

Channahon Park District

Minutes of the June 24, 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, Babich, Lehman

COMMISSIONERS ELECT:

COMMISSIONERS ABSENT:

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

Everyone present at the meeting recited the Pledge of Allegiance.

APPROVAL OF MINUTES

The minutes of the May 28th, 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 May 28th, 2024 Upon voice vote, all Commissioners present voted aye. Motion carried 5-0.

CORRESPONDENCE

Received two letters from an Illinois State Senator, Rachel Ventura. One was letting us know that we have received a grant for DuPage Park for \$175,000. The other letter congratulated us for the grand reopening of pools.

We received a letter from the Governor of Finance officers' association for the certificate of achievement for excellence in financial reporting for the 2022 audit.

The President of the Rotary Club of Channahon-Minooka, Chuck Szoke, sent a letter that they received a grant to plant a pollinator garden. Channahon Park District Staff went to help plant.

COMMISSIONERS REPORT

Commissioner Scaccia wanted to personally thank the Channahon Park District, especially the Executive Director, Mike Leonard, and the Director of Golf, Mike Huber, for supporting the Veterans Golf Outing through the Stone City Posts. The response was amazing.

Mike Ritoff sent an email to get a donation for the 50/50 raffle from the Board of Commissioners.

TREASURER REPORT

Rick Kehoe, Business Manager, presented May 2024 Treasurer's and outstanding bills. Motion by Commissioner Babich, second by Commissioner Clower to accept the May 2024 Treasurer's Report and authorize payment of bills. Commissioner Caldwell asked to show an update each month on how much interest has been earned through our Illinois Funds Account. Upon a roll call vote, the

following Commissioners voted aye: Commissioner Scaccia, Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman. Motion Carried 5-0.

EXECUTIVE DIRECTOR REPORT

The Reports to the Board Item B

Executive Director's Report

June 24, 2024

OSLAD Saved: This past budget cycle the Governor proposed to sweep all \$25 million in revenues from OSLAD grant funding FY 2025 into the General Revenue Fund as part of his budget plan. This action would have thwarted funding for an additional 40-50 projects during the next grant cycle at a time when demand for OSLAD grants has never been higher. Because of our advocacy, lawmakers rejected the Governor's proposed sweep and appropriated \$54 million for new OSLAD grants. Note: This grant cycle we are applying for an OSLAD grant for Seneca Park.

DCEO Grant: Senator Rachel Ventura was able to secure \$175,000 in capital funding to help with redevelopment of DuPage Park.

Ravine Woods Unit 3 Land Acquisition: I have been working with the Village to secure additional parkland for a couple of years now and I am happy to report that the Developer CTT Land Holding has agreed to convey Lot 380 to the Park District. This is in addition to Lots 381, 382, and 384. Lot 380 combined with lot 381 is now large enough to develop a neighborhood park.

Government Finance Officers Association: The Park District received the GFOA's Certificate of Achievement for Excellence in Financial Reporting for The Districts 2022 Audit.

Executive Decisions: I have hired Ray Ochromowicz, Certified Playground Safety Inspector, to establish a playground replacement schedule for the districts playgrounds.

Methodology

- Visit each playground to assess its condition. The assessment would include noting any hazards, non-compliant structures, overall condition as well as accessibility.
- Using the above information, each playground would be placed in one of three replacement categories – top priority, second priority, or good condition.
- Playgrounds in each category would be ranked and prioritized upon these factors:
 - 1st Safety and Loss Prevention
 - 2nd Accessibility
 - 3rd Greatest good (Highest return on investment)
- Produce a summary report prioritizing playground replacements.

IAPD Summer Golf Tour: I have registered a foursome to play in the Wednesday, July 31st golf outing at the Sanctuary Golf Course, a facility of the New Lenox Park District, located 485 Marley Road. 12:00 pm shotgun start. Let me know if you are interested in playing. The summer golf tour provides a great opportunity to learn about other agencies' golf operations and network.

STAFF REPORTS

Recreation Board Report – June 2024

Lauren Koszola, Director of Recreation

The Recreation Staff are currently preparing the programming for the Fall Brochure. All information is due to the marketing team by June 24th.

Summer Camp kicked off on Monday, June 3, with a fantastic first session. On the opening day, the Kona Ice Shaved Ice Truck provided refreshing snow cones for everyone. The first in-house field trip took place on Tuesday, June 4, and pool days were held on Wednesday and Thursday. This session saw 187 campers enrolled, an increase from 183 in 2023. Campers enjoyed a field trip to the Bourbonnais Exploration Station and SlooMoo. The trips were a hit, and we look forward to returning next summer.

Camp Exploration began on Tuesday, June 11, with 18 participants. The theme for this session is "Camping and Drive-in Movies." Campers crafted their own cars from cardboard boxes and experienced a drive-in movie.

Little Exploration Camp started on Monday, June 10, with two sessions at 9:00 AM and 10:30 AM, accommodating 24 children aged 2.5-4 years old. Running for three weeks, it offers a positive experience for first-time campers.

The co-ed youth spring soccer season concluded on June 22, with 363 players across 34 teams for ages 4-14. The season spanned eight weeks from April 20 to June 22.

A 2-day youth pickleball camp for ages 5-14 began on June 26, with 10 participants registered.

The summer co-ed volleyball league started on June 18 and runs until July 23. This 4-week session includes 46 participants and focuses on enhancing volleyball skills.

The Men's Summer Basketball league began on June 2 with eight teams and will continue until early August.

Volleyball Camp, held from June 10-13, had 21 participants from 3rd to 8th grade practicing various volleyball skills.

Summer tennis lessons began on Wednesday, June 5, and will run for four weeks on Wednesdays or Saturdays, with 18 participants enrolled.

Special Recreation Swim Lessons started on June 3 with seven participants. These lessons will continue throughout July.

The Special Recreation Cooking class on June 13 featured three participants making "Brookies," a brownie-cookie hybrid.

Special Recreation Swim Night took place on June 21, providing a fun evening for participants and their families. Christine and Deb facilitated the event and promoted other special recreation opportunities.

National Donut and Art Day for seniors was celebrated on June 7 with five attendees enjoying donuts and tie-dye activities.

On Tuesday, June 11, a senior trip to the Hard Rock Casino in Indiana saw Deb and Christine accompany seven participants for a day of fun.

The monthly Senior Brunch and Bingo was on June 25 had 15 participants.

The first senior cooking class with Chef Tamara Womack took place on June 26, focusing on cooking for smaller households. Four participants attended.

The Summer Kickoff event was held on June 20, offering free hot dogs, chips, drinks, and Kona Ice to the community. The Recreation Staff organized crafts and games, culminating in a screening of the Super Mario Bros Movie.

The Recreation Staff are currently preparing the Fall Brochure, with all information due to the marketing team by June 24.

STAFF SERVICE AWARD PRESENTATIONS

John Nugent was recognized for 30 years of service to the Channahon Park District.

Facilities and Safety Board Report – June 2024

Angela Brown, Facilities and Safety Manager

Heritage Crossing Field House & Dimensions Fitness Center

June at the field house tends bring a slow down in inside traffic, but we do still have programming going on: tumbling, country line dance, youth volleyball, group fitness classes, and open gym.

As of May 20, we have 1101 Dimensions Fitness Center members, 581 of which are EFT members, 221 have paid in full, 63 additional of which are 1 or 3 month members, 103 in Silver Sneakers, and an additional 133 track only members.

Scan Ins at Dimensions Fitness Center

*Through 06/17/2024

	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	5522	4877	3723	*2204							

Tomahawk Aquatic Center

Tomahawk Aquatic Center opened June 1 and the response has been overwhelming. We are continuously making staffing adjustments to ensure safety with new features and increased attendance. Just for good fun, we are stacking a heat wave on top of it all. Our largest day of attendance so far was Wednesday June 12 with 998 people, capacity is 1,000.

In June 2023 there were 3,623 pass holders scanned in for the entire month. At the end of the day on June 17, 2024 we have scanned in 3,647 pass holders.

At the end of the day, June 17, 2024 we had 1,929 Nonresidents pay admission, 168 of them for evening swim and 1,613 Residents pay admission, 168 of them for evening swim. In addition to all these people we have had 378 under 3's visit with their families, 182 park district staff, 468 campers from our day camp or SRJC and 553 campers from local church program "Spy Kidz". This makes up a running total of 5,123 patrons that paid. In all of June 2023 we had 5,407 patrons that paid.

In short, we've had 8,770 visitors in the first 17 days of the season of 2024. June 2023 brought 9.030, which we will no doubt surpass on the 18th.

Our staff is focused and has jumped in to help 12 swimmers needing assistance. They are also knocking swim lessons out of the park! We had 161 kids in our first session and have grown to 195 in the second session with an additional 36 in Saturday morning lessons.

Our lifeguards are picking up shifts and helping where help is needed as we seek to hire 4-5 more lifeguards. Our normal staffing for a day swim historically has had 7 lifeguards and 1 manager, for hot days we added 2 lifeguards, 1 for additional coverage and 1 for an extra break out of the heat for the lifeguards. We were thinking that 8 staff would have been enough, and on a slow day it might be, but hot days now mean 12-13 staff and a manager, and as many as 14 when we almost hit 1,000 people in the facility.

Just to keep it really interesting, we've had a refrigerator, a freezer, and 3 pizza ovens go out since opening, and our alarm system have some phone line communication issues. Appliances were swiftly replaced, and the alarm system repairs are in the works.

Our concessions staff are doing a fantastic job. More people comes more demand for snacks and more garbage. As of June 17, concessions has sold \$15,310 of product, June 2023 total was \$16,534; another number to be surpassed on June 18. Top sellers: 685 snowcones, 552 soft pretzels-381 of those with cheese, 280 nachos, (that's 661 cups of nacho cheese) and 410 slices of pizza, amongst other items.

Safety

The safety committee met in June and will be focused on patron and staff safety in their own departments for the summer while reviewing specific facility emergency response plans to create facility specific flip charts. This process will move forward in September.

Golf Board Report – June 2024

Michael Huber, Director of Golf Operations

We are now in the heart of the golf season. Leagues play has continued, while we are seeing an increase in golf events this time of year. Our group golf lessons are in full swing, many of them will wrap up the first session this week and the second session will start up in July. Our ladies group lessons have become so popular that we have opened a second group that follows immediately after the first group.

The Summer Sunset Concert Series began on Friday, May 24th. We will have musical acts performing every Friday Night from 6pm – 9pm. The series will run through Friday, August 30th.

Our Golf Course Architect that we hired for the bunker renovation project has continued to work on the preliminary drawings. We have received the preliminary drawings and started to review them with staff, board members and our golf advisory council. After the review process we will provide feedback to the architect so that we can work towards final drawings.

May was a good revenue month but down compared to prior year. The revenue was impacted by weather as well as having four days impacted by the parking lot and cart path resealing project. We produced \$300,304 in revenue through our point of sale. That was \$17,433 less than May 2023. We had 4,196 rounds of golf, compared to 4,677 in 2023, \$475 in simulator rentals, compared to \$234 in 2023. F&B generated \$69,994, compared to \$85,682 in 2023 and golf produced \$229,835 in revenue, compared to \$231,821 in 2023. We hosted 4,196 rounds of golf in May, which was 481 rounds less than May 2023. We enter June \$62,762 ahead of our revenue totals at the same point in 2023.

June is off to a good start on the revenue front compared to the previous year. Through the first 17 days of the month, we have generated \$228,603 in revenue through our point-of-sale. That is \$6,567 more than the previous year through the same period. We have hosted 3,139 rounds of golf so far which is 428 less than the same period for June 2023.

Overall, we are happy with the start of 2024 on the financial front. We are currently trending to finish around \$300,000 in the black for the year.

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	\$ 686,776.00	\$ 624,014.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 2,020,063.00	\$ 861,176.00	\$ 733,852.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 378,038.00	(\$174,400.00)	\$ (109,838.00)

* 2022 included \$97,178 in Capital Expense that was paid 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 May 2024 *Thru May 2023

Abigail Anderson, Golf Marketing

Programming – The first session of each of our programs has started! We are promoting the few open spots we have left in our upcoming July sessions as well as opening an additional Women’s Intro session for July like we successfully did in June!

Noteefy – We are continuing to roll out and promote our new booking assistant. It has been featured on social media as well as our emails. It is now also featured on our sliding electric signs as well as the table numbers on each table!

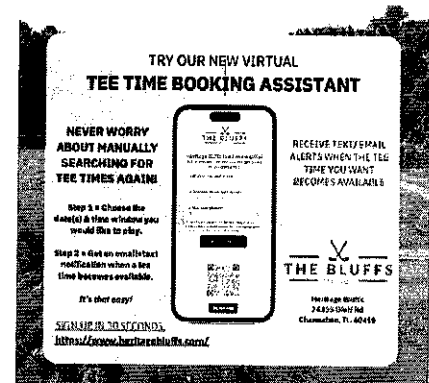
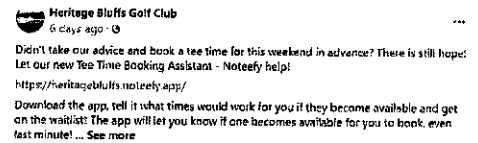
Pop-up Events – We have had a few pop-up events with Calaway and just had one with Cleveland/Srixon. We promote these mostly on social media but will include them on email blasts.

Summer Sunset Series – Our popular Summer Sunset Series is off to a great start. This goes on every Friday evening from 6-9PM and brings out members of the community that may not otherwise come to the course. We have been lucky with good weather and have been receiving positive feedback!

Gift Cards – Last month we received our new branded gift cards as well as the custom gift card covers and envelopes! These arrived just in time for our Father’s Day gift card campaign and made an appearance on our social media as well as in our emails.

John Nugent and Dave Roberts, Golf Ground Operations

After a cool and wet spring, we have entered high temperatures and infrequent rains. Disease pressures have risen, as turf has entered the high stress period.



Current tasks:

- Completed mapping all irrigation for central programming
- Continued post-emergent herbicide applications
- Completed Fertilizer/Insecticide applications on the fairways, tees, and rough
- Continued turf plant protectant/fertilizer applications
- Completed clubhouse perennial bed expansions and plantings
- Completed replacement of mulch in ornamental beds
- Continued irrigation repairs
- Continued course set up for daily play
- Completed new irrigation satellite wiring adjustments/corrections
- Completed central irrigation programming in computer
- Began smart satellite diagnostics training
- Began wetting agent applications

Turf health is good, going into the summer heat. Our mild winter has provided us with higher-than-normal pest populations. Moles have been very active this year. Ants are frequently being treated on greens and tees. The cicadas have made their presence known. We have been seeing a great deal of dragonflies occupying the course, which have kept the mosquitoes in check. We have noticed that geese keep wandering over from the quarry. The annual bluegrass weevil has moved in and become a recent threat for Chicagoland golf courses. We have not seen any activity to this point. We will continue monitoring this new threat closely.

Parks and Facility Maintenance Board Report – June 2024

Matt Creed, Director of Parks & Facility Maintenance

1. Tomahawk Aquatic Center

- Pool balanced, heated, and filtering
- Sprayground balanced and filtering
- All capital improvement projects completed at Tomahawk Aquatic Center prior to June 1st Opening Day.
- Ongoing maintenance, repairs, and daily operations
- 4 light deck banks tripping breaker, service call for Eliot Electric
- 3 sprayground features not functioning with controller, service call made to SBI

2. Arroyo Trails Bathroom

- Final and Occupancy Inspection Passed 5/23, bathroom opened to public immediately for Memorial Day Weekend
- Final grading and sod installed 5/22
- Watering sod daily on timer units

3. Park and Facility Maintenance

- Continue to mow, string trim, and weed all parks weekly

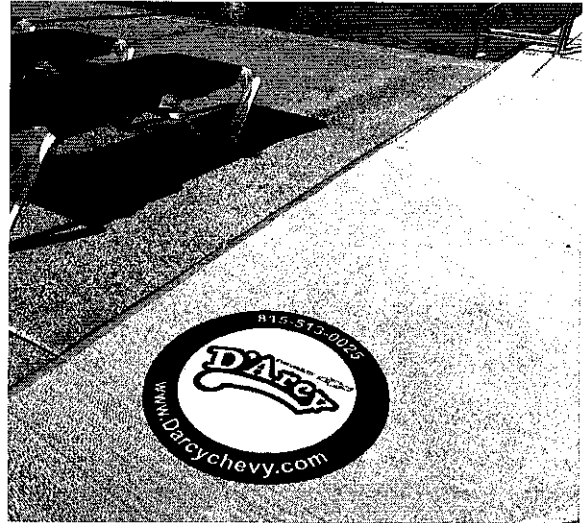
- Addressing calls regarding damaged or dead trees along park and private property lines
- Shifting seasonal labor force to install playground mulch at:
 1. Community Park
 2. Central Park
 3. Library
 4. Deerpath Park
 5. Diamond Park
 6. Pottawatomie Park
 7. Al Wood Park
 8. Dupage Park
- Adopt A Bed program is completed with plantings. Beds are being weeded and watered daily
- Seasonal annual plantings at facilities are complete and being weeded and watered daily
- Spring Soccer programs have wrapped up
- Baseball and Softball programs up and running, daily maintenance continues
- Edged and installed limestone screenings under backstop fence line
- Arroyo Trails and Community Park Splash Pads up and running over Memorial Day Weekend
- Tree Trimming and trail mulching at:
 1. Community Park
 2. Deerpath Park
 3. Highlands Overlook
 4. DuPage Park
 5. Old Kerry Grove Rd and Hansel Rd
 6. Swifton Park
 7. Canoe Launch
 8. Ridge Park
 9. Arroyo Trails
- Removed tree debris from Arroyo Trails creek bed
- Painted sign post's on Park ID signs
- Trim and hedge shrubs and plants at Fieldhouse and ACC
- Spraying weed control product throughout all parks
- Service and Repair equipment
- Prepped additional area and picked up plants for the pollinator garden at Arroyo Trails, the plants were planted by volunteers and Parks installed organic mulch afterward
- No-Ramp utility trailer picked-up
- Arrowhead Community Center Pre-school classroom repairs and painting began 6/3
- Facility Maintenance work orders continue to come into Productive Parks and are being completed in order of priority

Marketing Board Report – June 2024

Jennifer Mensik, Director of Marketing & Development

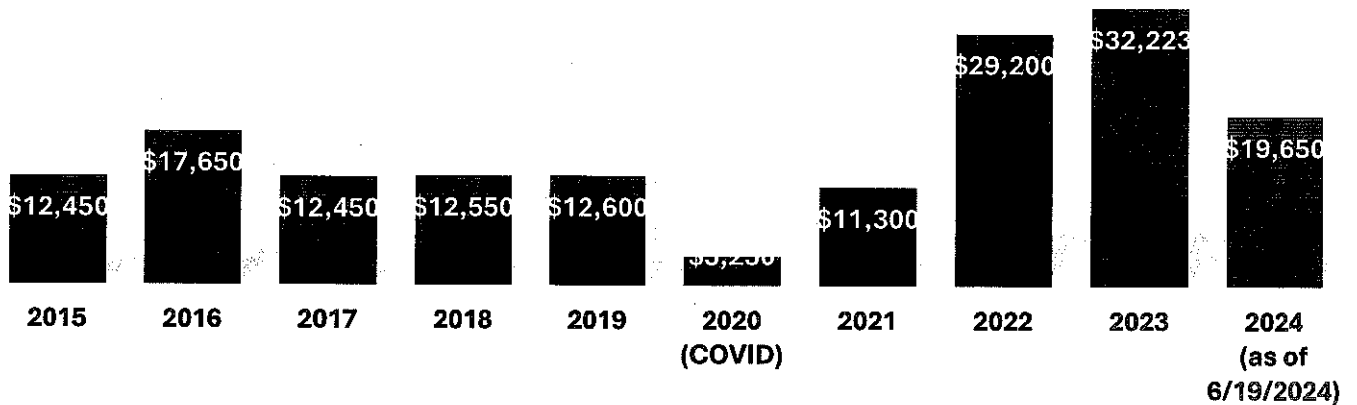
Sponsorships & Advertising

Sponsorship opportunities for our joint events with the Village of Channahon and the Three Rivers Public Library (Independence Day, Rock on Channahon, & Channaholidays) and a new advertising opportunity at Tomahawk Aquatic Center has generated a total of \$15,500 in revenue, \$12,500 for the joint events and \$3,000 for Tomahawk Aquatic Center. This is more than \$6,000 received last year. We have 2 new sponsors – Dan Avalos from Allstate (\$500) and Mallard Point Veterinary Clinic (\$3,500)



Our next sponsorship opportunities packet just went out and included our July outdoor movies and the 1 Mile Family Color Run.

Sponsorships 2014-2024



Marketing Requests

Marketing will begin utilizing Productive Parks, currently used by Parks Department, for requests. A simple, easy to use software that will help track and manage marketing requests by staff. Since staff are already using the software it will be an easy transition from marketing requests via email to Productive Parks.

Special Recreation

A marketing plan for our special recreation programs has been developed. The focus is on Christine and getting her image and information out to the community. A mobile table display has been put together for Christine to use at events.

New Website

We are prepping for the development of a new website for the District. Our first meeting with CIVICPLUS is June 27.

Abigail Anderson, Marketing Coordinator

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

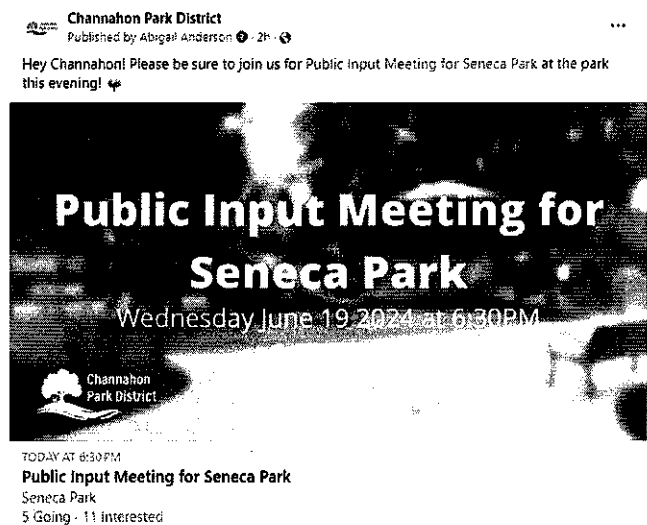
- Channahon Park District (main page) – 10,175
- Heritage Bluffs Public Golf Club – 2561

Summer is in full swing across the district! June brought the opening of the pool, more programming, and the start of summer events!

Special Events – This summer we have almost twice as many special events as we did last summer! We are busy sharing these with the community and keeping each event updated with the latest information like food trucks and start times!

Public Input Meeting – We used social media to announce and promote the Public Interest Meeting at Seneca Park! Social media is a great way to connect with people in the specific areas around the playgrounds and those who use it.

Tomahawk Aquatic Center – The newly renovated aquatic center is now open! We have been using social media to continue pushing pool passes, share changes and new updates, and recently to promote hiring additional staff! We will continue to promote pool passes and swim lessons throughout the summer!



People for Channahon Parks Foundation – June 2024

Jennifer Mensik, Director of Marketing & Development

New Fundraiser – 50/50 raffle

The Foundation will kick off their new fundraiser on July 3 at the Independence Day Celebration. Tickets will be sold through the Three Rivers Festival with Foundation board members selling tickets in the Festival's beer tent Friday and Saturday night. \$2,000 has already been raised in advance.

Arroyo Trails

All donor signs on totems at Arroyo Trails have been replaced and the Cotter Pavilion sign has been installed.

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.

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.

Quarterly Board of Trustees Meeting

The Foundation will next meet July 11, 2024.

PARKS QUARTERLY REPORT

As requested from the Board, Matt Creed presented Productive Parks, which is the work order system that the Park Maintenance crew uses to complete work orders. Matt went through the process of how the system works.

OLD BUSINESS

NEW BUSINESS

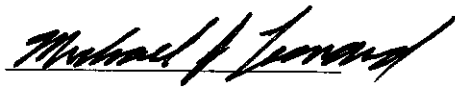
- a. Ravine Woods Unit 3 Lot 380 Park Donation- Motion by Commissioner Lehman, Second by Commissioner Clower to approve the Ravine Woods Unit 3 Lot 380 Park Donation. All Commissioners present voted aye. Motion Carried 5-0.
- b. Arrowhead Community Center Renovation Professional services – Wight & Company- Motion by Commissioner Babich, Second by Commissioner Scaccia to approve the Arrowhead Community Center Renovation Professional Services Proposal by Wight & Company. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Scaccia. Motion carried 5-0.
- c. Tomahawk Aquatic Center – Pay Application #10 – \$106,749 Schaeffges Brothers Inc.- Motion by Commissioner Clower, Second by Commissioner Scaccia to Pay TAC Application #10 in the amount of \$106,749. Upon a roll call vote, the following

Commissioners voted aye: Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Scaccia, Commissioner Clower. Motion Carried 5-0.

- d. Review of Closed Session Minutes- There are no closed session meeting minutes to approve.

ADJOURNMENT

With no further business to come before the Board, Motion by Commissioner Clower, Second by Commissioner Babich to adjourn the meeting at 6:44 p.m. Upon voice vote all Commissioners present voted aye. Motion carried 5-0.



Michael J Leonard

Secretary