

Channahon Park District

Minutes of the February 26, 2024 Regular Meeting of the Board of Commissioners

CALL TO ORDER: The meeting was called to order by Commissioner Caldwell at 5:02 p.m. at the Park District offices.

Roll call for attendance was taken.

COMMISSIONERS PRESENT: Clower, Caldwell, Babich, Lehman

COMMISSIONERS ELECT:

COMMISSIONERS ABSENT: Scaccia

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

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the January 22, 2024 Regular Board were presented for approval. Motion by Commissioner Babich, second by Commissioner Clower to approve the minutes of the Regular Board Meeting for January 22, 2024 Upon voice vote, all Commissioners present voted aye. Motion carried 4-0.

The minutes of the February 12, 2024 Planning Meeting were presented for approval. Motion by Commissioner Babich, second by Commissioner Clower to approve the minutes of the Regular Board Meeting for February 12, 2024 Upon voice vote, all Commissioners present voted aye. Motion carried 4-0.

PUBLIC COMMENT

Brian Benson was present at the board meeting to present two event ideas. One idea was to hold a Fall Festival with hayrack rides at Community Park. Another idea was an event called Floating for Freedom.

COMMISSIONERS REPORT

Commissioner Caldwell presented an idea from a Channahon resident that was curious about possibly turfing one of the fields at Central Park. We will look into cost and a timeline of when this project could potentially happen.

TREASURER

Rick Kehoe, Business Manager, presented the January 2024 Treasurer's and outstanding bills. Motion by Commissioner Lehman, second by Commissioner Clower to accept the January 2024 Treasurer's Report and authorize payment of bills. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman. Motion Carried 4-0.

EXECUTIVE DIRECTOR REPORT

Bluff Park Renovation Project: The Bluff Park Renovation Project is complete and ready for public use.

Tomahawk Aquatic Center: The pool renovation project at the Tomahawk Aquatic Center is 90% complete and will be handed over by May 6, 2024.

State of the Village: The State of the Village is scheduled for 9am, March 24, 2024. Please let me know if you would like to attend.

FY2024 Budget and Appropriation Ordinance

A Public Hearing has been scheduled at 5:00 pm, Monday, February 26, 2024, on the FY 2024 Tentative Budget and Appropriation Ordinance. Once the public hearing concludes the Board can move forward with approving the Budget and Appropriation Ordinance, which is on the agenda for approval.

The contents of the Budget and Appropriation Ordinance are as follows:

- Amount of cash on hand at the beginning of the year.
- Estimate of cash expected to be received during the fiscal year from all sources.
- Estimate of the expenditures contemplated for the fiscal year.
- Estimate of the cash expected to be on hand at the end of the fiscal year.

Residential Development Updates: The Village has low expectations for the development of the VOS Property and Ravines Unit 3, as both projects have faced delays and lack of interest from builders.

However, the Village heard from a solar company that is investigating placing a community solar panel project on the Voss property (within Will County's jurisdiction). This signals that Voss has decided against residential development on his property in the near term. The Village does not favor the solar project on that property, but will need to work with our county representatives, who may have their hands tied by state statute.

Property Abatement Updates for IDI Properties and Venture One – Crossroads 55 are attached to this report.

Henneberry Park Renovation: the renovation of Henneberry Park will go out to bid in early March. Note: Our architect informed me that there are a lot of projects on the street, which could increase cost and decrease interest in the project. (plans attached).

STAFF REPORTS

February Recreation Board Report

Lauren Koszola, Director of Recreation

The Preschool Open House was on February 7 from 5:00-7:00pm at Arrowhead Community Center. Future preschool participants and their families came to tour classrooms, speak to preschool staff, and browse the book fair. The open house was well attended, and staff are looking forward to the new school year. Registration for residents will begin on February 26 and for non-residents on March 4.

Princess Ball will be on February 9th from 6:30-8:30PM at Field House. Participants and their dates will dance, make bracelets and crafts, and go home with a special treat. There are two special guests, Princess Belle and Marabel. There were 290 participants enrolled.

On Saturday February 10th was the 45th annual Frosty 5 mile. There were 155 participants registered. The weather wasn't very frosty, but it was a great race. Participants received a Frosty 5 Mile winter hat, finisher medal, and pretzel and cheese from Auntie Annes.

Dance classes started the week of February 5th. There are 7 different classes running with a total of 66 participants enrolled. Classes run at Arrowhead Community Center.

We will be adding a new Saturday Zumba class starting on February 24. We currently offer Zumba on Thursday nights. We are looking to expand our group fitness classes this year.

The Men's basketball league started on Sunday, February 18th. There are a total of 19 teams enrolled, 10 in recreational and 9 in competitive. Last year there was a total of 19 teams enrolled, 9 competitive and 10 recreational.

1st and 2nd grade basketball league and Little Dribblers ended on Sunday February 11. There was a total of 185 participants enrolled in the two leagues. Scott Slocum ran both leagues.

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.

Facilities and Safety Board Report

Angela Brown, Facilities and Safety Manager

Heritage Crossing Field House & Dimensions Fitness Center

The Field House is 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 February 21, we have 1,215 Dimensions Fitness Center members, 628 of which are EFT members, 367 have paid in full, 142 of which are 1 or 3 month members, 78 in Silver Sneakers, and an additional 275 track only members.

Scan Ins at Dimensions Fitness Center

*Through 2/21 /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	6842	*4510											

Tomahawk Aquatic Center

Gentle February weather has allowed the construction crew working at Tomahawk Aquatic Center to get the slide installed and continue work on the splash pad. The projected date to have the facility turned back over to us is May 6.

From our 32 lifeguard certified staff in 2023, we have a whopping 26 staff returning! Everyone that has parted ways has aged out of the facility. We normally retain about 66% of our staff from year to year; a staff retention rate of 81% for a seasonal facility is phenomenal. So many other aquatic facilities struggle to recruit and keep staff, but we are very fortunate to have many experienced lifeguards returning this year with an abundance of applications coming in. Interviews were held on February 19 and will be held again on March 1. We hope to be done hiring after those 2 days of hiring.

We have sold 69 pool passes to 18 families so far. Promotions for the spring are planned.

American Red Cross had revamped their lifeguard certification program and training, so new manuals have been ordered and our new managers are anxiously awaiting the classes that they will need to attend.

Safety

February has been a month full of safety related trainings. Chief Petrakis of the Channahon Fire Department helped us prepare for the Frosty 5 Mile with a Crisis Management Scenario involving a scenario in which a vehicle hit multiple runners. We talked through team communications, emergency response, communication with the public, accounting for people, reunification plans, and emergency locations along the route. This table top training exercise gave our staff a lot to think about and helped us to better prepare for the race. Recreation and Parks staff attended.

Multiple staff completed "Certificates of Insurance" training on February 20. This webinar teaches staff how to read a COI and what coverage limits we should be verifying along with wording to have us listed as additionally insured.

In March, Paulina will participate in a day camp risk management webinar and Angie will attend an Aquatics Risk Management Day.

Golf Board Report – February 2024

Michael Huber, Director of Golf Operations

We have continued booking golf outings and leagues for 2024. This year we have seen a significant increase in new social golf outings. We are also booking and hosting many private parties such as showers, birthday parties, anniversaries, retirements, holiday parties and the like.

We have been busier than normal with golf play this February. While we love having the golfers and the revenue, it does create a strain on completing our regular task this time of year as we are operating with minimal staff.

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 crushed our December revenue numbers with a total of \$5,458 in simulator revenue.

January was a good revenue month but was not as good as January 2023. We produced \$14,685 in revenue through our point of sale. We had 23 rounds of golf, compared to 137 in 2023, \$5,458 in simulator rentals, compared to \$2,644 in 2023. F&B generated \$7,998, compared to \$8,338 in 2023 and golf produced \$1,229 in revenue, compared to \$4,655 in 2023. The weather for January 2024 had a significant impact compared to the milder January 2023. We enter February \$952 behind our revenue totals at the same point in 2023.

February is off to a fast start on the revenue front compared to the previous year. This can be attributed to the milder weather we are experiencing. Through the first 21 days of the month, we have generated \$39,583 in revenue through our point-of-sale. That is \$19,350 more than the previous year through the same period and \$4,418 more than all of February 2023. This will more than help offset the slow start we got to the year with

P&L

	2019	2020	2021	2022	2023	2024 YTD	2023 YTD
Revenue	\$ 1,335,582.36	\$ 1,666,472.61	\$ 1,750,218.00	\$ 1,703,190.00	\$ 2,398,101.00	\$ 14,776.00	\$ 16,595.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 2,020,063.00	\$ 82,835.00	\$ 69,378.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 378,038.00	(\$68,059.00)	\$ (52,783.00)

* 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 January 2024 *Thru January 2023

Abigail Anderson, Golf Marketing

February flew by with the start of Friday Fish Fry season and unseasonably warm temperatures!

Course Opening – The warm weather brought favorable conditions and golfers back to the course! We were able to post the course reopening and get golfers back on to the course in February, which is such a fun way to start the year.

Super Bowl – The Super Bowl was earlier in February, and we promoted the clubhouse as a place to gather and watch the game. We offered our appetizers special and the game on the projectors to attract people to the clubhouse.

Simulators – The simulators have continued to be promoted during the off season with using social media, specifically the Stories feature on Meta.

Fish Fry – Fish Fry has begun at The Bluffs! We have been sharing the event and menu to our Facebook, local pages, and specialty restaurant groups to spread awareness about the event. We are also getting more word out about the specials, like Ash Wednesday and the rotating soups.

Putts and Suds – Putts and Suds is also in February, and we have been sharing it intermittently on our social media to get interest from golfers, as well as let our golfers know that there will be an event going on in a portion of the club house that day as well.

John Nugent and Dave Roberts, Golf Ground Operations

Winter has become very mild again. The frost line has not reached our desired depth. Just as last season, we are preparing for a year with high insect and mole populations. As golfers keep taking advantage of the warmer weather, we've begun filling divots and repairing ball marks to help lessen winter damage accumulation.

Current tasks:

- Continued winter equipment maintenance- 75% complete
- Completed vendor chem/fert RFP review and comparison
- Completed irrigation parts inventory and reorganization
- Continued shop winter repairs, upgrades, and deep cleaning
- Continued winter trainings
- Continued tree removal and cleanup (#3 pond and by #16 tees)
- Continued course amenity cleanup and painting (cups, ball washers)
- Continued review of quotes for submitting to board for capital purchases
- Completed contracted repairs of Kubota tractor and skid steer
- Continued course set up for daily play

Turf health remains steady through these cooler months. As temperatures rise our turf begins coming out of dormancy, only to be thrust back into it by freezing temps at night. We are looking forward to seeing more temperature consistency as the spring comes.

Parks Board Report – February 2024

Matt Creed, Director of Parks and Facilities Maintenance

Tomahawk Aquatic Center

- Water slide construction started and complete
- Final grading for restoration areas ongoing

- Fence installation 95% complete, will complete after the waterslide is constructed
- Met with Landscape Contractor to procure quotes for sod and landscape restoration
- Sent Request for Proposals to 7 contractors for quotes to install shade structure over pool deck
- Park District crew removed undesirable plants and cleaned planting beds for new landscape design
- Pool heater installation ongoing
- New slide pump installation ongoing

Arroyo Trails Bathroom

- Exterior entryway beam and truss installed
- Roofing and exterior finishes installed
- Electrical 95% completed, power supplied to building, heaters, time clocks, outlets, switches, exhaust fans installed
- Plumbing 90% completed, installing exterior drinking fountain next
- Finish paneling installed in bathrooms 95% complete
- Service and bathroom entry door installed
- Received quote from Oestrich Locksmiths for Locks and electric strike plates





Park Maintenance

- Completed winter servicing of equipment and trucks
- V-box salt spreader installed on new plow truck and hitch spreader installed on secondary plow truck
- Vermeer Chipper delivered, safety and operational training completed Friday, 2/23
- Constructed a chipper box to fit on Park dump truck
- Smithco Field Groomer engine replacement completed
- Continue trimming trees throughout the parks
- Interviews ongoing for new Park Worker II position
- Converted compact fluorescent and fluorescent light fixtures to LED in Mens and Womens Locker rooms at Field House
- Completed Building Inspection at Fire Station 2

Marketing Board Report – February 2024

Jennifer Mensik, Director of Marketing & Development

2024 Program Guide Series

Work has begun on the 2024 Summer Guide! We're bringing back a glossy insert in the middle showcasing Tomahawk Aquatic Center. Summer Guides are scheduled for home delivery April 4-5, registration begins April 8.

New Logos

We are working on a logo for Me Too! which is being rebranded to Little Connections Playschool. The new Tomahawk Aquatic Center logo will be presented at the meeting.

Sponsorships & Advertising

We're working on our 2024 Sponsorships now. We've had our first new Field House banner ad in 2024! Field House banners are \$750 each and are displayed for 1 year. The first sponsorship opportunities flyer will go out in March.

Bike Path Warning Signage

A new law now requires bike path warning signage. We will be erecting permanent signage 150 feet or more from a highway crossing.

Abigail Anderson, Marketing Coordinator

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

- Channahon Park District (main page) – 9798
- Heritage Bluffs Public Golf Club – 2285

February has flown by filled with events, programs, and fun!

Special Events – This month was packed with special events, and they were all over social media! We had a few of our larger favorites, Princess Ball and the 45th Annual Frosty 5 Mile, as well as smaller events like our Preschool Open House and a Public Input

Meeting for Henneberry Park. We also helped promote the Foundation's Putts and Suds all month long leading up to the big weekend! Each of these events was featured on our social media pages and promoted consistently in the weeks before hand. Next month we are looking forward to Candy Bar BINGO and the Gold Coin Hunt as well as all the Easter fun!

Tomahawk Aquatic Center – Thanks to the mild winter, Tomahawk Aquatic Center is fully taking form! This month we released a drone video with the newly completed second slide. We are also promoting season passes as well as hiring for our 2024 lifeguards! We will continue to share more and more content with the public as the season approaches. In March we have the private rentals going live and we anticipate that will be a big hit!

Chris and Wayne Chessen– This month we featured two community members on our social media, Chris, and his father Wayne Chessen. Chris generously donated two of his hand-crafted bird houses and we were happy to give them a shout out once the house for Central Park was installed!

Programming – Various programs are currently being featured across our social media! We have our popular Spring Soccer wrapping up registration as well as programs like pickleball and our Spring Break Camp! We are focusing on featuring more of our adult and senior programming. We also had a handful of fun pop-up programs added this month, like Saturday morning Zumba!



People for Channahon Parks Foundation – February 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. The totem pole donor signs and the Cotter Pavilion signs are currently in production.

Memorandum of Understanding

The Board's response to the Foundation's recommended changes was reviewed at the Foundation's January meeting.

Putts & Suds

As of this report there are 94 teams signed up, well below what we've had in the past with 120 teams. We believe the low numbers are due to several factors: registration fee went up \$15 per person; the novelty of the event has worn off; and the community is transitioning - families with grown children are moving out and are being replaced by families with young children. Families with young children tend to have less discretionary funds and may have the added cost of a babysitter for the day. Significantly more marketing was done to try to help boost the numbers.

Strategic Plan

The Foundation reviewed and updated their Strategic Plan at the January 18 meeting. A new membership program was presented, and a list of potential new Trustees were reviewed.

Quarterly Board of Trustees Meeting

The Foundation will next meet in April.

- IX. Old Business
- X. New Business

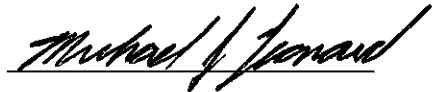
- A. Ordinance # 401 – FY 2024 Budget and Appropriation Ordinance-Motion by Commissioner Lehman, Second by Commissioner Babich to approve the FY 2024 Budget and Appropriation Ordinance. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Clower. Motion carried 4-0.
- B. Certification of Estimate of Revenue FY 2024 Budget-Motion by Commissioner Babich, Second by Commissioner Clower to approve the Certification of Estimate of Revenue FY 2024 Budget. Upon a roll call vote, the following Commissioners voted aye: Commissioner Babich, Commissioner Lehman, Commissioner Clower, Commissioner Caldwell. Motion Carried 4-0.
- C. Business Office – Paylocity Payroll System-Motion by Commissioner Babich, Second by Commissioner Lehman to accept the proposal for the purchase of Paylocity Payroll System. Upon a roll call vote, the following Commissioners voted aye: Commissioner Lehman, Commissioner Clower, Commissioner Caldwell, Commissioner Babich. Motion Carried 4-0.
- D. Tomahawk Aquatic Center - Pay Application #8 - \$ 163,366.20 - Schaeffges Brothers, Inc-Motion by Commissioner Clower, Second by Commissioner Babich to approve the Pay Application #8 of \$163,366.20. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman. – Motion Carried 4-0.
- E. Bluff Park Renovation – Pay Application #3 Final - \$43,820.27– George's Landscaping, Inc-Motion by Commissioner Lehman, Second by Commissioner Clower to approve Pay Application #3 Final Payment of \$43,820.27. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Clower. Motion Carried 4-0.
- F. Seneca Park - OSLAD Grant Services – Wight & Company- Motion by Commissioner Clower, Second by Commissioner Babich to accept the proposal to use Wight & Company as our grant writer for \$12,500. Upon a roll call vote, the following Commissioners voted aye: Commissioner Babich, Commissioner Lehman, Commissioner Clower, Commissioner Caldwell. Motion Carried 4-0.
- G. Tomahawk Aquatic Center - Furniture, Fixtures, and Equipment-Motion by Commissioner Lehman, second by Commissioner Babich to approve the Pool F,F,&E in the amount of \$62,770.29. Upon a roll call vote, the following Commissioners voted aye: Commissioner Lehman, Commissioner Clower, Commissioner Caldwell, Commissioner Babich. Motion Carried 4-0.
- H. Tomahawk Aquatic Center – Supply and Installation of Sod-Motion by Commissioner Babich, Second by Commissioner Clower to accept the supply and installation as presented. Upon a roll call vote, the following

Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman. Motion Carried 4-0.

- I. Tomahawk Aquatic Center – Logo – The board voted on the Tomahawk Aquatic Center Logo.
- J. Heritage Bluffs - Installation of Irrigation Satellites at Heritage Bluffs – Motion by Commissioner Babich, Second by Commissioner Clower to accept the proposal for the Installation of Irrigation Satellites at Heritage Bluffs. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Clower. Motion Carried 4-0.
- K. Heritage Bluffs - Purchase of 4 New John Deere Walking Greens Mowers-Motion by Commissioner Lehman, Second by Commissioner Babich to accept the bid for 4 new John Deere Walking Greens Mowers. Upon a roll call vote, the following Commissioners voted aye: Commissioner Babich, Commissioner Lehman, Commissioner Clower, Commissioner Caldwell. Motion carried 4-0.
- L. Heritage Bluffs – Purchase of 3 Club Car Maintenance Vehicles-Motion by Commissioner Lehman, Second by Commissioner Babich to purchase 3 Club Car Maintenance Vehicles. Upon a roll call vote, the following Commissioner Lehman, Commissioner Clower, Commissioner Caldwell, Commissioner Babich. Motion carried 4-0.
- M. Heritage Bluffs - Purchase of a New River Pump for Heritage Bluffs-Motion by Commissioner Clower, Second by Commissioner Lehman to accept the bid for \$16,971 for the Purchase of a New River Pump. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman. Motion Carried 4-0.
- N. Park Maintenance - Purchase of a NoRamp U-14 Axle Trailer – Motion by Commissioner Clower, Second by Commissioner Babich to purchase a NoRamp U-14 Axle Trailer at \$13,699.00. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Clower. Motion Carried 4-0.
- O. Approval of January 2024 IAPD IPRA Soaring to new Heights State Conference Expenses – Motion by Commissioner Babich, Second by Commissioner Clower to approve January 2024 IAPD IPRA Soaring to New Heights State Conference Expenses. Upon a roll call vote, the following Commissioners voted aye: Commissioner Babich, Commissioner Lehman, Commissioner Clower, Commissioner Caldwell. Motion Carried 4-0.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower,
Second by Commissioner Babich to adjourn the meeting at 6:56 p.m. Upon voice vote
all Commissioners present voted aye. Motion carried 4-0.

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

Michael J Leonard

Secretary