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**NILES PARK DISTRICT**  
Minutes of Regular Board Meeting  
Held at Howard Leisure Center  
Tuesday, October 17, 2017  
6:00pm

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**BOARD MEMBERS**

**PRESENT:** Pat Byrne, President (absent)  
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  
Julie Jentel, Marketing  
Laura Newton, Tam Tennis Manager  
Lindsay Brubaker, Program Administrator  
Peter Dubs, Golf Course Manager  
Paul Nielsen, Athletic Director  
Marty Stankowicz, Iceland Manager  
Jim Majewski, Supt. of Facilities  
Matt Schiller, Park Grounds Supervisor  
Jim Stoneberg, Supt. of Golf Course Maintenance  
Bob Kreiling, Park Patrol

**GUEST PRESENT:** Mayor Przybylo  
Steve Vinezeano, Village Manager  
Danielle Grcic, Village Attorney

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**1. CALL TO ORDER.**

Vice President Czarnik called the meeting to order at 6:00 p.m.

**2. PLEDGE OF ALLEGIANCE TO THE FLAG.**

Vice President Czarnik led the assembly in the Pledge of Allegiance.

3. **ROLL CALL.**

All commissioners were present except President Byrne.

A motion was made by Commissioner Genualdi to have Vice President Czarnik serve as President for tonight's meeting. The motion was seconded by Commissioner O'Donovan. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

4. **CHANGES TO AGENDA.**

Executive Director Elenz would like to move Item 9 A **PUBLIC HEARING FOR THE ISSUANCE OF NOT TO EXCEED \$3,500,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS FOR PARK IMPROVEMENTS AND FOR THE PAYMENT OF CERTAIN OUTSTANDING OBLIGATIONS OF THE DISTRICT** move to item 5.

Also move **EXECUTIVE SESSION** to item 6.

**PUBLIC HEARING FOR THE ISSUANCE OF NOT TO EXCEED \$3,500,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS FOR PARK IMPROVEMENTS AND FOR THE PAYMENT OF CERTAIN OUTSTANDING OBLIGATIONS OF THE DISTRICT.**

Todd Krzyskowski of Mesirow Financial explained the General Obligation Limited Tax Park Bonds for Park Improvements and for the payment of certain outstanding obligations of the district. He also said that our credit rating is just below Triple A. We are also recognized by Moody's Agency, which is a compliment.

**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. (IF NECESSARY)**

A motion was made by Treasurer Zalinski, seconded by Commissioner Genualdi to 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. Recording Secretary Raschillo called the roll:

Vice President Czarnik	Yes
Treasurer Zalinski	Yes

Commissioner Genualdi	Yes
Commissioner O'Donovan	Yes

The motion passed 4-0

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

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

The motion passed 4-0

**5. CONSENT AGENDA APPROVAL.**

- A.** Minutes of the Regular Board Meeting of September 20, 2017 and the Executive Session.

A motion was made by Treasurer Zalinski, seconded by Commissioner Genualdi to accept the Minutes of the Regular Board Meeting of September 20, 2017 and the Executive Session. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

- B.** Voucher List as Presented October 17, 2017. Approval of Disbursements: **VOUCHER LIST OF BILLS PRESENTED FOR APPROVAL ON OCTOBER 17, 2017 – SUMMARY BY FUND:**

General Fund	113,495.97
Recreation	109,080.21
Ice Rink	29,749.34
Swimming Pool	16,488.83
Golf Course	24,143.46
Debt Service Fund	950.00
Paving and Lighting	17.97
Police Protection	108.00
Handicapped	12,999.99
Capital	464,303.57

**Grand Total:**

\$771,337.34

A motion was made by Commissioner O'Donovan, seconded by Commissioner Genualdi to accept the Voucher List as presented. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

**6. TREASURER'S REPORT.**

Treasurer Zalinski reviewed the Treasurer's Report.

A motion was made by Commissioner Genualdi, seconded by Commissioner O'Donovan to approve the Treasurer's Report as presented. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

**7. REPORTS OF PARK OFFICIALS.**

**A. President's Report.**

None.

**B. Attorney's Report.**

None.

**8. BOARD REPORTS.**

**Laura Newton – Tam Tennis**

Fall classes have begun. The first session will run between 12 and 13 weeks.

We will slowly pick up based on the weather. Full impact is late October – early November.

Individuals and or groups have started their permanent court time.

Harvest Hustle is Sunday, with over 80 participants. Laura stated that they have kids between the ages from 9-17 running on Sunday.

**Jim Majewski, Supt. of Facilities**

Jim stated that the driving range fence will be repaired in the next week.

Basketball courts at GH and Nico have been color coated and will be stripped tomorrow. Next will be Kirk Lane.

Fiber Optic was pulled today at the LoVerde building and final termination is set for tomorrow morning.

Painting at GH will start next week.

**Matt Schiller, Park Grounds Supervisor**

Matt stated that his staff is working on fall clean-up after spending a lot of time working at the LoVerde building.

Working on getting material for top dressing and over seeding for the fall.

Lining up repairs to be made a couple of ball fields for the winter after the season is over.

**Marty Stankowicz, Iceland Manager**

Scary Skate is scheduled for Saturday October 28. We will have goody bags for the first 50 kids in costume, on ice games and costume judging with prizes.

The Thanksgiving hockey tournament is already full and there are wait listed teams.

All hockey and skating classes have started for the fall. Registrations open up for the 2018 session in December. All hockey teams are full, and games have started.

Applications are still being accepted for additional help during the outdoor rink season, and new employees are being trained.

Work is ongoing to prepare the outdoor rink for ice, scheduled for November, weather permitting.

**Bob Kreiling, Park Patrol**

Bob stated as far as the summer went there was no major damage to any facility.

The new radios have helped a great deal; we are able to monitor activity.

Beginning November 1<sup>st</sup> we will be going to winter hours. Hours will be from 7:00pm – 11:00pm.

We will need to access what the new building will need as far as security goes.

Vice President Czarnik suggested hiring more security in case someone calls in sick, etc. He stated it is better to have more protection than not. He said that safety is our main concern.

Executive Director Elenz stated that he feels with the amount of activity that the LoVerde Center will have we may have to have security there at all times in the evening.

It was also stated that someone from the park patrol will attend the board meetings.

There was a discussion regarding lights on the patrol vehicles.

**Robin Brey – Recreation**

Jo Ann read Robin's report.

Upcoming Fall Special Events.

Monster Bash family fun event is this Friday from 6:30-8:30pm here at HLC.

Halloween Parade & Party will be 10/28. Parade kicks off at 9:30am. Post parade activities at Grennan Heights from 10-Noon will include games, pumpkin decorating, inflatables, magic show, refreshments and more.

**Tom Elenz, Finance Director**

Finance Director Elenz spoke about the interns (we had 5 working at the park this summer) and that he received an email from Marco Galassini's dad. He thanked the NPD for the opportunity Marco received with his internship at the NPD. The knowledge and experience he received first hand was priceless. Marco has participated in the NPD programs since he was 16 months old and just completed the summer basketball league at age 21. Working behind the scenes in helping with the marketing/communications was perfect. I did track Marco's activity on the NPD social media platform. Marco enjoyed the summer internship, making new friends and reconnecting with old friends. I appreciated the opportunity you provided for Marco and again proves why I love Niles.

**Scot Neukirch, Director of Finance**

Scot stated that they are making good progress with the 2018 Budget. The staff did a great job entering their requests. We also met with the staff to discuss their requests. We also met with the Board on October 11<sup>th</sup>. The staff received input, comments and direction as needed from the Board on its operations to be supported by the 2018 budget.

At this time Scot stated he is preparing finalizing the proposed 2018 budget document which will be presented at the November 14<sup>th</sup> meeting. We will also be having a public hearing, which is a formal opportunity for residents to comment on the budget. Prior to the November 14<sup>th</sup> meeting the budget is available for viewing at the HLC and also on the park districts website.

We will also have the 2017 tax levy at the November 14<sup>th</sup> meeting.

Also, Scot stated that the 2018 Budget has no increase to the corporate levy.

**Julie Jentel, Marketing**

The Park District is included in the 2018 Niles Community Guide with an ad and full page information.

A 4-page brochure featuring the new programs at the LoVerde Rec Center will be sent out in a mailing to 7,500 participants. It also includes a dance program insert.

Emails, flyers, social media, website, and TV scrolls are all updated with Fall programs and the new programs at the new building.

**Lindsay Brubaker, Program Administrator**

- **Pioneer –**
  - September was another solid month for us at Pioneer Park. Our weekends are loaded with youth games. Youth games lead to big concession numbers for us, so the more the merrier! We're always happy to host!
  - We were proud to have our highest revenues in a good # of years. We saw a 19% growth in batting cages/mini-golf and a 17% growth in concessions. Big props to my staff, their customer service, and keeping the facility in tip top shape.
  - We close for the season on Sunday, October 29<sup>th</sup>.
- **Niles Holly Jolly Festival & Market-**
  - Saturday, November 25<sup>th</sup> at Oasis.

**Paul Nielsen, Athletic Director**

Fall Soccer, Fall Girls' Softball, Fall Baseball, Gymnastics are all running smoothly and their respective seasons are finishing up shortly.

Men's Basketball has started back up on Wednesday nights at Golf View and the new LoVerde Recreation Center.

We had a mailing going out to over 7500 homes promoting programs at the new Recreation building along with other upcoming programs within the department.

Revenue year to date for fiscal year 2017 is \$99,000 ahead of last year while expenses have only increased by \$16,000.

A discussion was made regarding the whiffle ball program being played inside the LoVerde Center for the winter.

**Peter Dubs, Golf Course Manager**

The course was closed Monday September 25<sup>th</sup> to begin the renovation project. Round figures were strong from the July flood through the end of the season; however we were not quite able to catch up to last season's pace after the slow spring.

With the course shut down we were unable to host our fall junior leagues and spooky scramble Halloween event, but classes for Juniors and Adults continue indoors over at the Learning Center.

Signage has been placed on Caldwell outside the learning center to promote the museum pieces inside.

Off season focus is currently on developing our new course website and setting up & testing the GolfNow online reservation system.

**Jim Stoneberg, Supt. of Golf Course Maintenance**

Tree and shrub removals around the course that effect restoration areas continue keeping in front of the contractor. Working daily with contractor/ architect to coordinate any needs that arise.

Removal of all course amenities' tee signs, post, benches, garbage containers and any retaining walls continue.

Maintaining mowing heights on greens, fairways and rough areas as the grass continues to grow.

Greens are being cut 4 times a week. Fairways cut 2 times a week and rough blue grass with leaf mulching weekly as needed.

Fall over seeding and aerating greens and fairways.

**9. NEW BUSINESS. (moved to Number 5.)**

**A. PUBLIC HEARING FOR THE ISSUANCE OF NOT TO EXCEED \$3,500,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS FOR PARK IMPROVEMENTS AND FOR THE PAYMENT OF CERTAIN OUTSTANDING OBLIGATIONS OF THE DISTRICT.**

**10. OLD BUSINESS.**

**A. UPDATE ON CALDWELL PROPERTY.**

Caldwell punch list items continue to be a high priority. The windscreen is scheduled for next week, perforated screen work continues as all final items will be completed prior to the November 4<sup>th</sup> dedication.

**B. UPDATE ON GOLF COURSE PROJECT.**

Silt fence installation has been completed.

Turf removal has been completed in the following work areas: Hole #8 tees, #1 green, #2 tees, #3 green, #7 green and #9 tee mounds.

Bunker sand has been removed and stockpiled in mounds to the left of #2 tees and #9 back tee.

Rough shaping has been completed on greenside bunkers and surrounds on Holes #1, 3 & 7.

Fairway drainage has commenced on Hole #7 fairway.

All existing irrigation sprinklers within the work areas have been removed and stored at the maintenance shop.



Rock wall on Hole #4 tees has been removed and buried in Hole #9 mounds behind tees.

11. **MISCELLANEOUS**

Reminder that the Board Meeting in November will be held on the 14<sup>th</sup>.

Commissioner Zalinski stated that he spoke to someone from Park Ridge and was told that she wished that Park Ridge Park District operated like the Niles Park District.

12. **CITIZENS WISHING TO ADDRESS THE BOARD.**

None.

13. **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. (IF NECESSARY)(moved to Number 6.)**

14. **ADJOURNMENT.**

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

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

The motion passed 4-0

**APPROVED:**

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**President**  
**Board of Commissioners**  
Date: November 14, 2017

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**Board Secretary**