

CHANNAHON PARK DISTRICT

Minutes of the May 15, 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, Caldwell, Lehman

COMMISSIONER ELECT: Scaccia

COMMISSIONERS ABSENT: Babich

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

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the April 24, 2023, Regular Board were presented for approval. Motion by Commissioner Lehman second by Commissioner Clower to approve the minutes of the Regular Board Meeting for April 24, 2023. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

None

PUBLIC COMMENT

- Presentation to Mark Muir as Employee of the Month

COMMISSIONER'S REPORTS

No reports

TREASURER'S REPORT

Director Leonard introduced the district's new Business Manager, Rick Kehoe, to the Board.

Director Leonard presented the May 2023 Treasurer's and outstanding bills. Motion by Commissioner Lehman, second by Commissioner Clower to accept the May 2023 Treasurer's Report and authorize the payment of bills. Upon a roll call vote, the following Commissioner voted aye: Lehman, Caldwell, Clower. Motion Carried 3-0 Absent: Babich

EXECUTIVE DIRECTOR'S REPORT

Executive Director reported the following:

New Business Manager: Rick Kehoe, our new business manager, started with the District last Monday.

New Recreation Program Manager: Lauren Koszola, a resident of Channahon, will be joining the Park District staff as our new Recreation Program Manager on Monday, June 5th. She will supervise two full-time staff and will be responsible for overseeing the development of the Districts programs.

wish her all the luck as she moves on to Romeoville Recreation Department. Job responsibilities will be redistributed in a way that makes sense to staff once we have a new supervisor in place.

Senior programming continues to do well, if not grow. We have a trip of fifteen adults to see Grease the musical at Drury Lane Theater this month. Brunch and Bingo continues to have about thirty people in attendance, and Canasta just needed more supplies purchased since they had had over sixteen people the last few times they had met.

We have been offering youth painting classes in conjunction with the former owner of "The Glitter Brush Art Studio" which have been going well and have consistently had anywhere from 5-12 children participating each month. Day camp and swim lessons are slowly filling as expected and are about 50% full right now.

New programming to keep an eye on this summer includes "Fun, Sun & Lunch with Friends", "Little Explorers" and "Little Archeologists", "Saturday Morning Spin", "Lacrosse Camp"; and we have a new Tae Kwon Do instructor, "AM Aqua Fit" returns, and we are working on a line dancing class. We will also be offering special needs swim lessons this summer and a Special Needs Family Swim Night.

To continue the most up to date Therapeutic Recreation practices, Christine attended the Southeast Recreational Therapy Symposium last month. The sessions she attended were very informative and discussed different facilitation techniques based on the population being worked with.

For Community outreach, On May 15th, Christine will accompany an Adaptive Athletics Specialist from Lincolnway Special Recreation Association to the 3 Rivers School in Channahon to introduce students to Paralympic sports and knowledge related to adaptive sports during PE class.

Dimensions Fitness Center

We currently have 853 members for May. Of those members, 541 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 have eight police/firefighter memberships, as well.

Silver Sneakers will roll out with our Fall Membership guide and will begin September 1, or around that date. Senior members, who qualify for Silver Sneakers, must present their Blue Cross/Medicare card that will have their number on it. They will pay \$0 to us for their membership. Silver Sneakers will reimburse us \$2 per scan, per member, with a maximum of \$20 per member, per month. Since we charge \$15 a month for Senior Resident Members, we will profit an additional \$5 per member, granted they scan at least ten times/month. Silver Sneakers will deposit the money directly into the PD account after we submit a report of the scans

Abigail Anderson - Golf Marketing

Summer is here and so is golf season! The Bluffs is busy from brunch to programming and golfers on the course!

Summer Programming – Programming has been a big hit this summer. We are continuing to see classes fill and people are excited about them on social media! We are hoping to see the remainder of our youth programs fill this month.

Emails – Since switching to ForeUp for our email platform, our email open and click through rate has over tripled. That is a great change moving forward that we will continue to do. We are currently capped at 40K emails and month, so that is something we may explore raising as the season goes on.

Patio Season – This month we launched the Summer Sunset Series of live music on the patio and the community is very excited to get it started! We start Memorial Day weekend and go through Labor Day Weekend. The response last year was strong, and we are hoping to see that continues to grow this season!

Beer List – The summer beer lists have been updated and are now available! We are featuring The Bluffs Kolsch with Pollyanna Brewing and all our other seasonal selections.

Mother's Day Brunch – This year the clubhouse will be hosting its first Mother's Day Brunch. It was shared widely on social media and is now sold out!

Spark Golf – For the last few months we have been promoting our partnership with Spark Golf and that league now starts this week! It has been received well and we are hoping to continue to grow it throughout the season!

John Nugent and Dave Roberts - Golf Ground Operations

Winter divots have been filled and are mostly grown in. Cold nights and frost have setback bent grass growth a lit bit this spring. As temperatures continue to increase, so will our mowing frequency.

Current tasks:

- Continued day to day course set up for play.
- Continued seasonal equipment maintenance.
- Continued irrigation system troubleshooting and repairs.
- Continued bunker edging.
- Continued adding sand to bunkers.
- Continued staff training
- Continued in season equipment repairs.
- Completed installing yardage discs on irrigation heads.
- Began post-emergence herbicide applications.
- Began season long insecticide application for grub control.
- Began bent grass plant protectant applications for diseases.
- Continued controls of mole populations
- Completed pump station annual service with Chris Plumb

Respond by July 7

Be a Part of Our Next Walk Event Sponsorship Opportunities

NEW RACE!

1 Mile Family Color Run

2024 Family Color Run & 5K
Plus additional 5K options

Family-friendly where everyone can participate

All will receive a t-shirt and goodie bag. There will be a fun run along the way to the finish line!

Boo! at The Bluffs 5K

2024 Boo! at The Bluffs 5K
Plus additional 5K options

Participants receive a t-shirt, medal, and goodie bag. All will receive a t-shirt and goodie bag. There will be a fun run along the way to the finish line!

Interested in volunteering? Visit our website for more information.

Channahon Park District

Advertising Opportunities

Heritage Crossing High House is a premier advertising location for your business. Located in the heart of the Village of Channahon, this 10,000 sq. ft. building is a prime location for your business. The building is a prime location for your business. The building is a prime location for your business.

Athletics Banner in Gym - \$750

8' x 10' horizontal banner with business logo. Displayed from suspended ceiling track in gym.

Visible to the 40,000+ visitors each year.

Design and printing of banner included.

Ad is for one year.

Athletics Sign in Lobby - \$400

8' x 11' horizontal full color sign with business logo. Displayed in lobby of High House at entrance to gym.

Visible to the 40,000+ visitors each year.

Design and printing of banner included.

Ad is for one year.

Channahon Park District

Respond by June 23

Join Us!

The Village of Channahon, Channahon Park District and the Three Rivers Public Library District are working together again this year to bring three amazing events to Channahon!

Independence Day Celebration

7:00-10:00 AM
• Parade
• Food Trucks
• Live Music

Channahon Potato Festival

7:00-10:00 AM
• Contest for Best Potato
• Live Music
• Big Wheel on Spud Speedway
• Potato Toss
• Games, Crafts & Dancing

Channahon Holidays

7:00-10:00 AM
• Parade with Santa & The Elves
• Candy Cane Lane
• Variety of Crafts
• Live Music
• Carriage & Wagon Races
• Crafts & Games

Channahon Park District

StoryWalk at Arroyo Trails

The newest story at the StoryWalk is Panda Bear by Bill Martin Jr.

QR Codes

As QR codes have become widely used and we are now utilizing them in our marketing efforts we are looking into QR tracking software. This will assist us in tracking the effectiveness of some marketing efforts. The cost that would meet our needs ranges from \$9-\$15 per month.

Great Ideas Committee (formerly Innovation Committee)

The Great Ideas Committee, made up of six staff members, is currently working on a district wide digital resident card. Many park districts offer printed resident cards that can be used at facilities and when registering for programs to show proof of residency. A digital card can especially be helpful when youth are seeking admission to a facility and do not own an ID to prove residency, most youth have phones with them. We are currently gathering information and intend to launch in 2024.

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) – 9242
- Heritage Bluffs Public Golf Club – 2041

People for Channahon Parks Foundation – May 2023
Jennifer Mensik, Director of Marketing & Development

Neon One

After organizing the Foundation's paper files that dated back to 2014, we are ready to finalize the set-up of the Foundation's donor database – Neon One. In addition to donor database management, Neon also offers marketing and communications, event management, payment processing, and member access. We used Neon for Putts & Suds event registration for the first time this year and it was significantly more user friendly for both the user and the administrator than past applications we have used.

Arroyo Trails

As new signs are added or old ones replaced, they will be made from a faux wood material that resembles the current cedar signs. Some of the current cedar signs are deteriorating rapidly, especially those facing west that are receiving the full brunt of the hot summer sun. The faux wood material will last significantly longer than current cedar signs.

We have not had success in finding someone to engrave two stainless steel leaves going into the Donor Plaza. The company that engraved the fish has not responded to my inquiries. The engraving is specialized, it will not fade or wear off. If we cannot find an engraver, the two donors will share a small totem in the Donor Plaza, we currently have four open totems. Their signs will reflect the signs that are on the other totems.

Strategic Plan

Sub committees that were formed during the Strategic planning process, they continue to meet and move forward with the strategic plan initiatives.

Nine & Wine

The Foundation will be repeating their 2022 fall event, Nine & Wine, on October 6, 2023 at The Bluffs.

Putts & Suds

The 2024 tentative date for Putts & Suds is February 24, 2024. Trustees are looking into other locations if Game Changers is not interested in hosting the 2024 event.

Quarterly Board of Trustees Meeting

The Foundation will next meeting is July 13, 2023.

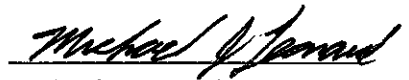
OLD BUSINESS

- A. Resolution forming a Committee on Local Government Efficiency. Motion by Commissioner Lehman second by Commissioner Clower to approve the Resolution Forming a Committee on Local Government and appointing residents Patricia Perinar and Michael Petrick to the committee. All Commissioners present voted aye: motion carried.

- J. Motion by Commissioner Lehman, second by Commissioner Clower to approve the PARC Grant Program Resolution of Authorization. All Commissioners present voted aye: motion carried.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Lehman to adjourn the meeting at 7:11 pm. Upon voice vote all Commissioners present voted aye. Motion carried.



Michael J Leonard

Secretary