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**NILES PARK DISTRICT**  
Minutes of Board Meeting  
Tuesday, January 18, 2022  
6:00 pm

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

Dan Shapiro, Attorney

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

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**Regular Board Meeting**

1. **Call to Order**  
President O'Donovan called the regular board meeting to order.
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**  
There were no changes to the agenda.
5. **Consent Agenda Approval**  
Minutes of the Regular Board Meeting of Tuesday, November 16, 2021  
Voucher List as presented November 30, 2021 – summary by fund:

General Fund	\$40,996.85
Recreation	\$109,687.35
Ice Rink	\$36,534.82
Swimming Pool	\$837.25
Golf Course	\$24,163.07
IMRF	-
Debt Service Fund	\$475.00
General Liability	\$4,371.00
Paving & Lighting	\$297.78
Police Protection	\$108.00
Handicapped	\$689.83
Capital	-
Audit	-
<b>Grand Total</b>	<b>\$218,160.95</b>

Voucher list as presented, December 31, 2021 – summary by fund:

General Fund	\$118,559.14
Recreation	\$158,604.90
Ice Rink	\$43,488.67
Swimming Pool	\$4,384.29
Golf Course	\$21,203.42
IMRF	-
Debt Service Fund	-
General Liability	-
Paving & Lighting	\$62.20
Police Protection	\$108.00
Handicapped	\$321.28
Capital	-
Audit	-
<b>Grand Total</b>	<b>\$346,731.90</b>

Commissioner Van Geem suggested that the last item on the minutes, convene into executive session, should specify the reason for convening into executive session, rather than list multiple possibilities for convening into executive session. He also asked that the regular board meeting minutes reflect adjourning executive session and reconvening into the regular board meeting going forward.

A motion was made by Commissioner Genualdi and seconded by Commissioner Van Geem to accept the minutes of the Board Meeting of Tuesday, November 16, 2021, and the Voucher lists as presented, November 30, 2021, and December 31, 2021. Recording Secretary Petrie called the roll:

President O'Donovan      Yes

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

The motion passed 5-0

6. **Treasurer's Report**

Treasurer Hynes presented the Treasurer's Report.

A motion was made by Commissioner Van Geem and seconded by Commissioner Genualdi to approve the Treasurer's Reports for November 30, 2021 and December 31, 2021. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

7. **Reports of Park Officials**

- A. There was no President's report.
- B. There was no attorney's report.

8. **Board Reports**

**Chris Czajka, Superintendent of Grounds**

- Removing Signs from parks and painting / restoring them. (Courtland, Iceland, Jonquil and Golf course)
- Winter picnic table restoration
- Repairing retaining walls in parks (Grennan heights, NICO and Pioneer)
- Snow removal and salting when needed
- Took down Holiday displays and put in storage for next season
- Repairing and painting the Hippo at Pioneer mini golf
- Winter shrub and tree maintenance – Parkwide
- Getting price quotes for ornamental fencing around Pioneer planting beds

**Laura Newton, Tam Tennis**

- We exceeded our court fees budget in 2021 for a few reasons. Membership is thriving, court rates increased and USTA match are in full swing.
- We made our junior program budget. Juniors are still participating through all the uncertainty.
- We missed adults program budget, but it was up from 2020. We still do not have many teams participating in the greater suburban league. All adult evening classes are full, which helped with the budget.

- We exceeded our private lesson budget 2021
- Fitness is still low possibly due to other avenues people have found to stay healthy and continued restrictions.
- We exceeded our tennis membership budget. Raised rates and full memberships rates (we stayed open so no prorating).

Overall revenues exceeded in 2021 budget by \$192,199.00 Expenses came in under budget \$70,332.00. Hopefully this trend continues for 2022.

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

- Working on specifications for tennis court, pickle court and basketball court resurfacing
- Getting prices for spring upcoming projects
- New heavy duty cages are being installed over the sprinkler heads at LoVerde center in soccer field

### **Marty Stankowicz, IceLand**

- The start of winter classes was delayed one week because of the uncertainty of the new COVID restrictions on indoor sports. They were originally 10 weeks and will end as originally scheduled cutting them to 9 weeks. Household credits will be issued to those that registered early and paid for 10 weeks.
- The outdoor rink has been open since the first week of December. Weekends are booked from 800 am to 800 pm with hockey games and tournaments. Outdoor public is scheduled every weekday starting at noon and running to 500 or 545 pm, followed by hockey.
- COVID has been infecting both customers and staff at Iceland. We continue to be short on qualified staff and most classes are full due to the shortage of instructors. Some hockey teams have been shut down for short periods of time due to players testing positive, and games have been cancelled due to visiting teams being quarantined.
- Sweetheart Open skating competition is scheduled for 12 & 13 February pending any further restrictions.

### **Robin Brey, Programs Supervisor**

- Winter Break camp was offered for a two-week span over the holidays with an average of 20 campers per day.
- Preschool Open house will be on February 9<sup>th</sup> at Howard Leisure Center and Oakton Manor. Parents will have an opportunity to visit the classrooms and meet our teachers. Registration for the 2022-2023 school year will begin the evening of open house and will continue until classes fill.
- Two special events coming up in February....Little Ladies February 11<sup>th</sup> & Little Gentlemen's Dance February 25<sup>th</sup>.

### **Julie Jentel, Marketing**

- There are a few Park District publications to make mention of.
- A fitness postcard was sent to homes right before the New Year.
- In the beginning stages of the Summer Camp Guide and Summer Fun Guide.
- Staying on top of the daily marketing items, and advertising upcoming classes and events.

**Peter Dubs, Tam Golf Course**

- Our website is being updated with 2022 programming and documents. This will be complete by the end of the month.
- We're also working on the hard copy of our annual golf guide. This will be available in park district facilities by early February.
- League and permanent tee time documents will be sent out to representatives in the coming weeks so they can begin to organize their groups for the coming season.
- Private instruction is available at the learning center, with classes scheduled to resume in March.
- Our district-wide AED update has been completed. A dozen new units have replaced the aging ones at our facilities, most of which were 10-15 years old and towards the end of their expected life spans. The 2 newest units (of those replaced) from LoVerde Rec Center will be re-assigned and utilized elsewhere.

**Paul Nielsen, Athletics Department**

- Revenue for the Athletic Department for fiscal year 2021 through December 31<sup>st</sup> was \$ 1,734,000. Some of this revenue total will need to be deferred to 2022 for programs that revenue was collected in 2021 but operation of the programs are in 2022.
- Programs that are currently operating or recently ended are Small Shots, Fall Youth Basketball, High School Basketball League, Men's Basketball League, Indoor Soccer League, Adult Soccer League, and Flag Football League.
- Dodgeball just started with the league being played at
- Golf View, LoVerde Center on Friday nights with 1100 children participating.
- The Youth Winter Basketball season will be beginning for 1600 children from grades 2<sup>nd</sup> through 8<sup>th</sup> grade. Games are being played on Saturdays and Sundays at Golf View, LoVerde Center, Grennan, Culver, St John Brebeuf, Northridge Prep, Notre Dame.
- An additional second Indoor Soccer League Flag Football League will be starting shortly after the current league ends and before the outdoor Spring League begins.
- Marketing is currently ongoing for Spring and Summer Programs, and it will include a mailing to 7000 homes in mid-February.

**Bob Kreiling, Park Patrol**

- Informed Park Patrol Officers of the new Cook County COVID mandates.
- We will be installing Portable AED units in the Park Patrol Vehicles.
- New uniforms have been ordered with the redesigned current logo.
- Provided security coverage for Hockey Games.
- No Incidents to report.

**Scot Neukirch, Finance Director**

- All necessary paperwork was filed with the county concerning the park district's tax levy and appropriation ordinances that were approved at the November meeting.
- All the required debt service payments have been made for 2021 and filed the abatement ordinances with the county.
- We've started compiling and collecting the documents for the 2021 audit and the field work that will take place in a few months.

- Required year end documents such as W2s and 1099s have either been completed or are underway.
- Staff has fully transitioned to the new timekeeping system.

**9. New Business**

**A. Discussion/Approval of a purchase of two 2022 Ford Explorers**

One of these Explorers will replace the Park Patrol vehicle which has been out of service for 2 – 3 months. The other will replace the Director’s vehicle which is a 2012. Both were included in the budget. The price is \$35,000 for each of them.

A motion was made by Vice President O’Brien and seconded by Commissioner Genualdi to approve the purchase of two 2022 Ford Explorers in the amount of \$65,424. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**B. Discussion/Approval of a purchase of a 2022 Ford F350 dump truck**

This dump truck will replace a current dump truck that is about 10 years old and in bad condition. The cost is \$63,385.

A motion was made by Vice President O’Brien and seconded by Treasurer Hynes to approve the purchase of a 2022 Ford F350 dump truck in the amount of \$63,385. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**C. Discussion/Approval of a contract with Hitchcock Design Group**

The park district had previously had a design made with the Village of Niles for Golf Mill Park. The estimated cost for that entire project was between \$15,000,000 and \$16,000,000, with the park district’s portion costing \$8,000,000. Staff is proposing contracting Hitchcock Design Group to do a re-design of only the park district’s portion of the park, with a budget of \$800,000 - \$1,000,000. Once the design is ready, it would come to the board for approval, and then the park district would apply for an OSLAD grant. If an OSLAD grant is received, then the renovation would start.

A motion was made by Vice President O’Brien and seconded by Commissioner Genualdi to

approve a contract with Hitchcock Design Group for a new design of Golf Mill Park and submit the design for an OSLAD grant in the amount of \$14,700. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**D. Discussion/Approval of annual Post Issuance Tax Compliance Report**

This report is an annual requirement with regard to the park district's debt service issues. Finance Director Neukirch certified the following: He has in his possession all of the records required under the policy. At this time the district does not have any rebate liability to the U.S. Treasury. At this time each issue of the tax advantage bonds complies with federal tax requirements applicable to such issue. The IRS has not commenced an examination of any issue of tax advantaged bonds.

**E. Discussion/Action on contract with Fairway Banquets**

In 2019 the Howard Leisure Center began renovation, and the park district entered a contract with Fairway Banquets stating that they would have a minimum of \$100,000 they would pay the park district on a yearly basis. This was based on the fact that the park district was investing approximately \$2,000,000 into the banquet facility and Fairway Banquets would book more parties as a result of the renovation. However, due to the Covid 19 pandemic, Fairway Banquets did not book the business they had otherwise expected to. Capacity limits remaining in effect also hampered business. As a result, staff is asking the board to waive the \$100,000 minimum from Fairway Banquets. This is a one-year waiver on the remaining balance that Fairway Banquets owes under this agreement.

A motion was made by Treasurer Hynes and seconded by Commissioner Van Geem to approve the one-year waiver for 2021. Recording Secretary Petrie called the roll:

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

The motion passed 5-0

**10. Old Business**

Treasurer Hynes inquired about the status of the pumps that were being replaced at the Golf Course. Staff will follow up with an answer.

Commissioner Van Geem asked when we would have an answer on the OSLAD grant for Pioneer Park. Staff stated we should know something in February.

Staff also informed the board that specs are being put together for the bid for the Kirklane pickleball courts.

11. **Miscellaneous**

Staff were thanked for their hard work during the new Covid wave.

Staff will be meeting with the landscape design architect for the entrance of Tam Golf next month and will keep the board up to date on a possible new design.

12. **Public Comments**

There were no public comments.

13. **Executive Session**

There was no need to convene into executive session.

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 Genualdi	Yes
Commissioner Van Geem	Yes

The motion passed 5-0

APPROVED:



President O'Donovan  
Board of Commissioners  
Date: January 18, 2022



Board Secretary