

## **Channahon Park District**

### **Minutes of the January 22, 2024 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, Lehman

COMMISSIONERS ELECT:

COMMISSIONERS ABSENT: Babich

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

Everyone present at the meeting recited the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

The minutes of the December 18, 2023, Regular Board were presented for approval. Motion by Commissioner Clower, second by Commissioner Lehman to approve the minutes of the Regular Board Meeting for December 18, 2023. Upon voice vote, all Commissioners present voted aye. Motion carried 4-0.

#### **CORRESPONDENCE**

Pat Fox wrote a Thank You letter to the Channahon Park District. District #111 Foundation sent a thank you letter for our support & sponsorship for their 2023 Ugly Christmas Sweater Party. PDRMA congratulated the Channahon Park District for successfully meeting the third incentive metric deadline of the Risk Management Review.

#### **PUBLIC COMMENT**

The Executive Director introduced Dwight Anderson as the Employee of the Month. Dwight works in the parks in the summer and in the winter, he is in ACC. Dwight does a phenomenal job keeping our building looking clean.

#### **COMMISSIONERS REPORT**

Commissioner Lehman reported that he is happy to see golfers using the simulators at Heritage Bluff Golf Course.

## **TREASURER**

Rick Kehoe, Business Manager, presented the December 2023 Treasurer's and outstanding bills. Motion by Commissioner Scaccia, second by Commissioner Clower to accept the December 2023 Treasurer's Report and authorize payment of bills. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Lehman, Commissioner Scaccia. Motion Carried 4-0.

Rick Kehoe presented our Cash Flow Analysis.

## **EXECUTIVE DIRECTOR REPORT**

Bluff Park: The Bluff Park Renovation Project is complete.

Tomahawk Aquatic Center: The pool renovation project is taking shape. Last week before the cold weather hit, SBI started installing the large green tube slide. In addition, the plumbing contractor continues to work on the splashpad filter building. Attached please find the most up to date construction schedule.

IAPD Position Papers: The IAPD Board of Trustees approved and released 13 position papers. These position papers serve as an initiative-taking approach to dealing with the challenges faced by park districts, conservation, and recreation agencies throughout the state. In addition to being an informational resource, they also serve as a guiding document in our legislative advocacy efforts. Park Districts are encouraged to review the position papers and to share them with interested parties within our community. (See attached)

Annual Reviews: Annual reviews of staff will be completed by the end of the month.

FY2024 Capital Budget: The FY2024 Capital Budget will be presented to the Board for review & approval at the Board meeting. Staff are proposing \$2,815,750 Capital Budget for FY2024.

The business department completed a cash flow analysis for FY2024, and we are estimated to have \$3,778,896 cash balance at year end.

IAPD/IPRA State Conference:

The nation's largest state park and recreation conference returns to the Hyatt Regency Chicago January 25<sup>th</sup> - 27<sup>th</sup>, 2024. Commissioners Caldwell, Scaccia, and Lehman will be attending. Below is a suggested itinerary:

Friday, January 26<sup>th</sup>

- Arrive and Check-In
- Walk the Exhibit Hall

- All Conference Awards Luncheon 12:15 – We are at table #63. (as you walk- in, our table is on the left side along the wall. Grand Ballroom
- Exhibit Hall open till 3:30 pm or Conference Sessions 3:45 – 4:45 pm
- 5:00 pm – Commissioners Reception, West Tower, Crystal Ball Room, Green Level
- 6:00 pm - Ancel Glink Dinner at Fogo de Chão Brazilian Steakhouse (661 N. LaSalle Blvd, Chicago, IL 60654). Anyone interested in going over together, we will meet in the hotel lobby at 5:45 pm and take an Uber to the event.

Saturday, January 27<sup>th</sup>

- 9:00 am – Keynote General Session with Chares Clark. Grand Ballroom CF
- 10:30 pm – 3:00 pm – Conference Sessions
- 3:30 pm - IAPD Annual Business Meeting, Grand Ballroom AB, East Tower/Gold Level.

## **STAFF REPORTS**

### **January Recreation Board Report** **Lauren Koszola, Program Manager**

Nerf Wars took place on Monday, January 15. Teams played in a capture the flag double elimination tournament. There were 15 teams with 75 participants in total.

Preschool classes resumed after the holiday and teachers and staff are getting ready for upcoming events. Parent Teacher conferences will be held the last week of January and the Open House for new students will be on February 7. At the open house the Preschool will unveil the new Preschool Logo for the 2024-2025 school year.

Me Too and Rhyme and Rhythm started new sessions the week of January 15. Me Too has 14 participants enrolled and 18 enrolled in Rhyme and Rhythm. These classes will run until March when a second session is offered.

Youth Basketball league started on January 8<sup>th</sup> with two weeks of practices and games starting on January 20. The basketball program has a total of 475 participants.

Frosty 5 Mile registration is underway. The race currently has 62 participants enrolled. The Frosty 5 Mile will take place on Saturday, February 10 at 10:00am. Recreation staff met with the Parks Division to go over the racecourse and responsibilities. Staff have been in communication with the village, police, and EMA about day of needs.

Registration for the Winter/Spring brochure started on December 27. In the one day of registration the Park District brought in \$26,258.

Brunch and Bingo will resume on January 30 for the seniors. Participants get brunch and 10 rounds of Bingo.

The Park District is offering a computer and smartphone technology class. Registration is now open for the class, and it will take place on February 1<sup>st</sup>.

Staff have been working on getting summer Brochure information collected. The recreation team met to discuss some new programs and events for the upcoming brochure.

**January Facilities and Safety Board Report**  
**Angela Brown, Facilities and Safety Manager**

Heritage Crossing Field House & Dimensions Fitness Center

The Field House is still keeping busy with morning group fitness classes, open pickleball, tot time open gym, and open gyms during the daytime hours. Evening hours are packed with our youth basketball practices as are weekends with youth and men's basketball. We can squeeze in the occasional rental and have 5 rentals scheduled in January.

As of January 15, we have 997 Dimensions Fitness Center members, 537 of which are EFT members, 399 have paid in full, 121 of which are 1- or 3-month members, 61 in Silver Sneakers, and an additional 90 track only members.

Scan Ins at Dimensions Fitness Center

\*Through 01/15/2024

	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	5145	53,112
2024	2967												

Tomahawk Aquatic Center

The renovation project is on schedule and on hold until the weather is more cooperative. The preseason work behind the scenes is also in the works. Researching our FF&E list, reaching out to guards, job postings, and interviews beginning shortly. It looks like we will have our normal staff retention rate, replacing just 1/3 for the summer of 2024. We have a few promising applications in so far and interviews will begin in February.

Pool passes went on sale in 2024. We have sold 13 pool passes so far for a total of 55 pass holders.

## **Safety**

Our new safety manuals are in the process of being printed and then distributed to supervisors along with our new safety training schedule. New supervisors are being enrolled in PDRMA trainings such as "Certificates of Insurance: how to read and what to look for" and "HELP" which is an introductory human resources class for new supervisors to become more informed about employment law.

We are also currently working towards a date with Chief Petrakis from the Channahon Fire Department to run a table top emergency response exercise such as a missing child in day camp, vehicle vs runners at the Frosty 5, or armed intruder in a facility.

## **January Golf Board Report**

### **Michael Huber, Director of Golf Operations**

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

We launched our inaugural simulator golf league for the Winter 2024 season on Monday, January 8<sup>th</sup>. The league has four teams 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 playoff seeding will be determined by points from the regular season matches. We are enjoying running the league and the increased activity the league brings to the clubhouse. We plan to offer a Fall 2024 Simulator Golf League as well as a Winter 2025 Simulator Golf League. Our hope is that the league size will grow for each season, and we will have fun, robust, profitable leagues moving forward.

Our Food and Beverage team has created The Bluff's Signature Cocktail Menu. Below is a copy of that menu.

## The Bluff's Signature Cocktail Menu

### Bluff's Badass Bloody

Start your day with The Bluff's signature bloody made like no other bloody! Our signature house recipe mixed with a dash of spice & topped with the works. Bacon, pickle spear, sports peppers, green olives, cheese, and meat. | 11

### Peach Re-Tee

Try this refreshing peach twist on a golf course favorite, the John Daly. Crafted with Crown Peach, unsweetened ice tea and lemonade. | 8

### Transfusion

A favorite on and off the golf course. Crafted with Tito's Vodka, ginger ale and a splash of grape juice. | 8

### Old Fashioned

Enjoy a classic cocktail that stays timeless! Crafted with your choice of Bulleit Bourbon or Bulleit Rye Whiskey, mixed with a perfect blend of bitters and simple syrup, & muddled with a cherry and orange slice. | 9.25

### The Bluff's Bourbon Mule

Jump start your day with The Bluff's updated version of a mule! Crafted with Bulleit Bourbon, blended with ginger ale, energy drink & finished with a splash of cranberry and orange juice. | 9.25

### Tito's Punch

Think of warmer days and sunshine with this cocktail. Crafted with Tito's vodka, coconut rum, splash of pineapple & cranberry juice. | 9.25

### Pink Lemon Drop Martini

Forget the classic martini and try this concoction. Crafted with Pink Whitney and garnished with a sugared rim and lemon. Step out of your comfort zone with this sweet & sour martini! | 13

### Chocolate Martini

Chocolate lovers dream in a drink! Crafted with Vanilla vodka, chocolate liquor, cream & poured into a chocolate filled glass. Chocolate mint version available as well! | 13

Last Board Meeting Commissioner Scaccia requested trying out a Cocktail Menu. This is what the Food and Beverage Team created.

We have seen a significant increase in simulator rentals. December was by far our best revenue month on record for the simulators with \$2,375 in revenue. Our 2024 total for simulator revenue was \$13,033. January of 2024 has already produced \$2,180 through the first 16 days not counting league revenue, which totals \$480 for the first two weeks of the league season. So, between our league and simulator rentals we have already exceeded our December 2023 revenue making January 2024 our new top revenue month for the simulators.

Our annual gift card promotion, which ran from December 1<sup>st</sup> through December 24<sup>th</sup>, was an overwhelming success. The promotion generated \$25,645 in gift card sales. That is \$11,861 more than the \$13,784 in Gift Card sales we had in December 2022.

December was an excellent revenue month and was up significantly over December 2022. We produced \$34,855 in revenue through our point of sale. We had 480 rounds of golf, \$2,375 in simulator rentals. F&B generated \$13,291 and golf produced \$21,564 in revenue.

January is off to a slow start on the revenue front compared to the previous year. This can be attributed to the snow and cold that came in early January this year, which we did not have as early last January. Through the first 17 days of the month, we have generated \$6,705 in revenue through our point-of-sale. That is \$3,259 less than the previous year through the same period. We have seen some very positive signs with simulator rentals being 3x what they were through the same period in January 2022. We are bullish that with our simulator golf league, increased simulator rental and upcoming warmup that we can exceed our January 2022 revenue numbers by the time we reach month end.

<b>P&amp;L</b>	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	\$ 2,398,101.00	\$ 1,703,190.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 2,020,063.00	\$ 1,711,256.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 378,038.00	\$ (8,066.00)

				* 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.	*Preliminary Thru December 2023	*Thru December 2022
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**Abigail Anderson, Golf Marketing**

Happy New Year from The Bluffs!

Simulator League – The new year started off with the marketing of the new simulator league. We used social media and email to market the new league. We also continued to market the regular use of the simulators as well.

Employee of the Month – The employee of the month for December (Kevin) was also shared to The Bluff’s Facebook page because he works there. The post was well received and had several interactions.

Fish Fry – Mid-month the Friday Fish Fry marketing began. This year it starts at the beginning of February, so the marketing started a little earlier this year as well. The dates and information have been put out as well as the menu.

Chicago Golf Magazine – Our advertisements with Chicago Golf Magazine have been renewed and the content has been updated for the upcoming season. These feature the course, the clubhouse, and the simulators.

### **John Nugent and Dave Roberts, Golf Ground Operations**

Finally, some cold weather! Not ideal for golfers but it's exactly what the health of the course needs. Current tasks:

- Continued day to day course set up for play
- Continued winter equipment maintenance- 25% complete
- Completed preparing and sending out chem/fert RFP to vendors
- Completed preparing and sending out government permit applications
- Continued shop winter repairs, upgrades, and deep cleaning
- Continued winter trainings
- Began tree removal and cleanup (#3 pond and by #16 tees)
- Began course amenity cleanup and painting (cups, ballwashers, tee markers)
- Continued snow removal
- Began irrigation timing mechanism repairs

New year, new chemicals. Chemical manufacturers are coming out with new products at a quicker rate than I have ever seen. We are happy with the core of our chemicals in our agronomic plan but will be incorporating other new water management products which university testing shows are more effective at maintaining better moisture levels in USGA greens. Our organic material levels have been greatly reduced and we are getting much closer to where they need to be. Water management products help with pushing water through as the organic material acts as a sponge and absorbs water. Newer/better technology in these water management products are essential to providing the best playing surface.

### **January Marketing Board Report**

#### **Jennifer Mensik, Director of Marketing & Development**

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 the first week of February. 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!



**Kids Connection**  
**PRESCHOOL**  
**Learn. Play. Grow.**



**Abigail Anderson, Marketing Coordinator**

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

- Channahon Park District (main page) – 9710
- Heritage Bluffs Public Golf Club – 2218

The new year is officially here and off to a fun start!

Special Events – This month we have been sharing all the winter/spring special events on social media. This reflects the Special Events page on our website! That includes Nerf Wars, which was a hit again this year, as well as Kids Connection Preschool’s Open House the first week of February where we will unveil the new logo! The Fish Fry event at The Bluffs was also shared this week!

Tomahawk Aquatic Center – TAC is starting to take shape and we are sharing all 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 alongside the construction updates! We have been getting more and more questions and requests about private rentals. That information has also been updated on our website and will be shared closer to the opening date of March 1!

Do You Wanna Build A Snowman? – This winter we are hosting an ongoing virtual contest! We are encouraging community members to submit pictures of snow creations to share on social media and for people to vote on! We have a main post pinned on the Facebook page and there have already been a few submissions with all the winter weather we have had the last few weeks! We will continue to run this through March 31 because you never know in the Midwest!

Programming – The first sessions of our Winter/Spring programs and getting up and going now! We are sharing them as they need it, as well as several pop-up classes like Metallic Rock Painting and Country Line Dancing!

**January Parks and Facility Maintenance Board Report**  
**Matt Creed, Director of Parks and Facility Maintenance**

Tomahawk Aquatic Center

- Installation of splash pad equipment complete
- Housing Structure for splash pad equipment complete
- Splash pad equipment, (pumps, filters, chlorinator, valves) installed
- Water slide construction started and 10% complete
- Landscape improvements and backfilling ongoing

- Fence installation 95% complete, will complete after the waterslide is constructed.
- Park District crews installed rip-rap under slide tower
- Park District crews removed undesirable plants and trees in existing landscape beds to make way for new plants and flowers

#### Arroyo Trails Bathroom

- Building under roof partial metal roof and ridge cap installed
- Electrical 95% completed, power supplied to building, heaters, time clocks, outlets, switches, exhaust fans installed
- Plumbing 90% completed
- Interior walls insulated and sealed
- Interior plywood wall installation complete
- Finish paneling installed in bathrooms 90% complete
- Garage door installation complete
- Waiting on natural cut log and truss entry posts to arrive from Minooka Lumber, did not arrive on 1/15/24 as last updated
- Service and bathroom entry door installed
- Waiting for quote from Oestrich Locksmiths for Locks and electric strike plates

#### Bluff Park

COMPLETE

#### Park Maintenance

- Continue with servicing equipment and trucks
- Continue cutting landscape grasses and seasonal plants down throughout the parks
- Continue trimming trees throughout the parks

### **People for Channahon Parks Foundation – January 2024**

#### **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. Artwork proofs have been sent out, approval/changes are due January 22, 2024. The new signs will go up this spring.

#### Memorandum of Understanding

The Board's response to the Foundation's recommended changes were submitted to the Foundation for their review at their January 18 quarterly meeting.

## 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 55 teams signed up.

## Strategic Plan

The Foundation will be reviewing and updating their Strategic Plan at their January 18 meeting. A new membership program will be presented and a list of potential new Trustees will be reviewed.

## Quarterly Board of Trustees Meeting

The Foundation met January 18, 2024, their next meeting will take place in April.

## **OLD BUSINESS**

- A. Purchase of Fire Station – The purchase of the Fire Station was delayed. The fire board did not open the bid. They deferred the opening of the bid and approval of the sale until February.
- B. Memorandum of Understanding Channahon Parks Foundation – There was a disagreement on the Memorandum of Understanding. The board decided to make a recommendation to the foundation board to add 5% for other recreational opportunities within the district service area.
- C. Tomahawk Early Resident Entry – As an incentive to our passholders, we would like to add a passholder only line. This would help passholders get in quicker & be the first to grab their chairs.

## **NEW BUSINESS**

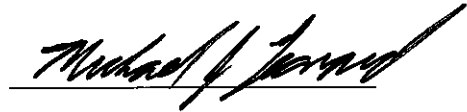
- A. Ordinance #401 – FY 2024 Budget and Appropriation Ordinance – 30 Day Review
- B. Certification of Estimate of Revenue FY 2024
- C. FY 2024 Capital Budget- Commissioner Scaccia had some questions and comments on the details of the FY 2024 Capital Budget. Commissioner Clower shared his own experience & concern regarding a certain trailer that was on the Capital Budget. – Motion by Commissioner Lehman, Second by Commissioner Clower to approve the FY 2024 Capital Budget with the deletion of the Mini Skid Steer. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Lehman, Commissioner Scaccia, Commissioner Clower.
- D. Tomahawk Pay Application #7 – Schaeffges Brothers, Inc – Motion by Commissioner Clower, Second by Commissioner Scaccia to approve the Tomahawk Pay Application #7 as presented. Upon a roll call vote, the following

Commissioners voted aye: Commissioner Lehman, Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell.

- E. Purchase of a large shade structure for the Tomahawk Aquatic Center-Motion by Commissioner Scaccia, Second by Commissioner Clower to approve the purchase of a large shade structure for the Tomahawk Aquatic Center as presented. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell, Commissioner Lehman.
- F. Purchase of a Vermeer BC1000XL Brush Chipper – Motion by Commissioner Scaccia, Second by Commissioner Clower to approve the purchase of a Vermeer BC1000XL as presented. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Lehman, Commissioner Scaccia.
- G. Purchase of a Trailer-Purchase of a trailer will be deferred until February board meeting. Matt Creed will do more research on which trailer will be the safest for our staff to use.
- H. Purchase of a Crew Cab Pick-Up Truck – Motion by Commissioner Scaccia, Second by Commissioner Clower to accept the purchase of the Crew Cab Pick-Up Truck. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Lehman, Commissioner Scaccia, Commissioner Clower.
- I. Replacement of Irrigation Satellites at Heritage Bluffs-Motion by Commissioner Lehman, Second by Commissioner Clower to approve the replacement of irrigation satellites at Heritage Bluffs. Upon a roll call vote, the following Commissioners voted aye: Commissioner Lehman, Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell.
- J. Purchase of Picnic Tables-TAC -Motion by Commissioner Lehman, Second by Commissioner Scaccia to approve the Purchase of Picnic Tables at Tomahawk Aquatic Center. Upon a roll call vote, the following commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell, Commissioner Lehman.
- K. Review of Closed Meeting Minutes-Motion by Commissioner Clower, Second by Commissioner Lehman to approve the Closed Meeting Minutes. Upon voice vote all Commissioners present voted aye. Motion carried 4-0.

**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 p.m. Upon voice vote all Commissioners present voted aye. Motion carried 4-0.

A handwritten signature in black ink, reading "Michael J Leonard", written over a horizontal line.

Michael J Leonard

Secretary