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**NILES PARK DISTRICT**  
Minutes of Regular Board Meeting  
Held at Howard Leisure Center  
Tuesday, June 20, 2017  
6:00pm

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**BOARD MEMBERS**

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

**ATTORNEY**

**PRESENT:** Justin Silva, Attorney

**STAFF MEMBERS**

**PRESENT:** Tom Elenz, Executive Director  
Scot Neukirch, Director of Finance  
Robin Brey, Office Manager/Rec. Program Supervisor  
Julie Jentel, Marketing  
Laura Newton, Tam Tennis Manager  
Lindsay Brubaker, Program Administrator  
Chris Urgo, Golf Professional  
Paul Nielsen, Athletic Director  
Marty Stankowicz, Iceland Manager  
Jim Majewski, Supt. of Facilities  
Matt Schiller, Park Grounds Supervisor  
Jim Stoneberg, Supt. of Golf Course Maintenance

**GUEST PRESENT:** Elizabeth S., Niles Resident, 8449 N. Ottawa  
Gerald & Diane Romanek, 8439 N. Ottawa  
Nancy Bohn, 8457 N. Ottawa  
Andrew Przybylo

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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 the assembly in the Pledge of Allegiance.

**3. ROLL CALL.**

All commissioners were present.

**4. CHANGES TO AGENDA.**

5. **CONSENT AGENDA APPROVAL.**

- A. Minutes of the Regular Board Meeting of May 16, 2017 and June 20, 2017.
- B. Voucher List as Presented June 20, 2017. Approval of Disbursements: **VOUCHER LIST OF BILLS PRESENTED FOR APPROVAL ON June 20, 2017 – SUMMARY BY FUND:**

General Fund	128,513.27
Recreation	100,660.70
Ice Rink	33,543.74
Swimming Pool	8,300.80
Golf Course	37,217.58
General Liability	114,922.00
Paving and Lighting	21,967.52
Handicapped	43,391.41
Capital	463,708.20

**Grand Total:** \$952,225.22

A motion as made by Vice President Czarnik, seconded by Commissioner O'Donovan to accept the Minutes of the Regular Board Meeting of June 20, 2017 and the Voucher List as presented in the amount of \$952,225.22. Recording Secretary Brey 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 President Byrne to approve the Treasurer's Report as presented. Recording Secretary Brey 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

7. **REPORTS OF PARK OFFICIALS.**

- A. **President's Report.**

President Byrne praised the staff on a job well done as the summer begins. All the parks and facilities look great. Thanked all staff for their hard work.

**B. Attorney's Report.**

None.

**8. BOARD REPORTS**

**Robin Brey, Office Manager/Recreation Program Supervisor**

Summer camps are in full swing and off to a good start. Camp enrollments continue to increase daily. Dance camp began this week and enrollment is slightly higher than last year.

July 4th preparations are ongoing. Giveaways, parade candy and stress balls have been ordered. This year the entertainment will be a new band "The Mix" performing at the post parade party at GH.

**Laura Newton, Tennis Manager**

We are now working on Harvest Hustle. This year there will be a Halloween costume theme and the run will be Sunday October 22<sup>nd</sup>. At Notre Dame College Prep, beginning at 8:30 am.

I have already sent out Sponsor letters to businesses and we have received a couple back so far.

We will get posters out to all the buildings and business within the next few weeks.

Any help would be appreciated.

Save the date flyers were mailed to past runners.

**Matt Schiller, Park Grounds Supervisor**

Crews have been working to clean up Oak Park and Grennan Heights Park for upcoming events.

Installation of new ballfield at Oak Park is almost complete, waiting on roofing over dugouts.

Dead trees were removed from Oasis, Oakton Manor, mini golf, and Greenwood parks.

Culver turf restoration has begun. Ballfield fencing was removed, infield tilled and seeded, entire field overseeded and top dressed. The field will need to be aerated, top dressed and seeded again this fall.

Installation of irrigation at Oak Park in the concert area, and outside the fence of Oasis is scheduled to begin as soon as possible.

Matt was asked how the summer staff is working out. He said his staff is working hard, learning fast, and all is going well.

**Jim Majewski, Supt. of Facilities**

A 24' x 24' shade structure was installed at Pioneer Park by staff. Their parking lot was seal coated and

striped, along with the path.

Working on prices for Tam Golf Course parking lot patching and seal coating.

Working with Matt on pricing basketball court recoating.

Working on prices and purchasing supplies for the new building.

### **Marty Stankowicz, Iceland Manager**

Summer House League Hockey started last week. One level was cancelled due to low registrations.

Summer hockey classes started last week. High level classes are full, but beginner classes are struggling with low registrations.

Summer camps started last week. Hockey camp registrations are good, while figure skating camp registrations are low. The first week of figure skating camp was cancelled due to low registrations.

Fall programming and ice scheduling is ongoing.

Planning for July 4<sup>th</sup> parade and festival is underway.

### **Tom Elenz, Executive Director**

Executive Director Elenz wanted to publically thank the Niles Fire Department for helping us after we re-seeded. They were doing hose training, and came to 3 of our parks to help us water. They saved us a tremendous amount of money in water and labor expenses.

Commissioner Czarnik asked Executive Director Elenz if he was aware if the streets around Oak Park were going to be resurfaced for the Bike Niles event. Tom was not aware of any plans. Our part is they get to use Oak Park as the central location for the event.

### **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:

Transitioned our MB banking website to a new platform. Worked through a few issues in the conversion of our direct deposit files, but everything has been transitioned over.

Audit update- FY 16 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. We will be providing the board with an update at the July meeting.

As reported last month, we are working on updating the Park District systems to account for the County Sweetened Beverage Tax which is effective 7/1/2017. Additional 1 cent tax on the consumer for every ounce of sweetened beverage purchased. This will be applicable to concessions in the Park District that serve artificially sweetened drinks such as pop, Gatorade, etc.

### **Julie Jentel, Director of Marketing**

The Fall 2017 Fun Guide is on schedule and will be delivered the beginning of August.

The Village has displayed our Summer Concert pole banners at intersections along Milwaukee. A new large banner will be staked in the ground at Oak Park. Schedule has been sent to newspapers.

We had just over 16,000 visitors to our website & 67,620 page views in the past month. Top pages were Aquatics, Oasis Fun Center, and Pioneer Park.

We have an intern for the summer. Marco is helping to boost our social media presence. He started a Twitter & Instagram page and is constantly updating those, along with our Facebook page. In addition, he is taking pictures, creating email blasts, flyers, and tv scrolls for our programs and events.

### **Lindsay Brubaker, Pioneer Park Manager**

#### **Pioneer -**

We are thankful for the long string of nice weather days we had this past month.

Day camp and birthday party season has begun. We host about 4 groups per week on average.

Thank you to Jim and his crew for all the work they've been doing installing our new menu boards and shade structure. Parking lot has been resealed and looks great!

This week we are hosting the girls softball Crosstown playoffs for the 3rd/4th grade and 5th/6th grade age groups. Niles teams in two out of the three age groups should advance to the league championships at Bandit Stadium this Sunday.

Thank you to Matt and his crew for all their work keeping the fields in tip top shape.

July will be a very busy month for us. We look forward to hosting the league All Star Games, American House Classic, and Summer Classic tournaments!

#### **Oasis-**

Hot temps = large crowds. We had a record breaking week on account of the heat wave.

Saturday is the end of season pool party for t-ball, rookie ball, baseball, softball, and soccer. We'll be hosting about 645 kids and their families.

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

Youth Summer Basketball League will be beginning next week at Golf View both day and night on Saturdays and Sundays, and also during weeknights for 1100 players.

Sharp Shooters Basketball Camp will begin at Golf View for the week of June 26th. Three additional weeks of basketball camp will be conducted during the summer.

Youth Volleyball is having a successful season for over 290 grammar school girls and boys. Spring Soccer has several more weeks left in the season and final games will be played on June 25<sup>th</sup>.

Marketing is currently ongoing for Summer and Fall programs.

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

Chris Urgo read Peter's report.

Play in the month of May was down compared to last season due to flooding early in the month. Rounds to date are about a thousand behind last year's pace as we continue to try to play catch up after the wet & cool spring. Thanks to the dry stretch we had early this month, June figures are on pace with last season.

Enrollment in our early summer daytime junior programs was a little lower than expected. This is suspected to be due to CPS schools staying in session later into June. Registration in mid and late summer programs looks to be on track.

Chicago Alderman Pat O'Connor hosted his annual outing with us again June 10<sup>th</sup>. 220 guests participated from 6:45am-3:30pm. This is the third season we have hosted the event, and they plan to return next year.

Weekend dates are going fast for other outings and we're reaching out to those who have hosted October events with us last season to try to find a date that would work for them to come out this year before we close to begin the renovation project September 18.

Special events coming up in July include the Six County Senior Olympics outing on July 10<sup>th</sup>, as well as a tournament hosted by the Illinois Junior Golf Association on the 21<sup>st</sup>.

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

All Pine Trees revived the final Junction spray application for Blight and needle cast diseases.

Irrigation system and pump station repairs, cleaning and servicing continues to keep the system performing at maximum usage as the heat and drought like conditions continue.

The irrigation intake box in the river has been alarmingly close to being above water level. With this being the lowest I have seen the river in 17 years we need to look into alternative solutions to river drying up during a real drought.

Staff has been able to clean debris from the river bed with the water level down and will continue as we have time before the level rises.

**9. NEW BUSINESS.**

**A. DISCUSSION/APPROVAL MARIA SS. LAURENTA SOCIETY FESTIVAL AT GOLF MILL PARK AUGUST 29-SEPTEMBER 5, 2017. ACTUAL EVENT DATES ARE SEPT. 1, 2, 3, 4. PART OF THE WEEK FOR SET UP, AND SEPT. 5 FOR TAKE DOWN.**

A motion was made by Commissioner O'Donovan, seconded by Treasurer Zalinski to approve the Maria SS Laurenta Society Festival on the days of August 29-September 5, 2017. Recording Secretary Brey 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

**B. DISCUSSION/APPROVAL MOVE JULY 18 BOARD MEETING (CHAMBER GOLF OUTING).**

A consensus was made to move the July 18, 2017 Board Meeting to Monday, July 17, 2017 due to the Chamber Golf Outing.

**10. OLD BUSINESS.**

**A. UPDATE ON CALDWELL PROPERTY.**

The pipe fitters were on strike for 3 weeks. Waiting to hear back from IDOT on the Caldwell traffic situation. Project has been extended 3 weeks because of the strike. Completion is anticipated for mid-August. Computer and phone lines are being installed. Turf will be delivered and installed within 10 days for the soccer field. There are no major problems and project is still under budget.

**B. UPDATE ON GOLF COURSE PROJECT.**

Meetings have taken place with the architect and engineer. Permit applications have been submitted to IDNR & IEAPA. Plans and documents can be picked up starting tomorrow and bids will open July 11. Start date, depending on permits, is September 18.

**11. MISCELLANEOUS.**

Executive Director Elenz addressed the Board commenting on how our parks and facilities look phenomenal. The transformation from year to year will just keep getting better as each year goes by. June, July & August are our go to months when we serve thousands of people. Executive Director Elenz thanked all staff on working hard and taking care of our customers with great customer service.

Commissioner Genualdi asked for clarification on the pool passes with Morton Grove. Executive Director Elenz answered her by saying we have an intergovernmental agreement between us & Morton Grove on daily admission only.

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

Several residents in the area of Oak Park came to voice their concerns and opinions with the new baseball field constructed there. Residents who spoke included Elizabeth S., Gerald & Diane Romanek, and Nancy Bohn. Concerns included the aesthetics of the field, age of children using the field, and a lack of communication to nearby residents.

Executive Director Elenz explained this was a plan that started last year with the Board. We were in need of a field geared towards younger children and Oak Park was a good fit.

**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 Vice President Czarnik, seconded by Commissioner O'Donovan to adjourn the Regular Board Meeting. Recording Secretary Brey 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

**APPROVED:**

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**President**  
**Board of Commissioners**  
Date: July 17, 2017

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**Board Secretary**