

Channahon Park District

Minutes of the November 20, 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: Lehman, Babich

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

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the October 23, 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 October 23, 2023. Upon voice vote, all Commissioners present voted aye. Motion carried.

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 October 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

The Village of Channahon should hopefully bring a final land cash ordinance to the Board Meeting on December 18th.

Arroyo Restrooms: Construction of the restrooms is 70% complete. The electric and plumbing rough ins are complete. Insulation of the building is completed and inside walls are being prepared for the wainscotting to be installed. The metal roof is on order along with the wood logs. Construction, except for the exterior concrete flatwork, is on schedule to be completed by the end of the year.

Bluff Park: The Bluff Park Renovation Project has finally started with the demolition of the existing play structures. This week GLI started the installation of the playground.

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: I am told the grant announcement is within days.

Purchase of Fire Station #2: The September 2023 appraisal of Fire Station # 2 was \$55,000, was less than the original appraisal of \$410,000 back in August 2022. The reason for such a drastic drop in appraisal is the property is zoned R1 R2 Residential and according to the Village the property cannot be re-zoned C3 Commercial. Considering the most recent appraisal and after discussions this week with Chief Petrakis & Trustee Rittof, I believe pursuing the purchase of the station might be of interest to the Park District. The plan, if we purchase the station, is to move our current park maintenance operations to Station #2. The current facility would then be used for equipment storage. I am recommending offering the Fire Protection District \$150,000 to purchase Station #2. Attached under New Business is the most recent appraisal of Fire Station #2 for your review.

In addition, please let me know if any Commissioner would be interested in a tour of Station #2. If there is interest, I will set up a tour with Chief Petrakis.

FY 2024 Budget – Draft: Under New Business is the FY 2024 Draft Budget. I am recommending cancelling the Saturday, December 2nd Budget Meeting. In place of the meeting, please review the budget and let me know if you have any questions and/or would like to schedule a time for Rick & I to review the Budget with you. The FY 2024 Budget will be on the December Agenda for approval.

STAFF MEMBER TEAM REPORTS

Recreation Board Report

Lauren Koszola, Program Manager

On November 13, Lucas Harrington started his first day as the new Program Supervisor. He will be overseeing Athletics, Races, and After School Program. Lucas was working part-time as the Athletic Coordinator at the Romeoville Recreation Department prior to starting here. We are excited to welcome him to the Channahon Park District team.

The Park District, Village, and Library is hard at work planning Channaholidays for this year. The event will take place on Sunday, December 3 from 2-6pm.

Off Season Girls Softball Clinic started on November 1st. There are 40 participants in this class compared to 2022 there was only 25. Coach Bill Mikuska will be instructing the class. Class will meet until December 13.

On November 15th the seniors had their Friendsgiving. Everyone that attended had a light breakfast, played games, and did a thanksgiving craft. There were 7 participants. This was the first time doing this and the participants enjoyed the event.

Recreation Staff have been working on their budgets and the Winter/Spring Brochure.

Commissioner Scaccia asked for an update on Technology Seminars for Seniors. Christine Schneider has been doing research and Lauren Koszola will have more information by the December board meeting.

Facilities and Safety Board Report

Angela Brown, Facilities and Safety Manager

Heritage Crossing Field House is keeping extremely busy with our program offerings: Open Pickleball, Open Gym, Tot Time Open Gym, Group Fitness classes, and instructional volleyball league, country line dance, off season skills softball clinic, youth musical theater, and a handful of rentals when they could be squeezed in.

Our Youth Musical Theater Program has their performance at MCHS on Saturday November 18. We have 36 performers and 3 junior directors along with our 2 directors for 2 performances, with a whopping 693 tickets sold!

As of November 14, we have 845 Dimensions Fitness Center members, 517 of which are EFT members, 295 have paid in full, 33 in Silver Sneakers, and an additional 166 track only members.

Scan Ins at Dimensions Fitness Center

*through 11/14/23

	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	*1854		

Our October staff training for all full-time staff was HAZcom and SDS sheets, training was held at our monthly full-time staff meeting. For November we have every new full time staff member hired in 2023 attending PDRMA's Risk Management Institute as an introduction to PDRMA's programs. As the safety coordinator, Angela Brown will attend with them. After PDRMA gets everyone up and running on their website, all new hires, including our new front desk coordinator will be registered to complete cyber security training as well as seeking out other applicable training for 2024 for them and all staff.

Commissioner Scaccia asked if there were other additional insurance companies getting involved with our Silver Sneakers program. The Executive Director was going to investigate other larger insurance companies and get some more information.

Golf Board Report

Michael Huber - Director of Golf Operations

We have continued booking golf outings and leagues for 2024. We are also booking many private parties such as showers, birthday parties, anniversaries, retirements, holiday parties and the like.

We are wrapping up our plan for simulator golf leagues for the Winter 2023/2024 season. We purchased additional simulator software that will now allow us to do scrambles and accommodate up to eight players in each simulator bay. We plan to start our simulator leagues the week of January 8th. 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.

Boo at The Bluffs race on Saturday, October 28th was a success, and the runners enjoyed the course and the post-race food and beverage.

October was a good revenue month but was not as good as October 2022. The biggest factor for this was being down 510 rounds of golf due to the wet weather. Many of the rounds lost were on weekends, which really impacts revenue. We produced \$143,258 in revenue through our point of sale. We had 2,383 rounds of golf, \$434 in simulator rentals. F&B generated \$30,578 and golf produced \$112,246 in revenue. October revenues trailed the prior year's revenues by \$46,926. F&B revenue was \$14,446 less than the prior year. Golf revenue was \$32,480 less than the previous year.

November is off to a decent start on the revenue front. Through the first 15 days of the month, we have generated \$46,377 in revenue through our point-of-sale. That is \$4,299 less than the previous year through the same period. This shortfall can be attributed to cooler weather we have had to start the month compared to the weather at the start of November 2022.

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	\$ 2,268,662.00	\$ 1,665,995.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 1,774,005.00	\$ 1,426,115.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 494,657.00	\$ 239,880.00
				* 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 October 2023	*Thru October 2022

Abigail Anderson - Golf Marketing:

The seasons are changing here at the Bluffs and so are our marketing efforts! We are switching from golf, programing, and patio heavy marketings to simulators, F&B, and events!

Simulators – More rainy and chilly days forcing golfers off the course helps highlight our indoor simulators! They are already making an appearance across our social media platforms and emails and will continue to be presented throughout the season. The brochure season, we are also giving the simulators a feature, as well as introducing the Simulator League with more information to come.

Game Day – Our Game Day specials are back this fall for football season. We will be promoting The Clubhouse as somewhere to gather and watch the games as well as promoting our appetizers and The Bluffs beer. We are now running an \$8 appetizer special to help promote gameday at the course as well.

F&B – This month we have put out a new drink menu with more seasonal beverage options. Soup is also back at the club house as well as weekly specials.

John Nugent and Dave Roberts - Golf Ground Operations:

Temperatures are slowly trending colder. Soil temps are low enough now to stop any seed germination. Most of the leaves have fallen from the trees. Fall leaf cleanup is always extensive on this golf course.

Current tasks:

- Continued day to day course set up for play.
- Continued seasonal equipment maintenance.
- Continued irrigation system troubleshooting and repairs.
- Continued staff training
- Completed post-emergence herbicide applications.
- Completed fall pre-emergence herbicide applications.
- Continued bent grass plant protectant applications.
- Continued controls of mole populations
- Continued cart path turf edge repairs/sod laying.
- Completed chemical early order program process for 2024.
- Completed tree root pruning by affected trees and greens.
- Completed drainage installation on #6 and #7
- Continued leaf debris cleanup
- Completed greens core aerification.
- Completed ordering of new 20-gallon golf course garbage cans.

As winter approaches, we are continually checking off tasks in preparation. We are still seeing a good amount of play and expect that to continue until we have snow cover. Turf health is good, and growth has slowed, but is still too fast to put down our snow mold protection. Looks like we are still a couple weeks out. Our crew is very committed and battles through the cold mornings. We are very appreciative of their dedication.

PUBLIC COMMENT

Lauren Koszola presented Employee of the Month to Jill Prokop. Jill is often the first interaction that families have with the Channahon Park District. Jill is an excellent early childhood instructor and spends numerous hours creating projects that make our little participants excited to come to class.

Marketing Board Report – November 2023

Jennifer Mensik, Director of Marketing & Development

Commemorative Tree and Bench Program

One tree will be added at Central Park through our Commemorative Bench and Tree Program. It will be located along the trail that is closest to Route 6.

2024 Program Guide Series

The Winter/Spring Guide will be delivered just before Christmas, registration begins December 27. Quote requests and recommendations for printing the 2024 Program Guide series are included in the board packet.

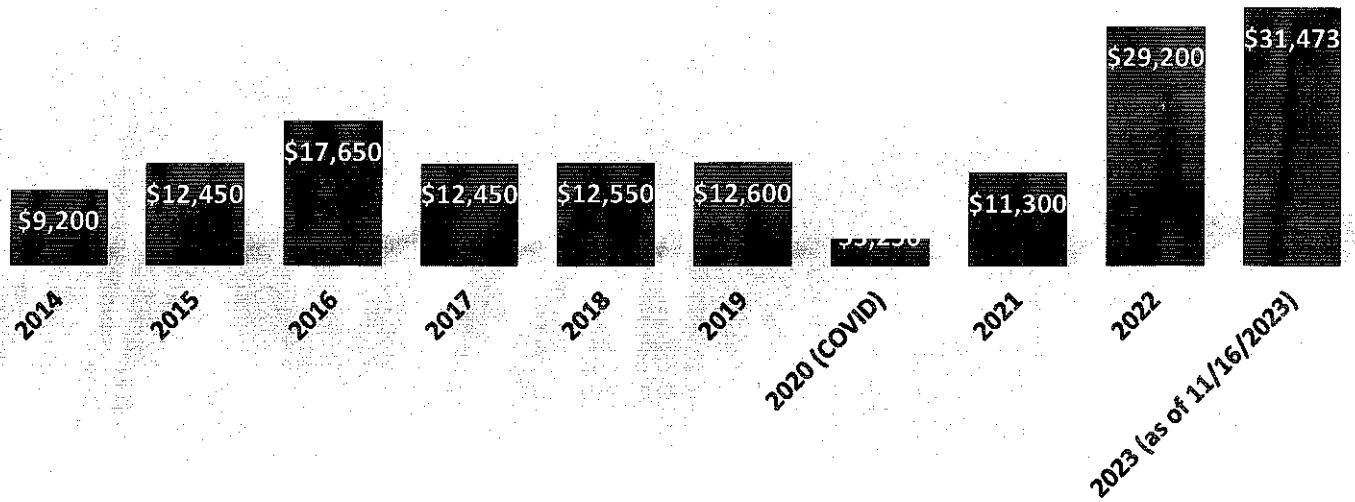
Kids Connection Logo

Kids Connection is getting a new logo that will be unveiled at the Open House for the 2024-2025 school year.

Sponsorships & Advertising

We have exceeded our 2022 sponsorship total at \$31,473! We have one more event this year (Channaholidays) that we are seeking sponsorships for. The mailing went out the week of November 6.

Sponsorships 2014-2023



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) – 9599
- Heritage Bluffs Public Golf Club – 2210

Fall is in full force at the Park District and across the internet! From fall programs and events to seasonal campaigns, fall is here!

Special Events – Special events are happening all over the district. Last week was Week of Giving and we covered that across social media to encourage the community to participate! We are sharing more information and getting people excited about Channaholidays in just a few weeks and the Frosty 5 Mile is now live on social media. Tomahawk Aquatic Center – Renovations are moving along swiftly at the aquatic center. We have been sharing updates with the community on social media (including the Instagram Highlight dedicated to the renovation) and our website! The renovation has been very well received and we plan to keep that momentum moving into the spring and passing season.

Special Recreation – We have a lot of exciting things coming up with special recreation that we are sharing on social media. Our event page for the Family Holiday Celebration is getting a lot of traction on social media and we are hoping to encourage more families to sign up to participate in the joint event.

Dimensions – With the change in season, we are focusing more efforts on promoting Dimension Fitness Center and our group fitness programs! We currently have our thanksgiving week schedules for group fitness and opens gyms out and we are expecting those to be popular again this season. We are also finalizing materials for a special promotion to the CSD staff for the new year.

The Executive Director introduced Matt Creed, our new Director of Parks & Facility Maintenance.

Matt Creed- Director of Parks & Facility Maintenance

Tomahawk Aquatic Center

- The majority of new and repaired concrete flatwork has been completed.
- Installation of splash pad equipment ongoing
- Pool Shell Liner installation ongoing
- Landscape improvements and backfilling ongoing.
- Fence installation started 11/20 and ongoing.
- Zero Depth entry gutters are being repaired and installed.

Arroyo Trails Bathroom

- Building under roof (asphalt felt paper)
- Electrical 90% completed.
- Plumbing 90% completed
- Plumbing and electrical rough ins passed inspection.
- Interior walls insulated and sealed.
- Interior plywood wall installation ongoing

Bluff Park

- Playground site graded.
- Footings and equipment installation ongoing

Tomahawk Aquatic Center

November 13 at 4:16 PM

Big news on this sunny fall Monday!

Our interactive spray features have officially started to be installed!!! Pieces will continue to be installed over the next few weeks and will be completed this spring. the aquatic center is starting to look more like an aquatic center again and we can't wait to continue to watch it shape up over the next 6 months, just in time for reopening in the summer of 2024 for its 31st year of service!

For more information on this project, and others around the district, please visit our website at <https://www.channahonpark.org/park-district-planning-update/>



Athletic Field Fall Prep

- All athletic turf areas aerated including satellite fields in Neighborhood Parks
- All athletic fields at Central Park and Ronald Lehman Community Park were fertilized.
- Micro soccer field overseeded
- Clay infields leveled and groomed.
- Clay to grass outfield lips addressed and defined at all ballfields.
- Extensive turf removal and clay ballfield mix installed and leveled in foul line areas on Field # 5 at Central Park

People for Channahon Parks Foundation – November 2023

Jennifer Mensik, Director of Marketing & Development

Strategic Plan

Part of the Strategic Plan included the creation of a Memorandum of Understanding with the Park District. A draft MOU was distributed at the joint board meeting on November 15.

Putts & Suds – February 24, 2024

Aces Garage Bar and Grill will be hosting the 2024 event. The event was held at this location in 2019 and 2020 when it was Chapin's East. The fee was raised to \$360 per team of 4, which is an increase of \$15 per person. The increase is due to a sharp increase in expenses, the bus cost alone went up 27%. Registration began November 17.

Old Fashioned Winter Night Out

Foundation members are working on a new event called "Old Fashioned Winter Night Out" to be held at The Bluffs Clubhouse this winter. This would be a PR event for the Foundation, not a fundraiser. All food and beverage sales would go to The Bluffs. The idea is that there would be a set menu, people could choose from 3-4 meals. During the meal someone would be teaching how to make an Old-Fashioned drink which has become very popular. The date is dependent on availability at The Bluffs.

Quarterly Board of Trustees Meeting

The Foundation will next meet on January 18, 2023.

NEW BUSINESS

- A. Truth in Taxation Law Resolution- Motion by Commissioner Clower, Second by Commissioner Scaccia to approve Resolution No: 23-1120 for the Truth in Taxation Law for 2023 Levy. Upon a roll call vote, the following commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Scaccia. Motion Carried 3-0.

Truth in Taxation Hearing: A public hearing to approve a proposed property tax levy increase for the Channahon Park District.

ADJOURNMENT

Motion by Commissioner Clower, Second by Commissioner Scaccia to Adjourn the general meeting. Upon voice vote, all Commissioners present voted aye. Motion carried.

Motion by Commissioner Scaccia, Second by Commissioner Clower to go into the truth in taxation hearing. Upon voice vote, all Commissioners present voted aye. Motion carried.

There is no public here at this time.

Motion by Commissioner Clower, Second by Commissioner Scaccia to close the truth in taxation hearing. Upon voice vote, all Commissioners present voted aye. Motion carried.

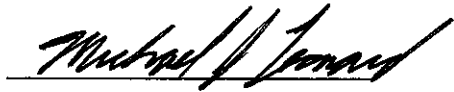
Motion by Commissioner Clower, Second by Commissioner Scaccia to go back to the General Meeting. Upon voice vote, all Commissioners present voted aye. Motion carried.

- B. 2023 Tax Levy Draft-The 2023 Tax Levy Draft was presented to the Board. The 2023 Tax Levy will be on the agenda for approval at the December Board Meeting.
- C. Ordinance abating the tax levied hereto for the year 2023 to pay the principal of and interest on General Obligation Park Bonds (Alternate Revenue Source), Series 2020A, of the district. - Motion by Commissioner Clower, Second by Commissioner Scaccia to Abate the tax as presented. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.
- D. Tomahawk Pay Application #5 - \$431,949 – Schaeffges Brothers- Motion by Commissioner Scaccia, Second by Commissioner Clower to accept Pay Application #5 for \$431,949. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Scaccia. Motion Carried 3-0.
- E. Proposal for the Purchase of Garbage Cans from Golf Sign and Design in the Amount of \$11,257. – Motion by Commissioner Clower, Second by Commissioner Scaccia to accept the proposal for trash can purchases. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Scaccia, Commissioner Clower. Motion Carried 3-0.
- F. Proposal for Additional Concrete Deck for The Tomahawk Aquatic Center from Muffler Concrete in the Amount of \$13,340. - Motion by Commissioner Scaccia, Second by Commissioner Clower to approve the Muffler Concrete bid for \$13,340. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.
- G. Memorandum of Understanding with the Friends of Channahon Parks Foundation-The Memorandum of Understanding with the Friends of Channahon Parks Foundation was presented to the Board.
- H. FY 2024 Brochure Printing-Motion by Commissioner Clower, Second by Commissioner Scaccia to accept the 2024 Brochure Printing Guide. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Scaccia. Motion Carried 3-0.
- I. FY 2024 Golf Rates- Motion by Commissioner Scaccia, Second by Commissioner Clower to accept the 2024 golf rates as presented. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.

- J. FY 2024 Tomahawk Aquatic Center Fees-Motion by Commissioner Clower, Second by Commissioner Scaccia to accept the 2024 Tomahawk Aquatic Center Fees as Presented. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Scaccia, Commissioner Clower. Motion Carried 3-0.
- K. FY 2024 Full Time Staff Salaries – Motion by Commissioner Clower, Second by Commissioner Scaccia to approve the 2024 full time staff salaries as presented. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Scaccia. Motion Carried 3-0.
- L. FY 2024 Budget Draft-The 2024 Budget Draft was presented to the board. The 2024 Budget will be on the Agenda for approval by the Board at the December board meeting.
- M. FY 2024 Board Meeting Dates- Motion by Commissioner Clower, Second by Commissioner Scaccia to approve the 2024 Board Meeting dates. Upon voice vote, all Commissioners present voted aye. Motion carried.
- N. FY 2024 Holidays-Motion by Commissioner Scaccia, Second by Commissioner Clower to approve the 2024 Holidays as presented. Upon voice vote, all Commissioners present voted aye. Motion carried.
- O. Purchase of Fire Station- There was a consensus by the board to offer \$150,000 for the purchase of the Fire Station.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, Second by Scaccia to adjourn the meeting at 6:32 p.m. Upon voice vote all Commissioners present voted aye. Motion carried 3-0.



Michael J Leonard

Secretary