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

BOARD MEMBERS

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

ATTORNEY

PRESENT: Dan Shapiro, 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
Peter Dubs, Golf Course Manager
Paul Nielsen, Athletic Director
Stan Dubicki, Asst. Hockey Manager
Jim Majewski, Supt. of Park Services
Jim Stoneberg, Supt. of Golf Course Maintenance

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 Treasurer Genualdi.

4. **CHANGES TO AGENDA.**

5. **CONSENT AGENDA APPROVAL.**

A. Minutes of Regular Board Meeting of February 21, 2017.

B. Voucher List as March 21, 2017. Approval of Disbursements:
**VOUCHER LIST OF BILLS PRESENTED FOR APPROVAL ON
MARCH 21, 2017 -SUMMARY BY FUND:**

General Fund	63,823.33
Recreation	127,914.00
Ice Rink	47,509.00
Swimming Pool	1,769.75
Golf Course	26,284.61
General Liability	11,074.00
Paving and Lighting	1,025.40
Police Protection	20,352.71
Handicapped	43,811.84
Capital	2,626.02

Grand Total: \$346,190.75

A motion was made by Commissioner Byrne, seconded by Commissioner Czarnik to approval items A & B (Consent Agenda Approval) as presented. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

6. **TREASURER'S REPORT.**

Vice President Zalinski reviewed the Treasurer's Report.

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

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

The motion passed 4-0

7. **REPORTS OF PARK OFFICIALS.**

A. **President's Report.**

None.

B. **Attorney's Report.**

None.

8. **BOARD REPORTS**

Robin Brey - Recreation

Preparing for the upcoming Spring Special events. Breakfast with Bunny (April 1st) here at HLC, Egg Scramble (April 8th) and Flashlight Egg Hunt (April 12th) at Golf View and the scramble and hunt will be on the golf course.

We held a new special event this past Friday a mom/son night out. 50 boys and their moms participated in games and activities at Grennan Heights. We received positive feedback and look forward to next year's event.

Summer camp registrations are underway and anticipate enrollment increasing as summer approaches.

Laura Newton - Tam Tennis

We added a Tai chi class on Saturday mornings at 10 and it has been well received.

We have entered our last session of tennis classes before summer starts. Registrations are still coming in.

Courts are staying continuously booked.

Jim Majewski - Park Services

The lighting grant work has been completed at Oasis and Iceland; this was the last of our parking lot and area lighting to be done now we are all LED.

Staff removed the water slide entrance section and took it to repair shop. Once done will take it to body shop for paint and wax.

Cellular communications are being installed at various locations on fire and burglary alarms to eliminate phone lines and cut down cost.

Pioneer start-up work is underway.

Pool lift station pump was pulled, repaired and re-installed.

Both Edmond and I took the CPO (Certified Pool Operator) class and passed the test for the state.

A new wood dance floor was installed by staff at Oasis.

Stan Dubicki -Iceland

The outdoor rink was shut down on Monday March 6th. We were scheduled for one more week but the warm weather forced an early shut down. After the floor has thawed, it will be cleaned and painted to prepare for roller and ball hockey.

Spring hockey started Monday with no break between the seasons. All levels are full and teams have been drafted.

Spring hockey classes and clinics have begun and are all full with wait lists. Extra classes were added to accommodate some late registrations.

Spring skating classes start Monday March 27.

Set design and painting has started for the Ice Show which is scheduled for May 5, 6 and 7.

Spring ice rental contacts were sent out this week.

Matt Schiller - Grounds

Vice President Zalinski read Matt's report.

Crews have pruned trees and shrubs at Pioneer, Oak, Golf Mill and Kirk lane this month. 3 pines at west side of Kirk Lane tennis courts were removed due to wind storm damage last week.

Nels-Johnson has completed pruning and removal of large trees at Pioneer along Harlem and Touhy.

Pricing has been requested for large tree work at Golf Mill and Oak Parks.

Pricing for new T-Ball field at Oak Park was received and work scheduled to start as weather permits.

Paver pathways and patios are being repaired at Pioneer Park and Golfview.

Train feature at Pioneer has been completely removed and the new Wee-Saw feature has been delivered. The new feature will be installed as weather permits for concrete work.

Skate Park dedication plaque was installed near the lighting box inside the skate park.

Four members of the crew completed landscape maintenance course through ILCA.

Commissioner Czarnik would like to have a grounds ceremony for the skate park dedication plaque.

A discussion was had regarding the field at Iceland. Executive Director Elenz stated that this needs to be handi-cap accessible and that Wight will look at this as soon as the weather breaks.

Also, the outdoor ice rink will be used for roller hockey and lacrosse this summer.

Executive Director Elenz

Executive Director Elenz stated that we have renegotiated our contract with GROOT and we will be saving approximately \$5,000.00 over the next 3 years. Also, Jim Majewski has been instructed to put in Cellular service in all locations for burglar and fire alarms. This will save the district between \$9,000.00-\$10,000.00 per year.

Finance Director Neukirch

Since last meeting

- Otherwise, the Finance Department since the last meeting has completed its normal accounts payable, payroll and other accounting duties as required.
- Continued compiling and collecting the documents for the 2016 audit for the fieldwork that will take place next month.
- Continued working with staff on our electronic storage program for the various subsystems to help conserve paper and storage space.
- Updated the format on the department Program revenue reports in the Financial Summary section of your packet.
 - Please give me a call or email if you have any questions or comments on the new format.

Marketing - Julie Jentel

Work continues on Summer Fun Guide. It will be delivered here & to the Post Office April 7. Our newsletter, The Park Bench, was delivered to Niles homes last week.

Program emails have been sent out for our early bird pool passes, spring special events & upcoming programs.

We had 15,400 visitors to our website & 46,470 page views for the past 4 weeks. The top pages were IceLand, League Standings & Winter Spring Programs.

Name suggestions have been coming in for the new Caldwell building. Contest ends April 1.

Commissioner Czarnik asked how many suggestions have been received for the name for the

Caldwell building. Executive Director Elenz said that we have received 50.

There were comments from the Board of Commissioners stated that the Park Bench was very good. Executive Director Elenz stated that this was a project that was started in November. This was a group effort on the part of all department heads and staff. Executive Director Elenz thanked all the employees for the accomplishments in 2016. He also thanked Scot for the financial information that was supplied. The Park Bench was delivered to every Niles address.

A conversation was had to do the Park Bench quarterly.

Lindsay Brubaker Pioneer/Oasis Concession

News to Report:

Pioneer/Softball-

Pioneer opens for the season on Saturday, April 8th. Staff is excited to return. Jim, Matt, and their crews have been working hard to spruce up the location. Preparations are underway to set up all the other machines & equipment.

Fields will be utilized each weekend through July with games and tournaments. MLB's Pitch, Hit, & Run and Jr. Homerun Derby is Sunday, April 30th 12-3pm at Pioneer

Niles "All American City" Softball tournaments are full for April and July. We are expanding to accommodate more teams.

Softball Academy was a success. We look forward to expanding the girls softball program with additional camps, clinics, and pitching lessons.

We will now be using Quickscores for online score reporting.

Sponsorships-

Dicks Sporting Goods - \$5,000.00 equipment donation
Southview Athletics
CC Pizza

Commissioner Czarnik suggested that at Pioneer Park at the right field fence banners of the sponsors should be displayed

Executive Director Elenz stated that part of our sponsorship package is that they choose at what location they would like their banner displayed.

Regarding the large donations from Dicks, MB Financial, etc. banners will be put up at Pioneer Park.

Athletics – Paul Nielsen

Youth Winter Basketball season is going very well for 2200 children with games being played at the park districts buildings along with Culver School, St John, NorthRidge Prep, Notre Dame

and Niles Family Fitness. There are times that games are being played on ten different courts at one time.

Preparations for Spring Soccer, T-ball, Youth Coach Pitch, Girl's Softball, Youth Volleyball and Adult Softball are underway.

Youth Dodgeball finished a successful and busy season for 1047 children at Golf View and Grennan Heights.

The Men's basketball has started back up on Wednesday nights at Golf View.

Commissioner Czarnik asked how the sign up is going for the new Generation league. Paul said that at this time there has only been 1 team that has signed up. Executive Director Elenz said that we will need 4 teams in order for the program to go. Paul stated on the Monday night league there

Tam Golf Course – Peter Dubs

We were able to open the gates briefly earlier in the month and were open for 3 days as weather cooperated before cold temperatures and snow returned.

Training has been completed for both the golf course and our junior program staff members. Email blasts continue for leagues, permanent tee times, outings, and programming.

We've coordinated with Maura and Laura to set up dates for the annual pre-school tennis and golf field trips. These are scheduled for April 11th and 12th at Golf View.

League commitments and payments are still coming in for the season. Fees are due by April 21st. Unless there are some unexpected drop-outs in the next week, I anticipate hitting budgeted revenues for both these accounts.

Moving forward, the golf course will be open for daily play as weather permits.

We have had an internship position posted for a few different facilities that need them for the summer. Robin has received a few, along with Paul and Kenny. It was put up on the Illinois Parks & Recreation along with another internship page. We have had 10-12 applicants go through the paperwork process. We will keep the Board informed of the outcome. We have an internship starting in Marketing in June.

Peter showed the Board the new flags for the course.

President O'Donovan said that Ms. Miller asked him about the museum. She said she has more things to donate. Executive Director Elenz stated that her health was not good. Executive Director Elenz will reach out to her.

Golf Course Maintenance– Jim Stoneberg

Gathering pricing with purchase orders for materials and supplies for the season.

Required state pesticide applicator license training and testing completed.

Golf course returning staff AED/CPR required training has been completed.

Thirty-One tree stumps were ground out from last year’s removals over the winter. Once top soil is available and weather permits restoring the turf areas will be completed.

I have brought back one seasonal employee to date with 3 more on hold waiting for weather to clear up. Once we can get outside course clean up and prep for the spring season.

Staff will be assisting with Easter egg scramble and flash light egg hunt both events are on the course.

9. NEW BUSINESS.

A. DISCUSSION/APPROVAL DRESS CODE.

Executive Director Elenz included the current Personal Appearance policy along with the proposed Personal Appearance policy to the Board of Commissioners. The current policy is not spelled out on what is appropriate and what is not appropriate. The new policy is detailed on what is appropriate and what is not.

Commissioner Czarnik stated when an employee is dealing with the public they should have name tags. It was agreed that all front desk will now have name tags.

A motion was made by Commissioner Czarnik, seconded by President O’Donovan to accept the revised Personal Appearance Policy which will also include front staff wear name tags. Recording Secretary Raschillo called the roll:

President O’Donovan	Yes
Vice President Zalinski	Yes
Commissioner Czarnik	Yes
Commissioner Byrne	Yes

The motion passed 4-0

A. DISCUSSION/APPROVAL OF CLOSING GOLVIEW CONCESSION AND REPLACING WITH NEW VENDING COMPANY.

Executive Director Elenz stated that GV Concession has been a struggle. When it makes money it’s very little. When basketball ends we make no money at the concession at GV. He has interviewed three vending companies. The brochure that was given to the board was suggested from Des Plaines Park District. We control

what goes in the machine and what we charge. Executive Director Elenz also said that he would like to expand the vending machines stop to Tam Tennis and Grennan Heights.

A motion was made by Commissioner Byrne, seconded by Commissioner Czarnik to close the concession at Golfview and replace with vending machines. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

10. OLD BUSINESS.

UPDATE ON CALDWELL PROPERTY

Executive Director Elenz read the following statement from Joe LoVerde:

Project continues to move along on budget & on schedule. Having said that we have made some changes to stay on schedule. The iron workers are now working Saturday's and bringing a 6 man crew. The roof & wall panels are labor intense. The procedure requires several steps; for the walls; install panels, install installation, install finished wall fabric. The roof is the same procedure with some added steps for first installing fabric strips prior to the other steps. I just wanted to give you a sense of how detailed it is. In any case it's not our problem but they are putting in extra time working Saturdays to insure July delivery. I would estimate the soccer building to be 65 % complete. The west walls will start to go up the week of March 27, 2017, after installation of limestone caps at the top of brick columns. Electrical, plumbing, HVAC all continue to work. Rook top units for the gym & lobby were set March 7.

All equipment & material is ordered and scheduled for deliveries.

Several discussions took place last week regarding Caldwell & the IDOT requirements. I directed Wight to set a preliminary meeting with IDOT the week of April 2. We will discuss our proposal for egress & ingress for our facility.

A Soccer flooring meeting will be scheduled for the next park board meeting in April. This meeting will answer any questions and concerns regarding the infill material.

Met with Jim Majewski yesterday and Jim will be gathering proposals for the fiber optic directional boring needed for our future IT needs. This portion of the project will require a

State permit so we will incorporate this work and the permit into our meeting with IDOT.

Although it may look like not very much is happening please keep in mind this building is 70,000 plus square feet of building, once the limestone caps are on the west side will get closed up and show a big difference in the progress from Caldwell Ave.

Executive Director Elenz distributed some photos sent from Joe of the work that is going on. Joe also said do not hesitate to contact him with any questions or concerns.

Tentative date for the opening of the building is July. Executive Director Elenz stated that he has been receiving numerous calls regarding the soccer field.

Vice President Zalinski said the east roof is done along with the brick work. He suggested the staff work on the symbols that will be west facing the wall of the basketball court.

11. MISCELLANEOUS

Commissioner Byrne stated that in the past we had talked about partnering with Morton Grove and Des Plaines regarding the pools. We would let Morton Grove/Des Plaines have the use of Oasis Pool at a reduced rate and Niles in turn would use Morton Grove/Des Plaines at a reduced rate. Executive Director Elenz said that he will look into this request. Commissioner Czarnik suggested doing this with the Village of Niles with their indoor pool.

Vice President Zalinski brought up the property next door to the HLC to be used for parking. Executive Director Elenz said when we plan on renovating the HLC; we will then get a hold of the owner of the building next door and speak to him about the land.

Commissioner Czarnik suggested having Bob Kreiling at the April Board Meeting to talk about the security at the parks during the summer.

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 President O'Donovan to adjourn the Regular Board Meeting. Recording Secretary Raschillo called the roll:

President O'Donovan Yes

Vice President Zalinski	Yes
Commissioner Czarnik	Yes
Commissioner Byrne	Yes

The motion passed 4-0

APPROVED:

President
Board of Commissioners
Date: April 18, 2017

Board Secretary