

Channahon Park District

Minutes of the April 22nd, 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, Babich

COMMISSIONERS ELECT:

COMMISSIONERS ABSENT: Caldwell, Lehman

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

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the March 25th, 2024 Regular Board were presented for approval. Motion by Commissioner Babich, second by Commissioner Scaccia to approve the minutes of the Regular Board Meeting for March 25th, 2024 Upon voice vote, all Commissioners present voted aye. Motion carried 3-0.

CORRESPONDENCE

We made a donation to the Will County Sheriff's Office for a special Olympics fundraiser. They sent a Thank You Letter for the donation.

PUBLIC COMMENT

Dan Procarione received Employee of the Month. Dan was unable to come to the meeting, but Matt Creed will give him the award.

TREASURER REPORT

Rick Kehoe, Business Manager, presented March 2024 Treasurer's and outstanding bills. Motion by Commissioner Babich, second by Commissioner Scaccia to accept the March 2024 Treasurer's Report and authorize payment of bills. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Babich. Motion Carries 3-0.

COMMISSIONERS REPORT

No Report

EXECUTIVE DIRECTOR REPORT

Tomahawk Aquatic Center: The pool renovation project at the Tomahawk Aquatic Center is 95% complete and will be handed over by May 6, 2024. The Illinois Department of Health will be out to inspect the pool on May 8th.

Exxon Mobil Real Estate Assessment Agreement: Channahon School District 17 Board of Education gave Whitt Law, who is representing CSD17 in the EAV agreement, authority to allow Mr. David Ritter, an expert in valuating refineries, to begin work on developing an opinion of cost report. Mr. Ritter was hired by Whitt Law and his work will be invoiced directly to Whitt. Whitt Law will then invoice Channahon SD17. Once the report is finalized and received, CSD17 will invoice those taxing bodies that have agreed to share in the cost of the report. The cost of Mr. Ritter's services and phase 1 report is set to not exceed \$55,000 or 100 hours of work @ \$550/hour. The cost is not only for the work that Mr. Ritter will complete, but also the resources and tools he must purchase or utilize to complete his work. This report is intended to establish an expert opinion of the value of the refinery for the purpose of negotiating an improved EAV agreement with Exxon Mobile. This report is expected to be completed by July 2024. (See Attached Letter)

Taxing District - Agreed to Cost Sharing	2022 Rate	2022 Exxon Mobile Tax Proceeds	% of Taxing Bodies Proceeds (Agreeable to Cost Sharing)	Opinion of Value Report (Phase 1) Cost Share
CSD17	3.1218	\$9,699,039	43.06%	\$23,681
JTHS 204	2.5107	\$7,800,429	34.63%	\$19,045
Channahon Park District	0.3544	\$1,101,076	4.89%	\$2,688
JJC	0.2876	\$893,537	3.97%	\$2,182
Elwood Fire Dept	0.867	\$2,693,660	11.96%	\$6,577
3 Rivers Library	0.1091	\$338,960	1.50%	\$828
Total Not to Exceed Phase 1 Opinion of Value Cost				\$55,000
<i>Billed through Whitt Law/CSD17</i>				
<i>CSD17 will invoice taxing bodies their cost share after report is finished</i>				

<i>(July/August 2024)</i>			
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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. I will be attending reception and conference with Commissioner's Scaccia, and Caldwell.

STAFF REPORTS

Recreation Board Report – April 2024

Lauren Koszola - Director of Recreation

Spring Soccer closed on March 19th with 362 players and 34 teams from ages 5-14. Practices began on April 8th and games will start on April 20th.

Parent tot tumbling and preschool tumbling began on April 6th with 12 participants enrolled in Parent Tot and 15 participants enrolled in Preschool Tumbling.

Instructional volleyball class for 3rd -5th grade and 6th-8th grade started on April 2nd with 46 participants enrolled.

The Park District celebrated Autism Acceptance month by dressing in light blue, handing out fidget toys, and advertising special recreation programs.

A new program called Trail Walkers at Arroyo Trails took place on April 23 with 3 participants registered. Participants explored nature and searched for animals, birds, and bugs.

A new 10-week senior program called Bingocize started on April 8th. Joliet Catholic Charities leads this program. It mixes bingo and exercises like fall prevention.

April has been a busy month for preschool. Preschoolers saw Hutch at the Police Station. They learned about worms and land use from the Will County Land Use Department. They are doing Earth Day activities and will meet the Fire Department soon.

The 2024-2025 school year enrollment is going well! We have filled 98 of the 128 available spots, which is 76% of the capacity.

The Park District joined the Villages Arbor Day Celebration on April 20. They used toilet paper rolls and bird seed to make bird feeders.

Summer registration began on April 9. The Park District made \$73,395.85 on the first day of registration, more than 2023's \$57,573.10. We expect a busy summer with new events and programs.

Summer Camp sign-up started on April 9, and we have 292 campers so far. They can pick Tu/Th, MWF, or M-F camps.

Paulina has been preparing for Day Camp. She began Camp Counselor interviews in early April. 22 staff came back from last summer and 22 new staff joined the team for this summer, making 42 summer staff in total!

Lauren participated in the Financial Sustainability Program offered by IPRA from April 10 to 12. She learned about the cost recovery model and pricing strategies. She looks forward to applying these strategies and policies across the park district to keep increasing revenue.

Lauren spoke about the research some employees have been working that are looking into possibly changing to a different software system to make our residents have an easier time registering for programs.

Facilities and Safety Board Report – April 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 have brought back youth volleyball, country line dance and men’s basketball games continue Sundays. We have been able to squeeze in 7 rentals for athletic practices and parties.

As of April 15, we have 1,229 Dimensions Fitness Center members, 563 of which are EFT members, 272 have paid in full, 112 additional of which are 1 or 3 month members, 94 in Silver Sneakers, and an additional 188 track only members.

Scan Ins at Dimensions Fitness Center

*Through 04/14/2024

	Jan	Feb	Mar	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
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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	5522	*2603									

Tomahawk Aquatic Center

Uniforms have been ordered, and now we wait for our staff to come home from college or finish high school to begin training.

Our maintenance crews are doing a fantastic job assembling new guard chairs, replacing the concession stand floor, installing all the new items such as first aid station, life safety station, lockers, etc.

Private waterpark rental bookings 42 of 54 slots reserved for 78% booked and inquiries 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 213 pool passes to 69 families so far. Promotions are planned between now and opening.

Safety

Our year round part time staff such as front desk, fitness center, and custodial staff are all watching safety training videos and reviewing appropriate portions of the safety manual this month. Supervisors are preparing their seasonal trainings as we prepare for summer.

Our pool capacity increased to hold up to 1,000 guests.

Golf Board Report – April 2024

Michael Huber - Director of Golf Operations

We have continued booking golf outings and leagues for 2024. We will keep booking golf outings and could book additional leagues, but we have very little space left for league play. About half our leagues will be starting in April with the rest coming online in early to mid-May. 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.

Simulator rentals continue to trend in the right direction. That said, our growth in simulator revenue has slowed compared to the winter months. We attribute this to the fact that our golfers that would be using the simulators are out using the course. That said, in March with very mild weather, we still saw a revenue increase over the previous year’s March.

Food & Beverage wrapped up our Fish Fry season on the last Friday of March. We also held our second annual Easter Brunch on Sunday, March 31st. Because Fish Fry and Easter were both held in March, we expect to see an impact to our April revenue numbers compared to prior year, since we had both Fish Fry and Easter Brunch revenue in April 2023.

Nadler Golf has delivered our new golf car fleet. We have received many great comments on the new carts in just 10 days we have had them.

Per the recommendation of Wadsworth Construction, we met with three golf course architects to discuss our bunker renovation project. There is a recommendation to hire one of those architects on our agenda for the April 22, 2024, Board Meeting.

March was an excellent revenue month. We produced \$121,604 in revenue through our point of sale. That was \$68,619 more than March 2023. We had 1,604 rounds of golf, compared to 613 in 2023, \$3,321 in simulator rentals, compared to \$2,996 in 2023. F&B generated \$38,574, compared to \$21,117 in 2023 and golf produced \$79,709 in revenue, compared to \$29,572 in 2023. The weather for March 2024 had a significant impact compared to the weather in March 2023. We enter April \$107,239 ahead of our revenue totals at the same point in 2023.

April is off to a slower start on the revenue front compared to the previous year. This can be attributed to the cool and wet weather we are experiencing. Because of the cooler and wetter weather, we delayed going into our in-season rates by two weeks. This will have an impact on our revenue for the month, but we feel is only fair to our golfers as we were not able to provide them with a course that was receiving our full maintenance practices. Through the first 15 days of the month, we have generated \$77,608 in revenue through our point-of-sale. That is \$28,981 less than the previous year through the same period. We have hosted 1,173 rounds of golf so far which is 368 less than the same time period for April 2023.

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	\$ 214,046.00	\$ 106,807.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 2,020,063.00	\$ 411,225.00	\$ 361,305.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 378,038.00	(\$197,179.00)	\$ (254,498.00)

* 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 March 2024 *Thru March 2023

John Nugent and Dave Roberts - Golf Ground Operations

Spring temperatures have levelled off and rains have been coming frequently. Our mowing crew is back and daily mowing has begun. We took delivery of a John Deere fairway mower, 4 walking greensmowers, and 2 Club Car utility carts.

Current tasks:

- Completed winter equipment maintenance- 100% complete
- Completed shop winter repairs, upgrades, and deep cleaning
- Completed winter trainings
- Completed course amenity painting (picnic tables, ballwashers)
- Began mapping all irrigation for central programming
- Completed Fertilizer/Pre-emergent herbicide application in the rough
- Continued turf plant protect applications
- Completed charging irrigation system
- Started irrigation repairs
- Completed fairway aerification
- Completed adding 100 ton of sand to greenside bunkers
- Continued course set up for daily play
- Completed post and cable repairs

The 2024 golf season is going full steam. Temperatures in March and April have levelled off after the warm February. Soil temperatures remain too low to begin germinating grass seed. Frequent frosts keep slowing down turf coming out of dormancy. After a warmer winter, spring has been on par with temperature averages.

Commissioner Scaccia had a request to add a recycling can on hole 16 for golfers to throw away their cans. Mike Huber will speak to Maintenance Staff to get this issue resolved.

Abigail Anderson – Golf Marketing

In Season Rates – The warm weather and great grounds crew mean that we are officially in-season and have moved to in-season rates! That has been updated on our website and reflects the booking engine.

Mother's Day Brunch – Our Mother's Day Brunch launched this month. After last year's event and the popularity of Easter's Brunch, this one should be just the same! We are sharing it on several Facebook groups that target restaurant groups as well as local family/moms!

Programming – The Summer brochure is out now and that means registration is open for all of our golf programming! The last few summers we have seen so much growth in these programs and that has continued into this season with several of the sessions already being sold out and others being close! We have been sharing these across social media as well as in our regular in-season emails!

Noteefy – Our new tee time/booking assistant is now live and we are getting the word out there across our social media as well as emails! We will continue to share this regularly to help get it off of the ground.

Leagues – SPARK Golf is back this season at the course. We are sharing the information and getting golfers signed up! This returns to the course in May but we will share it intermittently. We are also sharing the information for a lady's league that uses our course to help them increase their numbers!

Summer Sunset Series – Memorial Day is almost here, which means so is the return of our very popular Summer Sunset Series on the patio every Friday night! This campaign will launch in the next week to get people excited about it starting back up!

Parks and Facility Maintenance Board Report – April 2024

Matt Creed – Director of Parks and Facility Maintenance

1. Tomahawk Aquatic Center

- Landscape plants installed
- Sod installation beginning this week, weather pending
- Shade Structure Installation contractor is tentatively scheduled to start footing excavation this week.
- Concrete deck extension completed by contractor
- Heater start-up scheduled for 4/22/24
- Fence Contractor completed
- Electrical Contractor continue aplsh pad control installation
- IDPH inspection scheduled 5/8/24
- Epoxy floor installed in concession
- Replacement privacy slats installed around mechanical areas on south side of facility
- Spring Start-Up procedures ongoing, pools filled, being treated and filtered
- Guard chairs assembled and placed

2. Arroyo Trails Bathroom

- Exterior Caulking, staining, and painting complete
- Concrete sidewalk framed and scheduled for pour 4/17/24
- Interior Finish Paneling was removed and re-installed
- Scheduling final inspection for occupancy 5/1/24

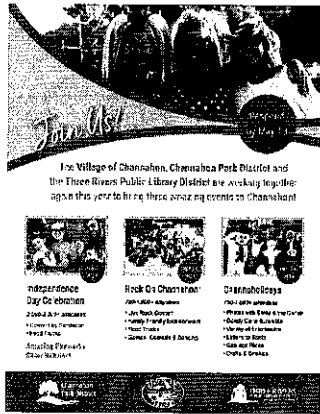
3. Park and Facility Maintenance

- Summer Seasonal hiring complete
- Part-time Mowing Crew has returned and started mowing in neighborhood and destination parks

- Over seeding and fertilizer applications on Sports fields is ongoing.
- Bathroom outbuildings have been prepped, cleaned, and opened at Central Park. Community Park bathroom will be open week of 5/1/24
- Soccer Field Prep and Lining is complete with games starting on 4/20/24
- Ballfields are groomed and games started 4/14/24

Marketing Board Report – April 2024

Jennifer Mensik, Director of Marketing & Development



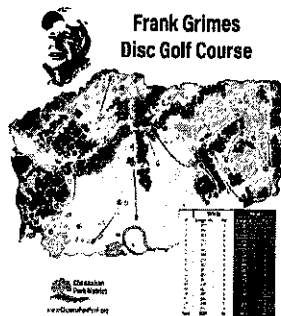
Sponsorships & Advertising

Sponsorship opportunities for our joint events with the Village of Channahon and the Three Rivers Public Library (Independence Day, Potato Festival, & Channaholidays) went out last week. Sponsorship opportunities for Tomahawk Aquatic Center was included in the mailing.

Our next sponsorship opportunities packet goes out in May and will include all events remaining for the rest of the year.

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.

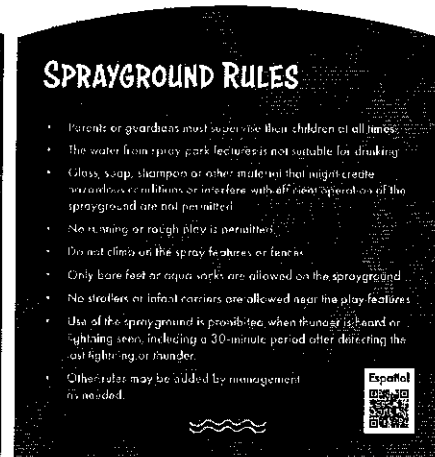
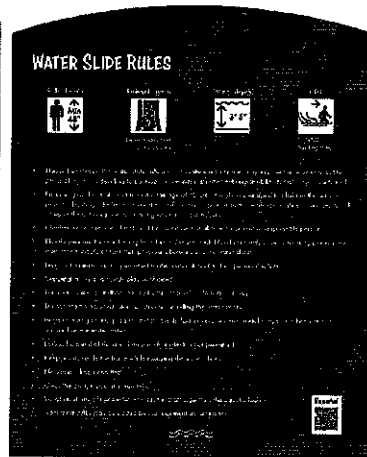
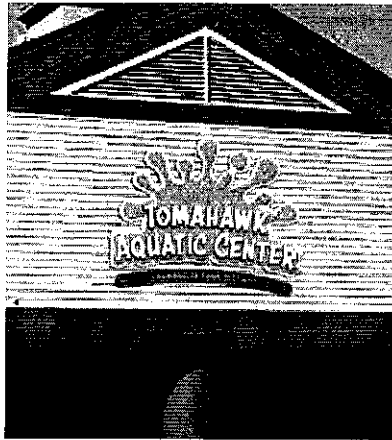


Disc Golf Rules

- Use only a professional putter or a 15' Disc Golf Disc when in play. Disc Golf Discs are not allowed to be used for anything other than playing the game.
- Disc Golf Discs must be marked with the name of the player.
- After the putt, the player who did not get the putt must pick up the disc and play the next shot. The player who did not get the putt must play the next shot.
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Frank Grimes Disc Golf Course

A new, permanent course sign has been designed and ordered. While planning the dedication event last year it was disclosed that the current sign on the course's main kiosk was incorrect. A temporary sign was created and posted until a new permanent sign could be installed.



Tomahawk Aquatic Center Signage

Tomahawk Aquatic Center is getting 73 new signs! Signs include a new entry sign and rules signs with QR codes to a Spanish version of each sign. All but the entry sign will be in hand by April 30.

Abigail Anderson - Marketing Coordinator

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

- Channahon Park District (main page) – 9936
- Heritage Bluffs Public Golf Club – 2454

April is flying by at the park district! With the new brochure and summer registration now live, there is something going on in every direction!

Special Events – In April we have been launching our summer special events, new and returning! There has been a lot of excitement around our Summer Kickoff Bash and the other new programs that we are bringing this summer. Returning favorites, like Movies in the Park, are also getting attention. The remaining summer events will be shared over the next couple of weeks as we head towards summer.

Tomahawk Aquatic Center – Tomahawk Aquatic Center is taking its final form! Swim lesson registration opened this month and we are sharing all of the information and reminding people to come in and register! We also shared the Ribbon Cutting and Open House this month and are working on details for that event. It has received a big response on social media so we are hoping to see tons of families coming to check it out!

Programming – Programming has been popping this month with the opening of Summer Registration! There has been a lot of interest around our new Adult Kickball League, so we are giving that additional marketing to try to get that running. As usual, we are seeing tons of interaction with early education, day camp, and other summer favorites!

Adopt-a-Flower Bed – Our adopt-a-bed program went live this month! We already have roughly half of the beds accounted for and will continue to accept registration through the first week of May! The interest since we have switched to online signups as grown and we are seeing new groups add every year, so I am hoping for an even better turnout this year than last!

People for Channahon Parks Foundation – April 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 close to delivery.

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 early June.

Part Time Staff

The Foundation will soon be hiring a part time staff person that will handle their administrative needs, including meetings and the new membership program, and will take the lead for fundraising events. The Park District will continue to support the Foundation with staff assistance, however District staff time will be greatly reduced.

New Fall Fundraiser

The Foundation is discussing a new fall fundraiser and series of smaller fundraisers to replace Nine & Wine. They're looking into simpler events.

Quarterly Board of Trustees Meeting

The Foundation will next meet July 11, 2024.

NEW BUSINESS

Todd Quitno from Quitno Golf Designs was present at the meeting to discuss the bunker renovation project.

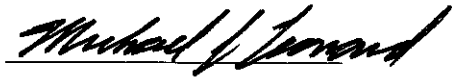
- A. Hiring of Golf Course Architect – Bunker Renovation & Golf Course Master Plan – Motion by Commissioner Babich, Second by Commissioner Scaccia to hire Quitno Golf Design for our Bunker Renovation & Golf Course Master Plan for \$90,500. Upon a roll call vote, the following Commissioners voted aye; Commissioner Clower, Commissioner Babich, Commissioner Scaccia. Motion Carried 3-0.
- B. Tomahawk Pay Application #9 – Schaeffges Brothers, Inc. – Motion by Commissioner Scaccia, Second by Commissioner Babich to approve the Tomahawk Pay Application #9 to Schaeffges Brothers, Inc. for \$12,526.50. Upon a roll call vote, the following

Commissioners voted aye: Commissioner Babich, Commissioner Scaccia, Commissioner Clower. Motion Carried 3-0.

- C. Comcast Phone Service Contract- Motion by Commissioner Scaccia, Second by Commissioner Babich to approve the Comcast Phone Service Contract. Upon a roll call vote, the following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Babich. Motion Carried 3-0.
- D. Purchase of a John Deere Utility Tractor 4060R – Motion by Commissioner Scaccia, Second by Commissioner Babich to approve the purchase of a John Deere Utility Tractor 4060R for \$61,044.00. Upon a roll call vote, the following Commissioners voted aye: Commissioner Babich, Commissioner Scaccia, Commissioner Clower. Motion carried 3-0.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Babich, Second by Commissioner Scaccia to adjourn the meeting at 6:56 p.m. Upon voice vote all Commissioners present voted aye. Motion carried 3-0.



Michael J Leonard

Secretary