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**NILES PARK DISTRICT**  
Minutes of Board Meeting  
Tuesday, January 21, 2025  
6:00 pm

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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  
Heather Petrie, Executive Admin. Coordinator  
Robin Brey, Recreation Programs  
Chris Czajka, Grounds Superintendent  
Jackson Theil, Tam Tennis  
Kenny Krueger, Athletic Director  
Julie Jentel, Marketing  
Peter Dubs, Golf Course Club House

Dan Shapiro, Attorney

1. **Call to order**  
Vice President O'Brien called the regular board meeting to order on Tuesday, January 21st at 6:00 pm.
2. **Roll Call**  
Recording Secretary Petrie called the roll. All Commissioners were present. (President O'Donovan was absent for roll call but did attend.)
3. **Pledge of Allegiance**  
Vice President O'Brien led the assembly in the pledge of allegiance.
4. **Changes to the Agenda**  
There were no changes to the agenda.
5. **Consent Agenda Approval**  
Minutes of the 2024 Budget Workshop; Regular Board Meeting of Tuesday, November 19, 2024; and Voucher List as presented November 30, 2024 – summary by fund:

General Fund	\$86,614.35
Recreation	\$250,087.78
Ice Rink	\$35,835.92
Swimming Pool	\$5,837.26
Golf Course	\$46,052.80
IMRF	-
Debt Service Fund	\$475.00
General Liability	-
Paving & Lighting	\$8,621.62

Police Protection	\$347.30
Handicapped	-
Capital	\$224,834.47
Audit	-
Grand Total	\$658,706.50

A motion was made by Treasurer Genualdi and seconded by Commissioner Hynes to accept the minutes of the 2024 Budget Workshop; Regular Board Meeting of Tuesday, November 19, 2024, and the Voucher lists as presented, November 30, 2024. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

And the voucher list as presented, December 31, 2024 – summary by fund:

General Fund	\$101,931.51
Recreation	\$164,064.60
Ice Rink	\$64,778.44
Swimming Pool	\$12,315.98
Golf Course	\$28,403.35
IMRF	-
Debt Service Fund	-
General Liability	\$6,290.00
Paving & Lighting	\$31,931.65
Police Protection	\$108.00
Handicapped	-
Capital	\$500,877.90
Audit	\$4,100.00
Grand Total	\$914,801.43

A motion was made by Commissioner Strzelecki and seconded by Commissioner Hynes to accept the voucher list as presented, December 31, 2024 in the amount of \$914,801.43. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

**6. Treasurer's Reports**

Treasurer Genualdi read the treasurer reports for the months ending November 2024 and December 2024.

A motion was made by Commissioner Hynes and seconded by Commissioner Strzelecki to accept the November 2024 treasurer's report. Recording Secretary Petrie called the roll:

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

The motion passed 4-0.

A motion was made by Treasurer Hynes and seconded by Commissioner Strzelecki to accept the December 2024 treasurer's report. Recording Secretary Petrie called the roll:

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

The motion passed 4-0.

**7. Reports of Park Officials**

**A. President's Report**

There was no President's report.

**B. Attorney's Report**

There was no Attorney's report.

**8. Board Reports**

**Robin Brey, Programs Supervisor**

- Winter programs for New 3's preschool, dance, piano lessons, drum lessons and tot classes started back up in early January. We have some new programs that started as well. Intro to Acting, Theater Fundamentals, guitar lessons and pop up one day art classes.
- Preschool Open House will be on February 5<sup>th</sup> from 5-7pm at both Howard and Oakton Manor locations. Registration for the 2025/26 school year will open that evening.
- Upcoming special events one of our most popular the Little Ladies Dance offered two nights and Little Gentleman's Dance will be in the month of February.

**Jackson Theil, Tam Tennis**

- We had a very good year with all services that run within Tam Tennis. To highlight a few; the revenue for court reservations was \$460,294. non-resident tennis membership came in at \$221,264, junior programming was \$334,776, adult ended at \$196,953, and private lessons ended the year at \$278,505. All surpassing their 2024 budget. Another positive note was that fitness membership revenue was above last year we earned \$97,104 versus \$57,488 in 2023.

- Some of the programs will have some rollover to 2025 as payments made are also part of 2025. i.e. tennis memberships (due to yearly memberships), court reservations (due to permanent court time), and junior and adult programming (due to registration timing)
- We had program registration in December for classes that started January 6<sup>th</sup> and will run for 11 weeks.
- **Budget:** Profit Increase \$325,338.00 from 2023
- **Junior Programs:** For winter session we have 90% full
- We added two more class times due to heavy enrollment on certain days of the week. This is something we cannot always do.
- **Adults Programs:** For the winter we have 93.6% full.
- **Private Lessons:** We met and exceeded our goal for 2024 budget. Increase was \$66,505.00 and \$34,570.00 ahead of 2023 final revenue.
- **Memberships:** Reached our budget goal for the 2023.
- **Fitness Programs:** Revenue up \$39,616 from 2023.
- **Staffing-** General increases were given.

### **Marty Stankowicz, IceLand**

- Our new sessions of skating and hockey classes started January 6<sup>th</sup>. and run 10 weeks until mid March. All skating classes are full and ice is at max capacity.
- 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.
- Public skate on the weekends in January have been sold out. We have had to cut off skates because of over crowding on the ice and being sold out of rental skates.
- 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 8<sup>th</sup> and 9<sup>th</sup>.

### **Jim Majewski, Park Services**

- Two pool pumps have been pulled for repair
- Pool locker rooms are being painted
- Working bid packets for the upcoming 2025 projects
- All the old fluorescent ceiling fixture at Tam Driving range will be changed to LED flat panels through a instant savings grant program from Com Ed

### **Chris Czajka, Superintendent of Grounds**

- Snow removal and salting when needed
- Removed Fairway banquet sign and is being restored in our shop
- All Picnic tables are being brought back to the shop to be restored and painted
- Working on all trailers and equipment for this coming season
- Slit seeded athletic fields and grub damaged areas
- Playground inspections and repairs as needed.
- Holiday displays were put up and have been taken down
- I hope everyone had and great Christmas and New year's!

**Scot Neukirch, Finance Director**

All the necessary paperwork has been filed with the County concerning the Park District's tax levy and appropriation ordinances. The debt service payments will be filed by the end of 2024 with the county. Staff has started collecting the documents for the 2024 audit with Sikich. Required year end documents such as W 2s, 1099s and other routine financial year end and new year department responsibilities and various financial subsystems are either completed or well under way.

**Julie Jentel, Marketing**

- There are a few Park District publications to make mention of.
  - In the beginning stages of the 2025 Summer Camp Guide and Summer Fun Guide.
  - Fitness postcard was delivered to residents the beginning of January.
  - Going to begin the 2024 Annual Newsletter, wrapping up the year.
- Assisting departments with their daily marketing items, and advertising upcoming classes and events.

**Kenny Krueger, Athletic Director**

- Session 1 of our Indoor Soccer and Flag Football league ended last weekend. This upcoming weekend is our off week, and we get right back into session 2 which starts next weekend through early April.
- Winter Basketball registration ended January 6<sup>th</sup>, and we're just shy of 1900 kids registered which is roughly were we ended up last year. We're putting together rosters and schedules for the league which begins February 15<sup>th</sup>.
- Dodgeball started on Friday, January 10<sup>th</sup>. We have 106 teams and over 1400 kids coming through the GH, GV and LV gyms on Friday nights.
- Other programs that have either completed or are just getting started are Small Shots Basketball, VTBT, more pickleball lessons, Strikers FC Winter trainings, High School Basketball and Adult Basketball.

**Eric Aguayo, Golf Course Maintenance**

- We are in full winter maintenance mode addressing routine maintenance and any issues with our equipment.
- Our mechanic is working on imputing the equipment on a maintenance software that will help us stay on top of all our equipment.
- We are currently planning and scheduling of this year's chemical application programs.
- We have completed a full assessment of all 502 trees on our property, tagging, and documenting each one. We now have detailed information regarding the condition and status of every tree, which will guide our future maintenance and care strategies.

**Carl Steffen, Park Patrol**

- On Saturday December 14<sup>th</sup> 2024 we had damage to a vehicle window. Police report was made.
- January 19<sup>th</sup> 2025 Fire alarm pulled by 16 year old hockey player during games.

**9. New Business****A. Discussion of Golf Mill Park Bathrooms IGA**

This would be a shared expense between the Village of Niles and the Park District. An initial IGA has been drafted for the Board's review.

**B. Discussion/Approval of a Resolution to include a retirement Healthcare Funding Plan**

The Park District has added the National Public Pension Fund Association to its choices of 457b plans. They offer an option to contribute to the plan for health insurance expenses that are tax free. When taken out the employee will get a check that is tax free when they use the money for medical expenses. This requires a resolution that needs to be approved by the Board in order to make it available to the employees.

A motion was made by Vice President O'Brien and seconded by Commissioner Strzelecki to approve the resolution allowing pretax medical deductions through the National Public Pension Fund Association 457b plan. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**C. 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 Commissioner Hynes and seconded by Treasurer Genualdi to approve the Post Issuance Tax Compliance Report. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**D. Discussion/Approval of automated license plate camera installation on Pioneer Park Property**

The Niles Police Department has asked the Park District to install automated license plate reading cameras on Pioneer Park property. The location would capture the northbound Harlem traffic. This is at not cost to the Park District.

A motion was made by Treasurer Genualdi and seconded by Vice President O'Brien to approve the installation of automated license plate reading cameras on Pioneer Park property. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**E. Discussion/Approval of Paid Parental Policy**

Other park districts implement paid parental leave policies for their staff which pays employees for a set amount of time while they are on leave after birth, adoption or placement of a child. Staff is asking the Board to approve 4 weeks of paid leave, excluding sick or vacation leave, while taking FMLA leave to care for a new child. Parental leave may be taken any time during the 12 month period following the birth, adoption or placement of a child. It may not be used or extended beyond the 12 month period. This policy applies to either parent.

A motion was made by Commissioner Hynes and seconded by Treasurer Genualdi to include the addition of the paid parental leave policy as stated in the Niles Park District personnel manual. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**F. Discussion/Approval of the purchase of a Toro Fairway Mower**

Staff received two quotes for the fairway mower that was budgeted for \$73,000. Staff recommends the lower of the two mowers at \$72,308.11.

A motion was made by Treasurer Genualdi and seconded by Commissioner Strzelecki to approve the purchase of a Toro Fairway Mower in the amount of \$72,308.11. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**G. Discussion/Approval of Holiday Pay Policy**

The Park District's current policy states that for an employee to be paid for a holiday, they cannot call in sick the day before the holiday, or the day after. Staff would like to eliminate this policy. This policy is considered out of date and if the employee is sick and has sick time accumulated, they should be able to use it without penalty.

A motion was made by Commissioner Hynes and seconded by Treasurer Genualdi to remove the current holiday pay policy as stated in the Niles Park District personnel manual. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**H. Discussion/Approval of COLA Increase Compensation Policy**

Staff recommends that the Board implement a policy that would prohibit employees from receiving a cost of living adjustment on January 1<sup>st</sup> if they start working at the Park District in the 4<sup>th</sup> quarter of the previous year. They would be eligible for the increase the subsequent January following one year of service.

A motion was made by Commissioner Hynes and seconded by Treasurer Genualdi to approve the policy of new employees not receiving a COLA adjustment if they were hired in the last quarter of the previous year. Recording Secretary Petrie called the roll:

President O'Donovan	Yes
Vice President O'Brien	No
Treasurer Genualdi	Yes
Commissioner Hynes	Yes
Commissioner Strzelecki	Yes

The motion passed 4-0

**I. Discussion/Approval of the purchase of a Yale Forklift**

Staff received 3 quotes for a forklift that was budgeted for \$34,000. Staff recommends the Yale forklift for \$33,320.50.

A motion was made by Commissioner Strzelecki and seconded by Commissioner Hynes to approve the purchase of a Yale forklift for \$33,320.50. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**J. Discussion/Approval of a right of entry agreement with Verizon Wireless**

Verizon has asked the Park District for a right of entry agreement that would allow them to come onto the Grennan Heights property to determine the viability and feasibility of the site. The agreement has been reviewed by the Park District's attorney and Verizon and they have come to terms on the language.



A motion was made by Vice President O'Brien and seconded by Commissioner Hynes to approve a right of entry agreement with Verizon Wireless. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**K. Discussion/Approval of a change order to install camera poles at Golf Mill Park**

The addition of cameras was not in the original budget. Two cameras are being installed on two new poles and two cameras are being installed on two existing poles. The cost for the two poles including installation, electric wiring to all four poles and cables to all four poles is \$51,894.

A motion was made to approve a change order with Great Lakes Landscaping to install camera light poles and wiring at Golf Mill Park for \$51,894. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**10. Old Business**

**A. Update on Golf Mill Park project**

Shelters, the playground and fitness equipment have been installed. Sidewalks are complete, the electrical is being worked on as weather permits. Tennis courts, pickleball courts and basketball courts, sprinkler system, field restoration and all the lighting, landscaping will be addressed when the weather improves in the Spring.

**11. Miscellaneous**

The Board asked if everything was on schedule for the carpet and tile installation at Howard Street Inn.

**12. Public Comments**

There were no public comments.

**13. Executive Session**

A motion was made by Commissioner Hynes and seconded by Vice President O'Brien to convene into executive session under 2 (C)(5) to discuss real estate. Recording Secretary Petrie called the roll.

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

The motion passed 5-0

**14. Return to Open Session**

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

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

The motion passed 5-0

**Adjournment**

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

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

The motion passed 5-0

**APPROVED:**



**President O'Donovan**  
**Board of Commissioners**  
**Date: January 21, 2025**



**Board Secretary**