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**NILES PARK DISTRICT**  
Minutes of Regular Board Meeting  
Held at Howard Leisure Center  
Tuesday, June 19, 2018  
6:00 pm

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**BOARD MEMBERS**

**PRESENT:** Chris Zalinski, President  
Dennis O'Donovan, Treasurer  
Julie Genualdi, Commissioner  
Pat Byrne, Commissioner

**ATTORNEY**

**PRESENT:** Ian Brown, 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  
Lindsay Brubaker, Pioneer Park Manager  
Peter Dubs, Golf Course Manager  
Paul Nielsen, Athletic Director  
Jim Stoneberg, Superintendent of Golf Course Maintenance  
Bob Kreiling, Park Patrol

**GUEST PRESENT:** Myk Snider, Sphere Communications

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1. **CALL TO ORDER.**  
President Zalinski called the meeting to order at 6:00 p.m.
  2. **PLEDGE OF ALLEGIANCE TO THE FLAG.**  
President Zalinski led the assembly in the Pledge of Allegiance.
  3. **ROLL CALL.**  
Vice President Czarnik was absent.
  4. **CHANGES TO AGENDA.**  
None.

5. **CONSENT AGENDA APPROVAL.**

A. Minutes of the Regular Board Meeting of Tuesday, May 15, 2018.

B. Voucher List as presented June 19, 2018. Approval of Disbursements:  
**VOUCHER LIST OF BILLS PRESENTED FOR APPROVAL ON JUNE 19, 2018**  
**-SUMMARY BY FUND:**

General Fund	75,799.50
Recreation	102,844.67
Ice Rink	27,230.41
Swimming Pool	9,686.22
Golf Course	51,272.59
General Liability	21,421.00
Paving & Lighting	620.03
Handicapped	842.17
Capital	120.07
Audit	850.00
<b>Grand Total:</b>	<b><u>\$290,686.66</u></b>

A motion was made by Treasurer O'Donovan, seconded by Commissioner Genualdi to accept the minutes of the Board Meeting of Tuesday, May 15, 2018 and the Voucher List as presented. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

6. **TREASURER'S REPORT.**

Treasurer O'Donovan reviewed the Treasurer's Report.

A motion was made by Commissioner Byrne, seconded by President Zalinski to approve the Treasurer's Report as presented. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

7. **REPORTS OF PARK OFFICIALS.**

A. **President's Report.**

President Zalinski talked how Lake Bluff Golf Course is going out of business unless they raise money to stay open. We are fortunate to renovate and operate our course at a profit.

B. **Attorney's Report.**

None.

8. **BOARD REPORTS.**

**Robin Brey, Recreation**

- Summer camps are in full swing and off to a great start at both Oasis and Howard Leisure Center. Camp enrollments are growing daily. Camp registrations will be accepted throughout the summer.
- July 4<sup>th</sup> preparations are being finalized. The MIX will headline the entertainment again this year. Looking forward to a fun filled day!

**Laura Newton, Tam Tennis Manager**

- We are currently \$30,924 ahead compared to last year at this time.
- Harvest Hustle work will begin with the date being Saturday October 20<sup>th</sup> with a start time of 8:30 am.
- Summer classes start June 25<sup>th</sup>.

**Matt Schiller, Superintendent of Parks**

- Parks Crew is working to stay on top of mowing as we get caught up on bed clean up and plantings.
- First Tee Box project has been completed and crews have moved on to finishing the cleanup and replanting of sign beds as well as the beds around Grennan in preparations for the 4<sup>th</sup> of July activities.
- Irrigation startups took a bit longer than expected due to necessary repairs at several parks. However, I believe all are running properly now.
- Over seeding continues at both Pioneer Park, and Oak Park and the turf is starting to fill in.

**Jim Majewski, Superintendent of Facilities**

- Wood fence at Pioneer Park is completed.
- Sign at LoVerde Center is scheduled for a zoning variance on July 9.
- Basketball courts are on schedule for color coating.
- Bids are going out for Courtland tennis court repairs.
- Working on air conditioning issues as they arise.

**Marty Stankowicz, Iceland Manager**

- Summer House League Hockey starts this weekend.

- Summer hockey classes start this week. All classes have lower registrations than last year.
- Summer camps started this week. First week registrations for both hockey and figure skating are lower than last year. Flyers were delivered to Chicago schools last week and hope to bring up numbers once school is out for the year.
- Fall programing and ice scheduling is ongoing.
- Planning for July 4<sup>th</sup> parade and festival is underway and float repair will start next week.
- We had no power on Saturday, had to cancel programs and reschedule.

**Tom Elenz, Executive Director**

Executive Director Elenz read an email aloud from a golf league commending the golf staff and renovation updates.

**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:
- Audit update
  - FY 17 audit is in its final stages. The report is complete and is in the process of being filed with the necessary agencies and other required annual submissions.
  - More information will be provided to the Board at our next meeting.
- Memorial Day Weekend financial pool stats:

	<b>Pool Site</b>	<b>Season</b>	<b>Max</b>
	<b>Sales</b>	<b>Passes</b>	<b>Temp</b>
5/26/2018	\$5,288.03	\$3,194.00	90
5/27/2018	\$12,895.75		97
5/28/2018	\$12,606.55		95
	\$30,790.33	\$3,194.00	
5/27/2017	\$330.00	\$543.00	78
5/28/2017	\$433.25		77
5/29/2017	\$2,125.50		77
	\$2,888.75	\$543.00	

**Julie Jentel, Marketing**

- The Fall 2018 Fun Guide is on schedule and will be delivered the beginning of August. A new Birthday Party color brochure will be ready for print this week.
- Our Summer Concert pole banners are displayed at intersections along Milwaukee Ave. A large banner will be staked in the ground at Oak Park. Schedule has been sent to newspapers and promotion will begin on social media.

**Lindsay Brubaker, Pioneer Park Manager**

- **Pioneer-** Pioneer has been hit or miss with the weather. We had 11 days with rain and 4 extremely hot days in May. We look forward to a consistent string of nice weather days. Any

day we have youth games scheduled on our fields leads to big business. We look forward to hosting the girls championship playoffs, all-star games, and upcoming July tournaments to bring more crowds to our park. We have 19 group outings scheduled with us this month. A special thanks to Jim and his crew who completed the new fencing on our mini-golf course.

- **Oasis-** The cold and rainy temperatures have been a really hard start to this season. We are preparing for the end of the season pool parties.

### **Paul Nielsen, Athletic Director**

- Youth Summer Basketball League will be beginning in two weeks at Golf View, LoVerde Center and Grennan seven days a week for 1100 players.
- Sports Camp enrollment numbers are very solid and continue to increase each day of camp.
- Youth Volleyball is having a successful season for over 345 grammar school girls and boys.
- Basketball and volleyball camp will be running for four weeks each this summer with each session focusing on the different skill sets used in each sport.
- Gymnastics is running on Wednesday nights throughout the summer
- We just finished the weekend T-ball and Rookie ball and the Weeknight T-ball and Rookie ball is now starting up with very solid numbers.
- Summer soccer programs have kicked off with GK academies on Mondays, 3v3 Micro Soccer on Tuesdays (over 50 kids), and a Ball Control Series on Thursdays for June (roughly 25 kids).
- Soccer Camps will be starting in July as well as our new 1v1 series.
- We have some new groups that are renting space this summer at in the sports of Lacrosse and Volleyball that are helping keep the building busy with our entire summer programming taking place.
- We moved senior volleyball to Golf View from Grennan Heights for the first time and have made it a year round program. We have seen a boost in attendance due to the move.

### **Peter Dubs, Golf Course Manager**

- Our 2018 season is off and running. The course opened Saturday June 2<sup>nd</sup> and players are happy with the layout changes made. Play has been steady but not overwhelming to start the season.
- Unfortunately, the following weekend of June 9-10 was rained out due to minor flooding. Drainage improvements made during the renovation allowed us to resume normal operations just 1 day after the water receded, with riding carts being available to golfers.
- Thankfully all 3 outings which were rained out that weekend were able to reschedule for later in the season, which minimized the potential revenue loss from the wet weather.
- Our new online reservation system is working well and helping us reach new customers. We have already had a few patrons come in saying they had never visited before, but found us online. In addition to allowing us to book times overnight, it also permits us to take reservations during weather closures, where we would have otherwise had to keep our pro-shop staffed.
- Leagues and permanent tee times have all begun their seasons. Revenue for both groups is down compared to last season, largely due to the amount of groups opting for the shorter 10 week season. Participation figures are pretty close to last season. We have 510 weekly players this year compared to 525 last season.
- Instructional revenue has been in line with projections to date.

- Our historical sign at the first tee is now up, which lists tournament results from the 40's and 50's along with a brief narrative on the story of Tam O'Shanter Country Club.

**Jim Stoneberg, Supt. of Golf Course Maintenance**

President Zalinski read Jim's report:

- 5<sup>th</sup> flood of the year clean up and restoration to effected areas continues. Ropes and stakes to try and control cart traffic damage as much as possible.
- All Pine Trees scheduled for Junction spray application to control Blight and needle cast diseases.
- Fairway pump lift system will get a (1) new pump to replace this long overdue failing pump that pushes the water off the course once the river level goes down.
- Irrigation system and pump station repairs, cleaning and servicing continues to keep the system preforming at maximum usage as the heat and drought like conditions in July/August.
- Golf Course final inspection from the Village of Niles took place as final paper work was signed off on by all involved.
- Awaiting delivery of our new greens mower should have by the 4<sup>th</sup> of July

**9. NEW BUSINESS.**

**A- DISCUSSION/APPROVAL MARIA SS LAURENTA SOCIETY FESTIVAL AT GOLF MILL PARK AUGUST 28-SEPTEMBER 4, 2018. ACTUAL EVENT DATES ARE AUGUST 31-SEPTEMBER 3. PART OF THE WEEK FOR SET UP AND SEPT. 4 FOR TAKE DOWN.**

Executive Director Elenz asked for approval for the Maria SS Laurenta Festival to use Golf Mill Park August 28-September 4. Commissioner Genualdi asked if the set up was the same and if the event is free to attend? Director Elenz answered yes to both. She asked if it interferes with other festivals, and Director Elenz answered no.

A motion was made by Treasurer O'Donovan, seconded by Commissioner Byrne to approve Maria SS Laurenta Society Festival at Golf Mill Park August 28-September 4, 2018. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

**B- DISCUSSION OF CHANGING JULY 17<sup>TH</sup> BOARD MEETING DATE (CHAMBER GOLF OUTING).**

A consensus was made to move the July 17, 2018 Board Meeting to Tuesday, July 24, 2018 at 5:00 pm due to the Chamber golf outing.

**C- DISCUSSION/APPROVAL OF CONTRACT WITH SPHERE COMMUNICATIONS.**

Executive Director Elenz introduced Myk Snider from Sphere Communications. Myk explained how his company can help promote the park district message to increase programs and community awareness through a variety of media; print, social media, videography, photography.

A motion was made by Commissioner Byrne, seconded by President Zalinski to accept a 7 month contract with Sphere Communications in the amount of \$19,250.00. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

**D- DISCUSSION/APPROVAL OF CONTRACT WITH GB SPRINKLER SYSTEMS.**

Executive Director Elenz explained that part of the intergovernmental agreement with Culver School is supplying them with a sprinkler system. We went out to bid and GB Sprinkler Systems came in with the lowest bid, \$34,300.00.

A motion was made by President Zalinski, seconded by Commissioner Genualdi to approve GB Sprinkler Systems in the amount of \$34,300.00. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

**10. OLD BUSINESS.**

None.

**11. MISCELLANEOUS.**

Executive Director Elenz updated the Board on the Culver field- Construction will hopefully start this week, and should be completed within the new few weeks.

**12. CITIZENS WISHING TO ADDRESS THE BOARD.**

None.

**13. 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.**

No need for executive session.

**14. ADJOURNMENT.**

A motion was made by Commissioner Byrne, seconded by Treasurer O'Donovan to adjourn the Regular Board Meeting. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

**APPROVED:**

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**President**  
**Board of Commissioners**  
Date: July 24, 2018

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**Board Secretary**