
NILES PARK DISTRICT
Minutes of Regular Board Meeting
Held at Howard Leisure Center
Tuesday, August 22, 2017
6:00 pm

BOARD MEMBERS

PRESENT: Patrick Byrne, President
Ray Czarnik, Vice President (*arrived at 6:05 pm*)
Christopher Zalinski, Treasurer
Julie Genualdi, Commissioner
Dennis O'Donovan, Commissioner

ATTORNEY

PRESENT: Dan Shapiro, 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
Peter Dubs, Tam O'Shanter Manager
Paul Nielsen, Athletic Director
Marty Stankowicz, Iceland Manager
Matt Schiller, Park Grounds Supervisor

GUEST PRESENT: None

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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 led the assembly in the Pledge of Allegiance.
 3. **ROLL CALL.**
All commissioners were present for roll call, except Commissioner Czarnik who arrived at 6:05 pm.
 4. **CHANGES TO AGENDA.**
No changes.
 5. **CONSENT AGENDA APPROVAL.**
 - A. Minutes of the Regular Board Meeting of July 17, 2017.

A motion was made by Commissioner O'Donovan, seconded by Commissioner Genualdi to

accept the minutes of the Regular Board Meeting of July 17, 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. Voucher List as Presented August 22, 2017. Approval of Disbursements: VOUCHER LIST OF BILLS PRESENTED FOR APPROVAL ON August 22, 2017 – SUMMARY BY FUND:

General Fund	125,638.02
Recreation	138,195.41
Ice Rink	28,896.42
Swimming Pool	21,670.70
Golf Course	27,302.78
General Liability	208.00
Paving and Lighting	20,493.02
Police Protection	108.00
Handicapped	52,128.43
Capital	151,961.05

Grand Total: \$566,601.83

6. TREASURER'S REPORT.

Treasurer Zalinski reviewed the Treasurer's Report.

A motion was made by Commissioner O'Donovan, seconded by Commissioner Genualdi 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 thanked all the staff for their hard work this Summer.

B. Attorney's Report.

No Attorney Report.

8. **BOARD REPORTS**

Laura Newton, Tennis Manager

Harvest Hustle

We have 7 monetary sponsors for Harvest Hustle so far.

We have several gift certificates and other items for prizes and raffles.

Have posters up in our buildings and in local businesses.

We have started taking registrations for fall classes. Permanent court time payments are completed for August next payment will be in January (starts Sept. 11).

Commissioner Genualdi said she will try to secure food for after the 5K race, and asked if Laura can send a save the date to grammar school & high school cross country teams. Laura said each participant will go home with a goody bag. Director Elenz said they are hoping to make it more social by having food, beverages after.

Matt Schiller, Park Grounds Supervisor

Crew members have been working with the assistance of Joe LoVerde to prepare the islands and planting beds at the new Caldwell building for irrigation installation, and planting. Tree planting is underway, irrigation is scheduled to be installed this week and remaining plantings will begin after.

Crews spent time at Golf Mill Park, beautifying the shrub beds and sign beds in preparations for upcoming festivals.

Turf at Culver School was fertilized a second time, and soccer field installed for use during the festival weeks by the high school while Golf Mill is unavailable.

Repairs to fence behind Oakton Manor have been made.

I am working on calculations and formulations for fall fertilizer and weed control now and will request estimates as soon as possible.

I have requested estimates for top dressing material to be spread at all heavy use fields this fall.

Second application of soil conditioner was completed at Pioneer Park, third and final for this year will be completed just prior to top dressing.

Commissioner Genualdi asked how the clean-up was after the Polish Fest. Matt said there was not much garbage to pick up on our end.

Jim Majewski, Supt. of Facilities

Matt Schiller read Jim's report:

Jim is getting prices for preventative maintenance programs for the aging HVAC units at Howard Leisure Center.

Requesting pricing for fence repairs at the driving range. Also need to determine whose property the fence is on, NPD or the winery?

The wall protectors are being installed at Tam Tennis.

Pricing requests are out for a roof top unit at Tam Tennis and Grennan Heights.

Pricing for basketball resurfacing at various parks.

Preschools are getting ready for the upcoming school year.

Marty Stankowicz, Iceland Manager

Staff training for the fall continues. Office staff training is complete. New applicants for building supervisor positions are being sought for interviews for the opening of the outdoor rink in November.

Registration for fall hockey and skating is in progress. We start with a 4 week back to school mini session in two weeks and end with a 10 week session that finishes up just before the holiday break.

Summer camps ended last week. Skating camp registrations were lower than usual while hockey camp finished with high numbers.

There are no programs scheduled for the next two weeks, and the time will be used for maintenance to prepare for the fall and winter season.

The outdoor rink is rented for the months of August, September and October for Lacrosse.

Ray had a discussion regarding the revenue & expenses at IceLand. He said there is a company that is buying ice rinks and running them like a business. Ice rentals fees are going up, renting out locker rooms and charging to run the Zamboni. He has suggested that there be a meeting to take a look at what we charge per hour for ice time and we should be charging. Look at our expenses and see what can be reduced. Revenue has flattened and expenses have gone up. Executive Director Elenz said since Notre Dame left, ice rental income has been down.

Robin Brey, Office Manager/Rec. Program Supervisor

Summer camps ended successfully this past Friday. Again this year we extended the camp season offering an additional week of camp and once again were met with great response. Thank you to the camp staff for all their hard and efforts. Campers had a fun and safe summer.

Preschool will begin their school year on September 5th. Enrolment to date is 146 children. Registration is open and will continue until classes are filled.

Tom Elenz, Executive Director

Executive Director Elenz introduced the new Soccer Director, Jeff Halsema. Jeff took to the podium and discussed what he has been working on since arriving.

- Organizing the upcoming Fall Soccer League
- New: Develop more practice skill development trainings & practices once per week.
- Manuals will be given to coaches to help them understand how to coach.
- Year round Soccer Academy
- Soccer Camps held at holiday breaks
- Adult Co-Ed League
- Youth Indoor Soccer League
- Open soccer time, soccer field rentals

Scot Neukirch, Director of Finance

Highlights of the Finance Department's activities since the last meeting other than the routine accounts payable, payroll and accounting duties include:

- Cook County Sweetened Beverage Tax implementation went well overall.
 - I just wanted to thank Marty, Lindsay and their staff at the concessions at the Ice Rink, Pool and Pioneer Park for their cooperation during the implementation.
- Finance hired a temp to assist with the Accounts Payable during JoAnn's absence.
 - For the other duties, I thank all the staff for stepping up and assisting especially Lynn Cellak who has taken on the payroll duties and Julie has taken on the Board Meeting preparation duties as well as other tasks.
- Finance has recently applied for 2 grants:
 - 1) IParks a \$500 grant to offset the installation of mulch installation at various parks
 - 2) IPRF a \$1,629 grant to offset the cost of surveillance cameras at the new LoVerde Center on Caldwell.
- We have begun the process for the 2018 budget preparation; more information will be forthcoming in the upcoming weeks.

Julie Jentel, Director of Marketing

The Fall Fun Guides have been delivered to residents and facilities with a new full color look. Work on the Winter/Spring Fun Guide will begin soon.

The website has been switched to Fall, and all Fall Programs and Events are posted.

Marketing has switched to fall programs and events. Emails, tv scrolls, flyers, and constant social media posts on Facebook & Twitter have been done.

We had 16,928 visitors to our website & 70,947 page views for the past 4 weeks. The top 3 pages were Fall Programs, Pioneer Park & League Standings.

Lindsay Brubaker, Pioneer Park Manager

- **Pioneer -**
 - July was the busiest month of the year for us at Pioneer. We hosted 21 group outings. We currently have 19 group outings scheduled with us in August. We hosted players from all over the area for the girls Crosstown League All-Star Games. We hosted 15 teams for the Niles "All American City" House tournament, and unfortunately got rained out for our Niles "All American City" Summer Classic tournament. Thank you to Matt, Jim, and athletics department for the team effort on running all of these activities.
 - We hosted our first outdoor girls softball camp the first week of August. Pioneer served as the perfect venue. All helpers Paul provided played HS Varsity at Niles West. The younger girls really respond well to the quality instruction provided by these female role models.
 - Back to School Night was held on Saturday, August 12th. All school supplies donated were delivered to Culver School.
 - We were supposed to switch to fall hours on the 13th, but remained open on summer hours an extra week to accommodate people who are still on summer vacation.
 - We look forward to welcoming all Fall Ball teams! Their season begins on 8/18.
- **Oasis-**
 - We are now in fall hours.
 - Remaining food supplies are slowly being dwindled down.
- **Niles Arts & Culture-**
 - The Niles Arts & Culture Master Plan is scheduled to be approved at a special Village board of trustees meeting on Tuesday, September 12th.

- Our concerts, movies, and arts programs are all promoted by using the tag #NilesArtsCulture and helps us reach a broader audience
- Our parks are valued as the premiere space in town for hosting large scale cultural events such as Italian Fest and Polish Fest
- One of the plan's components discusses the installation of public art around town. Our parks also rank high on this list... encouraging residents to enjoy the beautiful green space.
- If you have any ideas on something you'd like to see, or space you think would be appropriate for designated "art" please let me know.

Paul Nielsen, Athletic Director

The youth summer basketball league just finished up this past weekend. There were a total of 1,166 participants.

Summer Sports Camp at Grennan Heights is also concluded this past Friday.

Fall Baseball and Softball will be beginning its season and it will run through the end of October. We currently at an all-time high with enrollment in both Fall Baseball and Girls' Softball. There is slightly over 1000 children in our Fall Baseball and Girls' Softball combined this year.

Year to revenue is up \$65,000 or 7.3% compared to last year at this same time.

We just concluded four weeks of basketball camp, four weeks of volleyball camp and Weekday T-ball and Weekday Youth Coach Pitch.

Fall Tot soccer will be played under the lights at Iceland.

He wanted to thank all his camp counselors for doing a great job this summer.

Peter Dubs, Tam Golf Course Manager

- Rounds continue to trail last season through July as we experienced one of the longest closings from flooding in the last 10 years. We were shut down 13 days straight and weather impacted play on 16 of the 31 days of the month.
- We also had to cancel a few outings from the closure, however a couple of groups were able to find dates to reschedule. Lost outing revenue totaled approximately \$4500.
- Our summer junior golf programs wrapped up for the season last week. Attendance was down from last season as early summer sessions did not see the same participation as in years past.
- Our junior golf games outing was held the evening of Friday August 4th. Even with windy conditions and cool temperatures we still had 50 participants and over 100 friends and family members attend the after party at our learning center.
- Adult leagues are still playing out their seasons... With all the raindates many groups have had, some are on the books through our projected closing week in September.
- We will be hosting matches for Niles West High School over the next 4 weeks. Both their boys and girls teams visit the course.
- Coming up Saturday September 16th is our All American Golf Outing for adults. The event keeps the same name of the tournament George May hosted here through the 40's and 50's. The afternoon will begin with lunch over at the learning center where participants will be able to take in all the historical items which have been donated by the May family. Golf will follow with tee times beginning at 2pm.

Jim Stoneberg, Supt. of Golf Course Maintenance

Commissioner Zalinski read Jim Stoneberg's report:
Flood damage and clean up ongoing seeding of damaged tees and fairways complete with some damaged rough grass area still being aerated de-thatched and over seeded. Staff has done a great job under extreme conditions working long hours to get the course back open only to have it flood again. I can't thank them enough for the hard work and dedication to the course.

Thanks to Matt Schiller for help on the over seeder to help restore rough areas great to have the team work again!!!

Pricing out and ordering AED unit and supplies needed for the new building.

Last of my summer labor have returned to school.

Working on budget is ongoing for the upcoming year.

Commissioner Genualdi asked if there were grants for AED units?

9. NEW BUSINESS.

A. DISCUSSION/APPROVAL OF ORDINANCE #17-O-105 – AN ORDINANCE RATIFYING & APPROVING CONTRACT FOR RENOVATION OF TAM O'SHANTER GOLF COURSE- WADSWORTH GOLF CONSTRUCTION COMPANY.

3 bids were received for the renovation of Tam O'Shanter Golf Course.
\$1,078,030.00- Wadsworth Golf Construction Company
\$1,165,860.50- Midwest Golf Development
\$1,386,107.00- Hollenbeak Construction

A motion was made by President Byrne, seconded by Commissioner O'Donovan to approve Wadsworth Construction Company in the amount of \$1,078,030.00. 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 OF RESOLUTION #17-R-102 – A RESOLUTION AUTHORIZING ILLINOIS PUBLIC PENSION FUND ASSOCIATION DEFERRED COMPENSATION PLAN AS AN EMPLOYEE BENEFIT.

Finance Director Neukirch explained that this is a tax deferred option for employees to invest their wages. This additional option for employees has more investment choices and low fees.

A motion was made by President Byrne, seconded by Commissioner O'Donovan to approve the Resolution Authorizing Illinois Public Pension Fund Association Deferred Compensation Plan as an Employee Benefit. Recording Secretary Brey called the roll:

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

The motion passed 5-0

10. OLD BUSINESS.

A. UPDATE ON CALDWELL PROPERTY.

Gym floor is being installed this week. The punch list items are being addressed. Tree planting and landscape installation will continue, along with installation of irrigation system. IDOT plans have been submitted to the state for final review. A target opening date will hopefully be known by next meeting, September.

B. UPDATE ON GOLF COURSE PROJECT.

The contract award letter will be sent to Wadsworth this week. The project will start once permits are received. All plans have been submitted for required permits and approved permits will be coming in 2 weeks. Still waiting on IDNR permit and IEPA permit. Once received, we can close in September.

11. MISCELLANEOUS.

No miscellaneous.

12. CITIZENS WISHING TO ADDRESS THE BOARD.

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)

14. ADJOURNMENT.

A motion was made by President Byrne, seconded by Commissioner Genualdi to convene into executive session. 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:

President
Board of Commissioners
Date: September 19, 2017

Board Secretary