

## **Channahon Park District**

### **Minutes of the May 28th, 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 April 22nd, 2024 Regular Board were presented for approval. Motion by Commissioner Clower, second by Commissioner Babich to approve the minutes of the Regular Board Meeting for April 22nd, 2024 Upon voice vote, all Commissioners present voted aye. Motion carried 5-0.

#### **STAFF SERVICE AWARD PRESENTATIONS**

Paulina Tredennick & Kevin Macuiba were both recognized for their 10 years of Service at the Channahon Park District.

Angie Brown was recognized for her 20 years of service at the Channahon Park District.

#### **CORRESPONDENCE**

We received a thank you from IAPD, thanking us for attending the IAPD 2024 Spring Legislative Events in Springfield.

#### **COMMISSIONERS REPORT**

Commissioner Lehman wanted to compliment everyone at the Ribbon Cutting for the Tomahawk Aquatic Center opening. Commissioner Scaccia wanted to thank Executive Director, Mike Leonard & Director of Golf Operations, Mike Huber for giving a grand tour of the golf course and the proposed changes and renovations at the golf course. Commissioner Caldwell also complimented how outstanding the Ribbon Cutting event went and agrees that the plans we have for the golf course are going to be just what we need.

#### **TREASURER REPORT**

Rick Kehoe, Business Manager, presented April 2024 Treasurer's and outstanding bills. Motion by Commissioner Scaccia, second by Commissioner Lehman to accept the April 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, Commissioner Babich, Commissioner Lehman. Motion Carries 5-0.

### **EXECUTIVE DIRECTOR REPORT**

Executive Director, Mike Leonard, recognized three staff for having an unbelievable ribbon cutting event. Angie Brown, Matt Creed, & Jennifer Mensik did an outstanding job.

**Tomahawk Aquatic Center:** The pool renovation project at the Tomahawk Aquatic Center is 99% complete and will open to the public on Saturday, June 1, 2024.

**US Department of Labor Rule:** On April 23, 2024, the U.S. Department of Labor (DOL) finalized a new rule that raises the minimum salary threshold for certain salaried exempt staff from \$35,568 (\$684 per week) to \$43,888 (\$844 per week) as of July 1, 2024, and to \$58,656 (\$1,128 per week) on Jan. 1, 2025. The salary thresholds will periodically increase every three years, as well.

The Fair Labor Standards Act (FLSA or Act) requires covered employers to pay employees a minimum wage and, for employees who work more than 40 hours in a week, overtime premium pay of at least 1.5 times the employee's regular rate of pay. Section 13(a)(1) of the FLSA exempts from the minimum wage and overtime pay requirements "any employee employed in a bona fide executive, administrative, or professional capacity". The exemption is commonly referred to as the "white-collar" or executive, administrative, or professional (EAP) exemption. The regulations implementing the EAP exemption have generally required that each of the following three tests must be met: (1) the employee must be paid a predetermined and fixed salary that is not subject to reduction because of variations in the quality or quantity of work performed (the salary basis test); (2) the amount of salary paid must meet a minimum specified amount (the salary level test); and (3) the employee's job duties must primarily involve executive, administrative, or professional duties as defined by the regulations (the duties test). The employer bears the burden of establishing the applicability of the exemption.

In the fall, as part of the FY 2025 Budget process, we will review and determine the impact on salary and overtime cost this new rule will have on the District's operation. After the review, staff will make a recommendation to the Board on how to comply with the new rule, while efficiently operating the District.

### **Arroyo Trails:**

- Restrooms will be open to the public on Saturday, June 1, 2024.
- The Illinois Department of Commerce and Economic Opportunity Grant Agreement has been signed and returned to us, which allows us to proceed with the bandshell project.



**OSLAD Letter:** Please see the attached letter that was sent to our State Legislators urging them to protect OSLAD, oppose the fund sweep, and support a \$55 million appropriation for new OSLAD grants.

## **STAFF REPORTS**

### **Recreation Board Report – May 2024**

#### **Lauren Koszola, Director of Recreation**

The Men's Basketball league kicked off its action-packed season on February 18th, concluding in an exciting finish on May 5th, totaling 10 weeks. We are grateful that this year's winter men's league was proudly sponsored by ROC City Bar & Grill, who generously provided the first-place trophies for both the recreational and competitive leagues. Throughout the season, each team played 10 games before heading into the playoffs. A total of 19 teams this year, with 10 teams in the recreational division and 9 in the competitive league. Looking ahead, for the upcoming summer league on June 2nd. Currently, we have four teams registered, with more expected to join.

The Country Line Dance program concluded on May 9th after running for a duration of six weeks. Nine participants had pre-registered for the program, with additional walk-ins signing up for the class. A second Country Line Dance class is scheduled to run on May 16th.

Youth tennis lessons started on May 11th, with 4 different age groups ranging from 3 to 14 years old. There are a total of 19 participants enrolled.

Wiffle Mania, designed for ages 7 to 11, ended on May 12th with a total of five participants enrolled in the program. Pickle It Up! began on April 21st and concluded on May 12th with two classes offered. In total, twelve participants were enrolled across both sessions.

Preschool celebrated the end of the year with a picnic on May 9th. The event was filled with activities including bounce houses, face painting, games, and the refreshing addition of Kona Ice providing snow cones for all attendees. Following the festive picnic, preschool graduation ceremonies took place on May 10th, marking a significant milestone for four graduating classes. Each class had their individual graduation ceremony where they showcased their talents by performing songs and receiving well-deserved diplomas. We had 56 preschool students graduate!

As the school year ends, we extend our gratitude to all the dedicated preschool staff for their commitment and support throughout the year. Their hard work and dedication have made this school year truly memorable for our preschoolers.

Day Camp preparations are progressing smoothly! Paulina has collaborated with the camp directors, and together they are diligently preparing for a successful camp season. Day Camp Counselor training is scheduled for the last week of May, with a remarkable 40 counselors already hired for this season! We've been experiencing great turnout and enthusiasm from residents about camp, setting the stage for an exceptional camp season! Day Camp kicks off on June 3rd.

Special Recreation hosted a Let's Paint Class on May 14th, featuring four enthusiastic participants. During the session, participants crafted Mother's Day themed creations.

Additionally, on Friday, May 17th, we introduced a new senior class, Bird Watching in Nature. Held at Arroyo Trails, the class attracted the participation of seven nature enthusiasts, marking a promising start for this engaging program.

**Facilities and Safety Board Report – May 2024**

**Angela Brown, Facilities and Safety Manager**

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

May has been hopping at the Field House! There has been tumbling classes, volleyball clinics, country line dance, basketball skills and drills, group fitness classes, preschool graduation, and staff trainings. Indoor pickleball and tot time open gym wrap up this month for the summer to free up space for fitness center members and day camp.

As of May 20, we have 1183 Dimensions Fitness Center members, 572 of which are EFT members, 222 have paid in full, 143 additional of which are 1 or 3 month members, 98 in Silver Sneakers, and an additional 148 track only members.

Scan Ins at Dimensions Fitness Center

\*Through 05/20/2024

	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	5522	4877	*2260								

**Tomahawk Aquatic Center**

Training has begun! 96% of pool staff attended orientation and our high school graduates and college students have all been through their refresher training. High school students start later this week after their finals. Manager boot camp is being held this week and other staff are in taking care of projects on the deck that need to be taken care of.

Maintenance continues to move forward with multiple projects to be ready for the ribbon cutting.

We passed our IDPH inspection pending a few corrections to be documented and sent to them.

Private waterpark rental bookings 54 of 68 slots reserved for 80% 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 456 pool passes to 151 families so far. Pass sales will continue until the middle of June.

We were gifted some unexpected marketing by one of our lifeguards. Spencer Lorenz is the MCHS valedictorian and he made sure to invite everyone to visit the newly remodeled Tomahawk Aquatic Center, one of his favorite places growing up and to work at in his speech to the graduating class.

### **Safety**

For May and June, members of the Safety Committee and lead staff are focused on seasonal and year round part time staff completing their required annual trainings.

We did hit our first target with PDRMA to earn a \$500 incentive by meeting to determine what inspections we'll do on ourselves and with a PDRMA representative. Our next target comes in July when we establish smart goals to work on the later half of the year. Our focus will be creating facility specific flip charts of emergency action plans for quick reference for our staff and patrons.

### **Golf Board Report – May 2024**

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

The golf season is in full swing. All our Leagues have started play now. We have already hosted several outings with many more to come.

Our Food & Beverage team hosted Mother's Day Brunch on Sunday, May 12<sup>th</sup>. We hosted roughly 100 guests and brought in just under \$5,000 in revenue. These numbers are down slightly from 2023, but that is due to us changing our seatings to provide the best experience we can possibly provide.

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

Our Golf Course Architect that we hired for the bunker renovation project has continued to work on the preliminary drawings. Soon we will receive the preliminary drawings and 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.

April was a difficult revenue month. We produced \$150,573 in revenue through our point of sale. That was \$25,782 less than April 2023. We had 2,215 rounds of golf, compared to 2,642 in 2023, \$918 in simulator rentals, compared to \$813 in 2023. F&B generated \$35,118, compared to \$49,165 in 2023 and golf produced \$114,537 in revenue, compared to \$126,377 in 2023. The weather for April 2024 had a significant impact compared to the weather in April 2023. We enter April \$13,158 ahead of our revenue totals at the same point in 2023.

May 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 and the seal coating project which

impacted the tee sheet for four days. Through the first 21 days of the month, we have generated \$176,445 in revenue through our point-of-sale. That is \$22,672 less than the previous year through the same period. We have hosted 2,513 rounds of golf so far which is 444 less than the same time period for May 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	\$ 382,044.00	\$ 298,652.00
Expense	\$ 1,539,527.74	\$ 1,350,317.95	\$ 1,602,853.00	\$ 1,711,256.00	\$ 2,020,063.00	\$ 611,345.00	\$ 541,111.00
Profit / Loss	\$ (203,945.38)	\$ 316,154.66	\$ 147,365.00	\$ (8,066.00)	\$ 378,038.00	(\$229,301.00)	\$ (242,459.00)

\* 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 April 2024 \*Thru April 2023

Commissioner Caldwell said the course looks great. Commissioner Scaccia was following up on his suggestion of adding more recycling cans on the course.

### Abigail Anderson - Golf Marketing

**Mother's Day Brunch** – Our Mother's Day Brunch was this last month! We promoted it across our different platforms and on specialty social media groups for restaurants and families!

**Programming** – The Summer brochure is out now and that means registration is open for all of our golf programming! Our programs have almost all filled, and we have added a few additional sessions to our more popular programs to accommodate more golfers!

**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. We are starting to get it more visible within the clubhouse now as well.

**Pop-up Events** – We have already had a few pop-up events with Callaway and have one coming up with Cleveland/Srixon. We promote these mostly on social media but will include them on email blasts as well as our website's calendar!

**Summer Sunset Series** – Our popular Summer Sunset Series has kicked off with Memorial Day Weekend! We are promoting this across all of our platforms to keep up with the popularity of this program and continue to grow it into the season!

**Custom Gift Cards** – We are in the process of getting new custom gift cards and covers that are branded for the golf course. They have the new logo on them and will be perfect to promote just in time for Father's Day in June.

### **John Nugent and Dave Roberts - Golf Ground Operations**

The Golf season is well under way and our turf is jumping out of the ground. The milder temperatures and timely rains have been good for our root system development. All retiree employees are back, and we will soon have the help of our young crew members.

Current tasks:

- Continued mapping all irrigation for central programming
- Begun post-emergent herbicide applications
- Begun Fertilizer/Insecticide applications in on the fairways, tees, and rough
- Continued turf plant protectant applications
- Completed Chris Plumb's service of irrigation pump station
- Continued irrigation repairs
- Completed greens contracted deep tine aerification
- Completed tree clearing along pump house entrance path
- Continued course set up for daily play
- Begun new irrigation satellite wiring adjustments/corrections

After an unusually warm winter, spring has been more typical. Rains have been regular. Sometimes too heavy. Much time has been spent repairing bunker washouts. With all the rain that we have been having, we expect to see high insect populations all season.

### **Parks and Facility Maintenance Report – May 2024**

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

#### **1. Tomahawk Aquatic Center**

- Pool balanced, heated , and filtering
- Landscape plant installation and mulch complete
- Sod installation complete and rooted
- Shade Structure Installation ongoing. Footing poured 5/21. Structure assembly to start 5/28. Estimated Completion 5/24
- Exterior of Facility painting complete
- All new signage installed and completed
- New tot splash pad play feature installed
- New slide commissioned and operational
- Spray ground operational but needs completion and fine tuning
- New concession stand icemaker assembled and installed
- New locker bank assembled and installed



- New picnic tables assembled
- New garbage cans assembled, placed, and anchored
- New Shade cover and funbrella canopies installed
- Facility power washing complete

## 2. Arroyo Trails Bathroom

- Final Inspection scheduled 5/23
- Concrete sidewalk complete and connected to existing path system
- ADA handrails installed
- Paper towel and toilet paper carriers installed
- Final grading and sod installation starting 5/22

## 3. Park and Facility Maintenance

- Summer Seasonal work force has started and in full swing
- Adopt A Bed program under way
- Seasonal annual plantings at facilities ongoing
- Soccer Fields and programs up and running, daily maintenance continues
- Baseball and Softball programs up and running, daily maintenance continues
- Spring Application of weed control chemicals applied by contractor
- Arroyo and Community Splash Pad assembly and start-up 5/22

Executive Director, Mike Leonard, thanked Commissioner Scaccia and his family for participating in our Adopt A Bed Program.

## Marketing Board Report – May 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 went out earlier this month. As of this report we've received \$11,000, with \$2,000 in Aquatic Center pool deck

decals.

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

### **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 to help build a comfort level with the population that she'll be working with.

### **Tomahawk Aquatic Center**

We're all ready for the ribbon cutting at Tomahawk Aquatic Center! 67 invitations were sent to local government organizations and our local politicians, many of them plan to attend.

A few more signs were needed for Tomahawk Aquatic Center. We're at a total of 80 new signs for the facility! All of the new signs carry the same theme and design to help make them more recognizable to our patrons.

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

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

- Channahon Park District (main page) – **10,011**
- Heritage Bluffs Public Golf Club – 2536

May brought new programs and events, the end of the school year, and the first glimpses of summer! This month, we also officially passed 10K followers on our Channahon Park District Facebook page!

**Special Events** – May had a new special event “Star Wars Day” and the launch of several other summer events! A new program that has been incredibly received online is “Bluey and Paw Patrol Party at Woods of Aux Sable Park!”! This event has over 1.7K people interested in it on Facebook! To

give you a comparison, last year's Potato Festival had 2.1K and the average park pop-up/movie in the park has 300-500 interested in it.

**Tomahawk Aquatic Center** – Tomahawk Aquatic Center is shaping up nicely and the community is very excited to get inside! This last month we have heavily promoted swim lessons, season passes, and the ribbon cutting! We are showing off some of the fun that is going on at TAC, including the first bucket drop and the commissioning of the new waterslide! We are also showing some of the goodies we've got for the Ribbon Cutting! As we move towards opening and once we are opened we will promote private rentals, swim lessons, and the Life Guard For a Day programs! Flick-n-Float was also launched this month on Facebook!

**Special Recreation** – Since forming our own Special Recreation department, marketing has taken special interest in the growth and success of the programs. This spring we have seen a lot of success in getting new and returning participants into our programs and getting the program out in front of more people. We have almost 600 followers on our Channahon Park District Special Recreation page on Facebook and we will continue to post and share all of the awesome opportunities this department offers to the special needs population in our community.

**People for Channahon Parks Foundation – May 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 Fundraiser**

The Foundation will have a 50/50 raffle at the Three Rivers Festival's beer tent Friday and Saturday night.

#### **Quarterly Board of Trustees Meeting**

The Foundation will next meet July 11, 2024.

Commissioner Lehman wanted to let everyone know that the Foundation Board is beginning to look at recruiting new people.

## **NEW BUSINESS**

- A. Open Space Land Acquisition & Development Grant Resolution for Seneca Park – Motion by Commissioner Babich, Second by Commissioner Clower to Pass the Resolution of Authorization for the OSLAD Grant for Seneca Park. Upon a voice vote all commissioners present voted aye. Motion Carries 5-0.
- B. Recreation Software Taskforce Presentation by Lauren Koszola – Motion by Commissioner Scaccia, Second by Commissioner Lehman to accept the Recreation Software as Presented for \$39,896.60. Upon a roll call vote, the following Commissioners voted aye: Commissioner Clower, Commissioner Caldwell, Commissioner Babich, Commissioner Lehman, Commissioner Scaccia. Motion Carries 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 6:24 p.m. Upon voice vote all Commissioners present voted aye. Motion carried 5-0.



Michael J Leonard

Secretary