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**NILES PARK DISTRICT**  
Minutes of Regular Board Meeting  
Howard Leisure Center  
Tuesday, April 16, 2019  
6:00 pm

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Board Members present: Chris Zalinski, President  
Ray Czarnik, Vice President  
Dennis O'Donovan, Treasurer  
Pat Byrne, Commissioner

Attorney present: Dan Shapiro, Attorney

Staff Members present: Tom Elenz, Executive Director  
Scot Neukirch, Director of Finance  
Heather Petrie, Executive Admin. Coordinator  
Robin Brey, Recreation Program Supervisor  
Laura Newton, Tam Tennis Manager  
Jim Majewski, Facilities Superintendent  
Matt Schiller, Park Grounds Supervisor  
Marty Stankowicz, IceLand  
Peter Dubs, Tam Golf Course  
Paul Nielsen, Athletic Director  
Julie Jentel, Marketing  
Jim Stoneberg, Superintendent of Golf Maintenance

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1. **Call to order**  
President Zalinski called the meeting to order at 6:00 p.m., Tuesday, April 16, 2019.
  2. **Pledge of Allegiance**  
President Zalinski led the assembly in the Pledge of Allegiance.
  3. **Roll Call**  
Recording Secretary Petrie called the roll. Commissioner Genualdi was absent. All other 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, March 19, 2019.
    - B. Voucher List as Presented April, 2019 – summary by fund:

General Fund	\$125,519.05
Recreation	\$238,643.55
Ice Rink	\$ 67,804.19
Swimming Pool	\$ 7,794.13
Golf Course	\$36,339.23
IMRF	-
Debt Service Fund	\$950.00
General Liability	\$12,223.00
Paving & Lighting	\$215.52
Police Protection	\$216.00
Handicapped	\$178.50
Capital	\$123,007.50
Audit	\$1,800.00
<b>Grand Total</b>	<b>\$ 614,690.67</b>

A motion was made by Commissioner Byrne and seconded by Treasurer O'Donovan to accept the minutes of the Board Meeting of Tuesday, March 19, 2019 and the Voucher List as presented. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

**6. Treasurer's Report**

Treasurer O'Donovan reviewed the Treasurer's Report.

A motion was made by Vice President Czarnik and seconded by Commissioner Byrne to approve the Treasurer's Report as presented. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

**7. Reports of Park Officials**

**A. President's Report**

President Zalinski invited everyone to attend the Village of Niles' Arbor Day celebration on April 26<sup>th</sup>.

President Zalinski went on to acknowledge the board's two outgoing commissioners, Ray Czarnik and Pat Byrne, and thank them for their service and contributions to the board.

**B. Attorney's Report**

Dan Shapiro also thanked Ray and Pat for their service to the board over the years.

**8. Board Reports**

**Robin Brey, Recreation Program Supervisor**

- Spring Special Events Bunny Breakfast and Egg Scramble went well. Both events had an increase in participation over last year. The Flashlight Egg Hunt for the older kids will be Wednesday evening at Grennan.
- Pool passes are on sale. The early bird discounted rate will be through the end of May
- Spring Dance recital will be May 5<sup>th</sup> at Culver School. Dance Teachers and all the dancers are looking forward to a great show!

**Laura Newton, Tam Tennis Manager**

- Junior program –enrollment is strong. Classes go until June 9.
- Adult program- our evening classes are all filled. Matches continue until June.
- Take the Challenge advertisement:  
Email blasts, TV scroll, Facebook, Twitter, Catalog, Flyers, and in fitness renewal letters. We have had several people buzzing about the program so people are seeing it out there.
- Budget is still on track.

**Jim Majewski, Facilities Superintendent**

- Pioneer batting cages and mini golf are open
- Work is started on the pool
- Looking into lighting grants for inside to change from T eights to LED
- Iceland Roofing bid is out
- Bid pack it's being worked on for tennis court seal coating and restriping
- Getting prices for some parking lot repairs at golf view and seal coating at Oasis

**Matt Schiller, Park Grounds Supervisor**

- Crews have spent a lot of time cleaning in the parks, edging beds and tree rings, spreading mulch. They are working quickly to get through all of the parks before things get very busy.
- We are prepping for planting sign beds, and flower beds as soon as the weather allows
- Turf work at Oakton Manor around the new backstop will be completed as soon as the infield mix dries up enough to support the equipment.
- Playground mulch was installed at Pioneer, HLC and Point Parks this past week.
- We are gearing up for a very busy season.

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

- The spring hockey league started in March. Spring hockey and LTS classes have all started and will continue until June.
- Our annual Bunny Hop Skate and Egg Scramble will be held on Saturday April 20.
- This year's spring Ice Show "Animal Antics of the Air, Land, Sea and Ice" will be held May 3, 4, & 5. Set construction is ongoing and rehearsals will continue until the show.
- We are waiting for the outdoor rink floor to thaw so it can be cleaned and used for roller hockey and other activities under the roof.
- Summer camp registration is open and plans are being made for field trip days.

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

#### **Scot Neukirch, Finance Director**

- Auditors are onsite this week conducting the 2018 audit. Field work will hopefully be completed by the end of this week. Once this work is completed staff will continue to work on the annual report which will be presented to the board later this summer.
- Preliminary IMRF employer rate contribution percentages have been released by IMRF. The employer rate increased from 10.19% for 2019 to 11.33% for 2020.
- We have filed for and received a \$500 aquatics grant offered by IPARKS. We have also been working on financing the renovations to the Howard administrative offices and banquet facility.

#### **Julie Jentel, Marketing**

- Emails for our programs are sent out continuously. Summer flyers & tv scrolls are being worked on.
- Class evaluations for Indoor TBall & Rookie Ball, Dodgeball & Indoor Soccer were sent to participants. Results were given to appropriate departments.
- The Summer Fun Guide is out this week. The Annual Park Bench is in the design phase.

#### **Paul Nielsen, Athletics**

- Youth Winter Basketball season went very well with games being played at the park districts buildings along with Culver School, St John, NorthRidge Prep, Notre Dame.
- Spring Gymnastics has just begun at Grennan Heights on Mondays and Thursdays for girls and boys ages 3-12 years old.
- In two weeks, Youth Volleyball will be beginning for boys and girls grade 4<sup>th</sup> through 8<sup>th</sup> at Golf View and LoVerde Center.
- The Spring Men's basketball games are beginning played on Wednesday nights at Golf View.
- Marketing is currently on going for all summer programs.

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

- The golf course opened for the year Saturday, March 23<sup>rd</sup>. Visitors have already been complimentary of the early season conditions. We are currently operating day to day, remaining closed when weather conditions aren't favorable.
- Private instruction revenue is on pace with last season, while class revenues continue to run well ahead of figures for the same time period last season. This can be attributed to us taking registrations for the entire season beginning in January, and the fact that the course opening was not delayed this season as it was last year because of the renovation project.
- League and permanent tee time fees are due by the end of the week. We expect to have more players this season in both our weekday leagues and weekend permanent tee times. These groups begin play the week of May 13<sup>th</sup>.
- An email blast is scheduled to go out Monday to promote our first Junior Golf special event of the season. Our Swing Into Spring outing will be held Friday, May 10th.
- We've begun to plan our video feature which will be included on the NBC Sports program Golf360. Tam will be the focus of a 3-5 minute segment of the half hour show, which will run approximately 10 times throughout the month of June. Highlights will include the course history and our instructional programs. We retain rights to the produced video, which we plan to feature on our website and facebook page.

### **Jim Stoneberg, Superintendent of Golf Course Maintenance**

- Course is coming along with below average temperatures that make for very slow germination to winter/flood damaged areas.
- Spring fertilization and broadleaf weed control turf applications.
- Monday the 22<sup>nd</sup> scheduled for deep tine aerating of greens with topdressing weather permitting.
- Budgeted sand pro has arrived and makes for a much needed upgrade for our bunker maintenance.
- Pump Station work should be completed by the end of the month we have scheduled for Friday the 12<sup>th</sup> a performance test on the new and existing components. Absolute Service will perform all test required again for the district to assure all specs have been met according to the manufacturers. Complete site restoration can then be completed.
- Budgeted funds to move large maple trees from #1 Tee area that have outgrow there areas. With the loss of 4 large mature maples from the winter storms the trees could be spaded and transplanted out on the course to help with bare voids left from removals. Weather will be a big factor as we need dry firm conditions along with time. Maples must be moved in the spring and a few may be too big for transplanting.

## **9. New Business**

### **A. Discussion of Park District Logo Tag Lines**

The board was asked to consider 6 possible new tag lines for the park district from which a new logo would be designed. The board's preference was "Making Life Enjoyable".

**B. Discussion of playground equipment**

The board was presented with different playground options to replace Oak Park and Jonquil playground equipment.

**C. Discussion/Approval of contract with FGM Architects for Howard Leisure Center remodel**

FGM Architects created the initial design for the remodel of the Howard Leisure Center. The board was asked to approve a contract with FGM to continue their design.

A motion was made by President Zalinski and seconded by Commissioner Byrne to approve the contract with FGM Architects for the Howard Leisure Center remodel. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

**D. Discussion/Approval of a Resolution, 19-R-101, expressing official intent regarding certain capital expenditures to be reimbursed from proceeds of one or more obligations to be issued by the District**

This resolution provides the park the ability to reimburse itself from bond proceeds when qualifying capital expenditures are paid directly from proceeds from the bond issue to be completed later this year. With this resolution in place, the park can go back and identify capital expenditures that were made up to 60 days before this reimbursement resolution was adopted and get this money back from the proceeds of the tax exempt bonds that we are planning to issue later this year. This reimbursement resolution permits the park to reimburse itself at a low cost, tax exempt financing but it does not obligate us to do so. It is very flexible and non-binding. It will allow the project to proceed while the formal financing is being completed.

A motion was made by Commissioner Byrne and seconded by Treasurer O'Donovan to approve resolution 19-R-101. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

**E. Discussion/Approval of Ordinance 19-O-101 authorizing the issuance of General Obligation Park Bonds (Alternate Revenue Source) in an aggregate principal amount not to exceed \$2,000,000 for park purposes and for the payment of the expenses incident thereto**

This ordinance is the formal approval for the park to issue bonds up to \$2,000,000 for funding the banquet and Howard Street administration remodel.

A motion was made by Vice President Czarnik and seconded by Commissioner Byrne to approve ordinance 19-O-101. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

**F. Discussion/Approval of Ordinance 19-O-102, an ordinance amending the vacation pay policy in the Niles Park District personnel policy manual**

We are recommending this minor clarification in the personnel manual to more accurately reflect the past practice for the calculation of vacation time due to employees who have worked less than one year and to clarify what constitutes a full calendar month. The suggestion is that working 15 days out of the month would constitute a full month.

A motion was made by Commissioner Byrne and seconded by Treasurer O'Donovan to approve ordinance 19-O-101. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

**10. Old Business**

There was no old business to discuss.

**11. Miscellaneous**

Executive Director Elenz, on behalf of staff, thanked Vice President Czarnik and Commissioner Byrne for helping to make the Niles Park District a great place for the Niles Community to enjoy recreation.

12. **Citizens Wishing to Address the Board**

There were no citizens wishing to address the board.

13. **Convene into Executive Session**

There was no need to convene into executive session.

14. **Adjournment**

A motion was made by Vice President Czarnik and seconded by Commissioner Byrne to adjourn the Regular Board Meeting of April 16, 2019. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

**APPROVED:**

  
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President Zalinski  
Board of Commissioners

  
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Board Secretary

**Date: April 16, 2019**