

## **Channahon Park District**

### **Minutes of the March 25, 2024 Regular Meeting of the Board of Commissioners**

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

Roll call for attendance was taken.

COMMISSIONERS PRESENT: Scaccia, Clower, Caldwell

COMMISSIONERS ELECT:

COMMISSIONERS ABSENT: Babich, Lehman

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

Everyone present at the meeting recited the Pledge of Allegiance.

#### **APPROVAL OF MINUTES**

The minutes of the February 26, 2024 Regular Board were presented for approval. Motion by Commissioner Clower, second by Commissioner Scaccia to approve the minutes of the Regular Board Meeting for January 22, 2024 Upon voice vote, all Commissioners present voted aye. Motion carried 3-0.

The minutes of the Public Hearing on FY 2024 Tentative Budget and Appropriation Ordinance were presented for approval. Motion by Commissioner Scaccia, second by Commissioner Clower to approve the Public Hearing on FY 2024 Tentative Budget and Appropriation Ordinance. Upon voice vote, all Commissioners present voted aye. Motion carried 3-0.

#### **CORRESPONDENCE**

We received a Letter from Pursuant Energy Partners. The letter is presenting a unique opportunity to collaborate on their solar development efforts.

#### **COMMISSIONERS REPORT**

Commissioner Scaccia had a few things to report on. Commissioner Scaccia would like us to look into changing the lighting at the Tomahawk Aquatic Center. Matt Creed has looked into switching out lighting to LED at the Tomahawk Aquatic Center. Commissioner Scaccia asked for more information on turfing the baseball fields. Commissioner Scaccia thought it would be a great idea to generate revenue and to also open the Concession Stand. Commissioner Caldwell is going to reach out to Channahon Baseball about their thoughts on turfing the Baseball Fields.

## **TREASURER REPORT**

Madisyn Johnson, Accounting Clerk, presented the February 2024 Treasurer's and outstanding bills. Motion by Commissioner Scaccia, second by Commissioner Clower to accept the February 2024 Treasurer's Report and authorize payment of bills. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.

## **EXECUTIVE DIRECTOR REPORT**

**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.

**Exxon Mobil Real Estate Assessment Agreement:** The Real Estate Assessment Agreement between the taxing districts and Exxon Mobil has expired. Channahon School District #17 has taken the lead and hired Whitt Law to establish an updated equalized assessed valuation of the refinery for future tax years. The first phase of this process is obtaining a Preliminary Opinion of Value, which costs \$55,000. They are reaching out to other taxing districts to see if they would be willing to share in the cost. If we decide to participate, our cost would be between \$2,500 and \$3,200, which is 4.5% of the total tax proceeds received by the taxing bodies.

The current valuation of the refinery is \$296,706,473. Below are estimates of increased tax revenue if the valuation of the refinery increases by:

<b><u>Percent Increase in Valuation</u></b>	<b><u>Increased Tax Revenue</u></b>
25%	\$262,733.58
50%	\$525,467.16
75%	\$788,200.75
100%	\$1,050,934.33

**Village Impact Fees & Fair Market Value:** Mike Petrick has talked to Minooka and Shorewood several times about this issue, but they have not made any progress on their side to get closer to a serious discussion. Mike thinks that both municipalities are reluctant to make any changes that might affect new development negatively. As a result, there is no rush for the Village of Channahon to raise its fair market value on its own. More updates later.

### **Parks Day at the Capitol: 2024 Legislative Reception and Conference - May 7 & 8, 2024**

The IAPD Legislative Conference is designed to provide commissioners, directors, and professionals with firsthand, up-to-date information on the association's Legislative

Advocacy Program and all pending legislation affecting IAPD's membership. State legislators, state administrative officials and other recognized authorities present the latest techniques and materials to assist commissioners and directors with the tools they need to successfully meet and talk with legislators and be more effective in the legislative arena.

The evening prior to the Legislative Conference, IAPD offers a valuable legislative networking opportunity at its Legislative Reception. This provides board members and professionals a chance to speak one-on-one with legislators in a casual atmosphere.

Please let me know who is interested in attending and I will register us and reserve hotel rooms.

### **STAFF REPORTS**

#### **Recreation Board Report – March 2024**

**Lauren Koszola, Director of Recreation**

We held Candy Bar Bingo at the Field House on March 7th from 6:00-8:00pm. People who came to the event had to bring a candy bar as their entry fee. 250 people signed up for the event and around 200 attended. Deb and Paulina organized the event with the help of the Channahon Lions Club, who called Bingo and let us use their bingo equipment.

We also had a new event, the Glow in the Dark Gold Coin Hunt, at the Central Park tennis courts. The event sold out with 96 participants and made \$1,110 in revenue. People enjoyed looking for gold coins and other glowing treats.

On Saturday, March 22nd, we had three egg hunts. The first one was a Dog Egg Hunt at 9:30am, the second one was a regular egg hunt at 10:30am, and the third one was a Special Recreation Egg Hunt at 11:15am. Many people from the community came to celebrate Easter and take pictures with the Easter Bunny.

Preschool Registration for 2024-2025 is filling up fast. The M-F class has 20 participants and is full, and the morning TU/TH class has 32 participants and is full. Preschool has been having fun celebrating Dr. Suess's Birthday and St. Patrick's Day. Students and teachers are also getting ready for the end of the school year and graduation. They have spring break March 25-29.

The youth basketball regular season ended on March 9th. There were 476 kids from kindergarten to 8th grade who joined. The teams in the 5-6/7-8 grade groups will have their final tournament on March 15 and 16.

Spring Soccer League begins on April 20. Registration for the league ended on March 19th. Right now, there are 325 participants in the league ages 5-14.

The Men's Basketball League is in its 7th week and there are 19 teams with 209 participants in total.

The seniors had a national pie day celebration on March 13th. This was a new program, and 4 people joined. From April 8th, we will collaborate with Joliet Catholic Charities to provide Bingocize. This program mixes bingo and exercise.

### **Facilities and Safety Board Report – March 2024**

**Angela Brown, Facilities and Safety Manager**

#### **Heritage Crossing Field House & Dimensions Fitness Center**

The Field House schedule remains busy with morning group fitness classes, open pickleball, tot time open gym, and open gyms during the daytime hours. Evening hours were packed almost all month with our youth basketball practices and youth and men's basketball games on weekends. We have been able to squeeze in the occasional rental and have 6 rentals scheduled in March.

As of March 20, we have 1,017 Dimensions Fitness Center members, 583 of which are EFT members, 225 have paid in full, 120 of which are 1 or 3 month members, 89 in Silver Sneakers, and an additional 212 track only members.

Scan Ins at Dimensions Fitness Center

\*Through 3/20/2024

	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	6394	*3717										

#### **Tomahawk Aquatic Center**

Our aquatic center team is fully staffed for the summer of 2024, as long as all those offered positions pass their lifeguarding certification classes.

New signage is being designed and ordered by our marketing department.

Our capacity was officially increased to 1,000 by IDPH.

Private waterpark rental bookings began on March 1, on March 20 we have 36 of 54 slots reserved for 66% booked and inquiries are still coming in. In 2023 we had 43 rentals in a slightly shortened season, so we are well on our way to increasing rentals.

We have sold 137 pool passes to 43 families so far. Promotions are planned over the next few months.

### **Safety**

In late February we had 4 staff participate in online training about how to read certificates of insurance and how they protect our agency when working with vendors and outside groups. March brought a PDRMA sponsored Aquatics Risk Management Day of education for our aquatic supervisor. A compilation of safety training videos is being put together that will serve as a general orientation for departments to use for seasonal trainings and moving forward. Department specific training courses will be the department heads responsibility, but having many videos together in an easy to access location will make training easier for supervisors and more engaging and entertaining for our staff.

### **Golf Board Report – March 2024**

#### **Michael Huber, Director of Golf Operations**

We have continued booking golf outings and leagues for 2024. About half our leagues will be starting in April with the rest coming online in early Mar. 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 March. 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. This is the second month in a row that we have seen significantly more golf activity than normal. Staff has done a good job of taking care of our golfers, while balancing and completing the task we normally undertake this time of year.

Simulator rentals continue to trend in the right direction. That said, our growth in simulator revenue has slowed compared to the previous three months. We attribute this to the fact that our golfers that would be using the simulators are out using the course in the mild weather.

Food & Beverage will be wrapping up our Fish Fry season on the last Friday of March. We will also be holding our second annual Easter Brunch on Sunday, March 31<sup>st</sup>.

Nadler Golf has our new golf car fleet. We will be working with them to take delivery of the new fleet in the coming weeks.

We met with Wadsworth Construction for a kickoff meeting on our future bunker renovation project. The meeting was very productive and gave us a lot to consider. Wadsworth strongly recommended that we hire a golf course architect to help us with the project. Wadsworth recommended three golf courses architects that they work with locally and shared their contact information with us. We are working to set up meetings with each of them to discuss the project and potentially hire one of them to help us through the project.

February was an excellent revenue month. We produced \$77,661 in revenue through our point of sale. That was 42,364 more than February 2023. We had 1,021 rounds of golf, compared to 399 in 2023, \$3,626 in simulator rentals, compared to \$2,037 in 2023. F&B generated \$25,975, compared to \$15,274 in 2023 and golf produced \$48,060 in revenue, compared to \$17,987 in 2023. The weather for February 2024 had a significant impact compared to the weather in February 2023. We enter March \$39,710 ahead of our revenue totals at the same point in 2023.

March 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 20 days of the month, we have generated \$79,914 in revenue through our point-of-sale. That is \$45,220 more than the previous year through the same period and \$26,929 more than all of March 2023. We have hosted 1,121 rounds of golf so far which is 725 more than the same time period for March 2023 and 508 more rounds than all of March 2023.

<b>P&amp;L</b>	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	\$ 92,442.00	\$ 52,732.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 2,020,063.00	\$ 180,107.00	\$ 161,509.00
Profit/Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 378,038.00	(\$87,665.00)	\$ (108,777.00)

\* 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 February 2024 \*Thru February 2023

**John Nugent and Dave Roberts, Golf Ground Operations**

The golf season looks to be officially here. Temperatures are considerably higher than normal. Our turf begins coming out of dormancy, then we have a couple cold nights and frost. Thrusting us back into dormancy. Soil temperatures are a little too low to start germinating seed. Divots accrued over the winter have been filled but will not heal until our soil temperatures increase.

Current tasks:

- Continued winter equipment maintenance- 95% complete
- Continued shop winter repairs, upgrades, and deep cleaning
- Continued winter trainings
- Continued tree removal and cleanup (#14 tees)
- Continued course amenity cleanup and painting (picnic tables, ballwashers)
- Completed review of quotes for submitting to board for capital purchases
- Completed prairie burn 3/13
- Completed new irrigation satellite installation
- Begun turf plant protectant applications
- Continued course set up for daily play
- Completed post and cable repairs

Our new irrigation satellites and communication hardware have been installed. We are set to begin the process of programming. The programming is extensive and takes a while longer to complete. We are really looking forward to capitalizing on the benefits of this newer technology.

We also took delivery of our new Fairway Mower which was ordered in Fall of 2022. This has been a long wait, but we are happy and excited to have it here. We are anticipating delivery of our new greens walk mowers anytime.

**Parks and Facility Maintenance Board Report – March 2024**

**Matt Creed, Director of Parks & Facility Maintenance**

1. Tomahawk Aquatic Center

- Sod restoration to begin this week
- Landscape improvements to start once quote is approved
- Shade Structure Installation to start once quote is approved
- Parks Crew continuing cleaning and transplanting grasses in existing landscape beds, installed decorative mulch in front of facility
- Floor Prep in concession stand complete and ready for new epoxy coating, being installed by Facility Maintenance staff
- Spring Start-Up procedures ongoing, water turned on to exterior hose bibs, bathroom fixtures re-assembled

- Painting Quote submitted

## 2. Arroyo Trails Bathroom

- Exterior drinking fountain installed
- Concrete sidewalk layout complete, Muffler Concrete will be complete project when temperatures are acceptable for flat work
- Interior Finish Paneling had to be removed due to adhesive failure. New adhesive and paneling will be re-installed.
- Exterior Light fixtures installed
- Automated Locks installed
- All exterior trim joints caulked and sealed. Stain, sealer, and paint being applied next week or when weather and temperatures are acceptable



## 3. Park and Facility Maintenance

- Summer Seasonal Hiring in full swing.
- Casey Kampmeier hired for the full-time Park Worker I position
- Sealcoating Bids were publicly advertised for ten (10) days with two (2) Contractors returning bids for Sealcoating Project 2024
- Seed, fertilizer, herbicides, and weed control chemicals have been delivered to Park Maintenance Shop. Target Application's starting first week of April.
- Bathroom outbuildings will be prepped, cleaned, and opened at Central and Community Parks week of April 1<sup>st</sup>.
- Soccer Field Prep and Lining will begin week of April 1<sup>st</sup>
- Clay infields being turned over and conditioned as of March 20th
- Chipper box complete and new chipper delivered.

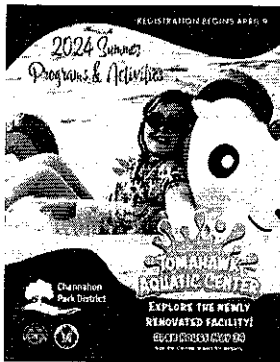


- Re-lamped T-8 fluorescent lights to LED conversion in Arrowhead Locker Rooms
- Installed decorative brown mulch in landscape beds at Heritage Crossing Field House
- Productive Parks Work Order Management and Inspection Software program in full swing.

Mike Leonard, Executive Director, mentioned that when Commissioner Scaccia first started, he wanted to see better landscaping. The park maintenance crew is working on getting that accomplished by freshening up the landscaping and making better curb appeal. Commissioner Caldwell mentioned how we should work on landscaping at the golf course.

### **Marketing Board Report – March 2024**

**Jennifer Mensik, Director of Marketing & Development**



### **2024 Program Guide Series**

Summer Guide is in production! Summer Guides are scheduled for home delivery April 4-5, registration begins April 9.



### **New Logo – Little Connections Playschool**

We created a new logo for the early childhood programs being rebranded under the umbrella of Little Connections Playschool.

### **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. Grand Dental is again sponsoring our community egg hunt. Grand Dental has been supporting this event since 2008. The first sponsorship opportunities flyer to go out is being pushed back to early April, as the Three Rivers Festival sponsorship went out early 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.

### **Tomahawk Aquatic Center Signage**



Tomahawk Aquatic Center is getting all new signs! Plus a new entry sign that will be hung at the front of the building where we currently hang banners. A total of 28 different signs/decals are being created for the Aquatic Center.

### **Abigail Anderson, Marketing Coordinator**

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

- Channahon Park District (main page) – **9900**
- Heritage Bluffs Public Golf Club – 2390

March has been packed with fun filled events, programs, and projects!

**Special Events** – This month we had our fan favorite, Candy Bar Bingo, and new instant-hit event, Glow in the Dark Coin Hunt! Both events were based around the St Patrick's Day holiday and were a hit with families! Still to come this month we have all three of our Egg Hunts (Pet, Kids, and Inclusive/Special Needs)! The special events for our summer brochure will also be going on the website and social media in the coming weeks ahead of registration opening!

**Tomahawk Aquatic Center** – Thanks to the mild winter, Tomahawk Aquatic Center is fully taking form! This month, with the release of the digital brochure, we shared the daily admission hours and rates with the community. We are also still promoting season passes and private rentals as we get closer and closer to the season.

**Programming** – Various programs have been featured across our social media in March! With the youth basketball season wrapping up, we featured the tournament winners and runners up, as well as the final days to register for spring soccer, and the Spring Break Camp hosted at Heritage Crossing! We featured our pop-up Country Line Dancing class that starts in April as well!

**Staff Spotlights** – We are prioritizing putting a spotlight on our awesome staff and sharing more about the people that make up the district with our community. We have been doing the employee of the month program for part time staff, and also recognized the work anniversaries of Paulina and Mark U this month, as well as Angie's recent award from St. Francis. These posts perform well on social media and humanize the district by giving community members faces to match names and sharing more about us!

**The Bluffs** – We are wrapping up Fish Fry Season as well as having our Easter Brunch with the Bunny! Both events have been heavily marked on social media as well as with our emails throughout March. We also have an updated Beer Menu out now. Looking into April we are pushing our Spark golf league and our new Noteefy system, which made it's first appearance in our most recent email blast. We will also be announcing our Summer Sunset Series in April to begin in May!

#### **People for Channahon Parks Foundation – March 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.

##### **Foundation Membership**

Trustee Szoke is working on a new membership program for the Foundation. The main purpose of the membership is to start a volunteer base and generate revenue. The anticipated kick off is this spring.

##### **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 April 11, 2024.

##### **New Business**

- A. Henneberry Park Bid- The lowest bid was George's Landscaping for \$360,676.00. - Motion by Commissioner Clower, Second by Commissioner Scaccia to approve George's Landscaping Bid and accept Alternate A.

- Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Scaccia. Motion Carried 3-0.
- B. Purchase of Henneberry Park Playground-Motion by Commissioner Scaccia, Second by Commissioner Clower to accept the bid of \$58,070.69 from Little Tikes Playground. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Scaccia, Commissioner Clower. Motion Carried 3-0.
- C. Purchase of Henneberry Park Shelter-Motion by Commissioner Clower, Second by Commissioner Scaccia to accept both the Purchase of Henneberry Park Shelter & Henneberry Park Porta-a-Potty Windscreen. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.
- D. Purchase of Henneberry Park Port-a-Potty Windscreen-Motion by Commissioner Clower, Second by Commissioner Scaccia to accept both the Purchase of Henneberry Park Shelter & Henneberry Park Porta-a-Potty Windscreen. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.
- E. Seal Coating Project 2024 Bid- Matt Creed's Recommendation would be to move forward with the bid from Denler, Inc Bid for \$84,701.00. This would include all parking lots as well as the cart path at the golf course. - Motion by Commissioner Scaccia, Second by Commissioner Clower to accept the bid from Denler, Inc for \$84,701.00 to Seal Coat. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Scaccia. Motion Carried 3-0.
- F. Tomahawk Aquatic Center Landscape Improvements-Motion by Commissioner Clower, Second by Commissioner Scaccia to accept the bid from Mid America Tree and Landscape, Inc for \$18,200. Upon a roll call vote, the following Commissioners voted aye: Commissioner Caldwell, Commissioner Scaccia, Commissioner Clower. Motion Carries 3-0.
- G. Tomahawk Aquatic Center Shade Structure Installation Tree Removal Policy-Motion by Commissioner Clower, Second by Commissioner Scaccia to accept the bid from Ann Bernard Construction for \$12,000.00 to Install one Monoslope Shade Structure. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell. Motion Carried 3-0.
- H. Tree Removal Policy - Motion by Commissioner Clower, Second by Commissioner Scaccia. Upon voice vote, all Commissioners voted aye. Motion carried 3-0.

**ADJOURNMENT**

With no further business to come before the Board, Motion by Commissioner Clower, Second by Commissioner Scaccia to adjourn the meeting to closed session at 6:41 p.m.  
Upon voice vote, all Commissioners present voted aye. Motion carried 3-0.

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

Michael J Leonard

Secretary