
NILES PARK DISTRICT
Minutes of Virtual Board Meeting
Tuesday, June 16, 2020
6:00 pm

Board Members present: Julie Genualdi, President
Dennis O'Donovan, Vice President
Joe LoVerde, Treasurer
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 6:09 p.m., virtually via video conferencing software on June 16, 2020.

2. Pledge of Allegiance

President Genualdi led the assembly in the Pledge of Allegiance.

3. Roll Call

Recording Secretary Petrie called the roll. All Commissioners were present.

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, May 19, 2020
- B. Voucher List as Presented, May 31, 2020 - summary by fund:

General Fund	\$223,023.82
Recreation	\$82,802.06
Ice Rink	\$31,409.62
Swimming Pool	\$6738.54
Golf Course	\$31,717.73
IMRF	-
Debt Service Fund	-

General Liability	\$128,556.00
Paving & Lighting	\$583.89
Police Protection	\$108.00
Handicapped	-
Capital	\$105,409.52
Audit	\$14,000.00
Grand Total	\$624,349.18

A motion was made by Treasurer LoVerde and seconded by Commissioner Hynes to accept the minutes of the Board Meeting of Tuesday, May 19, 2020 and the Voucher lists as presented, May 31, 2020. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

6. Treasurer's Report:

Treasurer LoVerde 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
Treasurer LoVerde	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 5-0

7. Reports of Park Officials

A. President's Report

President Genualdi stated that the Niles Park District is committed to providing alternative activities for Niles residents during these difficult and unprecedented times, while practicing safe social distancing. She went on to list the park facilities that are open, the in-person and virtual programs that are starting, and summer camp programs. She also encouraged residents to reach out to commissioners with their feedback and suggestions.

B. Attorney's Report

Attorney Shapiro told the board that the Governor recently signed Senate Bill 2035, which allows for remote meetings under certain conditions, one of which is to have someone on site.

He also addressed social media, and that people may be more active on social media than before quarantine. In doing so, he cautioned about a couple of things: 1) you have to make sure everyone has the opportunity to respond to posts/communication 2) make sure you're making your own individual points, and not speaking on behalf of the board.

8. Board Reports

Robin Brey, Office Manager/Recreation Program Supervisor

- Virtual piano recital was held for students and went very well.
- Virtual dance classes and piano lessons will be continuing over the summer.
- Camp preparation is underway for the start of camps on July 6th. Registration begins June 15th for residents and June 18th for non-residents.

Julie Jentel, Marketing

- With all the Virtual and In Person summer classes coming up, everything has been posted on the website for registration- Outdoor Fitness, Sports Clinics, Rec Programs, Skating & Hockey Classes, and Summer Camp.
- Emails have been sent for all programs, as well as social media posts.

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.
- We have equipped the facility with new sanitizer, disinfectant, and signage to ensure proper distancing guidelines. Customers are to provide their own helmets, but we are able to clean and disinfect all putters, golf balls, and tokens with a solution.
- Staff will be stationed in zone coverages to ensure proper distancing and limit cross contamination of work areas. A plan for sanitizing frequently touched areas is in place.
- Staff is HAPPY to be back to work again!!!
- This officially kicks off my 20th season working at Pioneer Park!

Jim Majewski, Park Services

- New lights have been installed at IceLand in front for lettering and silhouettes.
- Buildings have been touched up, repaired and painted.
- Plexiglass guards have been installed at the front desks of buildings.
- Buildings have been supplied with sanitizer, hand sanitizer, rags and signage.
- Acquiring prices for cabinet refinishing at the Howard Leisure Center.
- New banquet room chairs have been delivered.
- All building floors have been stripped and waxed and carpets have been shampooed.
- Batting cages are up and running all with building exteriors, sidewalks and retaining walls being pressure washed.
- Grennan Heights gym floor has been sanded down and refinished along with Golf View's floor.
- All recessed can lights at the golf course club house office and pro shop have been changed to LED.

Marty Stankowicz, IceLand

Iceland suspended programs on March 13, one week short of completing our winter session for skating and hockey. Refunds were given for missed winter classes.

The ice was not taken out until April 27 because of hope that we could return to normal sooner. Spring hockey was cancelled when phase 3 guidelines were announced, and refunds processed in June for \$109,000.00.

Spring Ice Show has not been cancelled or refunded yet. We still have hope that we can have a show in December. Costumes were ordered, delivered and some given out to skaters.

We started putting in ice on June 3 and plan to open on Monday June 15 for limited programs. Skating programs will run during the mornings and hockey in the evenings. There will be a 3 weeks session that runs until July 3rd, followed by a 4 week session starting after the holiday weekend.

All registrations have been taken via email or telephone and groups are limited to 10 with one coach. We designated one entrance to the rink and one exit on different sides of the building to eliminate and crossing of skaters. Social distancing will be enforced, and skaters and players must come dressed to the rink. They will stage outside and enter the building 5 minutes prior to their class, being led by the instructor. Extra time has been allowed between classes for resurfacing the ice and disinfecting areas used by a prior group.

No spectators will be allowed in the building during classes to keep our group numbers within guidelines. While we were closed "Live Barn" was installed for both indoor and outdoor rinks. Live Barn is a subscription service that allows you to stream the activity on the rink or play back activity. Iceland gets a 30%

commission for each subscription.

Peter Dubs, Tam O'Shanter Golf Course

- The golf course has been open and operating under the state recommended guidelines since May 3rd. We did experience significant flooding and were closed from May 14-26.
- Staff complete routine cleaning of the washrooms at the 5th hole, and rental carts are sanitized after each use.
- Our clubhouse remains closed to the public, and all rounds are prepaid either by phone or online.
- As we were allowed to accommodate foursomes from just twosomes, we quickly put together an abbreviated 8 week season for our leagues and permanent tee time holders. Their season begins the week of June 15th, and we have 46 of our originally anticipated 55 groups participating.
- Private lessons are currently being offered at the learning center, and group classes will resume in July.

Jim Stoneberg, Tam O'Shanter Golf Course

- Turf restoration and flood cleanup has been completed after our 7th flood of 2020.
- The putting Green has taken the worst of the flooding all aerating seeding and topdressing completed we will keep closed for a few weeks to try and bring it back for play.
- All mature pine trees received the 1st junction application to control Blight and needle cast disease. The 2nd application scheduled for early July.
- Irrigation system ongoing cleaning heads and servicing continues in preparation for July and August heat.
- Peoples Gas project is complete with restoration of both the maintenance garage and main sign area.
- Watering of new sod, landscape plants and trees will continue.

Laura Newton, Tam Tennis

Tam tennis opened its doors June 1 for tennis only. Singles and doubles can be play with staggered times and court separation if necessary (state guidelines). Reservations need to be taken over the phone and we are trying to get payment for the court at that time as well. Guests are instructed to bring their own water, towel and tennis balls. The restrooms are available, but showers and lockers are not. Staff cleans all areas of use on an hourly basis (based on the amount of people coming in as well).

Hopefully in phase four we may be able to offer a few junior classes no more than 6 to a court with an instructor. We will be able to get a few weeks in

between July and early August.

Also forecasting hosting matches again indoors from the winter. They will start July 11th and run until August 23rd on the weekends.

Currently working on contacting and scheduling for permanent court time.

June 15 started outdoor fitness classes at oak park. We offered yoga and Zumba. Sign-ups are going well.

Paul Nielsen, Athletics

- There are 64 sports academies being taught starting the week of June 15th through July 10th. Each of the academies includes five days of one hour of teaching of the sport in which the child is registered to participate in. Nearly all 64 academies are sold out and within the next few days I am confident they will be sold out. The sports which families can choose from are: Soccer, basketball, volleyball and baseball. Each class has a maximum of ten participants under current state guidelines. We plan on offering more of these academies and continue to be creative once these academies are finished.
- Sports Camp will be beginning on July 6th and run through August 14th at Grennan Heights.
- We currently are talking with all the adult teams and setting tentative start dates for those leagues provided the Phase 4 guidelines allow us to conduct to leagues.
- We plan to start marketing youth leagues and other programs once the State of Illinois provides the exact guidelines and we feel we can do that in safe manner.

8. New Business

B. Discussion of Private Tennis Lessons

Staff discussed options for private tennis lessons. Some of those options were (during June through August):

1) Move all lessons inside Tam, making it easier to regulate court usage and time. The park district would charge \$20/hour. Any pro who wanted to give a lesson would have to call Tam Tennis and make a reservation and would be charged \$20 for every hour they are on the court.

2) This option would be a permit fee of \$500. The problem with this option is there would need to be restrictions placed on days and hours of use. If a pro paid \$500 they could essentially have unlimited use of the court.

Staff's preferred option is option 1.

The board discussed both options and decided to pursue the first option. Attorney Shapiro was asked to put a contract together whereby the tennis pro would agree these terms would

only be valid from June through August, and that if an indoor court was booked, and they were found to have gone to an outdoor court, there would be some sort of penalty applied.

B. Discussion/Approval of a contract with Sphere Communication

Sphere Communication has been working with the park district for the last 3 years and has increased the resident awareness of the district and has also aided in some public relation issues. Myck Snyder from Sphere was present to give the board a review of the past year, and projects that have been completed.

The board had some questions regarding the number of hours Sphere is employed per month, their rates, and how they work with current staff.

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

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

The motion passed 5-0.

C. Discussion/Approval to enter into a contract with Tyler Technologies for time keeping software

Kronos is our current time keeping software that collects all employee punches via time clock or computer. Our current system with Kronos will be outdated by the end of the year. We are a couple of versions behind and are at the point where we either have to upgrade or change software. Tyler Technologies is the company whose financial software we use and they also have a timekeeping component. Demonstrations have been done with the new Kronos software and the Tyler software. The Tyler software is more user friendly, has all the options we would need, allows use of the cloud so an onsite server would not be needed. This means all the upgrades would be done automatically through Tyler and the system can be accessed from anywhere. The onetime fee to implement the software is \$29,048. Staff is asking the board to enter into a contract with Tyler Technologies for time keeping software.

After discussing the ramifications of punching in by fingerprint and current litigation surrounding that issue, the board decided to table this item until next month's meeting. In the meantime, staff will gather more information.

9. Old Business

An updated was given on the Howard Street renovation project.

10. Miscellaneous

President Genualdi suggested some ideas for the parks during quarantine: host a 'coffee with the commissioner' type event to talk to residents, research the possibility of an ordinance

allowing dogs in the parks. Skokie's dog park ordinance was mentioned as a good example of allowing dogs in some parks but not others, and they also addressed licensing, vaccination records, etc.

The board also asked if any claims had been filed for the spring flooding.

11. Public Comments

There were no public comments.

12. Executive Session

Convene into executive session under section 2(C)(6) to discuss the setting of a price for sale or lease of property owned by the public body, under section 2(C)(8) to discuss security procedures and under 2 (C) (21) discussion and possible approval of release of minutes of executive session meetings and discussion and possible approval of destruction of Executive Session audio recordings of the Illinois Open Meetings Act.

A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to convene into executive session. Recording Secretary Petrie called the roll:

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

The Motion passed 5-0.

A motion was made by Commissioner Hynes and seconded by Vice President O'Donovan to adjourn the regular meeting at 8:32 pm. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

APPROVED:

President Genualdi
Board of Commissioners
Date: June 16, 2020

Board Secretary