
NILES PARK DISTRICT
Minutes of Regular Board Meeting
Held at Howard Leisure Center
Tuesday, May 15, 2018
6:00 pm

BOARD MEMBERS

PRESENT: Pat Byrne, President
Ray Czarnik, Vice President
Christopher Zalinski, Treasurer
Julie Genualdi, Commissioner
Dennis O'Donovan, Commissioner

ATTORNEY

PRESENT: Dan Shapiro, Attorney

STAFF MEMBERS

PRESENT: Tom Elenz, Executive Director
Scot Neukirch, Director of Finance
Robin Brey, Recreation Program Supervisor
Laura Newton, Tam Tennis Manager
Matt Schiller, Superintendent of Parks
Jim Majewski, Superintendent of Facilities
Marty Stankowicz, IceLand Manager
Julie Jentel, Marketing
Peter Dubs, Golf Course Manager
Paul Nielsen, Athletic Director
Jeff Halsema, Soccer Manager
Jim Stoneberg, Superintendent of Golf Course Maintenance
Bob Kreiling, Park Patrol

GUEST PRESENT: None

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1. **CALL TO ORDER.**
President Byrne called the meeting to order at 6:00 p.m.
 2. **PLEDGE OF ALLEGIANCE TO THE FLAG.**
President Byrne led the assembly in the Pledge of Allegiance.
 3. **ROLL CALL.**
All commissioners were present.
 4. **CHANGES TO AGENDA.**
None.

5. **CONSENT AGENDA APPROVAL.**

A. Minutes of the Regular Board Meeting of Tuesday, April 17, 2018.

B. Voucher List as presented May 15, 2018. Approval of Disbursements:

VOUCHER LIST OF BILLS PRESENTED FOR APPROVAL ON MAY 15, 2018
-SUMMARY BY FUND:

General Fund	87,074.25
Recreation	136,652.78
Ice Rink	34,167.57
Swimming Pool	1,230.91
Golf Course	18,778.26
Paving & Lighting	1,395.22
Police Protection	108.00
Handicapped	44,041.58
Capital	6,016.82

Grand Total: \$329,465.39

A motion was made by Commissioner Genualdi, seconded by Commissioner O'Donovan to accept the minutes of the Board Meeting of Tuesday, April 17, 2018 and the Voucher List as presented. Recording Secretary Jentel called the roll:

President Byrne	Yes
Vice President Czarnik	Yes
Treasurer Zalinski	Yes
Commissioner Genualdi	Yes
Commissioner O'Donovan	Yes

The motion passed 5-0

6. **TREASURER'S REPORT.**

Treasurer Zalinski reviewed the Treasurer's Report.

A motion was made by Commissioner O'Donovan, seconded by Commissioner Genualdi to approve the Treasurer's Report as presented. Recording Secretary Jentel called the roll:

President Byrne	Yes
Vice President Czarnik	Yes
Treasurer Zalinski	Yes
Commissioner Genualdi	Yes
Commissioner O'Donovan	Yes

The motion passed 5-0

10. REPORTS OF PARK OFFICIALS.

A. President's Report.

At his last meeting as President, he thanked the staff, Board of Commissioners, and acknowledged what has been accomplished.

B. Attorney's Report.

Under new business, he wanted to point out 2 items, #9 C & D. Item C is a routine item and Item D had input from School District 71 and the Park District. Please let him know if you have questions.

11. BOARD REPORTS.

Robin Brey, Recreation

- Spring Dance Recital took place last Sunday and was well attended. We had 120 dancers performing their dances which are an increase of 40 dancers from last year.
- Spring Piano Recital will be held on Friday May 18th at Culver School.
- Bright Beginnings Preschool will end their school year this Friday with graduations and celebrations. Thank you to the all the teachers for another successful year.
- Summer Camp Open House will be May 30th at both camps sites Oasis & HLC. Counselors will be trained in CPR/First Aid. Niles Police Department will once again be conducting a seminar for staff on safety awareness.

Laura Newton, Tam Tennis Manager

- April revenue for Private lessons was very good.
- April court fees were good (as well) due to inclement weather
- As shown in the report, fitness revenue is up year to date compared to last year☺
- Options for Harvest Hustle Three Saturdays in October. The 13th, 20th or 27th.
- Month of May winds us down. Summer slows us down with court reservations.
- Harvest Hustle date was determined- Saturday, October 20 at 8:30 am from Notre Dame College Prep.

Matt Schiller, Superintendent of Parks

- Trees at Kirk Lane and Golf Mill have been trimmed or removed as needed this month.
- Crews have completed broadleaf and crabgrass control applications.
- Fields at Golf Mill, Culver School, Pioneer and Oak Park have been over seeded.
- We have begun turning on the water fountains this week and will start getting the irrigations systems up as soon as possible.
- Work continues on the new flower bed by Oasis, replanting of the pool area and front entrances.
- Work will begin as soon as possible to redo the landscaping around the Howard Leisure Center, Restaurant and the first tee box areas.
- We welcome two new full time employees to the crew as of last month. Alex Salas and David Mack were introduced to the Board of Commissioners.

Jim Majewski, Superintendent of Facilities

- The fence around the pond at Pioneer Park was replaced.
- Oasis Pool is being worked on.
- Quotes on remaining basketball courts for repairs and recoloring.
- Grennan Heights and Kirk Lane basketball courts are completed.
- Tam Golf Course lot was resealed and restriped.
- Quotes on refinishing the dance room floor at Howard Leisure Center.
- Tam Golf Course and Howard Street Inn marquees have been repaired.
- New directional arrows will be added to the HLC parking lot so drivers know what direction traffic goes.
- Punch list items at LoVerde Center are being worked on.
- Application for marquee at LoVerde Center has been turned in.
- New lighting by the address and on front of LoVerde Center in progress.

Marty Stankowicz, Iceland Manager

- Spring League Hockey is coming to an end, and playoffs start after Memorial Day. IceLand will be hosting league playoffs with available ice.
- Ice Show was held last weekend, and attended by over 700 spectators. Thank you to those that attended.
- The outdoor rink dasher boards were cleaned last week, and the floor will be cleaned and spot painted this week. It will be used for roller hockey and public roller skating this summer. We are planning to start after Memorial Day and continue to Labor Day. I have been in contact with a new Lacrosse organization which will be renting the outdoor rink this summer. We are looking to include Lacrosse as part of our summer hockey camp activities.
- Summer hockey and skating registration started last Monday.
- Summer camp staff training is scheduled. IceLand camps start June 12.
- Fall programming and ice scheduling has started.

Tom Elenz, Executive Director

Executive Director Elenz announced the date of the Village vs. Park District Softball Game. Game will be Tuesday, August 14.

Scot Neukirch, Director of Finance

- Highlights of the Finance Department's activities since the last meeting other than the normal accounts payable, payroll and other accounting duties include:
 - Auditors completed their fieldwork for the 2017 audit.
 - Just received the 1st draft of the report from the auditors and I have yet to review it.
 - Need to write several narratives to be added to the report and then we will move forward with preparing the final document.
- Attended an IMRF Webinar which reviewed the 2017 performance of pension plan that the Park District is a member of, which follows up my review last month of IMRF's performance.
 - If any board members are interested in seeing the presentation, just call or send me an email and I can forward it to them.

- One additional bit of information that I thought was interesting in addition to the information I previously presented was that a dollar invested with IMRF in 1980 would be worth \$34.52 in 2017 which just illustrates how well IMRF has done with its investment returns over time.

Julie Jentel, Marketing

- With the school year ending this week, preschool students will be given a DVD slideshow filled with their preschool memories.
- Helping the Rec Dept put items together for Summer Camp, Dance Recital & Piano Recital.
- Schedules & Standings are posted on our website for the Spring Athletic programs.
- Work is beginning on the Fall Guide.
- July 4th donation letters were sent out.

Joe Cermak, LoVerde Center Manager

- For the month of May, we have 5 routine rental groups at the facilities
- Youth volleyball practices take place Tuesday's and Thursday's at the LoVerde building.
- A list of tasks has been developed for each shift at each building. Such tasks include windows, tables, and chairs cleaning. Picking up trash in front of the building, and picking up debris off the soccer field.
- Superstars Basketball with Gregg Gierke is still in session at the LoVerde Center and the youth volleyball games started the week of the 12th and both Golf View and LoVerde are housing the games.

Jeff Halsema, Soccer Manager

- Roth clinic was a huge success. We had roughly 35 kids attend. Chicago Red Stars staff and players were in attendance and had a great time. They were very complimentary of our program and how well run the event was. They are very interested in continuing to work with the Niles Park District and building the relationship.
- Spring soccer is underway. Roughly 270 kids participating. We are reserving practice time at the LoVerde center through the season for teams who wish to practice as we slow down a bit. Teams have been very receptive to this. I have put together weekly lesson plans for all coaches in each division to help them run practices for their team. I also have had some staff members come in during heavy practice days to give coaches additional assistance in helping teach the skills of the game for their teams.
- I have been marketing all our summer soccer programs through facebook, flyers, retrace emails blasts, etc... to raise awareness of what we are offering this summer for soccer. I typically do at least 4-5 different marketing directives per week.
- We are making a big push to grow our Coed Soccer league this summer. We kick off our next session on June 6th and I believe we already have 4/5 teams to play with 1 month left to register. I have been working heavily on Facebook and passing out flyers locally.
- Updating policies and procedures within our department for our staff to sharpen things up. The biggest task I have been working on is trying to get our facilities all on the same system for scheduling so we all have live access and can see what any facility is doing at any time.

- LoVerde has given us a nice avenue when working with inclement weather for soccer/tball/rookie ball games not needing to be rescheduled by moving them indoors.

Paul Nielsen, Athletic Director

- **Finance**
Revenue through May 1st is \$744,000. That is an increase of 43% over last year during the same time frame. Expenses have increased by \$15,000 from \$134,000 to \$154,000 during the same time which is increase of only 15%.
- **Personnel**
All employees are being CPR and First Aid certified. This year's classes are being taught in the last week of May and first week of June. Additionally, all camp employees will be in attending a seminar hosted by the Niles Police Department and our new aquatics director Tony Senkevicious. The seminar includes water safety and safety awareness and procedures in an emergency. We have completed hiring for the summer season. The athletic department currently has 129 employees.
- **Marketing**
Julie has been doing email blasts for the various upcoming programs. Facebook and the Park TV screens are also being used to market programs. Banners for camp have been put up in several areas promoting camp. Flyers are in every building. Flyers are being handed out at ongoing programs to promote upcoming programs.
- **Operations**
The programs that are currently functioning are: Men's Basketball, Men's Softball, Co-Rec Softball, Girls 'Softball, T-Ball, Rookie Ball, Youth Volleyball League, Youth Soccer, and Gymnastics, Sports Camp, Basketball Academies, Soccer Academies. Upcoming programs are: Youth Summer Basketball and Sports Camp and Summer Basketball, Softball Tournaments, Volleyball Camps, Basketball Camps, and Weekday T-ball and Weekday Rookie Ball.

Peter Dubs, Golf Course Manager

- League and permanent tee time fees should all be in by the end of this week. While the total number of players participating should be pretty close to last season's figures, revenues will be markedly less because over half of the groups will be playing the shorter 10 week season (instead of the usual 14) we offered due to the delayed opening of the course.
- Annual staff training was completed last week with a focus on safety, quality customer service, and protecting sensitive areas of the course that will be recovering from the renovation.
- Email blasts are scheduled over the next two weeks to promote our upcoming opening.
- We've been in contact with golf columnist Len Ziehm who writes for the Daily Herald and a few other Chicagoland golf publications about our renovation, the history of Tam O'Shanter, and the story behind our museum pieces on display at the learning center. He plans to visit in June and hopefully will put together an article to run in one or more of the outlets he contributes to.
- Golf course accessories are scheduled to arrive later this week. Our new tee signs are scheduled to be shipped May 24th. This was later than previously estimated due to the hand painting required inside our logo. We coordinated earlier shipment of the posts to make sure there was ample time to have these installed out on the course, so when the signs arrive they'll just have to be mounted.

- The outdoor netting has been raised over at the learning center and the extra teaching space is coming in handy as 6 of our 7 classes currently running filled to capacity.

Jim Stoneberg, Supt. of Golf Course Maintenance

- Work continues on the flood damage, on-going repairs, and clean up.
- Slow process continues mowing the tee tops and green surrounds down to the half inch required for play. Turf growth spurt is hard to keep up with slowing the process.
- Top dressing, rolling and seeding main drain line area's in fairways continue to fill in sod joints and level.
- As tee signage post, garbage cans, and benches get delivered staff will start assembling and setting posts in concrete.
- The new fence protectors on 1 forward tee and 9 tee project ordered awaiting delivery of the special 1 ¼ inch wire required.
- Caldwell fence by the 5th tee windscreen privacy/course advertising will be installed soon as it's delivered.
- Repairs to the irrigation pump station completed and awaiting over all recommendations for replacement in the near future.
- Still seems difficult to hire good staff to replace 2 positions that left for other employment.

12. NEW BUSINESS

A- ELECTION OF OFFICERS TO PARK BOARD (PRESIDENT, VICE PRESIDENT, AND TREASURER).

Attorney Shapiro asked for nominations for the office of **Park Board President**. President Byrne nominated Treasurer Chris Zalinski to serve as President for the coming year. There were no further nominations.

Attorney Shapiro called for a motion to elect Chris Zalinski as Park Board President for the coming year. Recording Secretary Jentel called the roll:

President Byrne	Yes
Vice President Czarnik	Yes
Treasurer Zalinski	Yes
Commissioner Genualdi	Yes
Commissioner O'Donovan	Yes

The motion passed 5-0

Attorney Shapiro asked for nominations for the office of **Park Board Vice President**. Commissioner O'Donovan nominated Vice President Ray Czarnik to continue to serve as Vice President for the coming year. There were no further nominations.

Attorney Shapiro called for a motion to elect Ray Czarnik as Park Board Vice President for the coming year. Recording Secretary Jentel called the roll:

President Zalinski	Yes
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Vice President Czarnik	Yes
Commissioner Byrne	Yes
Commissioner Genualdi	Yes
Commissioner O'Donovan	Yes

The motion passed 5-0

Attorney Shapiro asked for nominations for the office of **Park Board Treasurer**. President Zalinski nominated Commissioner O'Donovan to serve as Treasurer for the coming year. There were no further nominations.

Attorney Shapiro called for a motion to elect Dennis O'Donovan as Park Board Treasurer for the coming year. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

B- APPOINTMENT OF BOARD OFFICIALS (SECRETARY & ATTORNEY).

A motion was made by Treasurer O'Donovan, seconded by Commissioner Byrne to appoint Thomas Elenz as Board Secretary for the coming year. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

A motion was made by Commissioner Byrne, seconded by Commissioner Genualdi to appoint Dan Shapiro (Shapiro & Associates Law) as Attorney for the coming year. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

C- DISCUSSION/APPROVAL OF PREVAILING WAGE ORDINANCE.

A motion was made by Commissioner Byrne, seconded by Treasurer O'Donovan to accept the Prevailing Wage Ordinance. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

D- DISCUSSION/APPROVAL OF INTERGOVERNMENT AGREEMENT BETWEEN THE NILES PARK DISTRICT AND SCHOOL DISTRICT NO. 71 REGARDING USE OF FIELD.

Executive Director Elenz explained this is a 20 year agreement with the school. The Park District is responsible for watering, which will require a new sprinkler system, top dressing, fertilizing, over seeding & aerating the field. Culver will take care of cutting the field and the utilities related to watering the field. In return, the Park District is able to build a junior t-ball field on the property in the northwest corner, and use the soccer field for our soccer program. School District 71 will be voting on this agreement tonight, May 17, at their meeting.

A motion was made by Commissioner Byrne, seconded by Treasurer O'Donovan to approve the intergovernmental agreement between Niles Park District & School District 71 regarding use of field, subject to Attorney review. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

E- DISCUSSION/APPROVAL OF VAN'S ENTERPRISES FOR JUNIOR FIELD INSTALLATION.

Executive Director Elenz explained that contingent on the Culver vote this evening, Van's Enterprises has given a price of \$18,900 to install the field portion at Culver. We will be using the fence (savings of \$6600), player benches (savings of \$1600), and bleachers (savings of \$2500) from the Oak Park field. Matt Schiller explained the process Van's will take to install the field.

A motion was made by Commissioner Genualdi, seconded by Commissioner Byrne to approve

Van's Enterprises for the amount of \$18,900.00. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

**F- DISCUSSION/APPROVAL OF DURA BILT FENCE FOR FENCE
INSTALLATION FOR JUNIOR FIELD.**

Executive Director Elenz asked for approval for the backstop and site line fencing in the amount of \$22,950. It is an 18 foot backstop with overhang. Park District will be using a portion of screening from Oak Park.

A motion was made by Commissioner Byrne, seconded by Commissioner Genualdi to approve Dura Bilt Fence for the amount of \$22,950.00. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

**G- DISCUSSION/APPROVAL OF G & L FOR CONCRETE INSTALLATION FOR
JUNIOR FIELD.**

Executive Director Elenz asked for approval for concrete pads for the dugouts and bleachers in the amount of \$6,300.

A motion was made by Treasurer O'Donovan, seconded by Vice President Czarnik to approve G & L for the amount of \$6,300.00. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

**H- DISCUSSION/APPROVAL OF JOHNS CUSTOM CARPENTRY FOR
INSTALLATION OF DUG OUT ROOFS.**

Executive Director Elenz asked for approval for the installation of dug out roofs in the amount

of \$11,500. This will be a shingled roof and the first Niles Park District covered dugout.

A motion was made by Treasurer O'Donovan, seconded by President Zalinski to approve Johns Custom Carpentry for the amount of \$11,500.00. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

Grand total is \$59,650 to install the new junior ball field at Culver School.

13. OLD BUSINESS.

None.

14. MISCELLANEOUS.

None.

15. CITIZENS WISHING TO ADDRESS THE BOARD.

None.

16. CONVENE INTO EXECUTIVE SESSION UNDER SECTION 2 (C)(1) TO DISCUSS PERSONNEL ISSUES, SECTION 2 (C)(5) TO DISCUSS REAL ESTATE AND SECTION 2 (C)(11) TO DISCUSS LITIGATION OF THE OPEN MEETINGS ACT.

Executive Director Elenz asked to convene into executive session.

17. ADJOURNMENT.

A motion was made by President Byrne, seconded by Commissioner Genualdi to adjourn the Regular Board Meeting. Recording Secretary Jentel called the roll:

President Zalinski	Yes
Vice President Czarnik	Yes
Treasurer O'Donovan	Yes
Commissioner Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 5-0

APPROVED:

President
Board of Commissioners
Date: June 19, 2018

Board Secretary