
NILES PARK DISTRICT
Minutes of Board Meeting
Tuesday, January 17, 2023
6:00 pm

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

Dan Shapiro, Attorney
Eric Hornig, Hitchcock Design Group

1. **Call to order**

President O'Brien called the regular board meeting to order on Tuesday, January 17th at 6:00 pm.

2. **Roll Call**

Recording Secretary Petrie called the roll. All Commissioners were present.

3. **Pledge of Allegiance**

President O'Brien led the assembly in the pledge of allegiance.

4. **Changes to the Agenda**

Staff would like to move item 9 D. to the next item on the agenda.

9. **New Business**

D. Update on Pioneer Park project

Eric Hornig from Hitchcock Design came to present an update to the Board on the Pioneer Park project. The project will begin by focusing on the sports fields and playground. The plans show new playground equipment and a new shelter. The plan includes removing a couple of existing concrete walls to make room for more play equipment. The fencing, backstops and dugouts at both fields will be redone. A fitness area and baggo area will be installed. There will be some walkway improvements made. Benches, drinking fountains and trash receptacles will also be replaced. The Board decided to go with Burke for the new playground equipment.

The target budget for this project is \$1,457,000. Current estimates are at \$1,600,000. There is about \$200,000 in contingencies. The Park District also received an OSLAD grant for \$400,000 for this project.

5. Consent Agenda Approval

Minutes of the Regular Board Meeting of Tuesday, November 15, 2022
 Voucher List as presented November 30, 2022 – summary by fund:

General Fund	\$50,413.29
Recreation	\$161,519.74
Ice Rink	\$18,835.10
Swimming Pool	\$2,145.73
Golf Course	\$17,990.30
IMRF	-
Debt Service Fund	\$475.00
General Liability	\$10,867.00
Paving & Lighting	\$236.54
Police Protection	\$108.00
Handicapped	\$46,950.00
Capital	\$607.69
Audit	-
Grand Total	\$310,148.39

And the voucher list as presented, December 31, 2022 – summary by fund:

General Fund	\$130,033.70
Recreation	\$192,183.85
Ice Rink	\$101,736.59
Swimming Pool	\$6,993.30
Golf Course	\$229,584.88
IMRF	-
Debt Service Fund	\$573.95
General Liability	-
Paving & Lighting	\$562.92
Police Protection	\$116.09
Handicapped	-
Capital	\$40,000.00
Audit	-
Grand Total	\$701,785.28

A motion was made by Vice President Genualdid and seconded by Commissioner O’Donovan to accept the minutes of the Board Meeting of Tuesday, January 17, 2023, and the Voucher lists as presented, November 30, 2022 and December 31, 2022. Recording Secretary Petrie called the roll:

- President O’Brien Yes
- Vice President Genualdi Yes
- Treasurer Van Geem Yes
- Commissioner Hynes Yes
- Commissioner O’Donovan Yes

The motion passed 5-0

6. **Treasurer's Reports**

Treasurer Van Geem read the treasurer reports for the months ending November 2022 and December 2022.

A motion was made by Treasurer Van Geem and seconded by Commissioner Hynes to accept the treasurer's reports. Recording Secretary Petrie called the roll:

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

There was no Attorney's report.

8. **Board Reports**

Jim Stoneberg, Golf Course Maintenance

- We have started hiring process for Assistant Supt. position and hope to have someone in place by spring. I will also be looking for seasonal grounds men to fill non returning positions.
- Tree trimming and removals being scheduled for this winter if or when we get frost in the ground for equipment access.
- Equipment servicing and repairs continue during the winter.
- Working with MWRD and the contracted trapper they have on beaver control due to excessive damage to trees along the river bank.

Ethan Bontly, Tam Tennis

- We exceeded our court fees budget in 2022 for a few reasons.
 - Membership is thriving
 - Member Court rates increased
 - All USTA match fees have increased to \$22 per person, per match.
- Junior Programs
 - We have exceeded our junior program budget.
 - Most of the 36 classes are full (235 students) with waiting lists of 56 students.
 - We have added several new programs and additional levels to youth classes.
 - We now offer a new Tennis and Fitness training program for both middle school and high school students.
 - We started a high school girl training program for 1.5 hours before school, and for 1 hour during the week.

- Many of our level 1 and 2 classes now use new mini-nets which allows for the length of the court to be split in half to increase usage and offer about 1-4 instructor to students ratio.
- **Adults Programs**
 - We have exceeded our adult program budget.
 - All adult evening classes are full as is typical.
 - We have added three more adult programs during the day at levels 1, 2, & 3. All these classes are full.
- **Racquetball Class**
 - We now offer an entry level Racquetball Class on Thursday nights. The first class was this past Thursday night. We offer the class as a drop-in to allow people who have not signed up to join.
- **Private Lessons**
 - We exceeded our private lesson budget.
 - Several of the Tennis Professionals are teaching more private lessons throughout the day.
- **Fitness**
 - We have started two Spin classes on Tuesday nights and mid-day on Saturday. Fitness revenue is up \$10,000 exceeding the Budget.
- **Memberships**
 - We exceeded our tennis membership budget. We have a strong renewal rate and continue to add members.
- **Staffing**
 - We have hired two more additional tennis professionals to work regular shifts and to sub.
 - We created the Tennis Instructor role as way to get young adults into teaching tennis. They help and assist in teaching youth lessons with the tennis professionals for Levels 1 and 2 classes

2022 Tam Tennis and Fitness Review

Overall Revenues \$1,333,899

Exceeding the Budget of \$869,250 by \$464,649.

Overall Expenses \$666,864,

Under Budget of \$831,405 by \$164,540

Overall Profit for 2022 is \$667,034.40,

Exceeding the Budget of \$37,845 by \$629,189

Hopefully this trend continues for 2023.

Julie Jentel, Marketing

- There are a few Park District publications to make mention of.
- In the beginning stages of the Summer Camp Guide and Summer Fun Guide.
- The 2022 Annual Report will be put together soon.
- 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 ends the weekend of January 21-22 at Loverde Center.
- Session 2 has been sold out since early December and we're currently working on putting the final touches on those leagues which start the weekend of February 4-5.

- Winter Basketball registration has ended with about 1800 kids registered. We're putting together rosters and schedules for the league which begins February 11th.
- Dodgeball started on Friday, January 13th. We have roughly 100 teams and over 1100 kids coming through the GH, GV and LV on Friday nights.
- Vince Thomas basketball is back with classes on 3 nights (Monday, Tuesday, Thursday) with some new younger age group offerings.
- Our Adult Basketball, Soccer and Volleyball league registration is open with those leagues beginning later this month and early next month.
- Pickleball is flourishing during the day which has pushed us to create 4 more courts at the LoVerde Center Monday – Friday from 9am-3pm. We've ordered more equipment and hope to have all courts set-up and ready for play the last week of January.

Marty Stankowicz, IceLand

- Our new sessions of skating and hockey classes started this week and run 10 weeks until mid March. Beginner classes are full with wait lists.
- The outdoor rink is used every day for Public, open hockey, Ranger practices and rentals. This year I have partnered with Ultimate tournaments, renting them ice for outdoor tournaments played at Iceland and Rosemont.
- Santa skate was a big hit and sold out very quickly. We had over 200 skaters participate.
- Registrations are currently being accepted for our skating competition, Sweetheart Open schedule for February 11th and 12th.

Scot Nuekirch, Finance Director

Since November, all the necessary paperwork has been filed with the County concerning the Park District's tax levy and appropriation ordinance that were adopted at the November meeting. All required debt services payments were made by the end of 2022. All abatement ordinances were filed with the County. Staff has started compiling and collecting documents for the 2022 audit. Required year end documents such as W2s, 1099s and other year end responsibilities related to various financial subsystems are completed or underway. This year staff is focusing on the Park District's investments and focusing on trying to take advantage of rising interest rates to improve the district's investment returns. The first step has been to close out the WinTrust CDs that the Park District has had for several years whose interest rates have not been competitive with shorter term options. The next step will be updating the investment policy that will allow us to take advantage of more investment options and will provide better transparency and communication to the Board of the District's current cash and investment status by providing regular documentation.

Chris Czajka, Superintendent of Grounds

- Winter tree and shrub trimming
- Oak Park sign is being restored / sanded and painted
- Bringing in picnic tables from the parks to restore
- Snow removal and salting when needed
- Cleaning and organizing shop and all tool cages / Taking inventory of all tools and supplies

Jim Majewski, Park Services

- To pool pump house roof was replaced last month
- All fixtures at the Loverde center were originally hung with S hooks and were starting to open so we changed all S hooks to stainless steel snap hooks in soccer and basketball

- Golf course clubhouse bathrooms remodel will start Feb. 13. Contractors are all scheduled, and material is all ordered
- Pool filters are installed, filled with gravel and sand and 75% of the piping is done hope to be complete by end of this month
- Touch up and painting being done in buildings
- The birthday party room at Loverde walls will get vinyl wall covering applied on the bottom 4 feet to help with scuffs and dings

Robin Brey, Programs Supervisor

- Winter Break Camp was held over the holiday break for two weeks at both Oasis and HLC. There was an average of 40 campers per day.
- Preschool Open House for the Fall 2023 school start will be held February 9th at HLC and OM. Registration will begin the night of open house and will be ongoing until classes are filed.
- Some new programs have started this past week. New 3's morning and additional afternoon class, art classes of mixed media, painting/drawing and clay classes and gymnastics/tumbling classes.
- Upcoming special Events. Little Ladies Dance 2/10 & Little Gentleman's Dance 2/24

Bob Kreiling, Park Patrol

- We have changed the schedule on Saturdays and Sundays to 3pm to 10:30pm to patrol LoVerde Center and Golf View.
- Interviewing new candidates to replace vacated positions.
- No incidents to report.

Peter Dubs, Tam Golf Course

- The course website has been updated with our full calendar of 2023 junior and adult golf programming.
- Copies of our annual golf guide will be printed and available in park district facilities by early February.
- League and permanent tee time information is scheduled to be sent out to group representatives by the end of January.
- Indoor private lessons are currently available with Chris over at the learning center, with group programming scheduled to resume the first week of March.

9. New Business

A. Discussion/Approval of Park District investment policy

The Board was provided a copy of the Park District's investment policy. In summary the changes that are indicated provides for additional investments which are allowed under State statutes to give the Park District more options to improve its rate of return. These changes also require that Staff provide the Board with quarterly updates. It will also allow Staff to hire an investment advisor, with Board approval. The goal of these changes is to provide clarification and flexibility and transparency with regards to the Park's investments. Staff is asking for approval of the revised investment policy.

A motion was made by Commissioner Hynes and seconded by Treasurer Van Geem to approve the revised investment policy. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

B. 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 Van Geem and seconded by Commissioner Hynes to approve the Post Issuance Tax Compliance Report. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

C. Discussion/Action on contract with Fairway Banquets

In 2020 the Park District entered into a contract with Fairway Banquets stating that once the Howard Leisure Center was remodeled, the Park District would require a minimum of \$100,000 annually from Fairway Banquets. Due to the effects of Covid over the past few years, Fairway Banquets has not been able to meet that minimum. In 2022 with some effects of Covid still present, Fairway Banquets was able to meet \$71,000 of their \$100,000 minimum. Staff is asking the Board to waive the minimum amount of \$100,000 for 2022.

The Staff's logic is that there were still Covid restrictions for the first quarter of 2022 and given the nature of the space being a banquet hall, it made conditions much more difficult for the minimum to be met. To make up \$100,000 in 8 months was not the original agreement. It was based on 12 months of rentals, and due to Covid, there were only 8 months during which events could be booked.

A motion was made by President O'Brien and seconded by Treasurer Van Geem to lower the minimum due on the contract with Fairway Banquets in 2022 to \$71,600. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

E. Update on Howard Street Bathrooms

Demolition on the bathrooms is scheduled to begin the day after the Superbowl. The project is anticipated to last 3 weeks. The budget is for this project is at \$68,000.

10. Old Business

There was no old business to discuss.

11. Miscellaneous

The Board informed the audience that a flyer was received advertising a community meeting to discuss property that is for sale along Waukegan, which used to house a uniform cleaning business. The flyer distributed indicates potentially buying the property for use as a park.

As this property has been up for sale for many years, there is concern about whether or not this property could be a viable purchase, or whether it might require extensive environmental remediation due to its history.

12. Public Comments

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

13. Executive Session

There was no need for executive session.

14. Adjournment

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

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

The motion passed 5-0

APPROVED:



President O'Brien
Board of Commissioners
Date: January 17, 2023



Board Secretary