
NILES PARK DISTRICT
Minutes of Board Meeting
Tuesday, July 18, 2023
6:25 pm

Board Members present: 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
Laura Newton, Tam Tennis Manager
Jim Majewski, Facilities Superintendent
Chris Czajka, Grounds Superintendent
Marty Stankowicz, IceLand Manager
Kenny Krueger, Athletic Director
Julie Jentel, Marketing
Peter Dubs, Tam Golf Course Manager
Jim Stoneberg, Golf Course Superintendent

Dan Shapiro, Attorney
Martha Trotter, Sikich

1. **Call to order**
Vice President O'Donovan called the regular board meeting to order on Tuesday, July 18, at 6:24 pm.
2. **Pledge of Allegiance**
Vice President O'Donovan led the assembly in the pledge of allegiance.
3. **Roll Call**
Recording Secretary Petrie called the roll. President Genualdi was absent.
4. **Changes to the Agenda**
Under New Business, item C. staff will be asking for discussion, not approval.
5. **Consent Agenda Approval**
Minutes of the Regular Board Meeting of Tuesday, June 20, 2023
Voucher List as presented June 30, 2023 – summary by fund:

General Fund	\$277,419.27
Recreation	\$155,872.51
Ice Rink	\$37,204.63
Swimming Pool	\$46,685.24
Golf Course	\$34,062.57
IMRF	-
Debt Service Fund	\$475.00

General Liability	-
Paving & Lighting	\$249.00
Police Protection	\$108.00
Handicapped	-
Capital	\$11,041.25
Audit	-
Grand Total	\$563,117.47

A motion was made by Commissioner O'Brien and seconded by Treasurer Hynes to accept the minutes of the Board Meeting of Tuesday, June 20, 2023, and the Voucher lists as presented, June 30, 2023. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

6. Treasurer's Report

Treasurer Hynes read the treasurer's report for the month ending June 30, 2023.

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

Vice President O'Donovan	Yes
Treasurer Hynes	Yes
Commissioner O'Brien	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. Discussion/Approval of 2022 Audit

Martha Trotter from Sikich was present to review the results of the 2022 audit. The audit process began back in December. This process includes the compilation of preliminary requests and materials for the auditors beginning in 2022 as well as the final list of requested materials completed in 2023 for all the district's financial systems such as payroll, accounts payable, accounts receivable and fixed assets. The auditors remotely conducted the field work and testing this year after all the necessary schedules and information were compiled and submitted the auditors prepared a draft document which was approved by the Finance Director and used to draft two major financial summaries in the document. Once finalized every year the final document is submitted to the GFOA for the certificate of achievement in financial reporting, which the Park District has received for the 2022 audit. The report is also filed annually with Cook County, the State of Illinois and the debt information is filed with the necessary agencies

as part of the District's annual continuing disclosure requirement.

The purpose of this process is to give residents and the Board the assurance from an independent firm that the Park District financial information is reported with generally accepted accounting principles.

Martha Trotter from Sikich was present to give the Board an updated on the audit process.

A motion was made by Treasurer Hynes and seconded by Commissioner O'Brien to accept the audit report. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

9. Board Reports

Robin Brey, Programs Supervisor

- Summer camps have continued to be successful this summer. Rec Camp and Early childhood camps are filled and have exceeded revenues.
- Summer camp special event Penny Carnival will be on August 4th in conjunction with the concert at Oak Park. This a tradition that families and children have come to enjoy so much.

Laura Newton, Tam Tennis

Summer is upon us. Our summer classes are in progress.

- **Budget**
Revenue increase to date, compared to 2022 is up \$21,683.00, with the total Profit to date of \$625,545, which is \$15,246.00 up from 2022.
- Profit Increase from 2022
 - Junior Tennis Programs: \$11,289
 - Adult Tennis Programs: \$14,862
 - Senior Tennis: -\$2,123
 - Private Lessons: \$3,923
 - Fitness: \$8,791
 - Non-Resident Memberships -\$8,836
 - Court Fees \$6,451
- **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.
- **Memberships**
 - Nothing to report.

- **Fitness Programs**
 - Smaller scale of classes due to summer lower attendance.
- **Staffing**
 - Nothing to report.

Jim Majewski, Park Services

- New basketball rims were installed at chesterfield court.
- New pickleball rules /etiquette signs were put up at kirk lane.
- With cottonwood and smoke season over all rooftop units are being cleaned and pressure washed
- Greenwood basketball repaving is on schedule for this week and chesterfield basketball court will follow.

Chris Czajka, Superintendent of Grounds

- Top dress and slit seeding Golf mill and Iceland soccer fields.
- Set up and take down for 4th of July event.
- Edging, weeding and mulching all beds parkwide
- Dragging and screening ball fields for games
- Playground inspections and repairs if needed.
- Mowing and trimming turf – Parkwide.
- Bush trimming and mulching beds.

Marty Stankowicz, IceLand

- We are halfway through our summer camps and summer programs which end August 13.
- The last weeks of August the ice will be taken out and the floor thawed. Ice will be put back in and fall programs will start after Labor Day.
- Fall rentals are being finalized along with Rangers hockey ice slots.
- Actively searching for night supervisors for busy fall schedule. We lost 3 to full time positions and need to fill them before the outdoor rink opens.

Julie Jentel, Marketing

- Promoting our Summer special events and early Fall programs.
- 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.

Kenny Krueger, Athletic Director

- All outdoor leagues are taking a break during July.
- Tournaments have begun and games will be played at Pioneer every weekend.
- It is the third week of basketball, the league has grown and is using St. John Brebeuf and North Ridge Academy.
- Registration just closed for fall baseball and softball.
- Registration for fall soccer and basketball is coming up.
- Summer and specialty camps continue into August.

Peter Dubs, Golf Course Manager

- While we have had some rainy weather to deal with recently, we thankfully have avoided any major flooding and play at the course remains busy. Through June we have hosted just under 16,000 rounds and are approximately 2,800 rounds ahead of last season's pace.
- Total revenue through June is approximately \$100,000 ahead of last season.
- Most of our leagues and permanent tee times have passed the halfway points in their seasons.
- In July we will be hosting an event for the Six Counties Senior Olympics, as well as a tournament for the Illinois Junior Golf Association for golfers ages 8-13.

Jim Stoneberg, Tam Golf Superintendent

- The rain from 4th of July caused some flooding.
- Have been keeping up with greens maintenance.
- Hand watering has slowed down.
- A few extra applications of fungicide have been applied.
- Irrigation repairs are ongoing. A significant number of underground components are failing.
- Work has started and continues on the 2024 budget.

Bob Kreiling, Park Patrol

- Changed to summer hours 6pm to 11pm
- Effective June 1st resumed Pioneer Park Detail
- Continuing 3pm park patrol starts on Saturdays and Sundays.
- Added a new Patrol Officer.
- Meeting with Niles Police Department to coordinate security for the July 4th parade and Greenan Heights after party.
- Incidents to report: No incidents to report.

10. New Business

A. Discussion on Pickleball Courts

Staff has begun accommodating some of the requests residents have made regarding the pickleball courts. The hours are now from 8:00 am to 8:00 pm. The lights will not go on past 8:00 pm. However, when all four courts are full, the sound is quite loud and there are four or five houses that are extremely close to the courts. There are some vinyl curtains that can help muffle the sound of play. Staff has seen them installed and they seem to work very well. The Board was given two quotes, the curtains come in a black and green and are approximately \$20,000. Installing these curtains will greatly reduce the noise experiences by the houses closest to the courts.

This item was not anticipated and not budgeted for. Staff is recommending that the money for this improvement come from the money that was earmarked for refinishing the Golfview gym floor. Staff is having scheduling conflicts with the vendor who has refinished the floor in the past. Staff sought out another vendor, but they are also unavailable during the two-week window that the Park District has. It can be done next August. The budget for the Golfview floor refinishing was \$40,000. Staff is recommending that this project wait until next summer and the money be used for buying the pickleball curtains.

B. Discussion/Approval on OSLAD Grant Program Resolution of Authorization for Golf

Mill Park Phase 2

This is the authorization grant that is required by the OSLAD Grant Program.

A motion was made by Commissioner O'Brien and seconded by Commissioner Strzelecki to approve the OSLAD Grant Program Resolution for Golf Mill Park East Phase 2.

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

The motion passed 4-0

C. Discussion of a no bid contract for Golfview gym floor refinishing

As mentioned under item A. in New Business, staff asked the Board for a consensus on delaying the refinishing of the Golfview gym floor until next August and using that budgeted money to purchase curtains for the pickleball court.

11. Old Business

There was no old business to discuss.

12. Miscellaneous

Executive Director Elenz commended park staff on their hard work in preparing for and facilitating a successful 4th of July event.

He also informed the Board that the deed for Oak Park has been filed with the County. The last step is to ensure that the property is tax exempt.

13. Public Comments

There were no public comments.

14. Executive Session

The Board was asked to convene into executive session.

A motion was made by Treasurer Hynes and seconded by Commissioner O'Brien to adjourn the regular board meeting. Director Elenz called the roll:

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

The motion passed 4-0

A motion was made by Treasurer Hynes and seconded by Commissioner O'Brien to open executive session. Director Elenz called the roll:

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

The motion passed 4-0

A motion was made by Commissioner O'Brien and seconded by Treasurer Hynes to adjourn executive session. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

15. **Return to Open Session**

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

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

The motion passed 4-0

16. **Approve Items from Executive Session**

A. Approval of the release of Executive Session Minutes

A motion was made by Treasurer Hynes and seconded by Vice President O'Donovan to approve the release of the executive session meeting minutes that took place on the following dates – 5/17/2022; 10/11/2022; 11/15/2022; 2/21/2023; 2/27/2023. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

B. Approval of the Destruction of Executive Session Recordings over 18 months

A motion was made by Treasurer Hynes and seconded by Commissioner O'Brien to destroy the audio recordings for the executive session meeting dated 6/15/2021; 10/19/2021; and 11/16/2021. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

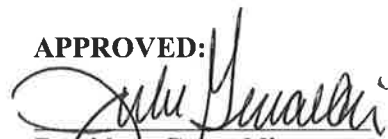
17. **Adjournment**

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

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

The motion passed 4-0

APPROVED:



President Genualdi
Board of Commissioners
Date: July 18, 2023


Board Secretary