
NILES PARK DISTRICT
Minutes of Regular Board Meeting
Held at Howard Leisure Center
Tuesday, March 20, 2018
6:00 pm

BOARD MEMBERS

PRESENT: Pat Byrne, President
Ray Czarnik, Vice President
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
Jo Ann Raschillo, Executive Administrative Coordinator
Robin Brey, Office Manager, Program Supervisor
Laura Newton, Tam Tennis Manager
Matt Schiller, Superintendent of Parks
Jim Majewski, Superintendent of Facilities
Marty Stankowicz, IceLand Manager
Julie Jentel, Marketing
Lindsay Brubaker, Pioneer Park Manager
Peter Dubs, Golf Course Manager
Paul Nielsen, Athletic Director
Jeff Halsema, Soccer Manager
Jim Stoneberg, Superintendent of Golf Course Maintenance
Bob Kreiling, Park Patrol

GUEST PRESENT: Tom Wojdyla, 7730 N. Milwaukee, Niles

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.

4. **CHANGES TO AGENDA.**

Executive Director Elenz would like to make a switch to Number 9 New Business – Item A will be Item B, and Item B will be Item A.

5. **CONSENT AGENDA APPROVAL.**

A. Minutes of the Regular Board Meeting of Tuesday, February 20, 2018.

B. Voucher List as presented March 20, 2018. Approval of Disbursements:

VOUCHER LIST OF BILLS PRESENTED FOR APPROVAL ON MARCH 20, 2018 -SUMMARY BY FUND:

General Fund	108,930.06
Recreation	147,750.35
Ice Rink	54,549.49
Swimming Pool	205.64
Golf Course	11,490.33
General Liability	1,698.00
Paving & Lighting	158.40
Police Protection	108.00
Handicapped	44,301.09
Capital	198,589.43

Grand Total: \$567,780.79

A motion was made by Commissioner O'Donovan, seconded by Commissioner Genualdi to accept the minutes of the Board Meeting of Tuesday, February 20, 2018 and the Voucher List as presented. Recording Secretary Raschillo 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 Commissioner Genualdi to approve the Treasurer's Report as presented. Recording Secretary Raschillo 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

10. **REPORTS OF PARK OFFICIALS.**

A. **President's Report.**

On February 15 there was a meeting regarding the turf at LoVerde Center- It is the Board's decision to do nothing at this time in regards to the turf at the LoVerde Center. We will have conversations with Commissioner Zalinski & Matt Schiller and will keep the Board notified of any changes.

B. **Attorney's Report.**

Attorney Shaprio announced that there will be a discussion on an ordinance regarding special events.

11. **BOARD REPORTS.**

Robin Brey, Recreation

- Upcoming Spring Special events....Saturday 3/24 Egg Scramble and 3/27 Flashlight Egg Hunt. Both events will be at Grennan Heights this year.
- Summer camp registration has started. A mailing of the camp guide will be sent to all past campers for the upcoming camp season.

Laura Newton, Tam Tennis Manager

- We are still tracking with our budget goals.
- We have sent out our letters to solidify Permanent Court time for September.
- Our junior registration continues to be strong (high school boys are in season).
- One more month for our Greater suburban teams and 2 more months for USTA matches (we will host USTA in the summer too).

Matt Schiller, Park Grounds Supervisor

- We would like to welcome David Mack to the Niles Park District. David brings almost ten years of experience and a background in horticulture to the team. We look forward to his ideas and know he will be a great addition to the Niles Park District.
- We are wrapping up the sign restorations for this winter and will transition to prepping the parks for spring.
- I am working on getting prices finalized on this year's irrigation projects.
- Playground inspections will begin for this year as weather permits.

Jim Majewski, Superintendent of Facilities

Getting prices on vinyl wall panels for Oasis Fun Center hallways and rooms.

The lights on the west wall sign will be going up Thursday at LoVerde Center.

Starting to work at Pioneer Park before they open, replacing a fence.

Pricing on repairing sidewalks that are trip hazards.

Putting the final touches on the playroom at the LoVerde Center. Furniture will be coming this week.

Researching lighting options to light the LoVerde sign on the front of the building. Contractors will come out to help determine what will work.

Seal coating the Tam Golf Course parking lot before opening.

Ray asked if an alarm will be placed on the back door at LoVerde Center. Director Elenz stated that is on a to-do list and will be happening.

Marty Stankowicz, Iceland Manager

- The outdoor rink is still open. All outdoor rental contracts have expired, and the ice is being used for public skates, open hockey and Ranger practices. It will remain open until this weekend and then will be shut down, as the weather is expected to get warm.
- We finished up the winter hockey season last weekend with playoffs. Seven out of 14 Ranger teams made it to the final game, and two teams won the championship game.
- Spring hockey started last week with no break between the seasons. We have two more teams and nine more players than last year.
- Spring hockey classes and clinics have begun and are all full with wait lists.
- Spring skating classes start Monday March 26.
- Set design and painting has started for the Ice Show which is scheduled for May 4, 5 & 6.
- Spring ice rental contracts were sent out last week, and I am working on summer rentals for the outdoor rink.
- Four members of the US Paralympic hockey team presented Iceland with a signed Olympic jersey before they left for their quest for gold. These four members trained at Iceland prior to Olympic tryouts and all four were selected to the US team. They promised to come back after they won a medal, to pose for photos.

Tom Elenz, Executive Director

- Executive Director Elenz complimented Marty & Stan on the IceLand hockey program.
- Noted the new Golf Brochure and golftam.com website.
- Niles Park District does special events better than anyone. He read a letter from a parent who attended the Mother/Son Dance in February. He thanked Robin and her staff for a great event.

Scot Neukirch, Director of Finance

- Continued compiling and collecting the documents for the 2017 audit for the fieldwork that will take place next month.
- Working on organizing the District's documents. The first phase of this we have already implemented and I previously reported on is the storing of the more readily used and important District documents electronically such as accounts payable, payroll and cash receipts. We have also implemented a digital storage process for our meetings. This effort has reduced the

physical storage space required and made retrieval when necessary of the respective information much quicker.

- Now we are working on organizing our older documents and disposing of documents that are eligible to help organize our older information better and make retrieval easier.
- Otherwise, the Finance Department since the last meeting has completed its normal accounts payable, payroll and other accounting duties as required.

Julie Jentel, Marketing

- Work continues on Summer Fun Guide. It will be delivered here & to the Post Office April 13. Our newsletter, The Park Bench, is at the printer and will be delivered by the end of the month. Camp Guide is out and registration has begun.
- Program emails, social media posts, flyers, tv scrolls have been created for our camps, preschool registration, pool passes, spring special events & all upcoming spring programs.
- We had 11,000 visitors to our website for the past 4 weeks. The top pages were Winter Basketball, IceLand, and Winter Spring Programs.

Joe Cermak, LoVerde Center Manager

- Winter T-Ball and Rookie Ball are ending this weekend. There has been positive feedback from parents. Spring flyers were passed out.
- Field will be kept for rain out dates in the Spring season.
- 7800 pieces of mail went out for spring and summer programs.
- A massive cleaning of the new building will take place.
- Indoor playground will be opening this weekend. There have been many requests for its use. Hours are Monday-Friday- 9:00 am-Noon, 3:00-9:00 pm. Saturday & Sunday- 9:00 am-9:00 pm.

Jeff Halsema, Soccer Manager

- First two sessions of indoor soccer on new field will end this weekend.
 - We had roughly 700 kids play indoor soccer this winter
- Spring Break soccer events next week.
 - Soccer camp during the day
 - Two advanced skills clinics on Tues and Thursday
 - Lots of pick up soccer. First chance for this since winter months were so busy on the field
- Chicago Red stars clinics on April 7th and May 20th for kids of all ages
- Chicago Red Stars coaching clinic on April 14th
- Both will kick off help kick off our spring soccer season. Looking to start April 20th
- April 29th will be free kids clinic for the Roth Memorial event we are having as our scoreboard sponsor.
- First GK clinic and dribbling clinic will end this coming Sunday.

Paul Nielsen, Athletic Director

- Youth Winter Basketball season is going very well with games being played at the park districts buildings along with Culver School, St John, North Ridge Prep, Notre Dame and LoVerde Center. 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, and Sports Camp are underway.
- Youth Dodgeball finished a successful and busy season for 1100 children at Golf View, LoVerde Center and Grennan Heights.
- The Men's basketball has started back up on Wednesday nights at Golf View.
- The athletic department's 2018 revenue for the first two months of the year is \$526,000 which is up 31% from last year at the same time in which it was at \$403,000.

Commissioner Czarnik asked for the next meeting to separate what the revenue is at the LoVerde Center.

Peter Dubs, Golf Course Manager

- League and permanent tee time payments are beginning to come in. Early signs are not indicative of any significant drop in participation due to the projected late opening of the course. Currently about half the groups are opting for the shorter 10 week season we offered because of the delay.
- New tee signs for the golf course are in the final stages of design. Once approved they will take approximately 4 weeks to arrive. We anticipate having everything finalized by the end of the month to be sure they're ready and mounted for our first day of play.
- Spring classes began the first week of March at the learning center. Early program revenue is trailing last season because we are unable to host our on-course junior leagues & swing into spring outing this season.
- Private instruction revenue through February was just under \$5,300 and up about \$1,700 compared to the same time period last year.
- We're hoping to have the netting raised at the learning center later this month or early April so participants can once again utilize the outside hitting stations.
- Our 2018 Golf Guide has been printed and distributed throughout park district facilities.
- We've begun the process of getting our online tee time reservation system up and running. GolfNow is currently loading our course info and settings into their system and we should be able to begin troubleshooting and testing the interface with our GolfTrac point of sale software soon.

Jim Stoneberg, Supt. of Golf Course Maintenance

- Course flood and winter damage clean up underway as staff starts returning.
- Pricing out budgeted fence replacement along Caldwell by #5 tee and forward #1 tee protection.
- Finalizing budgeted tree spade project for the relocating of 5 exiting trees that were overplanted in the past to protect the first tee area.
- Purchasing budgeted greens mower and turbine blower.
- Chicago District Golf Association will be out soon to measures and finish rating the course.

12. **NEW BUSINESS**

B- CONSIDERATION AND APPROVAL OF ORDINANCE NO. 18-0-103 REGARDING SPECIAL EVENTS AND FEES

Executive Director Elenz was instructed to get pricing from other park districts regarding what they charge for people to use their parks. Director Elenz recommends \$500 per day. Attorney Shapiro has created an Ordinance. A discussion was had regarding this and recommendations were made.

A motion was made by Commissioner Genualdi, seconded by Commissioner Czarnik, to amend Ordinance 18-0-103 REGARDING SPECIAL EVENTS AND FEES with the following 2 items: (1) Applications should be filed not less than 60 days prior to event. (2) An admission fee will not be allowed to enter any Niles Park District owned property when being used for a special event. Recording Secretary Raschillo 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

A- DISCUSSION/APPROVAL POLSKI FM FESTIVAL AT GOLF MILL PARK JULY 7, 2018-JULY 8, 2018

Tom Wojdyla, a representative from the Polski FM Festival, attended the meeting asking for the use of Golf Mill Park on July 7 & 8, 2018. He presented the Board with a layout of the event. A discussion was had with the proposed layout, and the Board of Commissioners gave their recommendations. The park will remain open to the public. A snow fence will need to be placed around the bouncy house. Move the porta potty to Church Street. To show these changes, the map will need to be updated. Proper permit paperwork will need to be filled out and returned to Executive Director Elenz.

A motion was made by Commissioner O'Donovan, seconded by Commissioner Genualdi to accept the Polski FM Festival at Golf Mill Park July 7 & 8, 2018. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

13. **OLD BUSINESS.**

None.

14. MISCELLANEOUS

Commissioner Zalinski attended the Illinois Parks & Rec Association Environmental Committee meeting in March. Information can be found through IPRA.

15. CITIZENS WISHING TO ADDRESS THE BOARD.

None.

16. 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.

Executive Director Elenz asked to convene into executive session.

17. ADJOURNMENT.

A motion was made by Commissioner Czarnik, seconded by Commissioner O'Donovan to adjourn the Regular Board Meeting. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

APPROVED:

President
Board of Commissioners
Date: April 17, 2018

Board Secretary