
NILES PARK DISTRICT
Minutes of Virtual Board Meeting
Tuesday, July 21, 2020
6:00 pm

Board Members present: Julie Genualdi, President
Dennis O'Donovan, Vice President
Jim Hynes, Commissioner
Scott O'Brien, Commissioner

Attorney present: Dan Shapiro, Attorney

Staff Members present: Tom Elenz, Executive Director
Scot Neukirch, Director of Finance
Heather Petrie, Executive Admin. Coordinator

1. Call to order

President Genualdi called the meeting to order at 6:00 p.m., virtually via video conferencing software on July 21, 2020.

2. Pledge of Allegiance

President Genualdi led the assembly in the Pledge of Allegiance.

3. Roll Call

Recording Secretary Petrie called the roll. Treasurer LoVerde was absent.

4. Changes to the agenda

There were no changes made to the agenda.

5. Consent Agenda Approval

- A. Minutes of the Regular Board Meeting of Tuesday, June 16, 2020
B. Voucher List as Presented, June 30, 2020 - summary by fund:

General Fund	\$293,069.28
Recreation	\$84,943.92
Ice Rink	\$28,985.85
Swimming Pool	\$2,699.78
Golf Course	\$24,413.91
IMRF	-
Debt Service Fund	\$475.00
General Liability	\$15,572.00
Paving & Lighting	\$311.93

Police Protection	\$108.00
Handicapped	-
Capital	\$132,249.35
Audit	\$3,150.00
Grand Total	\$585,979.02

A motion was made by Commissioner Hynes and seconded by Vice President O'Donovan to accept the minutes of the Board Meeting of Tuesday, June 16, 2020 and the Voucher lists as presented, June 30, 2020. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The motion passed 4-0

6. **Treasurer's Report:**

Vice President O'Donovan reviewed the Treasurer's Report.

A motion was made by Commissioner Hynes and seconded by Commissioner O'Brien to approve the Treasurer's Report as presented. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0

7. **Reports of Park Officials**

A. **President's Report**

President Genualdi thanked staff for organizing and working the recent Drive in Movie night at Notre Dame. There was a lot of positive feedback from attendees and others who heard about the event. She also thanked staff for the continued work on park improvements.

B. **Attorney's Report**

There was no attorney's report.

8. **Board Reports**

Robin Brey, Office Manager/Recreation Program Supervisor

- Camps started the week of July 6th and will run through August 14th.
- Early Childhood camp at Oakton Manor has 10 campers in the morning session and 6 in the afternoon session.
- Full day camps at Oasis are averaging 20 campers weekly.
- Thank you to the camp staff for coming up with some creative and fun ideas for the campers this summer.
- In person dance classes started last week, and the dancers are so happy to be back dancing live and in person.

Julie Jentel, Marketing

- With all the Virtual and In Person summer classes going on, everything has been posted on the website for registration- Tennis, Sports Clinics, Rec Programs, Skating & Hockey Classes, and Summer Camp.
- Emails are sent for all programs, as well as social media posts.
- The website is getting a make over. I am working with the web designer on the new content.

Bob Kreiling, Park Patrol

- Currently patrolling park in 2 shifts, 1pm to 6pm and 6pm to 10pm. One patrol officer per shift
- Effective July, park patrol has an officer at Pioneer Park from 6pm till closing
- Coordinating with Tony Senkevicius to certify all park patrol officers for AED and CPR
- Fireworks were an issue on the 4th. We patrolled parks and had to disperse offenders at primarily Golf Mill and Washington Park.
- 7/10/2020 Incident at Tam Golf Course, disorderly person. We coordinated with Niles Police. Issue was resolved without incident.

Peter Dubs, Tam O'Shanter Golf Course

- A relatively dry month of June allowed us to surpass round totals from June of 2019 even with our increased time intervals between reservations. Just over 5000 rounds were played in June 2020.
- While common touch points are still removed from the course, we are now allowed to permit 2 riders in a cart. Carts are still disinfected after each use. We are also still processing all payments in advance over the phone (or online) to limit traffic in the pro-shop area since our room in the clubhouse is so small.
- Chris resumed instructional golf programming and nearly all our classes are at capacity. Overflow sessions of classes are being created to accommodate additional participants.
- Our leagues are all off and running and approximately half way through their summer seasons.

Laura Newton, Tam Tennis

We offered 12 junior classes for 5 weeks starting July 6th. 9 of those classes are up and running.

We are slowly seeing an increase of people playing tennis indoors and we started July 12th with matches every weekend until middle of August.

We have 40 captains for permanent court time and all but 2 have committed to starting in September.

Golfview opened for fitness members only June 26th. Based on state guidelines we have several protocols in place. We needed to have 6 feet in-between each piece of cardio equipment and only allow 50% capacity to be upstairs working out. Because of protocols such as this we instituted, call in for reservations and regulated time for people to be in the building working out. The track is closed to keep the capacity for our members and it would be difficult to social distance on the track. There is no use of lockers or showers currently and our hours have changed slightly. We have staff cleaning the equipment as well as all high touch points within the upstairs areas.

Marty Stankowicz, IceLand

We opened up after the COVID closure on June 15, starting with a 3 week session for both skating and hockey.

On July 6th, we moved into a 4 week session with the same classes and guidelines in effect.

We are currently offering public skate sessions Monday-Friday with pre-registration and limit the skaters to 15. No skate rental is being offered.

We do not offer any open hockey at this time, but have stick & puck sessions daily. These sessions are for all levels to practice skills, with no games or scrimmages.

We are currently evaluating when we will ease some of the restrictions and open up areas in the building for changing skates and allowing spectators. Currently, only skaters are allowed in the building and no locker rooms are being used.

Lindsay Brubaker, Pioneer Park

- Pioneer opened for the season Friday, June 12th 5-10:30pm and switched to regular full season hours Saturday, June 13th 10:30am-10:30pm.
- Now that customers know that we're open, Pioneer has been busy every day since Father's Day. We are one of the few places open for children and families to get outside and be active. Patrons are VERY happy to have the playground open again. We've also had a good amount of batting cage rentals for teams playing tournaments up in WI. Birthday parties and small camp groups have also been returning.
- We have slowly weaned back into Family Fun Nights to ensure to not initially overwhelm staff and see how customers would respond. Everything has been running

smoothly so we did an email and social media blast on 7/8 to help promote Family Fun Nights.

- Niles Baseball is back. Youth games on our fields always lead to an increase in concession sales!
- Customers have been doing a good job of self-policing their social distancing while outdoors. We have not had any issues with our implemented COVID-19 procedures to date.
- A staff member is positioned outside at all times to sanitize commonly touched surfaces.
- New staff has begun their training for when/if the college kids leave for school in August.

Jim Majewski, Park Services

- Keeping up with all sanitizing supplies for camps, programs and buildings
- The iron fence around pioneer mini golf is being sanded and painted
- The backstops at Grennan are going to be painted and the fence on the backstop wings and dugouts will be replaced and new mid-rails will be installed
- Player benches at all dugouts have been painted along with bleachers as needed

Jim Stoneberg, Tam O'Shanter Golf Course

- Summer applications of fertilizer with insecticides (grub control) completed. On going spraying for turf grass diseases due to high heat and humidity levels.
- Greens maintenance bi-weekly with sand topdressing and rolling keeping on schedule as weather permits.
- All mature Pine trees received second and final application to control Blight and needle cast diseases.
- Irrigation system repairs and cleaning continues to keep system performing at maximum usage as the hot weather continues.
- Cart path extensions from 7 tee to fairway and 3 tee to fairway being worked on as time allows. Calcined clay turf/soil conditioner being added and worked into the soil to allow carts to get from tee to fairways during wet conditions.

Paul Nielsen, Athletics

- There are six additional weeks of Sports Academies that we added which will run through August 21st. We added these six weeks of academies after the great success of the initial first four weeks of conducting them. Additionally, we added two new sports Flag Football and Girls' Softball to Baseball, Basketball, Soccer, and Volleyball.
- Sports Camp is up and running through August 14th.
- We are having a very solid demand for rentals of buildings and fields.
- There are 38 adult softball teams currently playing this year.
- We were able to add a Sunday Men's Softball league this year.

Chris Zalinski, Grounds

The Grounds Department is pruning shrubs at most of the parks, planting flowers by park

signs, edging the sidewalks at the parks, placing mulch mostly at tree circles, and seeding bare spots. The front of Tam Tennis has been graded to install more turf, and blue stone has been placed at new locations on Tam Tennis property.

9. New Business

A. Discussion of Addendum to Howard Street Inn lease

We are seeking a motion from the board to approve the compensation abatement addendum to the current lease with Samcent Inc.

A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to approve the contract with Sphere Communications. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The motion passed 4-0.

B. Discussion/Approval of Ordinance 20-O-103 an ordinance amending the zero tolerance policy

The scope of the current zero tolerance policy needed additional language to include violations for programming, behavior at special events, facilities and parks. The new amendment has included additional language to cover those situations.

A concern was raised that in the future, the board might want to give the offender appropriate notice of what they've been accused of doing and an opportunity to refute any accusations before the board acts. Attorney Shapiro indicated that section 7 of the ordinance does provide for an appeal process if someone is banned.

Another concern was raised regarding what is implied using the phrase 'zero tolerance' and the fact that an offender has more than one chance to improve their behavior before being banned from the park district. The board also discussed considering the severity of the offense (physical abuse, verbal abuse, arrestable offenses etc.). The board also asked to add that the board can supersede the policy at any time depending on the severity of the offense or other extenuating circumstances.

The board decided to table this discussion until the next meeting and in the meantime, Attorney Shapiro will revise the ordinance to address these concerns.

A motion was made by Commissioner Hynes and seconded by Commissioner O'Donovan to table the approval of Ordinance 20-O-103, an ordinance amending the zero tolerance policy. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes

Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The motion passed 4-0.

C. Discussion of pre-school program

Executive Director Elenz updated the board with the latest guidelines from the Department of Children and Family Services for childcare which includes preschool. We currently have 92 children enrolled and will be sending guidelines to parents in the next week. Staff has surveyed other area park districts on where they stand on opening their preschools. All who were asked said they planned on having preschool, but obviously that could change at any time. As of now the only school we are aware of who have cancelled their preschool is Culver. Staff will continue to keep the board updated on enrollment numbers and any developing changes made by the State.

D. Discussion/Approval of a bid approval with BP&T Construction to paint and sandblast the pool

Staff is asking the board to approve a bid with BP & T for sandblasting the pool for \$78,800.

A motion was made by Vice President O'Donovan and seconded by Commissioner Hynes to approve the bid for pool sandblasting from BP & T Construction in the amount of \$78,800.

Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

E. Discussion/Approval of a contract with Tyler Technologies for time keeping software

The board is being asked to approve a contract with Tyler Technologies for their time keeping software and biometric time clocks in the amount of \$32,150 and the ongoing support fee of \$13,763.

A motion was made by Commissioner Hynes and seconded by Commissioner O'Brien to approve the contract with Tyler Technologies for time keeping software and biometric time clocks in the amount of \$32,150 and the ongoing support fee of \$13,763. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

F. Discussion/Approval of 2019 audit

Finance Director Scot Neukirch summarized the 2019 audit process and outcome. The board was asked to approve the 2019 audit.

A motion was made by Commissioner O'Brien and seconded by Vice President O'Donovan to approve the 2019 audit. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

G. Discussion/Approval of fixed asset reporting policy

Based on the auditor's recommendation, staff would like to formalize the current policy. The purpose of this policy is to provide a formal control and accountability over capital assets and to gather and maintain information needed for the preparation of financial statements. The Niles Park District's capital asset policy is herein established to safeguard assets and to ensure compliance. The auditors have reviewed this policy and are in agreement with it.

A motion was made by Commissioner Hynes and seconded by Vice President O'Donovan to approve the fixed asset reporting policy. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

H. Approval and release of November 19, 2019 executive session minutes

Staff is asking the board for approval to release the executive session minutes of November 19, 2019 and destroy the corresponding audio.

A motion was made by Commissioner Hynes and seconded by Vice President O'Donovan to release the executive session minutes of November 19, 2019 and release the corresponding audio. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

10. Old Business

An updated was given on the Howard Street renovation project.

11. Miscellaneous

The August board meeting falls on the same day as the annual Niles Chamber of Commerce golf outing. The board decided to move the next board meeting date to August 19th.

The board also discussed an ordinance that would allow dogs in the parks.

The board mentioned trying to contact those who were interested in the drive in movie night, but did not attend due to the event being sold out, to try to accommodate them for the next drive in night.

12. Public Comments

There were no public comments.

13. Executive Session

There was no need to convene into executive session.

14. Adjournment

A motion was made by Commissioner Hynes and seconded by Vice President O'Donovan to adjourn the regular meeting at 7:15 pm. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The motion passed 4-0

APPROVED:

President Genualdi
Board of Commissioners
Date: July 21, 2020

Board Secretary