
NILES PARK DISTRICT

Minutes of Board Meeting

Tuesday, July 16, 2024

6:00 pm

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

Staff Members present: Tom Elenz, Executive Director
Heather Petrie, Executive Admin. Coordinator
Robin Brey, Recreation Programs
Laura Newton, Tam Tennis Manager
Marty Stankowicz, IceLand Manager
Jim Majewski, Facilities Superintendent
Chris Czajka, Grounds Superintendent
Julie Jentel, Marketing
Kenny Krueger, Athletics
Peter Dubs, Tam Golf Course
Eric Aguayo, Golf Course Assistant Superintendent

David Freeman, Attorney
Martha Trotter, Sikich

1. **Call to order**

President Genualdi called the regular board meeting to order on Tuesday, July 16, at 6:01 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**

There were no changes to the agenda.

5. **Discussion/Approval of 2023 Audit**

The formal audit process began back in December. The process includes many steps such as the compilation of preliminary requested materials as well as a final list of requested materials for all of the district's financial systems such as payroll, accounts payable, accounts receivable, fixed assets, etc. The auditors remotely conducted the field work and testing again this year. After everything was compiled and submitted, the auditors prepared a draft document which was reviewed by the Finance Director and used to draft two major financial summaries which provide a financial narrative of the activity for the year. These two overviews are a good summary for elected officials and the public to read. Once finalized the document is submitted to the GFLA for its certificate of achievement in financial reporting program. The report is also filed annually with Cook County and the State of Illinois. The debt information is filed with the necessary agencies as part of the district's annual continuing disclosure requirements for the

debt it has outstanding. The purpose of this process is to give residents and the Board the assurance from an independent firm that the park district's financial information is reported fairly and in conformity with generally accepted accounting principles.

Overall, revenues exceeded expectations for the park district in 2023 by 1.4 millions dollars. The main reason was because of the recreation fund revenues led by interest income and youth basketball. Expenditures were 1.6 million below the 2023 budget primarily because the park did not incur all of the budgeted expenses for the Pioneer Park and Golf Mill Park renovations.

Martha Trotter from Sikich provided additional information on the audit process. Martha was the lead auditor for the park district. She presented a summary of the financial statement audit.

Staff added that the park district's net income for 2023 between the recreation fund and the general fund was 1.2 millions dollars, which will be used for future capital projects.

A motion was made by Commissioner Hynes and seconded by President Genualdi to approve the 2023 Niles Park District audit as presented. 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.

6. **Consent Agenda Approval**

Minutes of the Regular Board Meeting of Tuesday, June 18, 2024; and Voucher List as presented June 30, 2024 – summary by fund:

General Fund	\$128,234.52
Recreation	\$365,469.10
Ice Rink	\$26,703.53
Swimming Pool	\$52,567.49
Golf Course	\$58,848.36
IMRF	-
Debt Service Fund	\$475.00
General Liability	\$6,290.00
Paving & Lighting	\$33.80
Police Protection	-
Handicapped	-
Capital	\$213,565.55
Audit	\$750.00
Grand Total	\$852,937.35

A motion was made by Vice President O'Brien and seconded by Commissioner Hynes to accept the minutes of the Board Meeting of Tuesday, June 18, 2024, and the Voucher lists as presented, June 30, 2024. 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.

6. Treasurer's Reports

Treasurer Genualdi read the treasurer reports for the month ending June, 2024.

A motion was made by Vice President O'Brien and seconded by Commissioner Hynes to accept the June 2024 treasurer's 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.

7. Reports of Parks Officials

- A. President's Report – President O'Donovan thanked staff for their work on the 4th of July.
- B. Attorney's Report – There was no Attorney's report.

8. Board Reports

Robin Brey, Programs Supervisor

- Summer camps are over halfway through. Enrollment and revenues are exceeding the budget.
- Camps will end on August 16th
- Penny carnival a summer tradition enjoyed by many will be August 2nd at Oak Park in conjunction with the concert which will be the last one of the series barring any make-up concerts due to weather.

Laura Newton, Tam Tennis Manager

- Our summer classes and matches are in progress.
- Revenue increase to date, compared to 2023 is up \$95803.00 with the total Profit to date of \$710,994 which is \$85,449.00 up from 2023.
- Profit Year to Date Increase from 2023: Junior Tennis Programs: \$34,994; Adult Tennis Programs: \$-8,593; Senior Tennis: -\$1,239; Private Lessons: \$49,035; Fitness: \$6,300; Non-Resident Memberships \$10,588; Court Fees \$5,794
- Junior Programs: Summer Session: ongoing
- Adults Programs: Summer Session: ongoing
- Private Lessons: Pros are taking advantage of the good weather and taken there groups outside.
- Staffing: Staff was thanked for their participation in 4th of July event.

Jim Majewski, Park Services

- A shade structure was installed at Grennan by playground
- Getting pricing on sealcoating parking lots
- Two new scoreboards were installed at Pioneer
- Getting pricing on replacement bollard lights for HLC, HIS, and Triangle Park

- The two gravel islands at Pioneer leading up to the concession will be replaced with concrete

Marty Stankowicz, IceLand

- We are halfway through our summer camps and summer programs which end August 10.
- The outdoor rink continues to be used for floor hockey and lacrosse.
- all rentals are being finalized along with Rangers hockey ice slots.
- Currently searching for night supervisors for busy fall schedule.

Chris Czajka, Grounds Superintendent

- Pioneer Park had mulch blown in last week. ½ the beds are done and the remaining will be completed this week.
- Prepping Oak Park for Concert in the park this coming weekend.
- Assembled and installed 2 new benches around the new playground at Courtland Park.
- Flower garden by the gazebo at Howard has been completed.
- Playground inspections and repairs as needed.

Eric Aguayo, Golf Course Maintenance

- Conducting preventative spraying
- Standard maintenance of course
- Waiting for flooding to subside to assess next steps

Peter Dubs, Tam Golf Course

- We weathered some heavy rainfall events in June but managed to just avoid the river rising high enough to cause any significant flooding or interruptions to daily play, resulting in another busy month and us adding to our lead over last year's round totals. To date we have hosted 17,726 rounds, 1,766 ahead of last year's pace.
- The majority of our leagues and permanent tee times are already halfway through their seasons.
- Through June we have welcomed 262 participants in our Golf Programs at the learning center, and Chris has hosted another 113 private lessons. New sessions are offered monthly and total instruction revenues remain in line with last seasons totals.

Kenny Krueger, Athletic Director

- Youth Summer basketball is through 3 weeks of season play. Coaches/parents/kids once again are very pleased with league and facilities.
- Our summer T-ball and Rookie Ball leagues on Tuesday and Thursday night both had very high enrollment. They've had some bad luck with weather so far but luckily we have the LoVerde Center turf to play on so no games have officially been cancelled
- Niles Strikers will officially begin next month. We had our uniform sizing and meet the coaches day on July 8, the new team website is almost ready to go live and we're finalizing training and league game schedules. We have a friendly pre-season matches scheduled the first weekend of August with official team trainings to being in mid-August.
- We've finalized an 8 week Special Olympics Adult Basketball class with MNASR this fall at Golf View. It'll be on Monday nights from 430p-6p.

Julie Jentel, Marketing

- Promoting our Summer special events and early Fall programs and events including the Harvest Hustle and Fall Tennis.
- Moving along with the Fall Guide. Guide will come out mid-August with some programs beginning in September.
- With the last of the spring programs ending in June, class surveys have been sent to participants in the athletic leagues.

Bob Kreiling, Park Patrol

- Summer patrol is in full swing, with 3 patrol officers per night.
- July 3rd Park Patrol guarded the equipment overnight at Grennan Heights
- Park Patrol participated in the 4th of July Parade
- Incidences to report:
Graffiti tagging at Washington Skate Park. Police reports filed

9. New Business

A. Discussion/Approval of a no bid contract with JM Electrical for Pioneer Park field lights

This item was brought to the Board last month. The estimated rebate from Com Ed was \$106,574. After providing more information, their new rebate amount was \$64,059. The new pricing is \$163,410 with a Com Ed rebate of \$64,059, which would be \$99,351 for the park district. The energy saving cost would be approximately \$6,000 per year. The cost of replacing lights (at last year’s cost of bulbs) would be \$389 per bulb. Twelve had to be replaced last year, at the cost of \$10,500. It’s \$21,000 more than discussed at the last meeting, however, staff recommends proceeding. The Board was also provided with two other estimates one from Twin Supplies and Musko

A motion was made by Commissioner Hynes and seconded by Commissioner Strzelecki to approve a contract with JM Electrical for \$163,410 for the installation of LED lights at Pioneer Park. 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.

B. Discussion/Approval of Personnel Policy Changes

The Human Resource Manager is being added as someone who an employee can talk to if they have an issue with a manager.

A motion was made by Commissioner Hynes and seconded by Treasurer Genualdi to approve the personnel policy changes adding the Human Resource manager as a source to resolve employee issues. 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 Pioneer Park

Pioneer Park is 90% complete. The monument sign construction is in its final stages. Some of the landscaping has been installed except for the rain garden. Once the sign and the landscaping is completed they will do a final walk through.

B. Update on Golf Mill Park

The park district received the final permit from NWRD which allows the Village to issue their permit for Golf Mill Park. Staff will be meeting soon with the contractor and architect to go over the timeline with the hopes of starting next week with the installation of the construction fence. Staff will be in touch to set up a date and time for the ground breaking.

11. **Miscellaneous**

Staff reminded everyone of the Chamber Golf outing.

12. **Public Comments**

There were no public comments.

13. **Executive Session**

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 Meeting Act.

14. **Return to Open Session**

A motion was made by Commissioner Hynes and seconded by Commissioner Strzelecki to approve the release of the minutes from the executive sessions from January 16, 2024; February 20, 2024; April 16, 2024; and May 2, 2024. 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.

A motion was made by Commissioner Hynes and seconded by Commissioner Strzelecki to destroy the audio from the executive sessions from July 19, 2022; October 11, 2022; and November 15, 2022. 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.

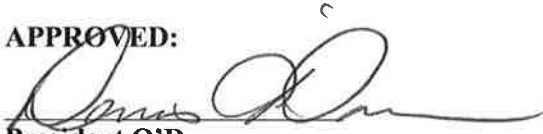
14. **Adjournment**

A motion was made by President O'Donovan and seconded by Vice President O'Brien to adjourn the meeting at 7:04 p.m.

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: July 16, 2024



Board Secretary

