

Channahon Park District

Minutes of the September 25, 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, Fox, Johnson

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the August 28, 2023, Regular Board were presented for approval. Motion by Commissioner Clower second by Commissioner Babich to approve the minutes of the Regular Board Meeting for August 28, 2023. All Commissioners present voted aye: Motion carried.

CORRESPONDENCE

Received a letter from PDRMA for successfully meeting the second incentive metric deadline of the 2023 Risk Management Review. Recognized Angie for her hard work.

Received a thank you letter from the Winfield Park District for our contribution of golf & carts for a foursome.

PUBLIC COMMENT

Presented Employees of the Month to Jackie Weiss & Abby Purcell for helping the musical theatre program grow tremendously.

COMMISSIONER'S REPORT

Commissioner Caldwell shared with the Board that Jennifer Mensik, Director Mike Leonard, and Commissioner Chris Caldwell dedicated the disc golf course to Frank Grimes.

TREASURERS REPORT

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

EXECUTIVE DIRECTOR REPORT

Arroyo Restrooms: Geotech laid out the construction area. Excavation should start next week.

Bluff Park: The Bluff Park Renovation is scheduled to start in the later part of September.

Tomahawk Aquatic Center: The renovation of the pool is in full force with plumbing and electric work continuing. Concrete work should start next week.

Below is a list of the project change orders to date.

Waterslide foundation changes	\$5,335
Repairs to the existing gutter	\$4,832
Gelcoat of existing slide	\$1,780
Replacement of geyser pipes	\$6,712
Inlet supply relocation	<u>\$1,403</u>
	\$20,000
Chemical Controller Credit	<u>(\$4,967)</u>
Total	\$15,095

LoDestro Release and Settlement Agreement: The attached settlement agreement, under new business, is the result of the August 31st meeting of all parties. In the end we agreed to disagree and split the \$20,000 retainage 50/50. Which amounts to the District retaining \$10k and returning 10K to LoDestro.

Placer ai: I am recommending the District subscribe to Placer ai. Placer ai is a web-based location intelligence application solution that will allow us to measure the impact across all the services we provide. Including,

- Communicating insights to stakeholders, board members, and elected officials
- Measure success of investments, initiatives, and policies
- Inform budgeting by knowing migration trends and revenue predictions.
- Gain insights into visitor preferences

The annual cost of the service is \$12k, however, I was able to negotiate with them to provide the application to us for \$6,500/year, as I indicated we are a small community, and we would not use half of the capabilities of the platform.

School and Park Land & Cash Donations: Jeff Grosso, Rick, and I met with the Village of Channahon staff this past Tuesday to discuss amending the Village's School and Park Land Donation Ordinance, which has not been reviewed or updated since 2012.

Currently the Villages improved acreage value is \$45,000 per acre, which is low compared to similar size communities. After discussion, the Village agreed that the ordinance needs to be reviewed and the improved acreage value should increase to a minimum of \$70,000 per acre. Stay tuned.

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

Arroyo Trails Bandshell: The grant application documents have been submitted to the Illinois Department of Commerce and Economic Opportunity and are awaiting review. The grant award is \$185,000, which was received from Representative Walsh.

Director of Parks & Facility Maintenance: The Director of Parks & Facility Maintenance position was posted on the Illinois Park & Recreation Association Job Board and Indeed. We have already received 37 applicants interested in the position. The starting salary for the position is \$80,000 – 85,000.

National Conference: The National Recreation and Parks Association national conference will be held in Dallas, TX from October 10th through October 12, 2023. Commissioner Scaccia, Commissioner Lehman, and I will be attending.

Upcoming Meeting Dates

- Tuesday, October 17, 2023, Efficiency Committee @ 6 pm
- Monday, October 23, 2023, Board Meeting @ 5 pm
- 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

As requested by Commissioner Scaccia in previous Board Meetings, Mike Perry from Midwest Energy attended the Board Meeting to present cost average pricing for energy. Scaccia appreciates Mike Leonard's effort to research and follow up to help get questions answered and more information.

STAFF MEMBER TEAMS

Recreation Board Report – September 2023

Lauren Koszola, Program Manager

On September 14 staff held a special recreation teen cooking class. Two participants were in attendance. This December, the Park District will be offering a new family holiday event and are partnering with SRJC. The event is set for December 8th at the Heritage Field House.

Preschool “meet the teacher” was held September 5-8. During “meet the teacher” week, the Park District held a Scholastic Book Fair. Over \$1,400 was made in book sales. From those sales we get 35% in Scholastic Dollars to use for equipment, books or any type of supplies needed for our program throughout the year.

Preschool started on the week of September 11. There are currently 103 students enrolled for the 2023-2024 school year. The preschool teachers worked hard to get rooms and curriculum ready. They are eager to get to know the new and returning students and have a fun year.

Early Childhood classes started the week of September 11. All the classes Monday through Friday are running, and our Rhythm & Rhyme class had a large enough waitlist that another class was added on Tuesdays.

departmental trainings; so what is laid out by us, may have changes in the new year based on PDRMA's recommendations.

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.

In 2023 we replaced all 5 of our AEDs, our previous ones were still operational, but no longer supported due to age. We also purchased a new trainer AED so that staff could train and be familiar with the AED so there was a comfort level there if there were ever an emergency. The total of the 5 AEDs and trainer came to \$10,550. Through ComEd's Powering Safe Communities Grant which provided a 50% match of funds, the Three Rivers Festival Grant of \$1,000, and a trade in program for our old AEDs, the financial impact on the district was reduced to \$3525. All new AEDs are onsite and ready for use.

Scaccia asked about attendance for safety classes. Wants to make sure there is documentation of who is getting training.

Dimensions Fitness Center

September historically tends to be one of our slowest months in the fitness center. As of 9/18 we have 832 members, 485 of which are EFT members, 328 have paid in full, 12 in Silver Sneakers, and 144 track only members. Since debuting Silver Sneakers after Labor Day, we've had a lot of members inquire about the options that their health providers offer such as Etna, Cigna, and United Health Care. In an effort to take as good as possible care of our senior members, we have reached out to these other health care providers and have instructed members to do the same to see if we can offer more accessibility options. It did take about 7 months from inquiry to implementation with Silver Sneakers so this timeline has been explained to our many members asking about other programs.

Scan Ins at Dimensions Fitness Center

*through 9/18/23

	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	*1628				

Recreation Programming at Heritage Crossing Field House

Our youth musical theater program has taken off with 37 participants. This group fills the gymnasium with songs for their show every Sunday afternoon. Our 2022 show had 23 participants. The growth in this program is outstanding and we credit our 2 directors Jackie Weiss and Abbey Purcell.

A new session of Country Line Dance has begun with 10 participants that are excited to “Boot, Scoot & Boogie”. This class also allows for walk-ins to participate, and we consistently have participants inviting friends to join the class for an evening, or others just checking it out. It’s a lot of fun and we’ve had all ages from 12 to 90!

Co-Ed instructional Volleyball has also just begun with 11 young participants, ready to fall in love with the game. Also, all our private volleyball slots have been booked and we are looking at opening a few more to accommodate the demand, depending on the instructor’s availability.

Golf Board Report – August 2023

Michael Huber, Director of Golf Operations

We have continued booking and executing golf events. Our leagues and permanent tee times are starting to finish up for the season, however, many have asked to continue through September and even October. We are also booking many private parties such as showers, birthday parties, anniversaries, retirements, and the like.

Our Summer Sunset Concert Series has finished for the season. The series was a huge hit this year. It helped us generate \$41,275.77 in Food and Beverage revenue from 6pm to close over the course of the series. That is \$13,458.05 more than we did the inaugural year of 2022, and with two less dates than 2022.

August was an excellent revenue month. We produced \$390,338 in revenue through our point of sale. We had 6,156 rounds of golf, \$135 in simulator rentals. F&B generated \$100,713 and golf produced \$289,490 in revenue. August revenues exceeded the prior year revenues by \$54,836. F&B revenue was \$27,626 more than the prior year. Golf revenue was \$27,210 better than the previous year.

September is off to a good start on the revenue front. Through the first 16 days of the month, we have generated \$202,080 in revenue through our point-of-sale. That is \$31,020 better than the previous year through the same period.

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	\$ 1,803,797.00	\$ 1,365,018.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 1,394,645.00	\$ 1,164,570.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 409,152.00	\$ 200,448.00
				* 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 August 2023	*Thru August 2022

Abigail Anderson, Golf Marketing

Summer is officially winding down at The Bluffs! Our final sessions of programming, the end of our summer concert series, and the start of fall events!

Fall Programming – The final session of programming of 2023 has officially started and will run through the beginning of October. This summer we saw some of our biggest program numbers and it continues to grow from season to season.

Events – The course has a few park district events coming up this fall. It will host the first Boo! At the Bluffs in October and we are helping promote it on the golf courses social media as well to try to reach as many people as we can who may be interested. We are also helping to promote the Foundations Nine and Wine event at the golf course.

Simulators – With the weather shifting, attention is starting to point more towards the simulators and indoor activities. There are still plenty of great outdoor golf days left, but starting to get the simulators into the public's view again and getting people interested on days that being outside isn't suitable.

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.

John Nugent and Dave Roberts, Golf Ground Operations

Now that we are getting into cooler temps, with occasional rains, the turf is growing and rapidly recovering from any summer stresses. Fertilizer has been put down and root development for 2024 has begun.

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
- Completed tree pruning over cart paths, haul road, employee lot, and river pump

With the weather changing, we are beginning the transition to prepare the course for the winter months. Turf health has been good this season and we would like to implement some of the newer products being used on our greens into our tees agronomic plan in 2024. Some of these products are costly but will greatly help our tee health. This will help since we are seeing a large number of annual rounds, the tees take on a large amount of stress and wear.

Parks Department Board Report – September 2023

Pat Fox, Park Grounds and Facilities Maintenance Manager

The month of September is always a busy one as all our sports programs are in full swing so are athletic fields are very busy. We have aerated, fertilized and overseeded our fields and we have had a lot of help from mother nature with all the rain that we have gotten here in the month of September. From the end of the month to the beginning of October we will be spraying our turf for weeds, broadleaf, crabgrass and any other weed that pops up. Our mowing crew is back and trying to keep up with the fast-growing turf since we have had 2.5 inches of rain this past week.

We have disassembled our splash pads at Community Park and Arroyo. Next week we will start blowing out all the water lines and adding RV antifreeze to the system for our winterization process. Next week while we have the air compressor from the village, we will be pounding the posts for the scarecrows that people will be building on our trail in Central Park.

We received some good news from Commonwealth Edison this week, I have been hounding them for over a year about the service lines that feed our Community Park. The underground lines are well over 40 plus years old and we have had many breaches in the lines over the years. Since I have been here in my 18 plus years, we have had 12-line breaks. So, the good news is ComEd is going to bore in a new service the first quarter of next year.

TAC is well under way, starting to see all the trades out there starting their various jobs. I hope that we get some good fall weather so the construction can keep progressing and get as much done before in-climate weather hits us.

The Arryo Trails bathroom building site is laid out. Geotech came out and laid out the building and now we are waiting for our excavator and concrete company to free up so we can get this project started.

The HVAC units will be inspected, and we will do a filter change out and get them ready for the heating season. I will be going around every building and putting together a list of things that will need to be replaced between now and 5 years. I will be doing the same with our trucks and equipment.

Marketing Board Report – September 2023

Jennifer Mensik, Director of Marketing & Development

Frank Grimes Disc Golf Course

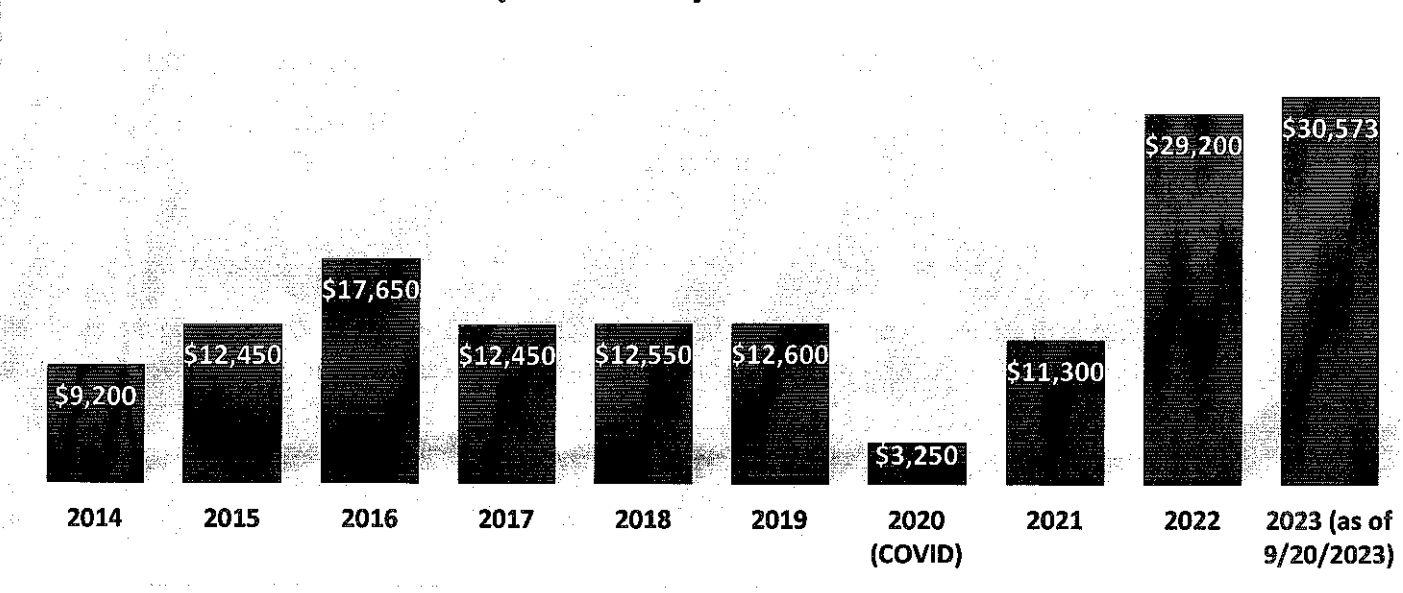
The new sign has been installed. It was covered the week prior to the dedication event on Saturday, September 23. The dedication was held during the 36th Channahon Classic Disc Golf Tournament.



Sponsorships & Advertising

We have exceeded our 2022 sponsorship total at \$30,573! We still have two fall events that we are seeking sponsorships for, Boo! At The Bluffs and Channaholidays.

Sponsorships 2014-2023



2024 Program Guide Series

We are currently seeking quotes from printers for our 2024 Program Guide Series.

Tomahawk Aquatic Center Capital Project

A marketing plan for the Aquatic Center Project has been developed. It includes a new facility logo, large banner on the front of the building, updates on social media and the website, and more.

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) – 9504
- Heritage Bluffs Public Golf Club – 2186

Summer has officially wrapped up here at the Channahon Park District and fall is moving along! From the pool renovation to the fall events, there is something happening all over!

Special Events – Fall events are right around the corner. Social media is an important part of communicating information about events to the community. We use it to share information about Potato Festival including the order of events, food truck line up, entertainment, and much more! We are also using social media to advertise the scarecrow construction that starts the last week of September. Once the construction is complete, we will share photos of the scarecrows and encourage the community to visit the trail! Other events we are promoting currently include the rescheduled movie at Community Park, the Movie, Hayrides, and Smores Galore event in October, and assisting with promotive the People for the Channahon Parks Foundation's Nine and Wine event at The Bluffs.

Tomahawk Aquatic Center – Now that the pool is officially closed for its 30th season of service, renovations have begun! We are following the renovations on social media as well as on our website so that community members can follow along and stay in the know about all the exciting projects and improvements that are happening this off season!

Instagram Highlights – Last month we started an Instagram highlight to collect the content from the Tomahawk Aquatic Center renovation, and this month we started on for the Kids Connection 2023-2024 school year! This is a fun way to share day to day activities as well as promote the program for next school year. We will continue to add highlights as we move through the seasons and continue how to test the effectiveness of the current two.

Special Recreation and Seniors – With the help of Christine, this month we have started to really emphasize our special interest populations on social media. The new brochure brought new programs for both seniors and special recreation, so those are being shared with greater attention. The first special recreation program for fall ran in September and we were there to get pictures to share on social media and that was well received with more people enrolled in the October session. The new Tai Chi in a Chair program for seniors starting in October has been highlighted and is getting a great response as well!



PEOPLE FOR CHANNAHON PARKS FOUNDATION

People for Channahon Parks Foundation – September 2023

Jennifer Mensik, Director of Marketing & Development

Arroyo Trails

The Foundation Board has decided to replace all of the donor signs on totem poles with new faux wood signs shaped like an arrowhead. Many of the current donor signs have not aged well, especially those facing west with no shade.

Strategic Plan

Sub committees that were formed during the Strategic planning process have held meetings and will join together on October 4. There will be a big push to recruit new members.

Nine & Wine

The Foundation will be repeating their 2022 fall event, Nine & Wine, on October 6, 2023 at The Bluffs. Registration began July 17. As of September 20 there are 62 golfers and 2 after party only registered. Last year there were 88 golfers and 16 after party only participants. The ExxonMobil Philanthropic Awards will be presented at the event to Ron & Mary Ann Lehman and Ozinga. Beer tastings will be by Will County Brewing and wine tastings will be by Bishops Hill.

Putts & Suds

The 2024 tentative date for Putts & Suds is February 24, 2024. Trustees are looking for a host location. Gamechangers is not interested in hosting the 2024 event.

Quarterly Board of Trustees Meeting

The Foundation will next meet on October 12, 2023.

OLD BUSINESS

NEW BUSINESS

- A. At 6:28 p.m. Commissioner Caldwell announced that the next agenda item of the board of park district commissioners was a Public Hearing to receive public comments on the proposal to sell \$2,700,000 in general obligation limited tax park bonds to provide the revenue source for the payment of certain outstanding obligations of the District, for the payment of land condemned or purchased for parks, for the building, maintaining, improving, and protecting of the same and the existing land and facilities of the District and for the payment of the expense's incident thereto. - No Public Comment. Motion by Commissioner Clower, Second by Commissioner Babich to accept the resolution. Upon Roll Call vote, the following Commissioner voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Scaccia. Motion carried 5-0.

- B. Mike from Midwest Energy came to present Dynegy Electric Service Agreement - Motion by Commissioner Scaccia, second by Commissioner Clower to accept the energy service agreement with Dynegy as presented. Upon Roll Call, the following commissioner voted aye: Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Scaccia, Commissioner Clower. Motion carried 5-0.
- C. Purchase of a Ford F250 with a Plow & Salt Spreader- Motion by Commissioner Lehman, Second by Commissioner Scaccia for the purchase of a Ford F250 with a Plow & Salt Spreader. Upon roll call vote, the following Commissioners voted aye: Babich, Lehman, Scaccia, Clower, Caldwell. Motion Carried 5-0. 2nd Motion approving resolution 9/23. Motion by Lehman, second by Clower. All Commissioners present voted aye: Motion carried.
- D. Tomahawk Pay Application #3-Schaeffges Brothers- Motion by Commissioner Scaccia, Second by Clower to accept Pay Application #3. Upon roll call vote the following Commissioners voted aye: Lehman, Scaccia, Clower, Caldwell, Babich. Motion carried 5-0.
- E. LoDestro Settlement Agreement- Motion by Commissioner Lehman, second by Clower to accept the LoDestro Settlement Agreement as presented. Upon roll call vote the following commissioners voted aye: Scaccia, Clower, Caldwell, Babich, Lehman. Motion carried 5-0.
- F. Placer.ai Application Service Agreement- Motion by Clower, Second by Babich to accept the Placer.ai Application Service Agreement of \$6,500 for 12 months. Upon Roll Call vote, the following commissioners voted aye: Clower, Caldwell, Babich, Lehman, Scaccia. Motion carried 5-0.
- G. Channon Park District Pre-Employment Procedures- Motion by Babich, Second by Clower to accept the procedures written. All Commissioners present voted aye: Motion carried.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Lehman, Second by Clower to adjourn the meeting at 6:54 p.m. Upon voice vote all Commissioners present voted aye. Motion carried.



Michael J Leonard

Secretary