
NILES PARK DISTRICT
Minutes of Board Meeting
Tuesday, January 16, 2024
6:00 pm

Board Members present: Julie Genualdi, President
Dennis O'Donovan, Vice President
Jim Hynes, Treasurer
Scott O'Brien, Commissioner
Ronnie Strzelecki, Commissioner

Staff Members present: Tom Elenz, Executive Director
Scot Neukirch, Finance Director
Heather Petrie, Executive Admin. Coordinator
Robin Brey, Recreation Programs
Jim Majewski, Facilities Superintendent
Chris Czajka, Grounds Superintendent
Ethan Bontly, Tam Tennis
Kenny Krueger, Athletic Director
Julie Jentel, Marketing
Jim Stoneberg, Golf Course Superintendent
Eric Aguayo, Golf Course Assistant Superintendent

Dan Shapiro, Attorney
Eric Hornig, Hitchcock Design Group

1. **Call to order**
President Genualdi called the regular board meeting to order on Tuesday, January 16th at 6:00 pm.
2. **Roll Call**
Recording Secretary Petrie called the roll. All Commissioners were present.
3. **Pledge of Allegiance**
President Genualdi led the assembly in the pledge of allegiance.
4. **Changes to the Agenda**
Staff would like to move item A. under New Business to the next item on the agenda and move item B. right after that.
5. **Consent Agenda Approval**
Minutes of the Regular Board Meeting of Tuesday, November 21, 2023
Voucher List as presented November 30, 2023 – summary by fund:

General Fund	\$76,228.13
Recreation	\$280,305.27
Ice Rink	\$36,673.31
Swimming Pool	\$923.48
Golf Course	\$17,736.68

IMRF	-
Debt Service Fund	\$475.00
General Liability	\$6,547.00
Paving & Lighting	\$2,335.66
Police Protection	\$108.00
Handicapped	\$73.91
Capital	\$40,611.18
Audit	\$3500.00
Grand Total	\$465,517.62

And the voucher list as presented, December 31, 2023 – summary by fund:

General Fund	\$138,018.82
Recreation	\$145,071.75
Ice Rink	\$52,369.92
Swimming Pool	\$1,217.20
Golf Course	\$13,549.03
IMRF	-
Debt Service Fund	-
General Liability	\$8,992.00
Paving & Lighting	\$206.42
Police Protection	\$116.09
Handicapped	-
Capital	\$96,650.83
Audit	-
Grand Total	\$456,192.43

A motion was made by Treasurer Hynes and seconded by Vice President O'Donovan to accept the minutes of the Board Meeting of Tuesday, November 21, 2023, and the Voucher lists as presented, November 30, 2023. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

A motion was made by Vice President O'Donovan and seconded by Treasurer Hynes to accept the Voucher list as presented December 31, 2023. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

6. Treasurer's Reports

Treasurer Hynes read the treasurer reports for the months ending November 2023 and December 2023.

A motion was made by Treasurer Hynes and seconded by Vice President O'Donovan to accept the November 2023 treasurer's report. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

A motion was made by Treasurer Hynes and seconded by Vice President O'Donovan to accept the December 2023 treasurer's report. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

9. New Business

A. Discussion of Golf Mill Playground Designs

Lacey Lawrence from Hitchcock Design came to present some options for the playground equipment at Golf Mill Park. She presented 5 different options to the Board. The Board proceeded to discuss which options they preferred.

B. Discussion/Approval of a lease with Com Ed

The Park District leases land at Courtland Park from Com Ed. The Board was shown a lease that includes language requiring the Park District to pay Com Ed's property taxes. That language will be removed from the lease. If the Board approves the lease, it will be contingent on Com Ed removing the property tax language from the lease. If the lease is signed, Staff recommends replacing the playground at Courtland Park.

A motion was made by Vice President O'Donovan and seconded by Commissioner O'Brien to approve the lease with Com Ed contingent upon the removal of language indicating the Park District pay property tax. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

7. **Reports of Park Officials**

A. President's Report

There was no President's report.

B. Attorney's Report

The Prevailing Leave Act does not exempt park districts. The State has exempted park districts but Cook County hasn't.

8. **Board Reports**

Eric Aguayo was introduced to the Board. He will be replacing Jim Stoneberg as the Golf Course Maintenance Superintendent when Jim retires this year. He comes from Park Ridge County Club as the Assistant Superintendent.

Jim Stoneberg, Golf Course Maintenance

- Orientating /training Eric with the required overall District policies, guidelines and procedures for the maintenance and safety operations.
- Establishing upcoming seasons turf, chemical, fertility and maintenance programs.
- Gathering final pricing for purchasing budgeted equipment, materials and supplies.
- As time and weather allows will be continuing orientation, training on many challenges on the course. Tom, Eric and my goal is to make a smooth transition of leadership that will continue the standards set for the public by the District.

Kenny Krueger, Athletic Director

- Session 1 of our Indoor Soccer and Flag Football league ends this weekend and next at Loverde Center. There is no break as Session 2 leagues begin the first weekend of February.
- Winter Basketball registration ended January 5th, and we're just shy of 1900 kids registered which is more than we had last year. We're putting together rosters and schedules for the league which begins February 10th.
- Dodgeball started on Friday, January 12th. We have roughly 100 teams and over 1400 kids coming through the GH, GV and LV gyms on Friday nights.
- We offered new Beginner Pickleball Classes on Wednesday afternoons and both classes sold out.
- We offered a new winter break Sports Camp this year. The first week (12/26-12/29) was merged with Robin's Rec Camp and the second week (1/2-15) we hit capacity and had just sports camp kids from 8am-5pm at Grennan.
- Our new Athletic Supervisor Jason Fancher is getting accustomed to staff, coaches and programs. He joined us mid-December and is learning quickly is this our busiest time of the year.

Julie Jentel, Marketing

- There are a few Park District publications to make mention of.
- In the beginning stages of the 2024 Summer Camp Guide and Summer Fun Guide.
- The 2024 Winter Newsletter will be mailed in a couple weeks.
- Assisting departments with their daily marketing items, and advertising upcoming classes and events.

Scot Neukirch, Finance Director

Since November, all the necessary paperwork has been filed with the County concerning the Park District's tax levy and appropriation ordinances that were adopted at the November meeting. All required debt services payments were made by the end of 2023. All abatement ordinances were filed with the County. Staff has started compiling and collecting documents for the 2023 audit. Required year end documents such as W2s, 1099s and other year end responsibilities related to various financial subsystems are completed or underway.

Marty Stankowicz, IceLand

- Our new sessions of skating and hockey classes started this week and run 10 weeks until mid March. Most skating classes are full and ice is at max capacity, with wait lists.
- During the holiday break Iceland was busy every day, all day. Both indoor and outdoor rinks were used every day for Public, open hockey, Ranger practices and rentals.
- This year I again have partnered with Ultimate tournaments, renting them ice for outdoor hockey tournaments played at Iceland and Rosemont.
- Santa skate and New Years Eve skate were a big hit and sold out very quickly. We had over 200 skaters participate in each event.
- Registrations are currently being accepted for our skating competition, Sweetheart Open schedule for February 10th and 11th.

Jim Majewski, Park Services

- Working on pricing/ quotes for upcoming purchases
- Vinyl wall covering will be installed in the birthday room at LoVerde and on the soccer side of the short wall between soccer and seating area.
- Writing up the bid specs for Jonquil and Oak Park tennis court resurfacing
- The dance room floor at LoVerde was refinished over Christmas break.

Chris Czajka, Superintendent of Grounds

- Bringing in all picnic tables from the parks for restoration.
- Cleaning and organizing tool cages and shop.
- Playground inspections and repairs as needed.
- Working on all trailers and repairing or modifying if needed.
- Continuing to clean up all beds by removing leaves and debris.
- Rebuilding the porta-potty enclosure from Oakton Manor.
- Snow removal / Plowing lots and paths Parkwide.

Laura Newton, Tam Tennis Manager

We had a very good year with all services that run within Tam Tennis. To highlight a few; the revenue for court reservations was \$461,430.00. non-resident tennis membership came in at \$208,946.00, junior programming was \$318,680.00, adult ended at 177,534.00, and private lessons ended the year at \$226,187.00. All surpassing their 2023 budget. Another positive note was that fitness membership revenue was above last year.

We are halfway through the busy season and in the start of the winter class session, which began the week of January 8th, ending on March 23rd.

- Profit Increase of \$314,076.00 from 2022
- For winter session we have 241 (263 spots) junior tennis players enrolled in our winter classes at different age/level groups. The classes are currently at 91% capacity.
- For the winter we have 83 (out 86 spots) adults registered in the winter classes, various days at a 98% capacity.
- We met and exceeded our goal for 2023 budget. Increase was \$26,187.
- Reached our budget goal for the 2023.
- Revenue up NR \$39,905.00 vs. \$30,000 and Resident \$38,126 vs. \$25,000.00 budgeted for the year
- General increases were given.

Robin Brey, Programs Supervisor

- Winter Break camp was well attended over the Holidays for both Recreation, Sports Camp and Early Childhood camps.
- Preschool open house will be held on February 7th from 5:30-7pm at both Howard and Oakton Manor. Registration will open that evening for parents to register for the fall 2024 school year. We will be offering early drop off and the after-school program.
- This year offering two nights for the Little Ladies Dance to accommodate families to be able to attend this very popular special event, on Friday, February 9th & Saturday, February 10th
- Dance, cooking, art classes, piano, and drum lessons have started back up for the new 2024 session. Guitar lessons have been added to our music programs.

Bob Kreiling, Park Patrol

- Increased weekend hours to cover activity at LoVerde and Golf View
- Added a new member to the staff, Rob Sepe
- Planning training sessions on crowd control and active shooter assistance
- Light Bars have been added to the Patrol Vehicles
- Incidences to report: None

9. New Business

C. Discussion/Approval of Bobcat Skid Steer Loader

This piece of equipment was added to the budget for Park Services. Staff is looking for approval of \$57,227.83 for this purchase. Staff budgeted for \$57,300.

A motion was made by Commissioner O’Brien and seconded by Vice President O’Donovan to approve the purchase of a Bobcat skid steer loader in the amount of \$57,227.83. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O’Donovan	Yes
Treasurer Hynes	Yes
Commissioner O’Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

D. Discussion/Approval of Post Issuance Tax Compliance Report

This is an annual requirement that the Finance Director certifies for the Park District’s debt service that the Finance Director has all the information required under the policy and at

this time the District does not have any rebate liability to the U.S. Treasury. Also at this time each issue of the tax advantage bonds complies with Federal tax requirements applicable to such issues. The IRS has not commenced an examination of any issue of the tax advantage bonds. The Finance Director is attesting to all of those as part of the yearly requirement.

A motion was made by Treasurer Hynes and seconded by President Genualdi to approve the Post Issuance Tax Compliance Report. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

E. Discussion/Approval of Personnel Policy Changes

Staff would like to add some details to the Personnel Policy Manual that was updated recently. Staff would like to include that proof of marriage and birth are required when opting into medical insurance coverage. They would also like to add that the life insurance policy is paid 100% by the Park District. The Personnel Policy Manual should also state that if employment started between January and March, the employee would receive all 5 days, if the employee started after March, the personal days would be prorated based on the number of months the employee worked.

The next item involves the law recently passed by the State allowing part time employees to earn paid time off. Part time employees would receive one hour of paid time off for every 40 hours worked, not to exceed 25 hours.

A motion was made by President Genualdi and seconded by Commissioner O'Brien to approve the additions to the medical and dental insurance and life insurance policy, the personal day eligibility policy, the health insurance waiver policy, and the non IMRF Cook County paid leave for part time employees should that be instilled. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

10. Old Business

A. Update on Pioneer Park project

Construction has currently stopped due to the weather. Before the bad weather hit, the fence posts were installed, playground equipment has been received, shelters and dugout items have been received. The Village of Niles is requiring the Park District to go to a variance for the lights. They just want to make sure the new LED lights will not affect the nearby condos.

11. **Miscellaneous**

There was no miscellaneous business.

12. **Public Comments**

The Board congratulated Peter Dubs and his family on the birth of his daughter, Eloise.

13. **Executive Session**

A motion was made by Treasurer Hynes and seconded by President Genualdi to convene into executive session under 2 (C)(21) discussion and possible approval of release of minutes of executive session meetings and discussion and possible approval of the destruction of executive session audio recordings and 2 (C)(1) to discuss personnel issues of the Illinois Open Meetings Act. Recording Secretary Petrie called the roll.

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

14. **Return to Open Session**

A motion was made by President Genualdi and seconded by Vice President O'Donovan to adjourn executive session and return to the open board meeting. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

A. Approval of release of Executive Session Minutes

A motion was made by Commissioner O'Brien and seconded by Commissioner Strzelecki to approve the release of the executive session minutes from 7/18/23. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

B. Approval of Destruction of Executive Session Recording

A motion was made by Vice President O'Donovan and seconded by Treasurer Hynes to destroy the audio recording from the 5/17/23 executive session meeting. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

C. Approval of items discussed in Executive Session

A motion was made by Vice President O'Donovan and seconded by Treasurer Hynes to approve the full time employee salary increase discussed in executive session. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0


Adjournment

A Motion was made by Treasurer Hynes and seconded by Commissioner O'Brien to adjourn the regular board meeting. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	Yes
Commissioner Strzelecki	Yes

The motion passed 5-0

APPROVED:



President Genualdi
Board of Commissioners
Date: January 16, 2024



Board Secretary

