

Channahon Park District

Minutes of the December 18, 2023, Regular Meeting of the Board of Commissioners

CALL TO ORDER: The meeting was called to order by Commissioner Caldwell at 5:00 p.m. at the Park District offices.

Roll call for attendance was taken.

COMMISSIONERS PRESENT: Scaccia, Clower, Caldwell

COMMISSIONERS ELECT:

COMMISSIONERS ABSENT: Babich, Lehman

STAFF PRESENT: Leonard, Brown, Creed, Koszola, Kehoe, Mensik, Huber, Johnson

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the November 20, 2023, Regular Board were presented for approval. Motion by Commissioner Clower, second by Commissioner Scaccia to approve the minutes of the Regular Board Meeting for November 20, 2023. Upon voice vote, all Commissioners present voted aye. Motion carried.

PUBLIC COMMENT

Mike Huber presented Employee of the Month to Kevin Phillips. Kevin has been around the golf course for a long time now. He started doing programs here as a young kid & from there decided to work at the Golf Course. This year Kevin decided that he was going to make golf his career. We are very proud of him and excited to mentor him throughout his career.

TREASURERS REPORT

Rick Kehoe, Business Manager, presented the November 2023 Treasurer's and outstanding bills. Motion by Commissioner Scaccia, second by Commissioner Clower to accept the November 2023 Treasurer's Report and authorize payment of bills. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.

EXECUTIVE DIRECTORS REPORT

Arroyo Restrooms: Construction of the restrooms is 70% complete. We are experiencing a supply issue with the delay in the milled logs being delivered. Which is holding up the remaining work on the exterior of the facility.

Bluff Park: The Bluff Park Renovation Project is 90% completed and should be completed by the new year. The playground equipment is installed, and concrete work is ongoing. Work on the shelter will be completed next week, followed by final grading and restoration of the site.

Tomahawk Aquatic Center: The pool renovation project is taking shape. All the concrete flat work is complete, splash pad equipment is starting to be installed, and the installation of the pool liner should be completed by next week (weather dependent). Let me know if you are interested in going over to the pool before our meeting at 4:30 pm to see the progress on the renovation.

PARC Grant: Unfortunately, I received a status update on November 22nd that our Park and Recreation Facility Construction Grant application has been denied.

Illinois Department of Commerce Grant: The DCEO Grant we received from Representative Walsh is moving through the final approval steps and is currently in bond release. Which is one of the final steps before awarding and providing funds for the construction of the bandshell at Arroyo Trails.

Village Impact Fees: The Village on their December 4th Committee of the Whole Meeting started the process of reviewing and adjusting Fair Market Value and Park Donation Amounts (impact fees) the Park District receives for new residential development. Currently these amounts are based on \$45,000 per acre value. I would expect the Village, early in the new year, to raise the amount to 70k to \$90K per acre value. Stay tuned.

Lauren Koszola introduced Lucas Harrington. He is our new program supervisor. He oversees athletics, programs for adults & youth, some general programs, & more. We are excited to have him join our team.

STAFF MEMBER TEAMS

December Recreation Board Report

Lauren Koszola - Program Manager

Channaholidays was on Sunday December 3, from 2-6pm. The Village, Library and the Park District partnered for this event. The event had pictures with Santa, the Grinch and Buddy the Elf, Candy Cane Scramble with 10,000 candy canes, crafts, smores, Storytime with the library, Channahon Lions Club ran Bingo, food trucks, and the tree lighting to end the night. The Park District, Village and the library had a wrap up meeting on December 14 to discuss how to improve the event for the future.

Preschool classes had visits from Santa on December 11 and 12. Parents were welcome to stay for the holiday party and the kids received a gift from Santa. Preschool and Early Childhood classes will have winter break from December 25-January 5. Classes will resume on January 8.

On December 6 the seniors had their Holiday Party. There were 29 participants enrolled and they enjoyed a holiday craft, a catered lunch, gift exchanged, and ended the party with BINGO.

On December 14 we hosted a Senior Gingerbread House Decorating class. This was the first time offering this and had 3 participants. They enjoyed decorating their houses, listening to Christmas music, and having a holiday treat.

Youth Basketball registration will end on December 16. Currently there are 265 registered for the 3rd-8th grade basketball. This league will start on January 8.

1st and 2nd grade basketball will start January 7 and it is full of 120 participants enrolled.

Little Dribbles will start January 7 and has 60 participants enrolled.

We have a total of 445 participants in our basketball program starting in January.

Staff have been working on getting their programs entered in Sportsman to help get prepared for registration which will start on December 27.

Facilities and Safety Board Report

Angela Brown - Facilities and Safety Manager

Program offerings at Heritage Crossing Field House is still busy with our program offerings: Open Pickleball, Open Gym, Tot Time Open Gym, Group Fitness classes, and instructional volleyball league; however, with country line dance, off season skills softball clinic, and youth musical theater being wrapped up, we've had space offer 5 rentals of the gymnasium and program room.

Our Youth Musical Theater Program had an extremely successful performance at MCHS on Saturday November 18. Our 36 performers packed the house and sold just over \$4,000 worth of tickets for their 2 shows, which according to the high school students, was as well as the MCHS fall play!

As of December 11, we have 916 Dimensions Fitness Center members, 579 of which are EFT members, 294 have paid in full, 43 in Silver Sneakers, and an additional 180 track only members.

We were approached by the Prairie State Road Runners group about running a special on track only memberships for their members since they support all our races. To help them get through the winter months, we are offering PSRR members a 4-month track pass at the price of 3 months to continue our good rapport with them.

Scan Ins at Dimensions Fitness Center

*Through 12/11/23

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
2021	4007	3985	3456	2764	2353	2701	2543	2504	1973	2257	2945	3483	34,955
2022	4559	4017	4363	3899	3172	2919	2988	3148	2590	3071	3585	4401	42,601
2023	6256	5694	6048	4406	3830	3669	3495	3421	3075	3792	4284	*1668	

On November 17, 10 staff attended PDRMA's Risk Management Institute. Topics presented included de-escalation of conflicts, mental health first aid, the 5 core capacities for safety excellence, and believing in the power of safety. Eight of the staff in attendance were hired in 2022 or 2023. All new hires in 2023 have also been sent information to complete their cyber security training. Our new safety manual and training schedule will be distributed to all safety committee and leadership team members after board approval. The safety committee will meet again in January.

Commissioner Scaccia asked about an update on getting other insurance companies involved in Silver Sneakers.

Golf Board Report

Michael Huber - Director of Golf Operations

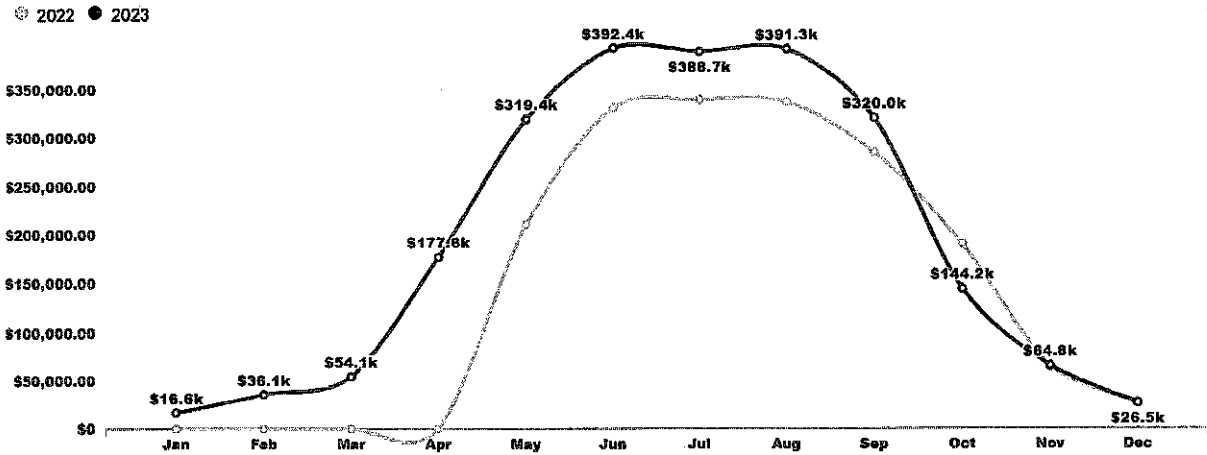
We have continued booking golf outings and leagues for 2024. In a couple of weeks, we will start booking our Permanent Tee Times for the 2024 season. We are also booking many private parties such as showers, birthday parties, anniversaries, retirements, holiday parties and the like.

We launched the registration for our simulator golf league for the Winter 2024 season. The league will start the week of January 8th and will run for 12 weeks through the last week in March. The format of the league is a 3-person scramble where one team will compete against another team each week. The league will have up to 16 teams that play on either Monday, Tuesday, Wednesday, or Thursday night. There will be 8 regular season matches and a 4-week playoff. The playoff seeding will be determined by points from the regular season matches. We are looking forward to running the league and the increased activity the league will bring to the clubhouse. We have also had several inquiries for permanent tee times for the simulator and even a couple of small leagues that want to book the simulators for the winter.

We currently have our annual gift card promotion running. The promotion will run through Christmas Eve. Through the first twelve days of the promotion, we have \$8,520 in gift cards sold. That is \$4,836 more than we sold the first twelve days of the promotion in 2022.

November was a good revenue month and was up slightly over November 2022. We produced \$64,108 in revenue through our point of sale. We had 1,182 rounds of golf, \$837 in simulator rentals. F&B generated \$18,021 and golf produced \$45,250 in revenue. November revenues exceeded the prior year's revenues by \$362. F&B revenue was \$1,708 more than the prior year. Golf revenue was \$1,346 less than the previous year.

December is off to a good start on the revenue front. Through the first 12 days of the month, we have generated \$15,942 in revenue through our point-of-sale. That is \$9,701 more than the previous year through the same period. We have already exceeded the revenue total for the entire month of December 2022 by \$4,295.



P&L	2019	2020	2021	2022	2023 YTD	2022 YTD
Revenue	\$ 1,335,582.36	\$ 1,666,472.61	\$ 1,750,218.00	\$ 1,703,190.00	\$ 2,333,450.00	\$ 1,701,048.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 1,893,927.00	\$ 1,525,357.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 439,523.00	\$ 175,691.00

* 2022 included \$97,178 in Capital Expense that was paid for through the Operating Budget instead of Capital Budget to allow for other Capital Projects in the district to be completed. *Thru November 2023 *Thru November 2022

Abigail Anderson - Golf Marketing

December has been busy at the Bluffs. From unseasonably warm weather to beer menus, events, and the launch of our first indoor league!

Gift Card Special – The Bluffs is back this holiday season with our annual Holiday Gift Card Special! For The Bluffs, we offer a Free Greens Fee Card for every \$100s purchased in gift cards. This is always a hit and has been no different this season. We have been promoting it across social media, in-house displays, and emails.

Beer Menu – The beer menu saw another seasonal refresh this month and has been shared across social media as well as the in-house displays. The Bluffs Kolsch with Pollyanna continues to be featured alongside new seasonal favorites!

Indoor Simulator League – This month we launched our first ever indoor simulator league. We have promoted across social media, email, website, and in-house displays! We will continue to promote it through the end of the month and into the beginning of next month.

John Nugent and Dave Roberts - Golf Ground Operations

Winter has arrived, but the temperatures hardly reflect it. Most course winter preparations are complete as we begin transitioning to our winter work lists.

Current tasks:

- Continued day to day course set up for play
- Started winter equipment maintenance
- Completed irrigation system troubleshooting and repairs
- Completed irrigation blowout
- Completed Snow Mold protection applications
- Continued controls of mole populations
- Completed cart path edge repairs
- Completed leaf debris cleanup
- Started shop winter repairs, upgrades, and deep cleaning
- Started winter trainings

We are in a typical December. When the weather is tolerable, golfers keep coming out to play. Hopefully, this winter we will see a deeper frost line, and perhaps some snow cover too. We saw significant rounds last winter. While that is good from a revenue standpoint, it was a lot of wear and tear on dormant turf that would not heal until spring. A deep frostline will also help with insect, mole, and ground squirrel populations that were not affected last winter. 2023 was a very active year for nuisance pests.

Commissioner Scaccia had recommended offering more of a variety of drinks at the Golf Course. Mike Huber was going to explore the options of a offering a signature drink or a cocktail menu at the Golf Course.

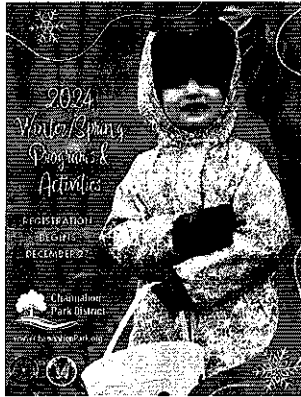
Marketing Board Report

Jennifer Mensik, Director of Marketing & Development

Great Ideas Committee

The Great Ideas Committee wrapped up 2023 doing some research on registration software to pass along to the 2024 committee that will do more in depth research on registration software. With so many new staff the committee discussed bringing back the Creative Idea Contest for staff in 2024. The contest

would be for staff to submit ideas for improvements to the District and if implemented the staff person submitting the idea would get a gift card or cash prize.



2024 Program Guide Series

The Winter/Spring Guide will be delivered just before Christmas, registration begins December 27. A flipbook was posted online December 4.

New Logos

Kids Connection has a new logo that will be unveiled to the public at the Open House for the 2024-2025 school year. We are also working on a logo for Me Too! which is being rebranded to Little Connections Playschool. Tomahawk Aquatic Center will be getting a new logo to go with the new and improved facility!



Holiday Cards

Holiday cards were sent out to all of our 2023 sponsors.

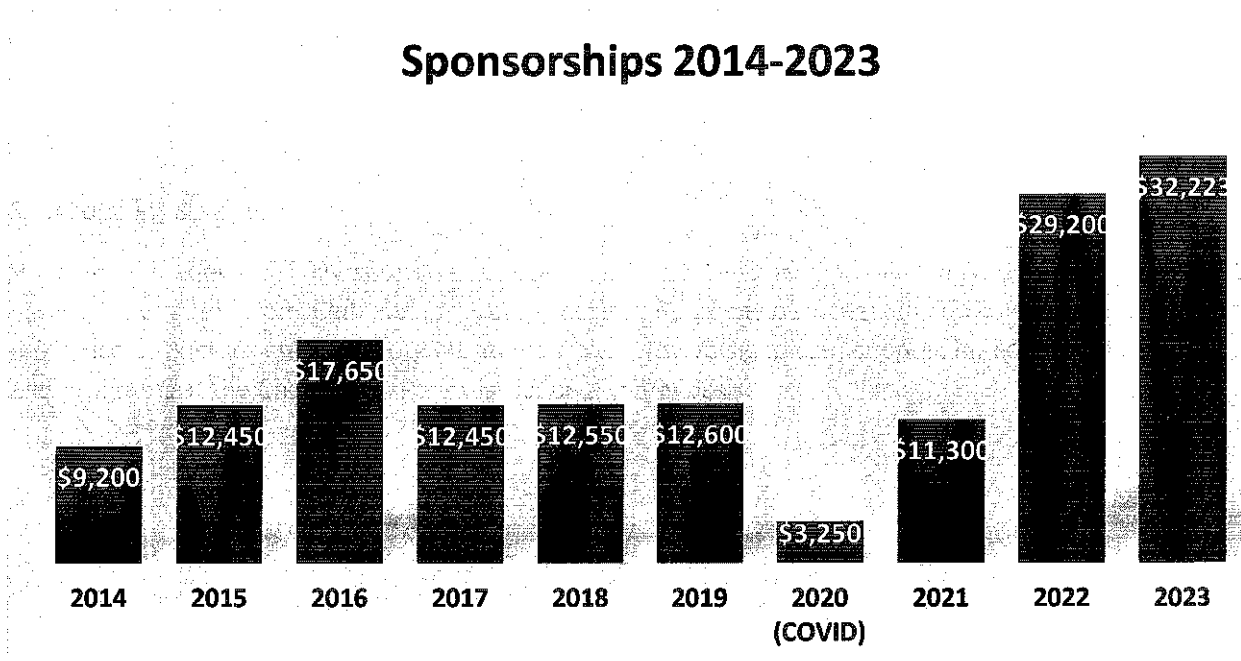
Cross Country Sign

The Cross Country recognition sign at Ronald D. Lehman Community Park is being replaced. The Channahon Junior High School girls cross country team's two state championships in 2021 and 2023 were added to the sign.



Sponsorships & Advertising

We have exceeded our 2022 sponsorship total at \$32,223! We had 3 Partners in Fun! in 2023 – Forte Arts Center, Channahon Lions Club and REMAX Hometown Properties. Partners in Fun was created to recognize businesses and other organizations which provide significant support for community events and programs at the Channahon Park District on a yearly basis.



Abigail Anderson, Marketing Coordinator

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

- Channahon Park District (main page) – 9652
- Heritage Bluffs Public Golf Club – 2210

The holiday season is all around at the Park District!

Special Events – This month we had Channaholidays to kick off the month. We used social media to relay information to community members like the event map, schedule of events, road closures, and that on the day of the event was still happening rain or shine! We also have Santa’s Magic Mailbox going this month and we are using social media to remind people it is going on and that it is ending soon! We also launched the 45th Annual Frosty 5 Mile race this month and will continue to promote it for the next few months leading up to the event.

Tomahawk Aquatic Center – TAC is starting to take shape and we are sharing all of the updates with the community using social media! We are sharing the updates on the TAC Facebook page, as well as on the TAC Renovations Instagram highlight and the website. We also just launched the 2024 Season Passes and will continue to promote those throughout the winter along side the construction updates!

Holiday Gift Card Special – The Park District and The Bluffs are both running their annual Holiday Gift Card Specials. The Park District offers an additional \$5 gift card for every \$50 purchased, and The Bluffs offer a Free Greens Fee Card for every \$100s of gift cards purchased. These are always a hit and we market them through social media, emails, and onsite displays!

Programming – Our focus on social media for programming this month was wrapping up the Fall Brochure. That includes basketball league, basketball camp, a few craft classes, and cooking! We will wrap up all Fall Brochure registration in the next week and once the Winter/Spring Guide hits homes, we will switch gears to registration, programs, and events for that book!

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

Arroyo Trails

All donor signs on totems at Arroyo Trails will be replaced in 2024 due to the deterioration of the current signs. All donors will have the opportunity to change their artwork for the signs, for example Exelon Generation is now Constellation. The Foundation will be funding all of the new signs.

Memorandum of Understating

Recommended changes to the Memorandum of Understanding between the Park District and Foundation were due December 15. As of December 14, no changes have been submitted.

Putts & Suds

Aces Garage Bar and Grill will be hosting Putts & Suds in 2024. 8 additional bars are committed to the event.

Heavy marketing is currently going out. There are 25 teams signed up.

Quarterly Board of Trustees Meeting

The Foundation will next meet on January 18, 2023.

OLD BUSINESS

- A. Purchase of Fire Station- The board gives the executive director the authority to offer \$150,000 and up to \$200,000 for the purchase of the Fire Station.
- B. Memorandum of Understanding Channahon Parks Foundation- The Board Consensus is not to add Service Area.
- C. Safety Manual – 2023 Update – Motion by Commissioner Scaccia, Second by Commissioner Clower to adopt the 2023 Safety Manual Updates. All Commissioners present voted aye: Motion carried 3-0. Commissioner Scaccia suggests adding safety to part of the annual employee evaluation for all employees. Commissioner Scaccia also asks if it is necessary for cross training.

- D. Efficiency Committee Final Report-Motion by Commissioner Scaccia, Second by Commissioner Clower to accept and approve the Channahon Park District Efficiency Committee Document. All Commissions present voted aye: Motion carried 3-0.

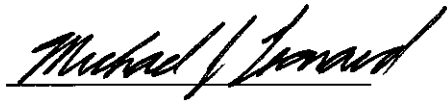
NEW BUSINESS

- A. Ordinance # 399 – 2023 Tax Levy Payable in FY2024- Motion by Commissioner Clower, Second by Commissioner Scaccia to accept Ordinance # 399 as written. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Scaccia. Motion Carried 3-0.
- B. Ordinance#400 providing for specific reductions of the 2023 Property Tax Levy-Motion by Commissioner Clower, Second by Commissioner Scaccia to approve Ordinance #400 as presented. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.
- C. FY 2024 Budget-Motion by Commissioner Clower, Second by Commissioner Scaccia to approve the FY 2024 Budget. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Scaccia. Motion Carried 3-0.
- D. Investment Policy- Motion by Commissioner Scaccia, Second by Commissioner Clower to accept the investment policy as written with the amendment of reporting to the board. All commissioners present voted aye: Motion Carried 3-0. Commissioner Scaccia asked about the liquidity portion of the policy and suggested making a few changes & wording adjustments to the investment policy.
- E. Fund Balance Policy-Motion by Commissioner Scaccia, Second by Commissioner Clower to accept the board policy, with the amendment, for fund balance. All Commissioners present voted aye. Motion Carried 3-0. Commissioner Scaccia suggests to add language to the Fund Balance Policy.
- F. Performance Improvement Plan (PIP)-Motion by Commissioner Clower, Second by Commissioner to approve the Performance Improvement Plan as presented. All commissioners present voted aye. Motion Carried 3-0.
- G. Lauterbach & Amen Engagement Letter FY2023-Motion by Commissioner Clower, Second by Commissioner Scaccia to approve the Lauterbach & Amen Engagement Letter FY2023. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Scaccia, Commissioner Clower. Motion Carried 3-0.
- H. Bluff Park Renovation – Pay Application #1 - \$23,695.88 – George’s Landscaping, Inc-Motion by Commissioner Clower, Second by Commissioner Scaccia to approve Pay Application #1 to George’s Landscaping for \$23,695.88. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.
- I. Bluff Park Renovation – Pay Application # 2 - \$58,939 – George’s Landscaping, Inc-Motion by Commissioner Scaccia, Second by Commissioner Clower to accept Pay Application #2 to George’s Landscaping for \$58,939. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Scaccia. Motion Carried 3-0.

- J. Tomahawk Pay Application #6 - Schaeffges Brothers, Inc-Motion by Scaccia, Second by Clower to approve Tomahawk Pay Application #6 as presented. Upon a roll call vote, the following commissioners voted aye: Commissioner Caldwell, Commissioner Scaccia, Commissioner Clower. Motion Carried 3-0.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, Second by Commissioner Scaccia to adjourn the meeting at 7:09 p.m. Upon voice vote all Commissioners present voted aye. Motion carried 3-0.

A handwritten signature in black ink, reading "Michael J Leonard", written in a cursive style. The signature is underlined.

Michael J Leonard

Secretary