214 in the Liability Insurance Fund; \$3,556,480 in the Park Bond Capital Projects Fund; \$2,267,422 in the Golf Operations Fund; \$209,209 in the Joint Handicap Recreation Fund; and \$1,882,308 in Bond & Interest Fund. No Board members had any comments or questions concerning the ordinance. No written testimony was received from any members of the public and no one was present at the meeting to speak to the tentative Ordinance.

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, Babich

COMMISSIONERS ABSENT: Lehman

STAFF PRESENT: Leonard, Knutson, Mensik

GUESTS PRESENT: Cheri Grieco, Lauterbach & Amen

Everyone presents at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the January 16, 2023, Regular Board were presented for approval. Motion by Commissioner Babich second by Commissioner Clower to approve the minutes of the Regular Board Meeting for January 16, 2023. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

None

PUBLIC COMMENT

President Caldwell awarded Deb Kennedy with a certificate recognizing her as the Channahon Park District Employee of the Month. Deb work as the Event Coordinator for the District.

State of the Village: The State of the Village is scheduled for 9am, March 18, 2023. Please let me know if you would like to attend.

OSLAD Grants. The 2023 OSLAD grants will be announced on February 28, 2023. We have submitted a grant request for Henneberry Park.

Bluff Park: I am recommending that the district defer replacing the three smaller shelters at Ron Lehman Community Park and use the capital funds dedicated to that project to renovate Bluff Park. Bluff Park has increasing repairs and safety concerns which need to be resolved sooner rather than later. Note: The Maple Pavilion will still be replaced this year.

STAFF REPORTS

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

Priority registration for the upcoming 2023-2024 preschool year begins on February 21. This registration is offered to current students in preschool and children in our early childhood classes as well as their siblings. We will host an Open House on February 22nd to promote our 3- and 4-year-old preschool program to the community.

Our first session of Dance classes are hosting 71 children in 6 classes! We've even added a boy's hip hop class for 2023 that has 9 boys!

We had a total of 244 participants register for the Princess Ball. Which was great to see such numbers since haven't had this many people since before COVID hit. Dads and moms were able to enjoy the night dancing and hanging out with their daughters. We had a photo area set up, craft and game section and lots of balloons for the girls!

Frosty 5 Mile will take place Saturday, February 11 @ 10am. We currently have 157 runners preregistered at registration deadline. We are hoping to get more for race day registration!

In 2020 a local woman attempted to open a painting studio, unfortunately her business did not survive, but she did establish enough local customers to bring her back to teach for us. Her first class had 5 participants; her 2nd class has 9 participants. We were very excited to bring The Glitter Brush Art Studio classes back to town.

Since the new year, 55 & Better programs have been rising in attendance. A lot of new participants within the community are starting to attend our weekly programs. Our most popular senior program is Brunch and Bingo. At the last Brunch and Bingo, we had 25 seniors in attendance.

On February 10th Christine went to SRJC in Joliet to help them prepare for their annual Valentines Dance. This event is one of their big events and other Special Recreation Associations in the area attend the event as well. SRJC currently has 24 of their own participants in attendance, with many more expected.

We currently have 4 people with 1 month pickleball memberships, which includes unlimited play for 30 days from the date of sale. We have 59 pickleball punch cards currently sold which gives players 10 entries for the price of 9.

cannot suspend him for life, however we will work with Ancel Glink to draft a letter informing him of the consequences of his actions at the conclusion of the police investigation.

Actions that we have taken to secure the fitness center and track, is to install electronic access on the door going up to the fitness center and the elevator. We are also recommending, under new business, to restrict access to the fitness and track to members only. We also would like to no longer sell daily passes.

In addition to the above, the district will be working with Physical Engineering Associates (FEA) to conduct a physical security assessment of the field house.

Mike Huber, Director of Golf Operations,
Golf Board Report

We continue to plan for 2023. We have also continued booking golf events and have started booking leagues and permanent tee times.

Our golf simulators have generated about \$4,200 from January 7th through February 22nd. While the books are still a little slower than we would like at this point they do continue to build. We are working with marketing to put out some paid ads on social media to help raise awareness.

January was a good revenue month. We had 137 rounds of golf, 62 simulator rentals and a solid F&B month. We ended the month with \$15,637 in total revenue with F&B bringing in \$8,338, golf producing \$4,655 and simulators creating \$2,644 in revenue. The total revenue is up about \$15,000 compared to 2021.

February is off to an excellent revenue start. Through the first 22 days of the month, we have produced \$20,656 in revenue. We have had 254 rounds of golf, 45 simulator rentals and start our Fish Fry on Friday, February 17th. F&B has generated \$7,567, golf has produced \$11,537 and simulators have created \$1,552 in revenue.

We are currently planning for our summer patio concert series as well as two new events; Easter Breakfast with the Bunny and Mother's Day Brunch.

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 February. They have been across our social medias 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.

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

Turf has been a little confused with the warmer weather. After a few days of consistent temperatures above freezing, some grass varieties began to come out of dormancy. Then we get freezing temps, and back they go back to dormant. Trees are budding out, so they are preparing for spring as well.

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

Sponsorships & Advertising

Sponsorship solicitations are going out this week, with a focus on Summer Events. Grand Dental in Channahon will be sponsoring our egg scramble again this year at \$600.

2023 Summer Guide

Work has begun on the Summer Guide. Staff will receive the draft from the graphic designer on February 27.

A digital version will be posted by March 30 and printed copies will be delivered to homes by April 7. Registration begins April 10.

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) – 9102
- Heritage Bluffs Public Golf Club – 1933

The first few months of 2023 have been busy across social media and the district as a whole!

Pop Up Classes – With the addition of new instructors or the demand for additional classes, we have seen quite a few pop-up classes already in 2023! We use social media primarily to share those classes and help get people registered, especially if they were not in the brochure.

Public Notice – When things happen in the community and around the park district we use social media to connect with the public and share updates and statements. We do our best to be transparent and keep the public informed on what is going on.

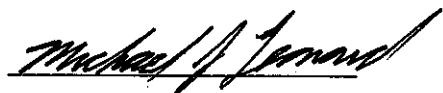
Hiring – This is hiring season for summer at the park district so we are heavily marketing our open positions. Day Camp, Tomahawk Aquatic Center, and the Parks Department all require much larger teams during the summer months, so we start getting that information out early.

Events – This month we had the Frosty 5 and the Princess Ball. Social media helps to inform people of the events, give them updates and information about registration, and direct them for the day of. With Frosty, the registration heavily depends on weather conditions so social media is crucial in keeping racers up to date with registration ending, and ultimately opening it up for day of registration. We also launched all of the Easter events this month and expect to continue to see a huge response to that.

- E. Maple Pavilion Professional Services. Motion by Commissioner Geldean, second by Commissioner Clower to hire Hitchcock Design to provide professional services for the design and construction of the Maple Pavilion in the amount \$6,500, plus reimbursable expenses. Upon roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Babich, Clower. Absent: Lehman. Motion Carried: 4-0
- F. Dimension Fitness Center Admissions: Motion by Commissioner Clower, second by Commissioner Babich to restrict admission to Dimensions Fitness Center and Track to members only. All Commissioners present voted aye: motion carried.
- G. Surplus of 20ft Movie Screen: Motion by Commissioner Clower, second by Commissioner Geldean to surplus the districts 20ft inflatable movie screen.
- H. Purchase of 16ft Movie Screen: Motion by Commissioner Babich, second by Commissioner Geldean to purchase a new 16ft movie screen from Epic Outdoor Cinema in the amount of \$6,176.24. Upon roll call vote, the following Commissioners voted aye: Caldwell, Babich, Clower, Geldean. Absent: Lehman. Motion Carried: 4-0
- I. Board reviewed the travel expenses for the National Golf Course Owners Association National Conference and the Illinois Association of Park Districts State Conference as required. Motion by Commissioner Clower, second by Commissioner Babich to approve January 2023 conference expenses. Upon roll call vote, the following Commissioners voted aye: Babich, Clower, Geldean, Caldwell. Absent: Lehman. Motion Carried: 4-0
- J. Ratify January 26th Phone Poll: Motion by Commissioner Clower, second Commissioner Babich to purchase two (2) zero turn mowers from Hogan Walker in the amount of \$15,901. Upon roll call vote, the following Commissioners voted aye: Clower, Geldean, Caldwell, Babich. Absent: Lehman. Motion Carried: 4-0
- K. Golf Course Chemical & Fertilizer Purchase: Motion by Commissioner Clower, second by Commissioner Babich to purchase chemicals & fertilizer for the golf course from Tyler Enterprises in the amount of \$16,227.50 and Vandiest in the amount of \$12,147.88. Upon roll call vote, the following Commissioners voted aye: Geldean, Caldwell, Babich, Clower. Absent: Lehman. Motion Carried: 4-0

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Geldean adjourn the meeting at 6:12 pm. Upon voice vote all Commissioners present voted aye. Motion carried.



Michael J Leonard
Secretary