

Channahon Park District

Minutes of the October 23, 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, Lehman, Babich

COMMISSIONERS ELECT:

COMMISSIONERS ABSENT:

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

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the September 25, 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 September 25, 2023. All Commissioners present voted aye: Motion carried.

CORRESPONDENCE

Received an email from PDRMA which talked about their Net Position & Returning some of it to help program members.

Executive Director Leonard sent a support letter for Morton Arboretum to receive a grant from the USDA to expand trees and green spaces in disadvantaged urban communities. We received a thank you letter in return from the Arboretum.

PUBLIC COMMENT

Koszola presented Employee of the Month to Breion Tucker, our Athletic Site Supervisor. Breion has been outstanding and communicates well with parents & coaches. He has helped with athletics tremendously. Parents from the community have reached out to recognize Breion and his hard work.

COMMISSIONER'S REPORT

Commissioner Scaccia recently attended the NRPA conference. Commissioner Scaccia had a great learning experience and wanted to share some valuable information. First, was to target not only seniors, but also senior family members. Senior programs had grown once family members knew what was offered for their parents/grandparents. Secondly, people base where they live because of the Park Districts in the area. People are looking for Park Districts with a lot of amenities.

Commissioner Scaccia also brought some concerns about the construction of the pool. Executive Director will follow up.

TREASURERS REPORT

Rick Kehoe, Business Manager, presented the October 2023 Treasurer's and outstanding bills. Motion by Commissioner Lehman, second by Commissioner Clower to accept the September 2023 Treasurer's Report and authorize payment of bills. Upon a roll call vote, the following Commissioners voted aye: Clower, Caldwell, Babich, Lehman, Scaccia. Motion Carried 5-0.

EXECUTIVE DIRECTOR REPORT

Sale of 2023 Bonds: On Thursday, October 18th, 1st Secure Community Bank Purchased our bonds. To put this bid into perspective this rate is up 94 basis points from last year's issue.

Sale Summary

Issuer: Channahon Park District, Will and Grundy Counties, Illinois

Sale: \$865,725.00 General Obligation Limited Tax Park Bonds, Series 2023

Sale Date: October 18, 2023

Name of Bank	Name of Banker	Interest Rate	Interest Cost	Bid	Held or re-offered
1st Secure Community Bank	Michael Rittorf	4.6400%	\$41,062.30	Par	Held
Time Bank	Wayne Pavlicek	4.8500%	\$42,920.72	Par	Held
Peoples National Bank of Kewanee	Charles Eastman	4.9400%	\$43,717.19	Par	Held
CIBC Bank USA	Timothy Dunning	6.1000%	\$53,982.76	Par	Held

Arroyo Restrooms: Excavating is completed, foundation has been poured and we hope to begin framing within the next two weeks.

Bluff Park: The Bluff Park Renovation is scheduled to start in October/November.

Tomahawk Aquatic Center: Let me know if you are interested in going over to the pool after our meeting to see the progress on the renovation.

PARC Grant: No news out of Springfield, as to when the Illinois Department of Natural Resources will announce the grant awards.

Director of Parks & Facility Maintenance: Matt Creed is the district's new Director of Parks & Facility Maintenance. Monday, November 6th will be his first day on the job.

Upcoming Meeting Dates

- Saturday, October 28, 2023, Board Retreat @ 8 am
- Monday, November 20, 2023, Board Meeting @ 5 pm
- Saturday, December 2, 2023, Board Budget Meeting @ 8 am
- Monday, December 18, 2023, Board Meeting @ 5 pm

- STAFF MEMBER TEAMS

Park & Facility Maintenance Board Report – October 2023

Pat Fox, Park Grounds & Facility Maintenance Manager

October will be a very busy month with the 2 projects that have started, the pool in August and Arroyo Trails here in October. The pool continues to be heading in the right direction if the weather holds out. Hopefully the weather will dry out and we can get a lot more done before bad weather sets in. Arroyo bathroom project just to get everybody up to speed:

- The foundation has been dug and poured.
- The water and sewer lines have been installed.
- The foundation has been backfilled and the sitework has been started and has been cut down to grade.
- Interior plumbing has been roughed in and inspected.
- Interior stone has been put in place and inspected.
- Concrete floor will be poured on October 23rd at 10 am.
- Next part of the job will be the starting of framing of the walls.

The pool locker rooms are getting a fresh paint job and hopefully be finishing up sometime next week. Heating units have been fired up and we will be doing our quarterly filter change in the next week or two.

The Central Park bathrooms are scheduled to be shut down on October 31st and winterized and line blown out for the season.

I have created a 4-page report on all the mechanicals on replacement, inspections, and the months that the project need to be done on a quarterly and yearly basis. I will also create a report on our vehicles and equipment before I retire.

Parks staff are still busy in the Parks. The turf loving the cool wet conditions, and we are mowing just like it is springtime. We are also spraying our turf as the conditions will allow. Right now, it looks like we will be finishing up next week. Soccer, baseball, and flag football are still going strong. Next month should be another informative report as we welcome my replacement to our staff. I will try to cram as much stuff and take him around to the different locations to get him acclimated to his new home.

Recreation Facilities and Safety Board Report – October 2023

Angela Brown, Facility Manager

Safety

Our updated District Wide Safety manual and training schedule is just about complete. Our emergency response plans are being reviewed by our local police and fire departments for input and once we receive that feedback, we'll be ready for board approval.

New to the safety manual is an annual training schedule for all staff based on PDRMA recommendations.

PDRMA is hosting a one day seminar entitled "OSHA and Safety Program Administration for Agency Leadership" on October 24. This seminar is designed for those in leadership or management positions to have a positive impact on a district wide culture of safety.

This course provides background in state regulatory requirements and safety topics to help develop a strategic direction for the agency's safety program and understand its necessity.

The safety committee is meeting on September 28 and will further discuss the manual as well as begin work on a PDRMA goal to complete by the end of the year which is reviewing our "Slip, Trip and Fall self-assessments" to see what improvements have been made in the past 3 years and what work is still left to be completed. Arrowhead Community Center, the Field House, the parks and golf maintenance shops will be reviewed for the 2nd time. This will be a first assessment for the golf club house and Tomahawk Aquatic Center will be reviewed in the summer of 2024.

Dimensions Fitness Center

As of 10/16 we have 830 Dimensions Fitness Center members, 525 of which are EFT members, 284 have paid in full, 21 in Silver Sneakers, and 154 track only members.

Scan Ins at Dimensions Fitness Center

*through 10/16/23

	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	*1854			

We have one piece of weight equipment down due to a cracking weld. A new part has been ordered and will hopefully be here soon. In anticipation of our cool weather uptick in attendance, we had multiple pads reupholstered recently.

Recreation Programming at Heritage Crossing Field House

Our youth musical theater program is a month away from their big show! With 36 participants, our cast will be putting on 2 shows on November 18 at Minooka Community High School's Performing Arts Center. All roles were double cast, meaning each child will be learning and performing 2 parts, 1 for each show. Until the big show, they practice every Saturday and Sunday afternoon in the gymnasium.

A new session of Country Line Dance is set to begin October 23, currently with 7 registered, we expect more to sign up over the next week.

Recreation Board Report – October 2023

Lauren Koszola, Program Manager

On October 10, Special Recreation had a Halloween Craft Night. The program had 3 participants attend and they all got to paint a Halloween canvas and make a monster puppet.

Chair Tai Chi started on October 6 with 13 participants enrolled. This class was free for participants to attend and will run for 6 weeks. Catholic Charities is instructing this program.

Boo at the Bluffs 5k will be held on October 28th at the golf course. Participants will run the 5k throughout the golf course and then participate in the after party. The after party will have a soup and chili bar, smores bar, and a DJ.

Interviews are starting this week for a new Program Supervisor. This person will be focusing on athletics, adult athletics, adult programs, and after school programs.

Scott Slocum interviewed Lauren Koszola to get to know her and talked about upcoming events.

Golf Board Report – October 2023

Michael Huber - Director of Golf Operations

We have started booking golf outings and leagues for 2024. We are also executing our final few golf events for 2023. Most of our leagues and permanent tee times are finished up for the season, however, several are planning to play through October, and some want to continue until the snow flies. We are also booking many private parties such as showers, birthday parties, anniversaries, retirements, holiday parties and the like.

We are currently planning a simulator golf league for the Winter 2023/2024 season. 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 have been working with the Recreation Team to plan the Boo at The Bluffs race on Saturday, October 28th. We drove the racecourse and helped determine where signage, barricades or people are needed to help direct the runners around the course.

September was an excellent revenue month. We produced \$316,9818 in revenue through our point of sale. We had 4,806 rounds of golf, \$315 in simulator rentals. F&B generated \$83,066 and golf produced \$233,600 in revenue. September revenues exceeded the prior year revenues by \$33,344. F&B revenue was \$18,686 more than the prior year. Golf revenue was \$14,658 better than the previous year.

October is off to a sluggish start on the revenue front. Through the first 16 days of the month, we have generated \$87,998 in revenue through our point-of-sale. That is \$7,053 less than the previous year through the same period. This shortfall can be attributed to cooler and rainier weather we have had to start the month compared to the weather at the start of October 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	\$ 2,123,124.00	\$ 1,470,775.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 1,593,033.00	\$ 1,283,185.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 530,091.00	\$ 187,590.00

* 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 September 2023 *Thru September 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!

Events – The course will be hosting Boo! At The Bluffs at the end of this month! We have been using social media as well as the course’s email to help promote this Park District event. It will be the first time we have had a race back at the course since the renovations and the cart path restoration so this is a great opportunity to really show it off to a different demographic that we may not allow access at the course.

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.

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 seasonal beverage options as well as a children’s menu. These both have been printed as well as shared on our social media accounts to promote the Clubhouse more to the general community as a place to gather for lunch and dinner!

John Nugent and Dave Roberts - Golf Ground Operations

Fall weather has officially arrived, as we have seen our first couple frosts of the season. Turf growth has been rapid, and the colder weather will help with slowing it down. We have seen heavy traffic wear this season and turf has healed pretty well.

Current tasks:

- Continued day to day course set up for play
- Continued seasonal equipment maintenance
- Continued irrigation system troubleshooting and repairs
- Continued staff training
- Continued post-emergence herbicide applications
- Continued fall pre-emergence herbicide applications
- Continued bentgrass plant protectant applications for diseases
- Continued controls of mole populations
- Continued cart path turf edge repairs
- Begun chemical early order program process for 2024

As winter approaches, we are continuing to prepare our turf for the stresses of winter. Root systems are healthy and are gaining depth. Organic material buildup in our greens' profile has been greatly reduced over the past 5 years and playability has been vastly improved. Our Agronomic Plan and change in maintenance practices are paying off and we appreciate the patience and understanding provided to us by the Board, Executive Director, and Director of Golf Operations. We knew that the process would be slow and require persistence and we thank you for your support. We haven't reached winter yet and are already excited for the 2024 golf season.

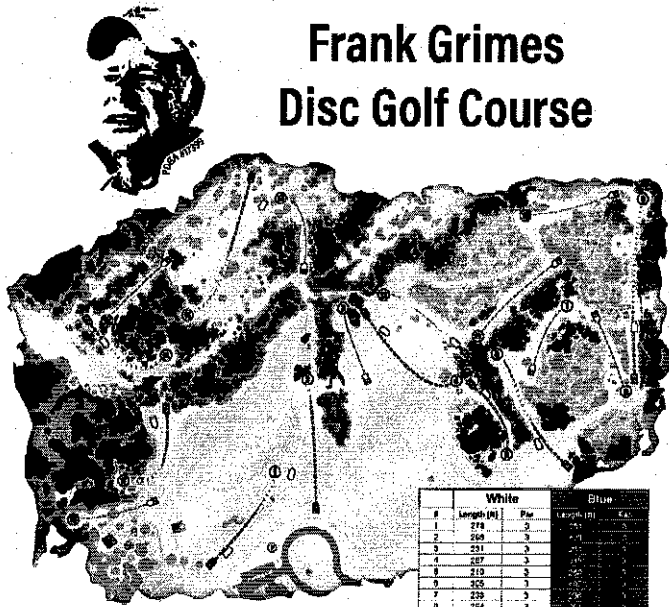
Marketing Board Report – October 2023

Jennifer Mensik, Director of Marketing & Development

Jennifer Mensik mentioned to Commissioner Scaccia that she is already working on marketing to seniors about senior programs.

Frank Grimes Disc Golf Course

The map and rules signs at the Frank Grimes Disc Golf Course were very faded and the map had some errors. We are working with a contract from the J-Town Disc Golf Club in creating new signs. There is currently a temporary sign posted, a permanent sign will be added next spring.



Frank Grimes Disc Golf Course


 Channahon
 Park District
www.ChannahonPark.org

#	White		Par	Blue
	Length (ft)	Par		
1	278	3		
2	259	3		
3	231	3		
4	287	3		
5	210	3		
6	252	3		
7	233	3		
8	254	3		
9	402	3		
10	395	3		
11	364	3		
12	366	3		
13	307	3		
14	427	3		
15	259	3		
16	242	3		
17	325	3		
18	238	3		
Total	6038	36		

Disc Golf Rules

- Disc Golf is played like ball golf using a flying disc. One stroke is counted each time the disc is thrown, or when a penalty is incurred. The object is to achieve the lowest score.
- Tee throws must be completed within the designated tee area.
- After teeing off, the player whose disc is furthest from the basket throws first. The player with the lowest score on the previous hole tees off first.
- Fairway throws must be made behind the disc's lie. A run-up and normal follow-through after release is allowed.
- When putting within 10 meters of the basket, a player may not step past the disc's lie (falling or jump putts are not allowed).
- A disc that comes to rest in the basket or chains, constitutes a successful completion of the hole. A disc resting on top of the basket does not count.
- A disc that lands "Out of Bounds", must be played from the point where the disc went out (1-stroke penalty incurred). Look at each tee sign for the hole's Out of Bounds areas.
- A lost disc must be rethrown from the previous spot, after all players have searched for 3 minutes (1-stroke penalty).
- Do not throw until all players ahead of you are out of range. Yell "Fore" if an errant throw may hit, or come near others.
- Avoid moving or making noise when other players are throwing.
- Please help keep the park clean - do not litter.
- Alcohol is not allowed on disc golf course.
- For official rules, visit www.PDGA.com

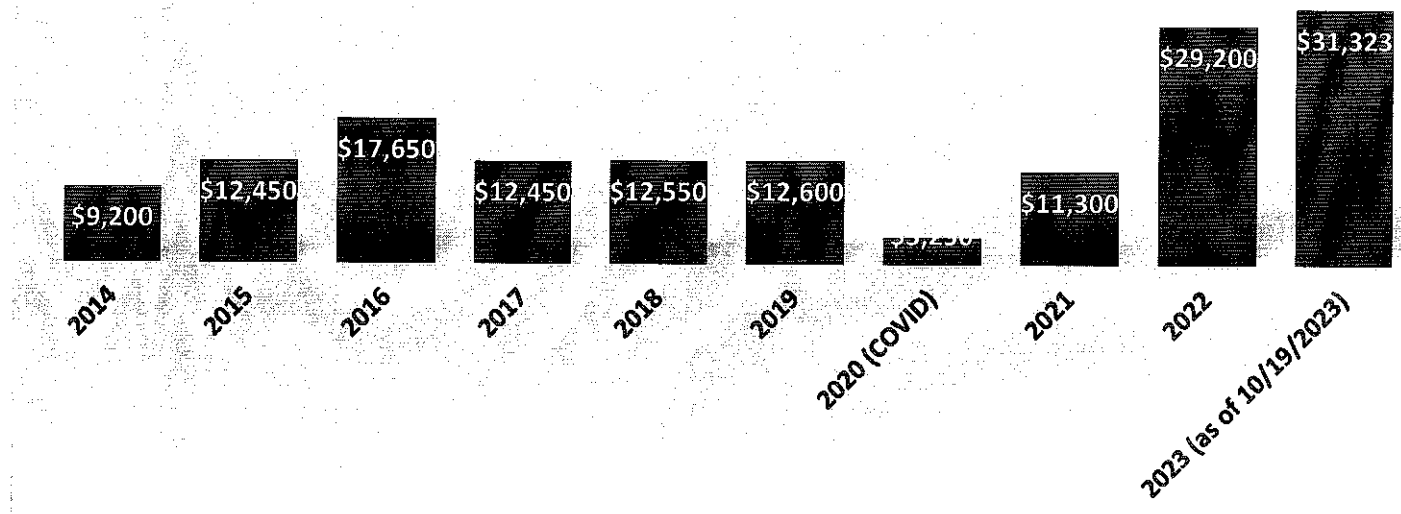
2024 Program Guide Series

We are currently seeking quotes from printers for our 2024 Program Guide Series. Work on the 2024 Winter/Spring Program Guide has begun, it will be delivered to homes December 21-22 with registration beginning December 27.

Sponsorships & Advertising

We have exceeded our 2022 sponsorship total at \$30,573! We have one more event this year (Channaholidays) that we are seeking sponsorships for.

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) – 9554
- Heritage Bluffs Public Golf Club – 2203

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 – Boo! At The Bluffs has been a big focus for our marketing efforts this month and will continue up until the day of the race! The event has been focused on both the Park District and The Bluffs pages, as well as community groups for running and the general Channahon/Minooka community. We are also starting to put out the remainder of the fall/early winter events, such as Week of Giving, Santa's Mailbox, Channaholidays, and the Frosty 5K!

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 pass season.

Special Recreation – Our special recreation presence on Facebook has grown almost double in the last month! With two successful programs running and several great programs coming up, we are starting to gain momentum with the demographic. This month I was able to make contact with a GCSEC Transition Teacher through social media and get her more information about our programs!

Dimensions – With the change in season, we are focusing more efforts on promoting Dimension Fitness Center and our group fitness programs! We are focusing on the turning weather and getting active inside!

People for Channahon Parks Foundation – October 2023

Jennifer Mensik, Director of Marketing & Development

Arroyo Trails

The Foundation Board has approved replacing all donor signs on totem poles with new HDU signs shaped like an arrowhead. Many of the current donor signs have not aged well, especially those facing west with no shade. The Cotter Pavilion sign will be a new sign added along with the replacement signs that will be installed early spring 2024. In the future the main entry sign and ExxonMobil Indian Village signs will be replaced.

Strategic Plan

The Strategic Planning Committee met and will be focusing on developing an organizational chart, promoting the Foundation, developing a budget, developing a process for the Park District to submit funding requests from the Foundation, and recruiting members to volunteer.

Annual Appeal/Membership Drive

The Foundation plans to do an annual appeal spring 2024 and a membership drive summer 2024. The membership drive would be seeking members that would pay dues/support the Foundation.

Nine & Wine...& Brews Too

Nine & Wine was held October 6 at The Bluffs. Attendance was similar to the 2022 event. The event generated more than \$7,500 in net revenue. This is lower than the 2022 event, however the annual Donor Appreciation event was eliminated, and the ExxonMobil Philanthropic Awards were given at Nine & Wine instead, which incurred additional costs to the event. The 2024 Individual ExxonMobil Philanthropic Award was presented to Ron & Mary Ann Lehman. The 2024 Corporate ExxonMobil Philanthropic Award was presented to Ozinga.



Putts & Suds

Foundation Board members are currently seeking a location for Putts & Suds. They are contacting Aces (formerly Chapin's) and Posh Banquets at the Clarion Hotel for availability.

Friendraiser

Foundation board members are working on a new 'Friendraiser' fundraising event for early February. A committee was formed to work out the details of the event.

Joint Board Meeting

The Joint Board Meeting between the Foundation Board and the Park District Board will be held November 15, 6:00pm at The Bluffs.

Quarterly Board of Trustees Meeting

The Foundation will next meet on January 18, 2023.

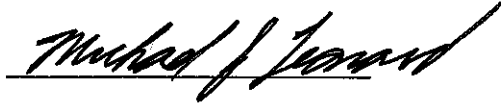
NEW BUSINESS

Dan from Speer Financial, Inc attended our meeting to discuss our 2023 Sale of our Bonds and the approval of Bond Ordinance by the board.

- A. 2023 Bond Ordinance – An ordinance providing for the issue of approximately \$865,725 General Obligation Limited Tax Park Bonds, Series 2023, of the District for the payment of land for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding bonds of the District, providing for the levy of a direct annual tax to pay the principal and interest on the bonds and authorizing the sale of the bonds to the purchaser thereof. Motion by Commissioner Lehman, Second by Commissioner Scaccia to accept as written. Upon Roll Call, the following commissioners voted aye: Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Scaccia, Commissioner Clower. Motion Carried 5-0.
- B. 2024 Health Insurance Renewal-PDRMA-Motion by Commissioner Clower, Second by Commissioner Scaccia to accept the recommendation to offer the three plans through PDRMA. Upon Roll Call, the following commissioners voted aye: Commissioner Babich, Commissioner Lehman, Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 5-0.
- C. 2023 Interfund Transfer Resolution 23-1017-Motion by Commissioner Lehman, Second by Clower to accept the transfer of 250,000 from the sale of the townhouse. Upon Roll Call, the following commissioners voted aye: Commissioner Lehman, Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell, Commissioner Babich. Motion Carried 5-0.
- D. Tomahawk Pay Application #4 - \$394,113.60. - Motion by Commissioner Scaccia, Second by Commissioner Clower to accept Pay Application # 4 as presented. Upon Roll Call, the following commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman. Motion Carried 5-0.
- E. Proposal for 2024 Golf Car Fleet Lease- Motion by Commissioner Lehman, Second by Commissioner Scaccia to accept the recommendation that authorizes Executive Director to enter a lease with Nadler for 60 new cars for 2024. Upon Roll Call, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Scaccia. Motion Carried 5-0.
- F. Proposal for 2024 Beverage Car and Ranger Cars Lease – Motion by Commissioner Scaccia, Second by Commissioner Clower to accept the Executive Directors ability to go into the beverage car lease with Nadler. Upon Roll Call, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Scaccia, Commissioner Clower. Motion Carried 5-0.
- G. Review of 2023 NRPA Conference -Motion by Commissioner Lehman, Second by Commissioner Clower to approve the 2023 NRPA Conference expenses. Upon Roll Call, the following Commissioners voted aye: Commissioner Babich, Commissioner Lehman, Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 5-0.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Babich, Second by Clower to adjourn the meeting at 6:21 p.m. Upon voice vote all Commissioners present voted aye. Motion carried.

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

Michael J Leonard

Secretary