

CHANNAHON PARK DISTRICT

Minutes of the July 24, 2023, Regular Meeting of the Board of Commissioners

CALL TO ORDER: The meeting was called to order by Commissioner Clower at 5:00 p.m. at the Park District offices.

Roll call for attendance was taken.

COMMISSIONERS PRESENT: Scaccia, Clower, Caldwell, Babich, Lehman

COMMISSIONER ELECT:

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

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the June 26, 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 June 26, 2023. All Commissioners present voted aye: motion carried.

CORRESPONDENCE

Illinois Association of Park Districts (IAPD) Thank You letter for hosting the IAPD Golf Outing.

PUBLIC COMMENT

Presentation to Shannon Backstrom as Employee of the Month.

COMMISSIONER'S REPORTS

Commissioner Scaccia asked for an update on the Arroyo Trail Restroom Project.

TREASURER'S REPORT

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

EXECUTIVE DIRECTOR'S REPORT

Executive Director Leonarde reported the following:

Field House Camera Upgrades: Our camera system will be upgraded as part of the School District's security upgrades. We will be purchasing 6 cameras for the field house costing \$4,472.48 per camera, for a total cost of \$26,834.86. The school district has agreed we can reimburse them for the cost of the camera upgrades over a 3-year term.

Accounting Clerk: We plan on hiring a part-time class one Accounting Clerk within the next month. The starting wage for the position is \$20\hour. The position will work up to 24 hours per week.

Park District Risk Management Association (PDRMA) Contribution Changes: When the Program Council meets in November, PDRMA will recommend changes to the Property/Casualty Program rates and member contribution process to align those contributions better with the risk of member operations and to continue to maintain our Property/Casualty net position within established benchmarks.

PDRMA relies on the commercial markets for reinsurance and specialty insurance. When commercial insurance prices increase, the market is considered "hard." For the past five years, the market has continued to harden resulting in increased costs. In March 2023, the American Property Casualty Insurance Association called this the "hardest market cycle in a generation." This hardest of markets resulted from rising economic inflation, legal system abuse, supply chain constraints and increasing catastrophic weather.

This hardened market has significantly increased PDRMA's reinsurance costs. For example, property reinsurance is our largest reinsurance expense, and since 2018, the rate PDRMA pays for property insurance has increased more than 100 percent. Instead of passing these expenses on to member districts, PDRMA has used the net position to stabilize rates. The amount of net position used to offset these rising costs has more than doubled over the past three years. The use of net position at this rate is not sustainable. To promote PDRMA's long-term financial stability PDRMA is proposing the following rate and membership contribution changes:

- Increase the rate by 5 percent.
- Use asset values instead of operating expenditures to calculate property contributions.
- Use acreage instead of operating expenditures to calculate pollution contributions.
- Use payroll instead of operating expenditures to calculate employment practices liability contributions.
- Retain cyber contribution methodology, basing contributions on operating expenditures and showing the contribution separately on agency invoices.

Arroyo Restrooms: Cody Braun & Associates have completed the plans for the new restrooms at Arroyo Trails. The next step is soliciting quotes from contractors that are interested in the project.

Three Rivers Sponsor Reception: The Board has been invited to attend the 3 Rivers Fest Sponsor Reception. Please let me know if you are interested in attending. The reception is on Tuesday, August 8, 2023

Fall Board Retreat: Please let me know if you are available to attend the fall retreat on either Saturday, October 28, 2023 or Saturday, November 4th.

National Conference: The National Recreation and Parks Association national conference will be held in Dallas, TX from October 10th through October 12, 2023. Please let me know if you are interested in attending.

Efficiency Committee: Please let me know what days you are available the week of October 16, 2023 to attend an efficiency committee meeting.

FY2024 Budget Meeting: Please let me know what day is better for you to attend the FY2024 budget meeting, December 2, 2023 or December 9, 2023.

STAFF REPORTS

Recreation Board Report – July 2023
Lauren Koszola, Program Manager

The Independence Day Celebration was held on Monday, July 3 from 6:00-10:00pm at Ronald D. Lehman Community Park. This is a joint event between the Park District, Village, and Three Rivers Public Library. The event had a band called Sundance, seven food vendors, and ended the night with a 20-minute firework show. The community had a great night celebrating the holiday!

The end of Summer Camp session two was on July 14. Session two had 186 campers enrolled. The last session of Camp began on July 17 and continued until August 4. The last session currently has 169 campers enrolled. During the second session of camp Erin Noon an Environmental Educator for the Will County Land Use Department came out and taught camp how to be stewards of the environment. She covered topics such as Recycling, Vermicomposting, Water Conservation, Renewable Energy, Towards Zero Waste and Monarch Butterflies. In session three summer camp will go on two more field trips, Kindergarten-4th grade campers will go to JJC Planetarium and 5-6-7 grade campers will be going to Putt Shack.

Our youth musical theater summer camp is booming with 48 participants! Our directors Jackie Weiss and Abbey Purcell do an outstanding job with these programs. During the camp we will begin promotion for our fall show "High School Musical Jr" that has a show date of November 18. In 2022 our show hosted a cast of 26, we are hoping for a little bigger for our 2023 show.

Horse Riding Lessons started in July at the NOVA Quarter Houses in Mokena.

Chef Tamara has been teaching cooking classes for Early Childhood, Youth, Teen, and Adult Cooking Classes.

The Magic Class was held on July 18th with 17 participants enrolled. In this class participants learn a collection of fascinating and mesmerizing tricks.

Let's Tie Dye class was held on Sunday, July 9 with 6 participants enrolled. Participants got to Tie Dye their favorite shirts or socks!

The new session of Basketball Skills and Drills started on July 5 with 25 participants and the new session of Soccer Skills and Drills started on July 8 with 35 participants.

Special needs swim lessons second session began July 10. This session there are two different classes. One in the morning and one in the evening. Family Special Needs Swim Night was held on June 30. The event had a lot of positive feedback and there were about 35 participants.

On Friday, July 7 started Wits Workout. This is a new six-week program being offered to participants 60 and older. This program is being taught by Catholic Charities of Joliet.

Scott Slocum’s Summer Shoot will be held on July 24-28. There are 55 participants enrolled in the basketball camp this summer. Participants will enjoy learning the basics of basketball like shooting, dribbling, passing, and defense in game situations.

The Park District teamed up with SWEHT to run a Softball and Baseball Camp this summer and for the first time it went very well. The softball camp ran July 10-14, with 5 participants and the baseball camp ran July 24-28, with 8 participants. SWEHT is a contracted Sports company that works with college athletes to run camps and clinics for youth.

July 26 is National Night Out at Central Park. The Park District Preschool Staff will have a table promoting the Park District, early childhood classes, and the preschool program. The Park District staff are also hosting a movie in the park featuring “A Bugs Life.”

Recreation, Facility and Marketing staff have been working on the Fall Brochure.

Facilities and Safety – July 2023

Angela Brown, Facilities and Safety Manager

Dimensions Fitness Center

Dimensions Fitness Center is in the middle of the summer downswing for facility use. We currently have 757 fitness center members and an additional 157 track or gym only members. Of the fitness center members, 533 are EFT memberships.

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec
2021	4007	3985	3456	2764	2353	2701	2543	2504	1973	2257	2945	3483
2022	4559	4017	4363	3899	3172	2919	2988	3148	2590	3071	3585	4401
2023	6256	5694	6048	4406	3830	3669	*1932					

2021 total scan ins 34,955

2022 total scan ins 42, 601

*June 2023 through July 18

We are working with BCBS and Sportsman to launch the Silver Sneakers program at Dimensions Fitness Center. Our expected launch date is in September. Offering this program will allow our senior members that have BCBS as their health insurance provider the opportunity to have their membership at no cost to them. We will submit monthly admittance reports and be reimbursed \$2 per visit for up to 15 visits per month. Currently our monthly eft non-resident rate is \$18.50, so this has the potential to be a profitable program for us, if our seniors are active in the facility.

Tomahawk Aquatic Center

It’s hard to believe that Tomahawk Aquatic Center is already approaching the end of summer. Our college students are starting to give notice of their last days in early August as they head off to school.

Our fourth and final session of swim lessons begins on July 24. Some changes were made to our swim lesson schedule to accommodate staff and patron travel over the 4th of July holiday and we have seen positive results. Rather than rearranging how we schedule lessons for the week, we took the week off. This allowed for the uptick in staff that need off and also avoided the dip that we usually see in swim lesson participation due to the holiday. Our participation numbers can be found below:

Session 1	Session 2	Session 3	Session 4	Saturdays
179	198	231	113 (still registering)	43

In the month of June we scanned 3,623 pass holders and had 2,277 residents pay as well and 1,991 nonresidents. We also had 1,715 day camper visits from our own camp, SRJC, local day care centers and Mission Bible Church.

So far in July we've scanned 1,788 pass holders and had 1,179 residents pay as well and 1,226 nonresidents. We've also had 509 day camper visits so far for July.

We've had 2 of our safety audits by Councilman-Hunsaker, the company that PDRMA contracts to conduct pool audits. The audits consist of a surprise visit to documentation, secret videos to verify lifeguard vigilance, and 3 scenarios for skills checks of our lifeguards. Our facility and staff consistently meet the criteria to pass the audits.

Safety

Our district has 5 AEDs in our facilities-Arrowhead Community Center, The Bluffs, Heritage Crossing Field House Front Desk, Dimensions Fitness Center, and one at the park shop. All of which are due to be replaced between 2023-2024. Through research, a new brand of AEDs has been selected to move the district forward. The new AEDs are Zoll brand, are fully automated, have batteries with a longer life, and pads that can be used on both children and adults. These features will help staff response as well as present cost savings in the long run. Currently we have 2 of these new AEDS in our system.

We recently received word from the Powering Safe Communities Grant sponsored by ComEd that we will be receiving a 50% matching grant towards the replacement of our AEDS, which allows us to move forwards with ordering the additional needed AEDs.

Our safety committee met in June to review any accident reports and discuss facility inspections as well as a recent PDRMA visit and review of golf maintenance, clubhouse, and food and beverage operations. At every safety committee meeting we conduct safety training for department representatives to take back to their departments. There were 2 safety topics reviewed- heat related illness recognition and treatment, as well as insect bite and sting response and recognition of allergic reactions.

Another big safety concern in July is our Independence Day Celebration on July 3 in Lehman Community Park that brings thousands of people together. We met twice prior to the event with police and fire to ensure safety of all types. Our parks and grounds crew took special measures along with the fire department to ensure the safest launch site possible for our fireworks display.

The Channahon Police Department enlisted special services to monitor social media outlets if any problems might have been brewing and had onsite officers both in uniform and undercover as well as drone surveillance to monitor people in the park.

We are very fortunate to operate in a community where multiple organizations come together to serve the community while making safety a top priority. Conversations spurred from the holiday event on how we can come together for further training opportunities that will be pursued in the future to make all of us better.

Golf Board Report – July 2023

Michael Huber - Director of Golf Operations

We have continued booking and executing golf events. Our leagues and permanent tee times are all in full swing and most have about a month left in their season. We do have leagues that will continue through September and some that will continue until the weather forces them to stop. We are also booking many private parties such as showers, birthday parties, anniversaries, retirements, and the like.

Our Summer Sunset Concert Series is off to a great start. The first eight concerts helped generate \$24,632 in Food & Beverage revenue from 6pm to close on those Friday nights. That is up by \$14,513 in Food & Beverage revenue over the first eight concerts in 2022.

June was an excellent revenue month. We produced \$387,085 in revenue through our point of sale. We had 6,153 rounds of golf, \$141 in simulator rentals. F&B generated \$100,092 and golf produced \$286,852 in revenue. June revenues exceeded the prior year revenues by \$61,660. F&B revenue was \$32,191 more than the prior year. Golf revenue was \$29,469 better than prior year.

July is off to a good start on the revenue front. Through the first 19 days of the month, we have generated \$234,966 in revenue through our point-of-sale. That is \$29,755 better than prior 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	\$ 1,021,883.00	\$ 684,039.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 951,379.00	\$ 629,595.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 70,504.00	\$ 54,445.00

* 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 June 2023 *Thru June 2022

Abigail Anderson - Golf Marketing

Summer is here and so is golf season! Programming, events, and in-season golf have taken off and are rolling for the season!

Summer Programming – Our next round of summer sessions has officially begun, including the last youth sessions for the season. Many of them had waitlists and we were able to expand the classes size to

accommodate by adding a few more participants. We do have adult programming going into the fall book as well, so we expect to keep the momentum going!

Summer Sunset Series – Our live music program for the summer has officially started. We have this available on our social media and website as well as circulating it through emails and in house marketing. This was a big program for us last season and is continuing to be a good thing in the community.

Pop Up Events – We have had a few events pop up this month, including a Spark Golf program and club fittings with Callaway Golf. We use social media to promote these and share them with the community.

John Nugent and Dave Roberts - Golf Ground Operations

We have begun seeing frequent precipitation. The rainwater does a much better job of releasing nutrients in the soil than our irrigation water. Cart stress areas recover much quicker with the rain. However, with increased moisture, disease pressure has increased as well. It feels as though we have gone from one extreme to the other in one month's time.

Current tasks:

- Continued day to day course set up for play
- Continued seasonal equipment maintenance
- Continued irrigation system troubleshooting and repairs
- Continued bunker edging
- Continued adding sand to bunkers
- Continued staff training
- Continued post-emergence herbicide applications
- Continued bent grass plant protectant applications for diseases
- Continued controls of mole populations
- Continued tree pruning above cart paths
- Continued Round Up applications of club house beds and tree islands
- Completed #3 pond treatment for Hydrilla and Primrose

Our bentgrass is doing well with the temperature and moisture changes. Root systems are healthy and deep going into this higher stress period. With bentgrass being a cool season grass, we expect to start seeing natural root zone regression as the warmest months progress. This is expected of bentgrass, and this is why so much effort goes into developing our roots in the spring and fall.

Marketing Board Report – July 2023

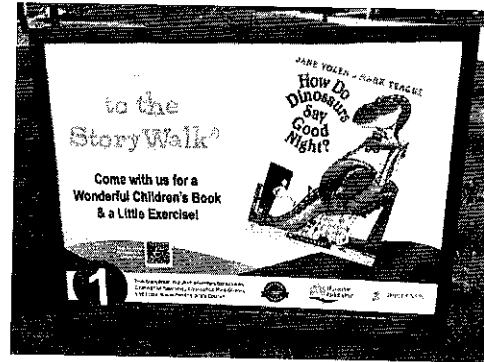
Jennifer Mensik, Director of Marketing & Development

StoryWalk at Arroyo Trails

The newest story at the StoryWalk is How Do Dinosaurs Say Good Night?

Frank Grimes Disc Golf Course

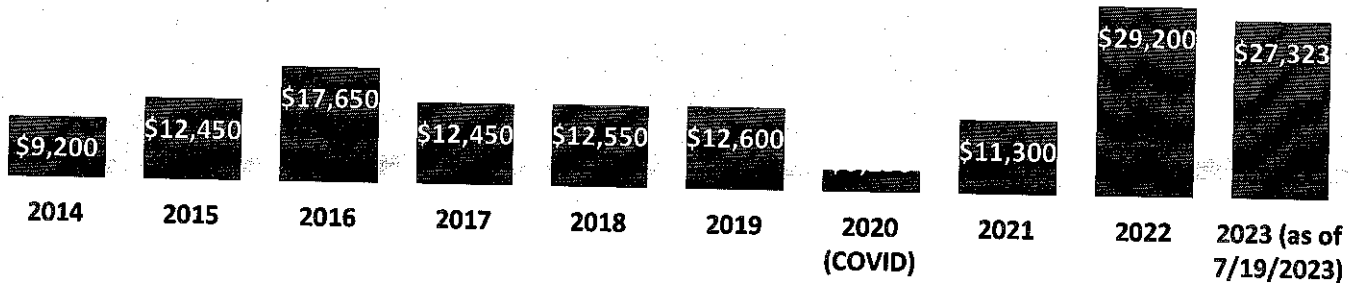
The new sign is currently in production. When we receive an expected delivery date we will begin planning the dedication event with Frank's son and a representative from the Greater Joliet Area Disc Golf Association.



Sponsorships & Advertising

With three fall events that we are still seeking sponsorships for, we should exceed our 2022 sponsorship total. Raising Cane's is a new advertiser, taking two advertising opportunities at the Field House. They have also given the District 200 Achievement Awards that our staff can use as a reward to participants in our programs. Each Achievement Award recipient receives a free kids combo at Raising Cane's.

Sponsorships 2014-2023



2023 Fall Guide

Work on our 2023 Fall Guide is well underway. The Fall Guide will be delivered to homes August 22 with registration starting August 25.



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) – 9401
- Heritage Bluffs Public Golf Club – 2139

Summer has taken off at Channahon Park District! The parks and facilities are alive with programs, events, and participants.

New Staff Spotlight – This month we have started highlighting some of our new staff members on social media. This is a great practice to be transparent with the community and grow personal connection. We include a new headshot and a bio about the staff members. We started with Lauren, and it was very well received! We will continue with our recently employed staff, including Rick and Rob.

Special Events – This summer is packed with special events for all ages. We use social media to connect with the community and make sure that we get information about these events out. Like Flick N Float being rescheduled due to weather and reminding people about Touch a Truck and the quiet hour.

Hiring – With Fall just around the corner, we have started to share job listings for our fall part-time positions, including Site Supervisors and Referees for youth athletics. Starting to share now we are hoping to get ahead of the summer job fall off and back to school.

Marketing Report – June 2023

Jennifer Mensik, Director of Marketing & Development

StoryWalk at Arroyo Trails

The newest story at the StoryWalk is Panda Bear by Bill Martin Jr.

Frank Grimes Disc Golf Course

We are currently working with Frank's son and the Greater Joliet Area Disc Golf Association in getting a new sign made and organizing a dedication event for the Disc Golf Course renaming.





Sponsorships & Advertising

We are currently \$3,600 ahead of 2022 in sponsorships. For our joint events with the Village of Channahon and the Three Rivers Public Library (Independence Day, Potato Festival, & Channaholidays) we have received \$8,350. For our races, the Color Run and Boo At the Bluffs, we have received \$1,250 thus far. A sponsorship mailing for our late summer events and races just went out with a deadline of July 10.

QR Codes

As QR codes have become more widely used and we are now utilizing them in our marketing efforts, we have begun using Beacontrac to track the effectiveness of some marketing efforts. We can now get reports that identify the source, medium, campaign name and number of users for each QR code generated.

Great Ideas Committee (formerly Innovation Committee)

The Great Ideas Committee, made up of six staff members, is currently working on a district wide digital resident card. A digital card can especially be helpful when youth are seeking admission to a facility and do not own an ID to prove residency, most youth have phones with them. We have a demo presentation set up with YODEL Pass on June 27. Abigail Anderson, Marketing Coordinator

Social Media –

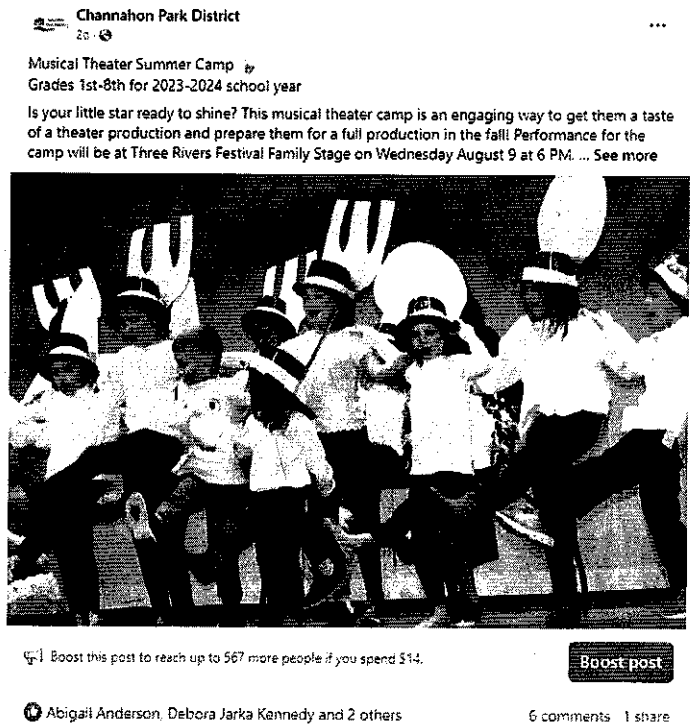
The Park District has the following number of likes on each respective Facebook page:

- Channahon Park District (main page) – 9,316
- Heritage Bluffs Public Golf Club – 2,115

Summer has taken off at Channahon Park District! The parks and facilities are alive with programs, events, and participants. We have also officially passed one thousand followers on the Park District Instagram page as well.

Pop Up Programs – This summer we have a lot of great new programs to offer and some of them are coming in after the brochure, so we are running them as pop-up programs! We use social media as the main way to get this information to the public. We had Country Line Dancing run earlier this month as a pop-up class and it was well received on social media. The current Pop Ups we are working on are Softball and Baseball Camp.

Special Events – This summer is packed with special events for all ages. We use social media to connect with the community and make sure that we get information about these events out. Like Movie in the Park, we create the event and share it on our page, but we also go into that specific subdivision page and share it there and interact with the community that we are specifically targeting.



People for Channahon Parks Foundation – July 2023
Jennifer Mensik, Director of Marketing & Development

Neon One

We're in the process of getting data entered into Neon, the Foundation's donor database.

Arroyo Trails

The Foundation Board has decided to replace all of the donor signs on totem poles with new faux wood signs. 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 will hold meetings prior to October 4. All sub committees will meet together October 4, prior to the next Quarterly Meeting.

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 July 20 there are 8 golfers 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 & Maryann Lehman and Ozinga.

Putts & Suds

The 2024 tentative date for Putts & Suds is February 24, 2024. Trustees are looking for a host location. Game Changers 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. Tomahawk Pay Application #1. Motion by Commissioner Lehman, second by Commissioner Clower to approve Pay Application #1 for work completed on the Tomahawk Aquatic Center by Schaeffges Brothers in the amount of \$82,039.50. Upon roll call vote, the following Commissioners voted aye: Babich, Caldwell, Clower, Scaccia, Lehman, Clower. Motion Carried 5-0
- B. Purchase of Shelter for Bluff Park. Motion by Commissioner Scaccia, second by Commissioner Clower to purchase a shelter for Bluff Park from Poligon in the amount of \$17,332.50. Upon roll call vote the following Commissioners voted aye: Caldwell, Clower, Scaccia, Lehman, Babich. Motion Carried 5-0
- C. Henneberry Park – Professional Services. Motion by Commissioner Lehman, second by Commissioner Scaccia to hire Design Perspectives to provide Professional Services for the design and construction of Henneberry Park in the amount of \$41,000.00. Upon roll call vote the following Commissioners voted aye: Clower, Scaccia, Lehman, Babich, Caldwell. Motion Carried 5-0
- D. Security Camera System Upgrades at Heritage Crossing Field House. Motion by Commissioner Clower, second by Commissioner Babich to upgrade the field house security camera system in an amount not to exceed \$27,000. Upon roll call vote the following Commissioners voted aye: Clower, Scaccia, Lehman, Babich, Caldwell. Motion Carried 5-0
- E. Kristin Knutson Retirement Agreement. Motion by Commissioner Lehman, second by Commissioner Babich to approve Kristin Knutson's Retirement Agreement. Upon roll call vote the following Commissioners voted aye: Scaccia, Lehman, Babich, Caldwell, Clower. Motion Carried 5-0

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, second by Commissioner Babich to adjourn the meeting at 6:18 pm. Upon voice vote all Commissioners present voted aye. Motion carried.



Michael J Leonard

Secretary