
NILES PARK DISTRICT
Minutes of Board Meeting
Tuesday, September 28, 2021
6:00 pm

Board Members present: Dennis O'Donovan, President
Scott O'Brien, Vice President
Jim Hynes, Treasurer
George Van Geem, Commissioner

Attorney present: Dan Shapiro, Attorney

Staff Members present: Tom Elenz, Executive Director
Scot Neukirch, Director of Finance
Heather Petrie, Executive Admin. Coordinator
Jim Majewski, Facilities Superintendent
Marty Stankowicz, IceLand
Chris Zalinski, Grounds Superintendent
Peter Dubs, Tam Golf Course
Paul Nielsen, Athletic Director
Julie Jentel, Marketing
Jim Stoneberg, Golf Course Superintendent

1. **Call to order**

The regular board meeting was called to order by President O'Donovan at 6:00pm

2. **Pledge of Allegiance**

President O'Donovan 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**

Staff would like to postpone item D. 'Discussion/Approval of beverage vendor for Park District' to the October meeting, and move new business items A., B., and C. before item 6., 'Treasurer's Report'.

A Motion was made by Vice President O'Brien and seconded by Commissioner Van Geem to approve the changes to the agenda. Recording Secretary Petrie called the roll.

President O'Donovan	Yes
Vice President O'Brien	Yes
Treasurer Hynes	Yes

Commissioner Van Geem Yes

The motion passed 4-0

5. **Consent Agenda Approval**

Minutes of the Regular Board Meeting of Tuesday, July 20, 2021

Minutes of the Special Meeting of Thursday, August 26, 2021

Voucher List as presented July 31, 2021 – summary by fund:

General Fund	\$149,838.96
Recreation	\$151,368.51
Ice Rink	\$21,340.04
Swimming Pool	\$36,054.30
Golf Course	\$46,436.68
IMRF	-
Debt Service Fund	-
General Liability	\$22,645.77
Paving & Lighting	\$220.02
Police Protection	\$108.00
Handicapped	\$45,641.80
Capital	-
Audit	\$5,860.00
Grand Total	\$479,514.08

Voucher List as presented, August 31, 2021 – summary by fund:

General Fund	\$85,428.89
Recreation	\$124,240.10
Ice Rink	\$40,562.33
Swimming Pool	\$41,583.38
Golf Course	\$25,832.23
IMRF	-
Debt Service Fund	\$2,000.00
General Liability	\$4,371.00
Paving & Lighting	\$16,670.63
Police Protection	-
Handicapped	\$5,278.73
Capital	-
Audit	-
Grand Total	\$345,967.29

A motion was made by Vice President O'Brien and seconded by Treasurer Hynes to accept the minutes of the Board Meeting of Tuesday, July 20, 2021, the minutes of the Special Meeting of

Thursday, August 26, 2021 and the Voucher lists as presented, July 31, 2021. Recording Secretary Petrie called the roll:

President O'Donovan	Yes
Vice President O'Brien	Yes
Treasurer Hynes	Yes
Commissioner Van Geem	Yes

The motion passed 4-0

A motion was made by Vice President O'Brien and seconded by Commissioner Van Geem to approve the Voucher lists as presented, August 31, 2021. Recording Secretary Petrie called the roll:

President O'Donovan	Yes
Vice President O'Brien	Yes
Treasurer Hynes	Yes
Commissioner Van Geem	Yes

The motion passed 4-0

6. **New Business**

These next three agenda items are a continuation of the debt service activity discussed at the July meeting.

Agenda item A. provides for the issuance of advance refunding bonds to lower interest costs on the Park's 2014 debt issue. The proposed refunding will save the Park a little over \$204,000 in interest payments. The next issue is a current refunding of the Park's 2015A and 2013 December 1, 2021 debt payments. This is a restructuring of the Park's debt to provide the Park \$849,000 of fiscal relief needed to offset the reduction in revenues caused by the pandemic.

Agenda item B. is for the issue of the Park's annual rollover bonds that are used each year to make some of the December debt payments.

Agenda item C. is an ordinance that provides for the execution of an escrow agreement that will be set up to pay the original debt service payments for the Park's 2014 issue that is being advance refunded in agenda item A. This pays off and redeems the higher interest cost bonds.

Todd Krzyskowski from Mesirow Financial was present to provide more information on the negotiated bond sale that took place and to answer any questions the board may have.

He explained there are basically three parts to this financing: the rollover bonds; refunding the 2014 bonds at a 4-5% interest rate and locking in interest rates at 1.6% which is roughly 3% savings on approximately \$2,000,000 in bonds, yielding the tax payer savings of approximately \$204,000; and third, refunding some maturities from 2013 and 2015 bonds that were coming up due to be paid on December 1st, extending them out to free up the \$849,000 to use in the operating budget.

A motion was made by Commissioner Van Geem and seconded by Treasurer Hynes to approve 21-O-101: an Ordinance providing for the issue of not to exceed \$2,600,000 Taxable General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2021A, and not to exceed \$875,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2021B, of the District, for the purpose of refunding certain outstanding alternate bonds of the District, providing for the pledge of certain revenues to the payment of principal and interest on said bonds and the levy of a direct annual tax sufficient to pay such principal and interest and authorizing the sale of said bonds to the purchaser thereof. Recording Secretary Petrie called the roll:

President O'Donovan	Yes
Vice President O'Brien	Yes
Treasurer Hynes	Yes
Commissioner Van Geem	Yes

The motion passed 4-0

A motion was made by Commissioner Van Geem and seconded by Treasurer Hynes to approve 21-O-102: an Ordinance providing for the issue of not to exceed \$1,152,000 General Obligation Limited Tax Park Bonds, Series 2021C, of the District, for park purposes and for the payment of certain outstanding obligations of the District, providing for the levy of a direct annual tax to pay the principal and interest on said bonds, and authorizing the sale of said bonds to the purchaser thereof. Recording Secretary Petrie called the roll:

President O'Donovan	Yes
Vice President O'Brien	Yes
Treasurer Hynes	Yes
Commissioner Van Geem	Yes

The motion passed 4-0

A motion was made by Commissioner Van Geem and seconded by Treasurer Hynes to approve 21-O-103: an Ordinance authorizing and directing the execution of an Escrow Agreement in connection with the issue of not to exceed \$2,600,000 Taxable General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2021A, of the District. Recording Secretary Petrie called the roll:

President O'Donovan	Yes
Vice President O'Brien	Yes
Treasurer Hynes	Yes
Commissioner Van Geem	Yes

The motion passed 4-0

8. Treasurer's Report

Treasurer Hynes reviewed the Treasurer's Report's dated 7/31/21 and 8/31/21.

A motion was made by Vice President O'Brien and seconded by Treasurer Hynes to approve the Treasurer's Report dated 7/31/2021. Recording Secretary Petrie called the roll:

President O'Donovan	Yes
Vice President O'Brien	Yes
Treasurer Hynes	Yes
Commissioner Van Geem	Yes

The motion passed 4-0

A motion was made by Commissioner Van Geem and seconded by Vice President O'Brien to approve the Treasurer's Report dated 8/31/2021. Recording Secretary Petrie called the roll:

President O'Donovan	Yes
Vice President O'Brien	Yes
Treasurer Hynes	Yes
Commissioner Van Geem	Yes

The motion passed 4-0

9. Reports of Park Officials

There was no President's report and no Attorney's report.

10. Board Reports

Laura Newton, Tam Tennis

- Junior and adult class registration is ongoing and this first session will run 10 weeks.
- USTA Match hosting has started again. Matches are held Friday nights, and all afternoon and evenings on Saturday and Sunday.
- At the time of this report, harvest hustle registrants are at 45. We have coordinated with Niles Police and Village for street closure. It starts at 8am all runners/walkers should be done by 9:30am.
- We have begun to see a small influx for tennis membership renewals. In the coming months we will be gaining on that revenue.

Paul Nielsen, Athletics Department

- The Outdoor Fall Soccer League has 400 boys and girls participating in it and the league is going along very well.
- The Fall Youth Basketball League has 450 children in it and games will begin on October 1st.
- Youth Fall T-ball has 43 children and Youth Coach Pitch has 48 children enrolled in it.

- The various basketball academies that are running and have about 100 children in them.
- There are also volleyball and soccer academies running too.
- Pickleball is now available in day hours for customers to reserve time slots for days they are not able to play outside due to the weather.
- There were \$87,000 in rental income that came in during the month of August.

Jim Majewski, Park Services

- Tam Golf course parking lot is in the process of being sealcoated and restriped
- 75 ft of 10ft fence is being installed at oak park ball field 3rd base side
- Staff is cutting out all the caulk in the expansion joints on the pool deck and will be recaulking them
- Carpeting in the front three offices at Howard was replaced

Julie Jentel, Marketing

- Promoting our Fall special events.
- Fall Program marketing is in full swing. Emails, flyers, and constant social media posts have been done.
- I have begun to work on the Winter Spring Guide. Staff has been given their sections to update for this new season.

Peter Dubs, Tam Golf Course

- Rounds for the season continue to run well ahead of average. To date we have had approximately 34,000 rounds played on the course. Our average annual total for a season is around 30,000.
- All our adult league and permanent tee times have completed their seasons, with some of these groups electing to continue playing through the fall months.
- Instructional programming continues through November at the learning center.
- Our Halloween themed Spooky Scramble night golf outing for juniors is coming up on Saturday, October 16th.
- August and September have been busy with outings as we have hosted 26 special events for various groups.
- Daily operations continue to run smoothly and we're hoping for a couple more months of decent weather to squeeze all we can out of this busy season.

Chris Zalinski, Grounds

- The weather this summer has been mostly dry. Staff has consistently been using two vehicles with water tanks to regularly water our annual flowers and our perennial flowers, shrubs, and groundcover.
- Staff has been doing trash collection throughout the parks 2-3 times per week.
- The mowing crew is maintaining all of the turf in 3-3 ½ days. The rest of the week is miscellaneous work in the park such as: pruning dead tree limbs throughout the parks and edging the sidewalks.
- The 11 baseball/softball fields for this Spring and Summer have been busy. There have been 132 teams competing this season. Park Services staff has been doing a wonderful job maintaining all of the aspects of the baseball fields and soccer fields this spring and

summer.

- We have been applying fertilizer and weed control for 4 applications so far this year in locations where the subcontractor has not done any work. Parks Services is also core aerating and overseeding as much turf as possible throughout the parks.
- We helped set up and clean the mini-golf area for a tournament this past Saturday.
- Last week the staff removed dead poplar trees and other debris along the left field line at diamond #5. Removed all of the debris and created a new bed edge.
- Two weeks ago Staff planted a new memorial tree at Oak Park.
- Staff did a beautiful job cleaning out all four dugouts at Pioneer Park.

Jim Stoneberg, Tam Golf Course Maintenance

- With league play slowing greens, tees and fairways will be deep tine aerated, top dressed and over seeded as weather and time permits.
- We just received delivery of our budgeted utility vehicle we ordered back in February.
- September starts the white grub turf feeding insect damage. With years of the product Merit being used for prevention we're starting to see less effectiveness. New products will be used next spring and fall to control them keeping racoons and shucks from feeding on the turf.
- IDNR has started the process to get all permits up to date for the removal of our Tam Golf Course Dam. As you recall the project was put on hold so they could lower our irrigation system wet well and intake to allow more water during dry summer conditions. Once the permitting is ready, they will be looking to start in early winter.
- The irrigation system suffered damage to the #1 pump along with the VFD. The pump shorted which caused the VFD (Variable Frequency Drive or the brains) to blow. The only good thing is the timing if the heat stays away. I can only water very limited until parts are found shipped then installed.
- Work continues with 2022 budget. All 2021 budget accounts are in line for the year to date.

Marty Stankowicz, IceLand

- We are finishing our 4 week back to school session of hockey and skating and the fall 10 week sessions starts October 4th.
- We currently have 120 players registered for Rangers hockey, which are 25 less than last year due to a coach taking an entire team to play travel with another organization. Registration is still open and we hope add players at a couple levels..
- We are following all Illinois guidelines for Sports Safety including wearing face covering while on the ice skating and playing hockey.
- The outdoor rink is being used for hockey dry land practices and is rented for lacrosse two days a week.
- We are planning our annual Thanksgiving hockey tournament, which was cancelled last year. Teams have already shown an interest and applications are being taken.
- Maintenance work continues preparing for the winter season. Hockey nets have been stripped, painted and new netting installed. The outdoor rink floor has been cleaned and rink boards both indoor and out have been cleaned. Shielding gaskets will be inspected and replaced next week.

Lindsay Kmetty, Pioneer Park

- Pioneer Park is now in fall hours. Fall baseball and softball is keeping us very busy on weekends. It is great to see our fields being used 9am-9pm!
- Family Fun Night Fridays continue to be a success as the weather remains nice.
- We got hit very hard with staff leaving for back to school this year. Thank you to the Oasis and Athletics department for transferring over workers to help get us through the last two months of our season!
- Birthday parties at Pioneer Park continue to be popular as people look for safe, outdoor, COVID safe options.
- Updated sponsor banners were hung in Golf View and LoVerde in preparation for the indoor sports season.
- Local businesses, organizations, and entities have been contacted to participate in Trunk or Treat.

Scot Neukirch, Finance Director

Staff has begun preparing for the 2022 budget. The meeting with the Commissioners is scheduled for Tuesday, October 12th at 10:00a.m. Department requests have been reviewed and discussed. The Finance Director will provide the board with the necessary budget documents before the meeting.

E. Discussion on updated Board and Administrative policy manual

This policy and procedure manual has been provided to the board for review. Staff is asking for input and feedback on this manual. So far, suggestions have been made regarding the capitalization policy and the thresholds for purchases.

The Board asked if an organizational chart would be included and if there is a policy regarding employee review. The Board feels strongly that there should be an annual review of employees and a review of the Executive Director conducted by the Board.

The Board also noted areas in the policy manual where gender neutral language should be used. Regarding conflict of interest, the Board suggested that the phrase ‘close family members’ should be defined. The Board also suggested including its mission statement. The Board asked for clarification on the phrase ‘control all officers’. Staff stated the manual would be updated with said changes for the next meeting.

11. Old Business

There was no old business to discuss.

12. Miscellaneous

Treasurer Hynes asked staff to consider the property for sale at 7421 N. Waukegan. Residents have expressed an interest in seeing the Park District make use of the property in some way. He also asked staff to consider if the property can be used for recreation, and if so, perhaps as a small playground or something similar. Another consideration is the cost of the property and possibly partnering with the Village of Niles on the cost. The Board also noted the possible need for environmental remediation for the property and the potential cost if necessary.

13. Public Comments

There were no public comments.

14. Adjournment

A motion was made by President O'Donovan and seconded by Treasurer Hynes to adjourn the regular board meeting. Recording Secretary Petrie called the roll:

President O'Donovan	Yes
Vice President O'Brien	Yes
Treasurer Hynes	Yes
Commissioner Van Geem	Yes

The motion passed 4-0

APPROVED:



**President O'Donovan
Board of Commissioners
Date: September 28, 2021**



Board Secretary

