
NILES PARK DISTRICT
Minutes of Regular Board Meeting
Howard Leisure Center
Tuesday, January 15, 2019
6:00 pm

Board Members present: Chris Zalinski, President
Ray Czarnik, Vice President
Dennis O'Donovan, Treasurer
Julie Genualdi, Commissioner
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
Lindsay Brubaker, Pioneer Park Manager

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1. **Call to order**
President Zalinski called the meeting to order at 6:00 p.m., Tuesday, January 15, 2019.
 2. **Pledge of Allegiance**
President Zalinski 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**
No changes were made to the agenda.
 5. **Consent Agenda Approval**
 - A. Minutes of the Regular Board Meeting of Tuesday, November 20, 2018.

- B. Voucher List as Presented January 15, 2019. Approval of Disbursements: Voucher list of November bills presented for approval on January 15, 2019 – summary by fund:

General Fund	\$ 143,178.72
Recreation	\$ 180,156.53
Ice Rink	\$ 41,963.84
Swimming Pool	\$ 2,833.19
Golf Course	\$ 34,572.85
IMRF	-
Debt Service Fund	\$ 950.00
General Liability	\$ 10,159.00
Paving & Lighting	\$ 106.56
Police Protection	\$ 216.00
Handicapped	\$ 43,730.87
Capital	\$ 26,903.00
Audit	-
Grand Total	\$ 484,770.56

A motion was made by Commissioner Byrne and seconded by President Zalinski to accept the minutes of the Board Meeting of Tuesday, November 20, 2018 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
Commissioner Genualdi	Yes

The motion passed 5-0

- C. Voucher List as Presented January 15, 2019. Approval of Disbursements: Voucher list of December bills presented for approval on January 15, 2019 – summary by fund:

General Fund	\$ 107,283.47
Recreation	\$ 160,680.44
Ice Rink	\$ 41,359.93
Swimming Pool	\$ 450.37
Golf Course	\$ 21,619.01
IMRF	-
Debt Service Fund	-
General Liability	-
Paving & Lighting	\$ 547.67
Police Protection	\$ 108.00
Handicapped	\$ 198.79
Capital	\$ 5,545.38
Audit	-

Grand Total	\$ 337,793.06
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A motion was made by Commissioner Byrne and seconded by Commissioner Genualdi to accept the minutes of the Board Meeting of Tuesday, November 20, 2018 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
Commissioner Genualdi	Yes

The motion passed 5-0

7. **Treasurer's Report**

Treasurer O'Donovan reviewed the Treasurer's Report.

A motion was made by Commissioner Genualdi and seconded by Commissioner Czarnik 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
Commissioner Genualdi	Yes

The motion passed 5-0

8. **Reports of Park Officials**

A. **President's Report**

President Zalinski reported on the IAPD/IPRA Conference coming up this month and his recent visit to Griffith Park in California.

B. **Attorney's Report**

There was no attorney's report.

9. **Board Reports**

Robin Brey, Recreation Program Supervisor

December was a busy month with special events, activities and winter holiday camps.

- Santa Breakfast ~ 3 seating's filled
- Gingerbread House Decorating for families
- Winter Break camp at Oasis
- Winter Wonderland Dance camps

February Special Events ~ February 9th will be the little Ladies Winter Dance and February 22nd Little Gentleman's Dance. Both events are expected to be filled. Attending the preschool fair the end of this month at the Niles Library to market the preschool program. We will hold an open house at our preschool locations for parents to view the classrooms and meet the staff. Registration will begin February 11th for 2018-2019 school year.

Laura Newton, Tam Tennis Manager

- In 2018 we had a massive amount of USTA teams call us their home base. These groups contribute to the adult program revenues. At times we have anywhere from 11-15 matches over the weekend period.
- Our junior programs rates went up in 2018 but we also had a great volume of kids taking classes. This year's revenue beat last years by \$27,902.00.
- We just missed hitting our projected goal for Private lessons. We missed it by \$573.00.
- We raised our court rates in 2018 by \$1.00, so along with that and how busy we were we exceeded 2017 by \$24,704.00.
- Tennis memberships were up this year. We are \$56,231.00 ahead of 2017.

Jim Majewski, Facilities Superintendent

- Snow guards have been installed at LoVerde center
- Silhouettes are scheduled for this week
- Vinyl wall coverings are being installed at oasis hallways and room walls and will also start this at LoVerde ctr.
- New led lights are going to be installed at Greenwood Park
- Starting on writing up bids for upcoming spring projects

Matt Schiller, Park Grounds Supervisor

- Crews have been taking advantage of the mild winter so far and have gotten a head start on pruning at Oasis and Pioneer as well as started some of the leaf clean up.
- Tree work is scheduled with Nels-Johnson to remove the dead trees and prune the remaining trees at Oasis, and Point Park.
- I have gotten pricing on removing the ash trees and pines from behind Howard Leisure Center in preparation for new plantings.
- We are keeping an eye on the forecast for any possibility that we can make the ice rink at Oak Park, but as of yet the ground, while saturated, is not freezing.

Marty Stankowicz, Iceland Manager

- Winter skating and hockey classes started this week. They will run 10 weeks until March.
- Santa Skate and New Year's Eve skate were attended by over 200 skaters. Goodie bags were given to the first 50 children in attendance. Our next special event is Saturday January 12. We are celebrating National Skating Month by hosting an open house at the rink and offering exhibitions by our skating teams, free skating lessons, raffles and open skate for 4 hours. The Sweetheart Open figure skating competition is February 9 & 10.
- I took a group of our 6 year old Ranger players to the United Center to participate in an intermission relay race on Wednesday last week. One of the players was chosen to stand

with the team during the National Anthem before the game.

- The outdoor rink has been open every day since Thanksgiving. Last week was the first time we lost some slots due to warm weather, but it was open after one day.

Tom Elenz, Executive Director

Executive Director Elenz reported that for the 19th year, the Niles Park District received a Certificate of Achievement and Excellence in Financial Reporting. This designation is the highest form of recognition in governmental accounting. Executive Director Elenz thanked the finance department staff.

Scot Neukirch, Finance Director

- Since the last meeting, we have filed all the necessary paperwork with the county concerning the Park District's tax levy and appropriation ordinance that were adopted at the November meeting.
- We closed on the annual refunding bonds that the board approved.
- We have made all the required debt service payments that were due by the end of 2018 and filed with the county the abatement ordinances that were also passed at our last meeting.
- We are starting to compile and collect documents for our 2018 audit.
- We are also working on sending out 1099 forms and W-2 tax forms and other routine year end processes.

Julie Jentel, Marketing

- A fitness postcard will be sent to households this week
- *A Day in the Life* newsletter is currently being worked on
- The summer camp guide will come out in February
- The annual Park District newsletter *The Park Bench* will be sent to homes in March
- The Summer Fun Guide will come out April 16th

Lindsay Brubaker, Pioneer Park Manager

• **Softball-** Work for this year's baseball & softball tournaments is already underway. Returning teams have been contacted and have already begun registering. We have expanded our tournament schedule to include two additional baseball tournaments, an 18U category in our Summer classic, and added an end of season softball tournament. Winter clinics began on last Sunday and are off to a great start. Meeting soon with Crosstown League directors to determine dates for upcoming season and Niles Fury travel team.

- April 26th-28th- 10U/12U Spring Fling- travel teams + **boys baseball**
 - May 5th- MLB's Pitch, Hit, & Run and Jr. Homerun Derby
 - July 8th-14th- 10U/12U House Classic- local house and all-star teams
 - July 19th-21st- 14U/16U/18U Summer Classic- girls travel teams
 - July 26th-28th- **8U/9U/10U Dog Days Classic- boys baseball**
 - August 2nd-4th- **10U/12U/14U/16U Last Hurrah- girls travel teams**
- **Sponsorships-** The following businesses are already committed as 2019 sponsors:
- AAA Insurance- Pioneer Park & Tam Golf Score Cards, banner at Golf View
 - BWW- Dodgeball League Sponsor
 - DiFranco- Soccer League Sponsor
 - MB Financial- Basketball League Sponsor

- Lina's Frozen Treats- dasherboard at IceLand
- Dear Franks- banner at LoVerde

Paul Nielsen, Athletics

- Programs that are currently operating are Small Shots, Future Superstars Basketball, Basketball Academy, High School Basketball League, Men's Basketball League, Indoor Soccer League, Soccer Holiday Camp, Soccer Academy, Co-Rec Soccer League, Softball Academy, and Gymnastics.
- Dodgeball is started with the league being played at Golf View, LoVerde Center, and Grennan on Friday nights with 1100 children participating.
- The Youth Winter Basketball season will be beginning for children from grades 2nd through 8th grade. Games are being played on Fridays, Saturdays and Sundays at Golf View, LoVerde Center, Grennan, Culver, St John Brebeuf, Northridge Prep, Notre Dame.
- The second Indoor Soccer League will be starting shortly after the current league ends and the enrollment has jumped from 270 to 500 participants. Between the two indoor soccer leagues over 1000 children participated.
- The first ever Holiday Soccer Camp had 55 kids enrolled during the Christmas week.
- The Friday Family Fun Night had 270 5th-8th grade children participate during the four Friday nights between Thanksgiving and Christmas.
- Marketing is currently ongoing for Spring and Summer Programs and it will include a mailing to 7000 homes in mid-February.
- Enrollment for the High School Basketball league increased by 70% this year compared to last year.

Peter Dubs, Golf Course Manager

- Our 2019 golf guide, which includes program schedules for the entire year, has been printed up and distributed to park district facilities.
- Golftam.com has also been updated with our 2019 classes and general info for the coming season.
- We are currently in the process of a scorecard redesign with adjustments being made to our course map image and yardages following the completion of the renovation project.
- Our search is underway to bring on an assistant golf instructor for the busy season ahead. This position will allow us to accommodate more private lessons and provide a higher quality program to our class participants.
- League and permanent tee time contracts will be sent out by the end of the month. As an added perk to league groups this season we are offering to post their schedules, scores, and standings on our golf course website.
- Our summer internship posting for various park district facilities has been published on the IPRA job board and internships.com. The openings will also be listed on the park district webpage and promoted through email blasts and Facebook. Applicant information is forwarded to the appropriate department head once received.

New Business

A. **Presentation by Hitchcock Design Group**

The Park District and the Village of Niles formed committees to work on the Golf Mill project. The committees interviewed five firms and chose the Hitchcock Design Group. Eric Hornig is here from Hitchcock Design Group tonight to introduce his firm to the board.

B. **Approval of meeting dates for 2019**

Executive Director Elenz asked the board for a motion to approve the third Tuesday of each month for regular board meetings. Those dates are:
February 19, March 19, April 16, June 18, July 16, August 20, September 17, October 15 and November 19.

A motion was made by Commissioner O'Donovan and seconded by Commissioner Byrne to approve the 2019 board meeting dates. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

C. **Discussion/Approval of granting easement rights to the Village of Niles for storm sewer outfall at the Niles Park District wetland subject to Village approval and Park District attorney approval**

This year the Howard Street Inn will be undergoing major construction. Currently there is a storm water outfall that falls by the 9th green. We asked the Village if it was possible to move the outflow further south so as to not exacerbate the flooding of the golf course. The Village drew up plan where the water would be released by the wetlands. In order for that to happen, the Park District has to grant the Village easement rights. Executive Director Elenz asked the board for a motion to approve easement rights for the Village.

A motion was made by Commissioner Byrne and seconded by President Zalinski to grant the Village of Niles easement rights. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

D. **Post – Issuance Tax Compliance Report**

Pursuant to the Finance Director's duties as compliance officer, as defined by the bond record keeping policy, Finance Director Neukirch will annually report to the board whether or not the district is in compliance with the expectations of that policy.

This year Finance Director Neukirch is attesting that as compliance officer for the Park District, he has in his possession all the records required under the policy, that the district does not have any rebate liability to the U.S. Treasury, that each issue of the Tax Advantaged Bonds complies with the federal tax requirements and that the IRS has not commenced an examination of any issue of the Tax Advantaged Bonds.

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

The motion passed 5-0

11. Old Business

There was no old business to discuss.

12. Miscellaneous

There were no miscellaneous issues to discuss.

13. Citizens Wishing to Address the Board

There were no citizens who wanted to address the board.

14. Convene into Executive Session

There was no need to convene into executive session.

15. Adjournment

A motion was made by Commissioner Byrne and seconded by Commissioner O'Donovan to adjourn the Regular Board Meeting of January 15, 2019. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

APPROVED:




President Zalinski
Board of Commissioners



Board Secretary



Vice President Czarnik



Treasurer O'Donovan



Commissioner Genualdi



Commissioner Byrne

Date: January 15, 2018

