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**NILES PARK DISTRICT**  
Minutes of Regular Board Meeting  
Held at Howard Leisure Center  
Tuesday, July 24, 2018  
5:00 pm

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**BOARD MEMBERS**

**PRESENT:** Chris Zalinski, President  
Ray Czarnik, Vice President (absent)  
Dennis O'Donovan, Treasurer  
Julie Genualdi, Commissioner  
Pat Byrne, Commissioner

**ATTORNEY**

**PRESENT:** Ian Brown, Attorney

**STAFF MEMBERS**

**PRESENT:** Tom Elenz, Executive Director  
Scot Neukirch, Director of Finance  
Jo Ann Raschillo, Executive Admin. Coordinator  
Robin Brey, Recreation Program Supervisor  
Laura Newton, Tam Tennis Manager  
Marty Stankowicz, IceLand Manager  
Julie Jentel, Marketing  
Peter Dubs, Golf Course Manager  
Paul Nielsen, Athletic Director  
Jim Stoneberg, Superintendent of Golf Course Maintenance

**GUEST PRESENT:** Tom Wojbyla, Lone Star Manor

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1. **CALL TO ORDER.**  
President Zalinski called the meeting to order at 6:00 p.m.
  2. **PLEDGE OF ALLEGIANCE TO THE FLAG.**  
President Zalinski led the assembly in the Pledge of Allegiance.
  3. **ROLL CALL.**  
Vice President Czarnik was absent.
  4. **CHANGES TO AGENDA.**  
Under New Business – Move B. **EXECUTIVE SESSION MINUTES – REVIEW AND POSSIBLE RELEASE OF PRIOR EXECUTIVE MINUTES FROM JANUARY 9, 2018 TO PRESENT** - MOVE TO AFTER EXECUTIVE SESSION.

5. **CONSENT AGENDA APPROVAL.**

A. Minutes of the Regular Board Meeting of Tuesday, June 19, 2018.

B. Voucher List as presented June 24, 2018. Approval of Disbursements:

**VOUCHER LIST OF BILLS PRESENTED FOR APPROVAL ON JUNE 24, 2018**  
**-SUMMARY BY FUND:**

General Fund	164,608.28
Recreation	172,997.50
Ice Rink	36,588.04
Swimming Pool	42,666.71
Golf Course	82,574.94
Paving and Lighting	10,634.31
Police Protection	216.00
Handicapped	2,977.11
Capital	1,365.00
Audit	23,464.84

**Grand Total:** \$538,092.73

A motion was made by Commissioner Byrne, seconded by Commissioner Genualdi to accept the minutes of the Board Meeting of Tuesday, June 19, 2018 and the Voucher List as presented. Recording Secretary Raschillo called the roll:

President Zalinski	Yes
Vice President Czarnik	Absent
Treasurer O'Donovan	Yes
Commissioner Genualdi	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 Commissioner Byrne, seconded by Commissioner Genualdi to approve the Treasurer's Report as presented. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

7. **REPORTS OF PARK OFFICIALS.**

A. **President's Report.**

President Zalinski gave an overview of landscaping.

B. **Attorney's Report.**

None.

8. **BOARD REPORTS.**

**Robin Brey, Recreation**

- Summer camps are midway through the summer and going well. Enrollments continue to increase daily and revenues/expenses are in line with the budget.
- Concerts in the park continue at Oak Park on Friday evenings through August 10<sup>th</sup>.
- Robin also thanked Marty for his help in transporting the camps.

**Laura Newton, Tam Tennis Manager**

- We are currently \$36,879.00 ahead compared to last year at this time. Major contributors to this are to year to date totals for private lessons, fitness, and court fees.
- We are starting to receive payments for permanent court time (permanent court time is paying up front for court time for the season) that runs September 10, 2018-May 19, 2019. We receive a payment in August and then in January.

**Marty Stankowicz, Iceland Manager**

- Staff training for fall is being planned and will take place in August. The majority of staff has been recertified for first aid and CPR. New applicants for building supervisor positions are being accepted for the opening of the outdoor rink in November.
- Registration for fall hockey and skating starts August 1. We start with a 4 week back to school mini session and end with a 10 week session that finishes up just before the winter holiday break.
- Summer camp and classes run until August 12. We will then remove the ice and thaw the floor. We will open again on September 4<sup>th</sup>. Our office will remain open for registrations while the ice is out.
- Fall and winter ice rental contracts are being put together and will be sent out later this month.

**Tom Elenz, Executive Director**

Executive Director Elenz read Matt Schiller's report.

**Matt Schiller, Superintendent of Parks**

- Parks Crew has continued to work towards getting caught up with landscaping after the 4<sup>th</sup> of July festivities
- Sign bed at Grennan's southeast corner was repaired and replanted.
- Large flower bed behind the rec center along Milwaukee is now completed.
- Field construction at Culver is about ½ done, we are waiting for the concrete and fencing, Irrigation work will start the week of the 23<sup>rd</sup>
- I am looking into pricing on getting outside contractors to help the maintenance department with getting control of the weeds and beds around the buildings.

Executive Director Elenz stated that this is our busy time of year and that it is always great to hear from a parent on how our camps are doing. I received this email from Janet Lee who has 3 children in Sports Camp and wanted to share this compliment with the Board.

I just wanted to take a minute to praise the counselors from the Sports Camp at Grennan. This was the first year I allowed my three children to go to camp; I wasn't comfortable with the idea of teenagers being responsible for my young children. This year I decided to give it a try, just a couple days per week. What I found was more than I would've ever believed possible. The counselors are mature, friendly, intelligent, and kind and I know my children like and respect them all.

I had an opportunity to speak with a few of the counselors including Jeff, who bought my daughter lunch because she forgot it one day, he also knew my two younger ones were ready to be re-tested for a green band, which I didn't even know they were ready. He was right of course, they both moved up to a green band. It's an amazing thing when someone sees something in your child that you didn't. I appreciate that he was paying attention to their swim classes. I didn't even know how well they were doing in their swim classes, but he knew. That's amazing!

Elizabeth who always seems to be on top of everything, I know if I call about someone picking up my child, or anything really she is aware and prepared! Mal, who I haven't met but my daughters won't stop talking about her! I also met Nick, I think he is going to be great, he is comfortable speaking with parents and he's thinking about a future in teaching.

It is a rare thing to be so pleasantly surprised, especially when it comes to child care. Thank you for all the work that is clearly put into this camp, it really shows how much the park values the families and especially the children.

Thank you!

Janet Lee

Executive Director Elenz also said MNSAR (they attend various camps to observe their counselors) was at Robin's Camp and said Melissa and Kristina run a very organized and fun camp. Executive Director Elenz thanked Robin, Melissa and Kristina for their hard work.

Executive Director Elenz also talked about how the Softball Tournaments have grown over the last three years. He thanked Lindsay for all her work with the Softball Tournaments.

Executive Director Elenz stated that he sent home the article from Chicago Magazine regarding the renovation of the Golf Course. We were also in a National Magazine - Golf Course Architecture Magazine.

Regarding the Pool, Star Guard came out and did their safety audit. We received 5 stars which is the highest rating you can receive.

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

- Highlights of the Finance Department's activities since the last meeting other than the normal accounts payable, payroll and other accounting duties include:
  - Audit update
    - I will give a brief overview of the 2017 audit process during the new agenda items.
- Staff is continuing to look for alternative revenue sources:
  - Filed for 2 safety grants through IPRF and IPRA and also searched I Cash with the state of Illinois for unclaimed property due the Park District. The total grants expected to be received and unclaimed property recovered totaled about \$3,100.
  - (if people want more info on I Cash) Individuals or businesses can go to [icash.illinoistreasurer.gov](http://icash.illinoistreasurer.gov) to see if there is any property that was due to them that was turned over to the State of Illinois.

### **Julie Jentel, Marketing**

- Finalizing items for the Fall Guide. They are on schedule for an August 6 delivery. Web will be live with all Fall programs then also.
- Marketing has been in full swing for upcoming summer and fall programs and events. Emails, tv scrolls, flyers, posters, and constant social media posts have been done. A photographer has been out taking pictures of our outdoor summer activities- camps, pool, and golf.
- A mid-Summer newsletter is being prepared. Its main focus is to show the benefits that our park district has on its residents.

### **Paul Nielsen, Athletic Director**

- Revenue for the department is over \$1,000,000. which is 33% higher than last year at this time.

- Youth Summer Basketball League is running with games being played at Golf View, LoVerde Center and Grennan Heights. There are 1150 players in the league this year.
- Four weeks of both volleyball and basketball camps are being well received this summer and Sports Camp is going along very well.
- Summer Gymnastics enrollment is excellent this year with classes each Wednesday night at Grennan Heights.
- Men's summer basketball league is being played Wednesday night at Golf View.
- The first ever Soccer Camp went extremely well with 30 participants enrolled.

Executive Director Elenz said that Jeff will be looking into Bumble Soccer for next year (this is used for birthday parties).

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

- June was a rough month at the course. We dealt with 3 separate instances of flooding and had play impacted by weather 15 of the 30 days - 7 of which were total losses. Thankfully it's been pretty dry so far in July, and the course is busy as long as temperatures aren't excessively hot.
- Our summer instructional classes and leagues are ongoing for the next few weeks. So far we've had 350 participants through our Spring and Summer programming. We are right on pace with last season's figures, adjusting for the fact that we were unable to host our spring on-course programming.
- The next special event on the calendar is our Junior Golf Games outing scheduled for the afternoon of Friday August 3<sup>rd</sup>.
- The Illinois Junior Golf Association hosted their annual tournament at the course on Friday, July 20<sup>th</sup>. 44 area players ages 8-13 competed in the event.
- As Executive Director Elenz said Golf Chicago Magazine published an article on the course renovation project in their latest issue.

Peter also said that since the renovation of the course we have been able to resume play quicker than before the renovation.

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

President Zalinski read Jim's report:

- Summer application of fertilizers and insecticides (grub control) completed will monitor effect due to heavy rains for possible second application.
- Heavy turf disease pressure with strong favorable conditions has increased the number of fungicide applications to keep turf damage somewhat under control.

- All irrigation repairs completed on the course with exception of a pipe leak by 8 Tee the contractor will be out next week to locate and make repairs.
- Flood damage clean up and turf restoration ongoing in the hardest hit low areas.
- New greens mower and turbine blower delivery expected by end on the month.
- Chicago District Golf will be out weather permitting Monday the 30<sup>th</sup> to complete the course rating.

**9. NEW BUSINESS.**

**A. DISCUSSION/APPROVAL OF THE 2017 AUDIT.**

Finance Director Neukirch gave the following comments:

The formal audit process that has led up to this agenda item today began back in January. The process includes many steps.

- The compilation of requested materials for the auditors for all of the District's financial systems such as payroll, accounts payable etc.
- Numerous schedules, reconciliations and reports need to be compiled.
- Confirmations are sent out to various agencies to verify the Districts bank balances, investment values, revenues received during the year etc.
- The auditors come on site for several days of field work and testing followed by continued testing offsite after the field work.
- The auditors prepare a draft which is reviewed by staff and used to by the Director to draft the two major financial summaries in the document, the MDA and Transmittal letter which provide a financial narrative to the reader of the activity for the year.
- Once all the narratives, schedules and the document have been reviewed, the final document is prepared.
- Once prepared, the final document is submitted to GFOA for its Certificate of Achievement in Financial Reporting program.
- The information from the report is also filed with Cook County, the State of Illinois and the debt information is filed with the necessary agencies as part of the District's annual Continuing Disclosure requirements for the debt it has outstanding.

The purpose of this process is to give residents the assurance by an outside firm that the Park Districts financial information is reported fairly and in conformity with generally accepted accounting principles.

Finance Director Neukirch gave an overview of the funds.

Executive Director Elenz said that the NPD once again received the GFOA award. He thanked the Finance Department for their work.

A motion was made by Commissioner Byrne, seconded by President Zalinski to approve the 2017 Audit as presented. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

- B. **EXECUTIVE SESSION MINUTES – REVIEW AND POSSIBLE RELEASE OF PRIOR EXECUTIVE MINUTES FROM JANUARY 9, 2018 TO PRESENT. (moved to Executive Session)**
- C. **DISCUSSION/APPOVAL HOLLY JOLLY SPECIAL EVENT ON NOVEMBER 24, 2018 AT OASIS.**

A motion was made by Treasure O'Donovan, seconded by Commissioner Byrne to approve the 2017 Audit as presented. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

- D. **DISCUSSION FOR USE OF GOLF MILL PARK FOR FESTIVAL POLONAISE ON AUGUST 9, 10, 11,12, 13. AUGUST 9 FOR SET UP AND AUGUST 13 FOR TAKE DOWN.**
- E. A motion was made by Treasure O'Donovan, seconded by Commissioner Byrne to approve the USE OF GOLF MILL PARK FOR FESTIVAL POLONAISE ON AUGUST 9, 10, 11,12, 13. AUGUST 9 FOR SET UP AND AUGUST 13 FOR TAKE DOWN. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

10. **OLD BUSINESS.**

None.

11. **MISCELLANEOUS**

None.

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

Tom Wojbyla of Lone Tree Manor thanked the NPD for the use of Golf Mill Park for their event.

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)**

A motion was made by Commissioner Genualdi, seconded by Commissioner Byrne to convene into Executive Session. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

A motion was made by Commissioner Genualdi, seconded by Commissioner Byrne to release Executive Session Minutes of February 6, 2018 and April 18, 2018. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

**14. ADJOURNMENT.**

A motion was made by Treasurer O'Donovan, seconded by Commissioner Genualdi to adjourn the Regular Board Meeting of July 24, 2018. Recording Secretary Raschillo called the roll:

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

The motion passed 4-0

**APPROVED:**

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**President**  
**Board of Commissioners**

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**Board Secretary**

**Date: August 21, 2018**