
NILES PARK DISTRICT
Minutes of Regular Board Meeting
Oasis Fun Center
Tuesday, January 21, 2020
6:00 pm

Board Members present: Julie Genualdi, President
Dennis O'Donovan, Vice President
Jim Hynes, Commissioner
Scott O'Brien, Commissioner

Attorney present: Ian Brown, Attorney

Staff Members present: Tom Elenz, Executive Director
Scot Neukirch, Director of Finance
Heather Petrie, Executive Admin. Coordinator
Robin Brey, Recreation Program Supervisor
Laura Newton, Tam Tennis Manager
Jim Majewski, Facilities Superintendent
Marty Stankowicz, IceLand
Chris Zalinski, Grounds Superintendent
Peter Dubs, Tam Golf Course
Paul Nielsen, Athletic Director
Julie Jentel, Marketing
Lindsay Brubaker, Pioneer Park Manager
Jim Stoneberg, Superintendent of Golf Maintenance

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1. **Call to order**
President Genualdi called the meeting to order at 6:00 p.m. at the Oasis Fun Center on January 21, 2020.
 2. **Pledge of Allegiance**
President Genualdi led the assembly in the Pledge of Allegiance.
 3. **Roll Call**
Recording Secretary Petrie called the roll. The following Commissioners were present: Commissioner Genualdi, Commissioner O'Donovan, Commissioner Hynes and Commissioner O'Brien.
 4. **Changes to the agenda**
There were no changes made to the agenda.
 5. **Consent Agenda Approval**

A. Minutes of the Regular Board Meeting of Tuesday, November 19, 2019

B. Voucher List as Presented, November 30, 2019 - summary by fund:

General Fund	\$130,583.82
Recreation	\$225,223.19
Ice Rink	\$49,444.86
Swimming Pool	\$2,698.37
Golf Course	\$22,493.25
IMRF	
Debt Service Fund	\$950.00
General Liability	\$12,117.00
Paving & Lighting	\$4,043.31
Police Protection	\$108.00
Handicapped	\$525.88
Capital	\$16,304.00
Audit	
Grand Total	\$464,491.68

C. Voucher List as Presented, December 31, 2019 - summary by fund:

General Fund	\$119,140.75
Recreation	\$134,387.98
Ice Rink	\$154,676.37
Swimming Pool	\$2,226.20
Golf Course	\$14,249.28
IMRF	
Debt Service Fund	
General Liability	
Paving & Lighting	\$5,402.77
Police Protection	\$108.00
Handicapped	\$379.43
Capital	\$18,945.67
Audit	
Grand Total	\$449,516.45

A motion was made by Commissioner O'Donovan and seconded by Commissioner Hynes to accept the minutes of the Board Meeting of Tuesday, November 19, 2019 and the Voucher lists as presented. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The motion passed 4-0

6. **Treasurer's Reports:**

Vice President O'Donovan reviewed the Treasurer's Reports from November 30, 2019 and December 31, 2019.

A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to approve the November 30th Treasurer's Report as presented. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0

A motion was made by Commissioner Hynes and seconded by Commissioner O'Brien to approve the December 31st Treasurer's Report as presented. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0

7. **Reports of Park Officials**

A. **President's Report**

There was no President's report.

B. **Attorney's Report**

Ian Brown gave the attorney's report, which included an update on Public Act 1010165, the Equitable Restroom Act, which addresses single occupancy restrooms. This State bill requires all single occupancy restrooms that are located in a place of public accommodation or public building to be all gender and have signage indicating as much.

He gave another update on the Workplace Transparency Act as well as the amendments to the Human Rights Act of Illinois, Public Act 101022. It requires updates for sexual harassment training and reporting requirements. It is recommended to be adopted sooner than later as the act goes into effect on February 1st, and employers have a six month window during which to become compliant.

8. Board Reports

Robin Brey, Recreation Program Supervisor

- Preschool open house will be in the evening on February 5th at all of our preschool locations. Registration will begin the last week of January. New this year will be a 10% discount for current students enrolled in the current 3 year old program entering 4's.
- We were represented at the Niles Preschool Fair held at the Library this past Saturday marketing our preschool and early childhood programs.
- Little Ladies dance is coming up on February 7th and will be at Oasis this year. This popular event will sell out.
- New program starting off this January are private drum lessons and we have 8 students to date.

Laura Newton, Tam Tennis Manager

- We continue to have many USTA matches occupy our courts on the weekends.
- Our junior program continues to thrive. This session is quite full for us.
- Our tennis memberships continued to excel. Our members occupy our court time, classes, drills, and lessons. Memberships cross over from 2019 into 2020.

Jim Majewski, Facilities Superintendent

- Aluminum letter and silhouettes have been installed on the front fascia (Ballard side) of IceLand.
- Two tennis player silhouettes have been installed on the front exterior wall of Tam Tennis.
- Wall padding has been installed at the LoVerde Center on the North wall of soccer, opposite the dance studio.
- Touch ups and painting has started on all buildings.

Chris Zalinski, Grounds Superintendent

- Fall Clean ups were completed at all of the parks and park buildings
- Holiday Decorations were installed and then taken down throughout the Niles Park District
- Pioneer Park – Mini-Golf cleanup and renovation of turf
- Oak Park – Raise canopy of trees to prepare for new planting in the spring
- Golf Mill Park – Improved drainage for the soccer field by replacing an existing pipe plus cleaning out the catch basins
- Our Storage Yard – Our Staff expanded the available by over 1,000SF by removing debris and equipment that sat for years
- Remove dead trees and limbs, where appropriate.
- Rejuvenate pruning throughout the park system to extend the life of the shrubs
- Through last Friday – we've had four snow events doing our best to make the walks, entrances and parking lots safe for our users as quickly as possible.

- Our Staff repaired and renovated our old tool truck to extend the useful life of the vehicle.
- Upgrade the fleet of three usable dump trucks
Began research on purchasing a new dump trailer for our fleet. This piece of equipment will be a great asset for our staff.

Marty Stankowicz, IceLand

- Winter skating and hockey classes started January 6th. They will run 10 weeks until March 21st. We currently have 302 registered skaters and 3 production teams.
- Santa Skate and New Year's Eve skate were attended by over 300 skaters.
- Our Holiday exhibition featured 35 skaters and we collected food items as entry fees. All food was donated to NFS. Our Thanksgiving hockey tournament also collected food items which helped fill the van.
- The Sweetheart Open figure skating competition is scheduled for February 8 & 9. Entries are still being processed.
- The outdoor rink has been open every day since Thanksgiving. We only closed one evening due to warm weather, but opened up the next day. We partnered up with Ultimate Tournaments and are hosting outdoor games at Iceland. Ultimate runs the Rosemont outdoor rink and uses Iceland when weather cancels Rosemont or they have overflow.

Tom Elenz, Executive Director

Construction has started on the Howard Leisure Center. Demolition has been completed on the banquet room and bathrooms. Two more items will be going out for bid soon: the canopy for the outdoor patio and the sounds system which will be going out for bid in early February. The project is still on track to be completed in April.

Scot Neukirch, Finance Director

All necessary paperwork has been filed with the county regarding the park district's tax levy and appropriation ordinances that were approved at the November meeting. All required debt service payments were made, and abatement ordinances were filed. Staff has also begun collecting the necessary documents for the 2019 audit. Required year end documents (W2s, 1099s, etc.) are either completed or underway.

Julie Jentel, Marketing

- There are quite a few Park District publications to make mention of.
- A fitness postcard was sent to homes right before the New Year.
- The Summer Camp Guide will come out in February.
- The annual Park District Newsletter, The Park Bench, will be sent to households by March.
- The Summer Fun Guide will come out April 13.
- Staying on top of the daily marketing items.

Lindsay Brubaker, Pioneer Park Manager

- **Job Fair-** Niles Park District will be hosting a Job Fair Thursday, March 26th 4-7pm at Oasis Fun Center. All high schools and colleges in the area have been notified to help get the word out to students. Last year's event saw a great turnout.

- **Tournaments-** We will be hosting a series of tournaments this summer. Dates have been posted on all the tournament websites, coaches in our database have been notified, and teams have already begun to register. July will be a very busy month for us!
 - 6/22-6/28- Niles Crosstown League Playoffs & Championships
 - TBA- Crosstown All-Star games
 - July 10th-12th- 8U/9U/10U Dog Days Classic- boys baseball
 - July 17th-19th- 14U/16U/18U Summer Classic- girls travel teams
 - July 21st-26th- 10U/12U House Classic- local house and all-star teams, boys & girls
 - July 31st-August 2nd- 10U/12U/14U/16U Last Hurrah- girls travel teams
- **Sponsors**
 - Jimmy John's and Tutor Doctor have come on as new sponsors.
 - New banners have been hung in Golf View and LoVerde Center gyms.
 - All sponsors received "Friends of the Park" sponsor plaques to hang in their place of business.
 - We are working with Dick's Sporting Goods to get them represented in all our gyms and fields as thank you for the large equipment donations they give us each year.
 - NPD Appreciation Days- Save 20% January 25th & 26th

Paul Nielsen, Athletic Director

Finance

Revenue through November 1, 2019 was \$1,640,000. That was an increase of 6% over 2018 during the first ten month of the fiscal year. We were only \$30,000 shy of the budgeted revenue amount and we had two full months to reach the budgeted amount so I am fully confident we achieved and surpassed the budgeted amount for 2019. We are currently transferring the appropriate deferrals for each account from fiscal year 2019 to fiscal year 2020. Next month we will be able to accurately report the financial start to 2020.

Personnel

All new employees hired in the past four months were CPR and First Aid certified in December. Additionally, the employees that needed re-certification took their re-certification classes. The athletic department currently has 121 employees.

All desk employees had a staff meeting in early January and all athletic program employees will be attending a department meeting January 25th.

Marketing

A physical mailing of five flyers will be going out next month out to 8000 families participating in athletics programs. Julie has been doing email blasts for the various upcoming programs. The department does focused e-mail blasts for programs to the same participants that attended the previous session of the same program. Robin has been giving flyers that pertain to children the age athletic programs to the pre-school classes. Facebook and the Park TV screens are also being used to market programs. 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: Excel Soccer Academy, along with other Soccer Academies Programs for three level of ages, Indoor Soccer League, Men's Basketball, High School Basketball, Flag Football, Basketball Academies, Small Shots Basketball

Academy, and Future Champs Basketball Academy and Dodgeball. Programs that will be starting include: a second season of Indoor Soccer, Adult Soccer League, Gymnastics, Indoor T-Ball, Indoor Rookie Ball, Winter Youth Basketball Season, various Basketball Academies, Volleyball Academies, and Soccer Academies. Rentals of gym space and the soccer field is increasing month over month. We have had to cap enroll for two Fall/Winter Indoor Soccer Seasons along with Flag Football simply due to running from 8am-10pm both Saturday and Sundays on the soccer field.

Peter Dubs, Tam Golf Course

- Golfam.com has been updated with our 2020 season info as well as our entire year of instructional programming.
- Our 2020 Golf Guide is also at the printer and will be available in park district facilities within the next week.
- League and permanent tee time contracts will be sent out to group representatives by the end of the month.
- We have set up new email and text message marketing capabilities through golfnw for the coming season to aggressively promote slower blocks of time with discounted green fees. Messages will be sent to customers in our database the day beforehand to help fill our tee sheet. The park district will not incur any additional cost from utilizing this service through golfnw.
- Our annual Summer Internship info has been posted to the IPRA job board and is available on the Handshake portal of approximately 2 dozen Midwest colleges.

Jim Stoneberg, Superintendent of Golf Maintenance

- Gathering Prices for budgeted equipment, materials and supplies for the upcoming season.
- Tree removals and trimming scheduled for this winter once ground freezes for the heavy equipment.
- As of the 11th of the month the course had its first flood of 2020. As the timing has no effect over lost revenue it just adds to damage to the turf grass which has been ongoing with record rains and prolong periods of the affected areas being underwater. Can only hope we don't repeat the last two record years of storms and rain
- I will be attending the Golf Course Supt. Association conference the last week of this month.

9. New Business

A. Golf Mill Park presentation

The Golf Mill Park Committee has been working with Hitchcock Design on the new park design. Eric, from Hitchcock Design presented the proposed re-design of Golf Mill Park.

B. Consideration, Discussion and Approval of an easement approval for a sidewalk installation along Washington Park

The Village of Niles has approached the park district regarding the use of an easement along Washington Park for the installation of a new sidewalk.

A Motion was made by Commissioner O'Donovan and seconded by Commissioner O'Brien to approve the use of an easement by the Village of Niles for sidewalk installation. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

C. Consideration, Discussion, and Approval of Annual Post Issuance Tax Compliance Report

The park district's finance director is certifying that the park's tax advantaged bonds meeting the necessary criteria stating that the Finance Director has in his possession all the records required under the policy or is taking the appropriate action to obtain required records. At this time the district does not have any rebate liability owed to the U.S. treasury. The Finance Director has reviewed copies all contracts and agreements of the district. At this time each issue of the tax advantage bonds complies with the Federal tax requirements applicable to such issue. The IRS has not commenced an examination of any issues of the tax advantaged bonds. Based on the foregoing, it is the belief of the Finance Director that the district is currently in compliance with the applicable law requirements and no further action is necessary at this time.

D. Consideration, Discussion, and Approval of apparel award to Color Your Own

The park district went out for bid on apparel and the low bid based on the quantities provided was from Color Your Own. The board is being asked to grant the apparel award to Color Your Own.

A Motion was made by Commissioner Hynes and seconded by Commissioner O'Brien to approve apparel bid from Color Your Own. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	No
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 3-0.

E. Consideration, Discussion, and Approval of Ordinance 20-O-101: An Ordinance approving the workplace transparency act and Illinois human rights act amendments

As mentioned in the attorney's report earlier, the park district will be conducting sexual harassment training and is currently looking at different companies to conduct on site and online training for all full and part time employees.

A motion was made by Commissioner O'Brien and seconded by Commissioner O'Donovan to approve Ordinance 20-O-101 approving the workplace transparency act and Illinois human rights act amendments. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

F. Consideration, Discussion and Approval of Ordinance 20-O-102, an ordinance approving the amendment to the equitable restroom act to address single occupancy

A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to approve Ordinance 20-O-102 approving the amendment to the equitable restroom act to address single occupancy. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

10. Old Business

There is no old business to discuss.

11. Miscellaneous

There is no miscellaneous business to discuss.

12. Citizens wishing to address the board

This portion of the Niles Park District meeting is reserved for members of the audience who desire to make comments to the Park Board about a matter or matters that are not specially listed on the agenda for this evening's Board meeting. All matters will be taken under advisement by the Board, and no speaker should expect to receive a response from, or to engage in a conversation with, the Board, or any individual member thereof, at this evening's meeting. Public Comment Time shall be subject to the following (1) All speakers shall be subject to a three-minute time limit; (2) Speakers shall make and address comments only to the Park Board, and not to anyone else, including any member of the audience; and (3) No speaker shall be discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil.

Niles resident Scott Jochim wanted to convey his concerns about the Golf Mill Park redesign to the board. Among his concerns as a resident who lives close to Golf Mill are: festivals crowds, noise, and keeping the parks for the residents and the neighborhood to use.

13. **Convene into executive session under section 2 (C)(1) to discuss personnel issues, section 2 (C)(5) to discuss real estate, section 2 (C)(11) to discuss litigation, and 2(C)(21), discussion and possible approval of release of minutes of executive session meetings and discussion and possible approval of the destruction of Executive Session audio recordings of the Illinois Open Meetings Act.**

There was no need for executive session.

14. **Adjournment**

A Motion was made by President Genualdi and seconded by Vice President O'Donovan to adjourn the meeting.

Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

APPROVED:



President Genualdi
Board of Commissioners



Board Secretary

Date: January 21, 2020