
NILES PARK DISTRICT
Minutes of Regular Board Meeting
Held at Howard Leisure Center
Tuesday, February 21, 2017
6:00pm

BOARD MEMBERS

PRESENT:

Dennis O'Donovan, President
Christopher Zalinski, Vice President
Julie Genualdi, Treasurer
Pat Byrne, Commissioner
Ray Czarnik, Commissioner (*absent*)

ATTORNEY

PRESENT:

Justin Silva, Attorney

STAFF MEMBERS

PRESENT:

Scot Neukirch, Director of Finance
Jo Ann Raschillo, Executive Administrative Coordinator
Julie Jentel, Marketing
Robin Brey, Office Manager, Program Supervisor
Laura Newton, Tam Tennis Manager
Lindsay Brubaker, Program Administrator
Jim Majewski, Supt. of Facilities
Matt Schiller, Park Grounds Supervisor
Peter Dubs, Golf Course Manager
Jim Stoneberg, Supt. of Golf Course Maint.
Paul Nielsen, Athletic Director
Marty Stankowicz, Hockey Director

GUEST PRESENT:

None.

1. CALL TO ORDER.

President O'Donovan called the meeting to order at 6:00 p.m.

2. PLEDGE OF ALLEGIANCE TO THE FLAG.

President O'Donovan led the assembly in the Pledge of Allegiance.

3. ROLL CALL.

All commissioners were present except Commissioner Czarnik.

4. **CHANGES TO AGENDA.**

None.

5. **CONSENT AGENDA APPROVAL.**

- A. Minutes of the Public Hearing and Regular Board Meeting of November 15, 2016 and the Special Meeting of January 18, 2017.

A motion was made by Treasurer Genualdi, seconded by Commissioner Byrne to approve the minutes of the Public Hearing and Regular Board Meeting of November 15, 2016 and the Special Meeting of January 18, 2017. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0.

- B. Voucher List as Presented February 2, 2017 for November 2016.

General Fund	32,889.99
Recreation	119,032.37
Ice Rink	25,893.01
Swimming Pool	16,624.13
Golf Course	66,064.05
Paving and Lighting	166.62
Debt Service Fund	950.00
Capital	1,784.10

Grand Total: \$263,404.27

A motion was made by Commissioner Byrne, seconded by Treasurer Genualdi to approval the Voucher List as Presented for in the amount of \$263,404.27 for November 2016. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0.

- C. Voucher List as Presented February 21, 2017 for December 2016.

General Fund	98,793.15
Recreation	222,822.29
Ice Rink	52,291.57
Swimming Pool	1,105.41
Golf Course	27,201.28
Paving and Lighting	16,000.80
Handicapped	698.59
Capital	1,058,983.04

Grand Total: \$1,477,896.13

A motion was made by Commissioner Byrne, seconded by Treasurer Genualdi to approval the Voucher List as Presented for in the amount of \$1,477,896.13 for December 2016. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0.

D. Voucher List as Presented February 21, 2017 for January 2017.

General Fund	111,195.82
Recreation	118,906.11
Ice Rink	24,665.59
Swimming Pool	1,234.79
Golf Course	22,065.61
General Liability	10,073.00
Paving and Lighting	1,529.22
Handicapped	323.27
Capital	584,894.71

Grand Total: \$874,777.12

A motion was made by Commissioner Byrne, seconded by Vice President Zalinski to approval the Voucher List as Presented in the amount of \$584,777.12 for January 2017. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0.

6. TREASURER’S REPORT.

Treasurer Genualdi reviewed the Treasurer’s Report.

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

President O’Donovan	Yes
Vice President Zalinski	Yes
Treasurer Genualdi	Yes
Commissioner Byrne	Yes

The motion passed 4-0.

7. REPORTS OF PARK OFFICIALS.

A. President’s Report.

President O’Donovan welcomed everyone back for our monthly board meetings after a 2 month break.

B. Attorney’s Report.

None.

8. BOARD REPORTS

Before the Board Reports were given Finance Director Scot Neukirch introduced Matt Schiller, Park Grounds Supervisor.

Robin Brey – Recreation

- Bright Beginnings preschool for the fall 2017 school year begins next week for residents and the following week for non-residents. To promote our preschool an open house was held for parents to visit our three locations at HLC, OM and GH. We were also represented at the local preschool fairs in Niles, Des Plaines and Park Ridge.
- First special event of 2017 the popular Little Ladies Dance was two weeks ago and was a success. We had the largest turnout with 200 people in attendance. Thank you to Julie Jentel and Theresa Kaufhold for their help. Definitely a team effort!
- New programs~ An Art Drawing Class began at Oasis and going well. After that session ends a clay class will follow. The goal is to continue to build upon the art classes in the future.

Treasurer Genualdi asked Robin about having a Spring Camp. Robin answered by saying that it is difficult to find staff and also the schools are off at different times.

Laura Newton, Tam Tennis

- We currently in the creative process of adding marketing banners out front to highlight various services we have. i.e., fitness memberships, fitness classes, tennis classes, etc.
- So far we have added a Monday night Zumba class and a youth speed and agility class on Wednesday from 3-4p. That class has been well received by our junior tennis players (thank you Carla).
- Every month we are looking to have a junior round robin (match play) to help increase their tournament experience.
- Our court revenue has increased this month from last. Our prices went up as well. Our day slots are being used much more at this time.
- We are currently looking to add more fitness classes to both increase fitness memberships and class participation.

Jim Majewski, Supt. of Facilities

- We received 2 lighting grants from the IL Dept. of Commerce to switch the metal halides over to LED; one for Oasis Pool deck in the amount of \$6,846.00 and one for Iceland's parking lot in the amount of \$3,176.60. This project will be starting soon.
- Obtaining sealcoating prices for the parking lots at Pioneer, Iceland and Tam Golf. (Planning on starting once the weather breaks and plants are open.)
- The dance floor at Oasis will be changed to hardwood laminate flooring.
- New windows and a front door have been replaced at Tam Maintenance.
- Interior painting is being done at several locations.
- Bottle filler was installed in the lobby at G.H.
- A donation of 2 full skids of Christmas lights has been given to us from the Home Depot located on Dempster.
- Supplies for the batting cages at Pioneer Park are being ordered to have them in time for their opening date in April.
- The lift station pump at Oasis has been pulled for repair.
- Obtaining prices for repair to the water slide at Oasis.
- Machines at GH have been switched to all healthy choices (no more soda).

Vice President Zalinski asked Jim about BioSeal for the parking lots. Jim said this is just a clear coat and that we need black. Matt also stated that you have to sealcoat twice as often when using BioSeal (when put on it would look like wet pavement). Jim said maybe in the future we can look into going over it once it is seal coated.

Matt Schiller, Park

Shop

- Organize shop cribs for equipment storage and inventory management
- Cleanout of trash from shop storage/organize storage
- Start cleanup of shop yard:
 - remove waste, trim overgrown trees and bushes,
 - organize and re-stack pavers
 - organize con-ex bins for more efficient equipment storage
- Began Grennan Heights Garage cleanout/organization
- Prepared Skate Park sign for installation

Parks

- Repaired and repainted park signs at Chesterfield, Jonquil, Oak, Pioneer, Kirk Lane,
- Repaired and repainted all district picnic tables
- Ordered new “We-saw” feature for Pioneer playground to replace current Train feature
 - to be installed in-house
- Began rejuvenation pruning and sign bed clean up at all parks
- Working with Van’s Enterprises on revising plans for repairs at Pioneer fields
- Working with Van’s Enterprises on planning new field construction at Oak Park
- Planning and coordinating work and materials for turf repairs at Culver School, Golf Mill Park, Pioneer Park, Oak Park (ice rink)
- Servicing and repairing all equipment and implements for upcoming turf work
- Enrolled Demi and Matt in Certified Playground Safety Inspector online program, to be completed within 6 months
- Enrolled grounds crew into 2 day landscape maintenance course for March

Marty Stankowicz, Iceland

- IceLand ended the year 2016 strong with revenues of \$1.2 million and profits near \$400,000. This year is starting just as strong with all skating and hockey classes at maximum capacity. All ice is being used or rented, and there is nothing being wasted.
- On January 16 we hosted an open house to celebrate Nation Skating month. Skating was offered indoor and outdoor throughout the day, and our skating teams performed for those in attendance. We registered 365 skaters for the event and served over 400 cups of hot chocolate.
- The Sweetheart Open figure skating competition was held last Saturday and Sunday. Registrations were consistent with last year.
- The winter hockey season is coming to an end in March and we will be hosting playoff

games at Iceland again. Spring hockey starts with no break and registration started February 1st. Levels are filing fast and we expect to exceed last year's numbers again this spring.

- Chicago Blackhawk alum Jamal Mayer was a guest at our Ranger practices on January 25th. His appearance is part of our rink partnership with the Blackhawks. Jamal participated on ice with teams and signed autographs after for the players.
- Twelve of our 6 year old players participated in a relay race between periods of the Blackhawk game at the United Center on January 6th, and stayed for the game. I think the parents enjoyed the experience more than the kids.
- Spring registration for LTS classes starts March 1.
- Plans for the outdoor rink this summer is Roller Hockey, teaching Lacrosse and Box Lacrosse.

Scot Neukirch, Finance Director

- Filed all the necessary paper work with the County concerning the Park District's tax levy and appropriation ordinances that were previously approved by the Board.
- Completed and filed W2s for district employees and 1099s for vendors.
- Made all the required debt service payments due by December 1st.
- Started compiling and collecting the documents for the 2016 audit for the fieldwork that will take place in a couple of months
- Moody's has upgraded the Park District from AA3 to AA2 for its debt certificate issues 2011B and 2016B
- Affirmation of the Park District's solid financial status

Julie Jentel – Marketing

- The Summer Fun Guide is being worked on. It will come out April 7. All programs will go online at that time as well.
- Summer Camps were put online last week. The Camp Guides are being finalized and will be out soon.
- A Park District Newsletter, The Park Bench, will be sent to households in March. It is filled with financial information, a peek at big projects in 2017, and what was accomplished in 2016.
- We will be holding a contest for Niles residents to name the new building on Caldwell Ave, "We Built It, You Name It".
- Email blasts have been going out continuously for all programs, usually 3 per week.

- Youth Dodgeball & Winter Basketball schedules are all online & games are updated weekly.

Lindsay Brubaker Pioneer/Oasis Concession

Softball-

- MLB's Pitch, Hit, & Run and Jr. Homerun Derby is Sunday, April 30th 12-3pm at Pioneer
 - It is also opening day and picture day.
 - We look forward to a day of fun at the ballpark!
- Niles "All American City" Softball tournaments are filling up for April and July
- We are looking to host a house All-Star 10U/12U baseball & softball tournament in July
- Winter softball clinics were a success! Softball Academy begins on Sunday.

Sponsorships-

- Revamping the sponsorship program to include focus on individual special events
- Barnaby's- Dodgeball League Sponsor
- AAA Insurance- Pioneer Park & Tam Golf Score Cards
- MOD Pizza- Half Page Ad, more to come
- Buffalo Wild Wings- Jr. Golf Program Sponsor, Quarter Page Ad, Signage at Pioneer, Girls Softball Team Sponsor
- Kappy's- Tee-Ball League Sponsor, Harvest Hustle Sponsor
- Christine Pusateri Hair Solutions- Girls Team Sponsor, Harvest Hustle Sponsor
- Star Nissan- Girls Softball Team Sponsor
- Presence Health Care- Harvest Hustle Sponsor, Speaking them to develop health conscious class offerings... CPR, Babysitting, Healthy Eating, etc.
- Advocate Health Care- Harvest Hustle Sponsor
- Culvers- Special event contributor
- Dicks- Athletics Department Supporter
- Uni-Mart- TBA

Athletics – Paul Nielsen

- Revenue for the Athletic Department for fiscal year 2016 was \$16,000 above the budgeted amount while expenses were \$36,000 below the budget amount thereby resulting in \$52,000 additional profit than the budget amount.
- Programs that concluded already this year so far are Small Shots, Gymnastics, Basketball Academy, Indoor Soccer, Men's Basketball, and Softball Academy.
- Dodgeball is currently being played at Golf View and Grennan on Friday nights with 1044 children participating. This 16% higher than the highest number of children we ever had enrolled in the league.
- The Youth Winter Basketball season has begun for 2120 children from grades 2nd through 8th grade. Games are being played on Saturdays and Sundays at Golf View, Grennan, Culver, St John Breburf, Northridge Prep, Notre Dame, and Niles Family Fitness Center.
- We conducted a Girls' Softball Clinic on Sundays at Grennan in January. The clinic was filled to capacity. Lindsay along with Jen Landeen who played for the Greek Olympic team

and semi-pro team taught the clinic with staff. The great success of the program has us adding additional clinics in the spring and coming winter.

Tam Golf Course – Peter Dubs

- League and Permanent Tee Time letters have gone out and groups are currently reserving their times for 2017. Payments are due Mid-April.
- Staff training will likely take place the first week of March and we'll be ready to open as soon as the weather permits.
- Hiring of staff for our summer junior golf programs is complete. Training for these employees will take place around school spring breaks.
- Both our Junior and Adult golf programs will begin the first week of March.
- New for this season, the IJGA will return to Tam for one of their seasonal tournaments and expect to bring 60-100 players to our course.
- Email blasts have been ongoing to promote leagues & permanent tee times and our programs.
- Laura, Julie and I worked to create seasonal banners that will rotate throughout the year and promote both golf and fitness programs. The banner will be mounted under the current Tam Golf Learning Center sign on Caldwell Ave.

Tam Maint. – Jim Stoneberg

- Jim thanked the board of commissioners along with Tom and Scot for allowing him to attend the Golf Conference.
- He is also hiring staff for the upcoming season.

The board asked about opening the course due to the warm weather. Jim said we can open it but the course is not safe. There are fallen branches throughout the course. Because the holes were not covered there is more animal damage on the greens. By playing on the course now the course can get damaged. We usually try to open by April 1st.

9. NEW BUSINESS.

A. DISCUSSION/APPROVAL OF RESOLUTION NO. 17-R-101 – A RESOLUTION AUTHORIZING THE PRESIDENT OF THE NILES PARK DISTRICT TO SIGN AN APPLICATION FOR THE 2016 COMED GREEN REGION PROGRAM FOR THE NILES COMMUNITY GARDEN PROJECT IN COORDINATION WITH THE VLLAGE OF NILES.

Finance Director Neukirch stated that in 2016 the Village of Niles and the NPD partnered for the application of grant funds of \$8,000 from the ComEd Green Region Program. The Village raised the additional required matching funds that were necessary as part of the grant agreement. The funds were utilized to build a community garden on Franks Avenue in Niles. This resolution is required to close out the grant paper work.

The Board of Commissioners asked who owns the land where the garden is. Finance Director Neukirch answered by saying he believes the Village owns the land but he will look into it.

A motion was made by Commissioner Byrne, seconded by Treasurer Genualdi to approve **RESOLUTION NO. 17-R-101 – A RESOLUTION AUTHORIZING THE PRESIDENT OF THE NILES PARK DISTRICT TO SIGN AN APPLICATION FOR THE 2016 COMED GREEN REGION PROGRAM FOR THE NILES COMMUNITY GARDEN PROJECT IN COORDINATION WITH THE VLLAGE OF NILES.** Recording Secretary Raschillo called the roll:

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

The motion passed 4-0.

B. DISCUSSION/APPROVAL OF CHANGING INVESTMENT POLICY.

Finance Director Neukirch explained that this investment policy change updates and expand the options for collateralization of deposits in the park district's investment policy from only US Treasuries to all securities eligible under the Illinois Public Funds Investment Act. This will provide the park district expanded options that are now available for protecting its deposits with the banking institutions.

A motion was made by Commissioner Byrne, seconded by Treasurer Genualdi to approve the changing Investment Policy as presented. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0.

C. DISCUSSION/APPROVAL OF HOLDING A CONTEST NAMING THE NEW CALDWELL FACILITY.

Finance Director Neukirch said that we are looking for approval to conduct a contest in naming the new facility on Caldwell. This will be for Niles residents only and employees and their families are not allowed to participate. The prize for the winner will be a \$100.00 Visa Card. The winner will be announced at the April 18th Board Meeting.

The Board of Commissioners agreed on the contest along with the \$100.00 gift prize.

D. DISCUSSION/APPROVAL GOLF INDUSTRY CONFERENCE.

Finance Director Neukirch stated that in November the board approved the new expense

reimbursement policy that required travel expenses of \$750. be approved in an open meeting.

A motion was made by Vice President Zalinski, seconded by Commissioner Byrne to approve the Golf Conference that Jim Stoneberg attended (approximate cost \$2975.00). Recording Secretary Raschillo called the roll:

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

The motion passed 4-0.

10. OLD BUSINESS.

A. UPDATE ON CALDWELL PROPERTY

Finance Director Neukirch read Joe's report.

Project remains on time and on budget. They are taking advantage of the good weather and finishing up lobby entrance.

Siding completed on east end, installation continues on south end and will continue to west side and final on north side.

Roof panels installed from north to south continue.

Joe has submitted two floor designs:

SCHEME A

Blue gym floor with light grey border.

*This was selected by staff with the recommendation of the architects. They feel the dark blue will make the lines less confusing and it will not show dirt and foot prints.

SCHEME B

Light Grey gym floor with dark blue border.

After a discussion between the board of commissioners and staff it was voted to go with the blue gym floor with light grey border.

B. UPDATE ON GOLF COUSE PROJECT

Finance Director Neukirch read Joe's report.

Joe said that he met with Lohmann, Golf Course Architect to discuss the final design and bidding schedule.

The meeting was held at the HLC with Tom Elenz, Chris Uργο, Peter Dubs, Todd, from Lohmann and Bernie Bono, Engineer along with myself.

All engineering is near completion. We will file for all permitting required shortly. Our schedule is determined by the permitting timeline. Once approved, we can set a firm project schedule.

We will have more information in the near future.

Peter stated that we are hoping to have the project completed this year beginning in September.

11. **MISCELLANEOUS**

None.

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. (IF NECESSARY)**

The Board agreed it was not necessary to convene into Executive Session.

14. **ADJOURNMENT.**

A motion was made by Commissioner Byrne, seconded by Treasurer Genualdi to adjourn the meeting. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0.

APPROVED:

President
Board of Commissioners

Date: March 21, 2017

Board Secretary