
NILES PARK DISTRICT

Minutes of Board Meeting

Tuesday, March 21, 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
Marty Stankowicz, IceLand Manager
Ethan Bontly, Tam Tennis
Kenny Krueger, Athletic Director
Julie Jentel, Marketing
Jim Stoneberg, Golf Course Superintendent

Dan Shapiro, Attorney

1. Call to order

President O'Brien called the regular board meeting to order on Tuesday, March 21st 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

There were no changes to the agenda.

5. Consent Agenda Approval

Minutes of the Regular Board Meeting of Tuesday, February 21, 2023

Voucher List as presented February 28, 2023 – summary by fund:

General Fund	\$92,953.56
Recreation	\$170,674.49
Ice Rink	\$41,009.17
Swimming Pool	\$61,287.85
Golf Course	\$21,800.69
IMRF	-
Debt Service Fund	-

General Liability	\$18,458.00
Paving & Lighting	\$675.97
Police Protection	\$108.00
Handicapped	-
Capital	-
Audit	\$6,500.00
Grand Total	\$413,467.73

A motion was made by Vice President Genualdi and seconded by Commissioner O'Donovan to accept the minutes of the Board Meeting of Tuesday, February 21, 2023, and the Voucher lists as presented, February 28, 2023. 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 report for the month ending February 2023.

A motion was made by Commissioner O'Donovan 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

Robin Brey, Programs Supervisor

- Upcoming Spring Special Events....March 25th Bunny Breakfast, April 1st Egg Scramble and April 5th Flashlight Hunt.
- New program Sticky Fingers Cooking class is starting next month for grades K-5. Art classes are showing to be popular as an additional class has been added to accommodate the wait list.
- Preschoolers had a visit from the Niles Police Department. Always a big hit!
- Summer Camp Registration is now open, and many families are registering for our

various camp options that we offer. Attended job fairs at local high schools promote summer employment.

- Pool Passes will be available for purchase on April 3rd. set forth by DCFS.

Jim Majewski, Park Services

- Clubhouse bathrooms are done, getting prices to replace the two-bathroom doors and the exterior doors.
- Working on getting prices to replace the A/C unit at the clubhouse.
- Writing up bids for Greenwood basketball court and Oak Park tennis court repaving and color coating
- Working on getting pioneer up and ready for the season

Chris Czajka, Superintendent of Grounds

- Winter tree and shrub trimming
- Shade structures were installed at Kirk Lane pickle ball courts.
- Getting price quotes for fencing improvements at NICO Park
- Sanding and Painting picnic tables
- Snow removal and salting when needed.
- Cleaning and organizing shop and all tool cages.
- Hired new Horticulturist and full-time grounds maintenance position.
- Transitioning from snow operations to spring operations. Prepping trailers and mowing equipment for the spring.

Marty Stankowicz, IceLand

- The outdoor rink was shut down on March 6th. High temperatures were predicted and the fall hockey season is complete as are all rental contracts.
- Registrations are being accepted for spring hockey which starts on Saturday March 20. Skating and hockey classes are scheduled to start next week.
- Ice show rehearsals and set design started this week also. Ice show are the highest they have been in 16 years. This year's show is scheduled for May 5-7.
- St. Patty's Day skate will be held on Saturday March 18, and our Bunny Hop skate is scheduled for April 8th.
- Planning and hiring for summer camps is in progress.

Scot Neukirch, Finance Director

Staff is continuing to compile the documents for the 2022 audit. Each year the Park District is audited by a certified public accounting firm, this year Sikich will be conducting the audit.

Staff has submitted applications for over \$500,000 in grants through IPRF and IPARKS for safety and aquatics grants. With the improved investment market and the changes the Board approved previously, staff has begun expanding the Park's portfolio to include additional investments offered by IPDLAF. Currently all of the Park's deposits which are in 3 institutions are investible deposits are earning over 4.5% from the Park's investible balances which is a significant improvement from the rates the Park District has seen in recent years.

Julie Jentel, Marketing

- The Summer Camp Guide is complete, and registration has begun.
- Preparing the Summer Fun Guide. It will be out April 3.
- The 2022 Annual Report was delivered earlier this month.
- So far, all our sponsors are renewing for the 2023 season.

- Emails are sent for all programs & events, as well as social media posts.

Ethan Bontly, Tam Tennis

We are in our busy season and in the deep into of the winter session, which started the week of January 9th, ending on March 25th. The Spring Session consisting of 8 weeks is scheduled to start April 10th and end June 3rd.

- **Budget**
 - For the month of February, we had a Programming Operating Budget Profit of \$62,018.
 - Revenue increase to date from 2022 of \$42,230 and a total Profit to date of \$408,295.
- **Profit Increase from 2022**
 - Junior Tennis Programs: \$16,685
 - Adult Tennis Programs: \$17,757
 - Private Lessons: 8,969
 - Fitness: \$6,099
 - Non-Resident Memberships -\$9716
- **Junior Programs**
 - Winter Session: We have 260 Juniors tennis players enrolled in our 33 classes at 13 different age /level groups. The classes are currently 99% full/capacity.
 - Spring Session: added two more classes.
 - Registration is ongoing.
- **Adults Programs**
 - Winter Session: We have 97 adults registered in 11 classes, various days at a 98% capacity.
 - Spring Session: Registration is ongoing.
- **Private Lessons**
 - Several of the Tennis Professionals are teaching more private lessons throughout the day.
- **Memberships**
 - The renewal rate has decreased, which can be due to timing of expiration period.
- **Racquetball**
 - For the spring session, we moved the the entry level Racquetball Class to Tuesdays and will offer a drop-in play on Thursday nights.
- **Fitness Programs**
 - Fitness class participation has increased in both classes and frequency of members attending to work out.
 - We continue receive new memberships directly from the re-offering a Free 3-Day Pass. This pass can be used at both facilities classes and/or working out in the center.
 - New Classes:
 - Participation has increased at an expected rate as the program builds regular attendees.
 - Two Spin classes on Tuesday and Saturday
 - Additional Yoga Class on Tuesday nights
 - New Boot Camp class on Saturdays
 - We are looking to hire of additional fitness instructors for classes and personal training sessions.
- **Staffing**
 - Now are fully staffed.

Kenny Krueger, Athletic Director

- Happy to report that after our initial issue week 1 at basketball, all our other leagues have seen better behavior and sportsmanship by players/coaches/spectators.
- Spring sports registration is ending this week and next. As busy as the winter season is with Basketball, Dodgeball, Soccer and Flag Football leagues, we get an even busier spring season with T-ball, Rookie Ball, Youth Volleyball, Girls Softball, Adult Softball and Youth Soccer all starting.
- We continue to recruit and hire parttime staff for the department. We lost a lot of staff in early March due to them being high school athletes playing spring sports. We have attended 3 job fairs at local high schools during the first few weeks of March and we have 3 additional job fairs lined up later this month and next. We've also begun interviewing candidates for our summer internship program.
- Chris Czajka and I will have a meeting next week to discuss our plans and protocols for the upcoming outdoor season. With Culver School beginning construction on their addition in June, we're going to have to juggle some of our leagues to new locations this season and for the fall season.

Jim Stoneberg, Tam Golf Superintendent

- Two returning seasonal staff have started work while still looking for new staff to be hired.
- As the weather breaks course cleanup from the winter will begin.
- Materials and supplies priced out and orders underway.
- Preparing for State required pesticide license testing this month.
- IDNR is getting ready for the wetlands dam removal project looking to finish loose ends on permitting once complete they will announce starting and completion dates.

Bob Kreiling, Park Patrol

- Hired one new Park Patrol Officer.
- Will be providing Park Patrol coverage for the three upcoming Easter events.
- Continuing 3pm park patrol starts on Saturdays and Sundays.
- Incidents to report: None

Before the meeting continued with new business, the Board recognized the handmade cards that were made by the 4th graders at St. John Brebeuf School showing what they enjoy most about the Park District.

As a continuation of the board reports, Marty Stankowicz was asked to stay and discuss an issue that has come up at IceLand. A letter was sent to the Commissioners from an unhappy, anonymous member of the community regarding how the hockey program is being run at IceLand. Marty indicated that there are several untrue statements in the letter. Alex Alessi, IceLand hockey director, is preparing a report in response to this letter. The letter was submitted anonymously therefore the Board is unable to respond to it directly.

Staff has not received any complaints from parents and Marty went on to add that some of the complaints in the letter have already been addressed.

9. New Business

A. Discussion/Approval of Ordinance 23-O-100 an ordinance amending the Park District Zero Tolerance Policy

Staff has given the Board the Park District’s current Zero Tolerance Policy that was passed in 2020. Staff feels that this policy is somewhat general and covers disruptive behavior but is not very descriptive. The new policy suggested is more detailed as far as what actions the zero tolerance policy would apply to. The Board will determine the consequences of any incidents that violate the zero tolerance policy. The new policy specifies drinking alcohol, possession of a weapon, sexual abuse, and multimedia exposure. An appeal process has also been added to the new version.

The Board also discussed how this would affect Park District events where alcohol is served, such as the 4th of July. The Board decided that the zero tolerance policy should include language to the effect that alcohol can be served at permitted events held by the Park District.

A motion was made by Commissioner Hynes and seconded by Commissioner O’Donovan to approve Ordinance 23-O-100 an ordinance amending the Park District Zero Tolerance Policy with the changes mentioned. 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 an intergovernmental agreement with the Village of Niles for future dedication and maintenance of Park District and Village Properties

At the last meeting the Board had some changes they wanted to present to the Village. The Village put in all the changes the Board requested, and Staff is seeking approval of those changes. The Village wanted to include an additional change, which was that if the Park District wanted to sell the property, that the Village would have the rights to first refusal.

A motion was made by Commissioner Hynes and seconded by Treasurer Van Geem to approve the intergovernmental agreement with the Village of Niles for future dedication and maintenance of Park District and Village Properties with the changes as discussed. Recording Secretary Petrie called the roll:

President O’Brien	Yes
Vice President Genualdi	Yes (noting her concern of the 50 year period)
Treasurer Van Geem	Yes
Commissioner Hynes	Yes
Commissioner O’Donovan	Yes

The motion passed 5-0

10. Old Business

There was no old business to discuss.

11. Miscellaneous

Executive Director Elenz read the following emails into the record:

From a parent who had a birthday party at LoVerde:

Thank you for all your great help. I cannot thank you and the Niles Park District team enough

for having a lovely party space. Everything was just as smooth as could be with the party. All the guests were extremely complimentary of the great play and eating space. So thank you for having this party rental space as an option in the community.

Feedback from the Little Gentlemen's dance:

I just want to say thank you so much to you and your team for a lovely night on Friday. We had a great time and I'm so grateful for the opportunity to spend time with him and do something so fun. I know a lot of work goes into something like that and wanted to let you know how much it was appreciated.

To everyone involved with the Little Gentlemen's Dance – wow, what an amazing time we all had. I don't know who had more fun, my two grandsons or me and my daughter. You outdid yourselves. No detail was left unnoticed. The dj and the mc not only played great music, they kept everyone out on the dance floor. The decorations were beautiful and the food was great. The boys loved the goody bags with the light up swords and guitars. You had a ton of candy to give out too. Our photos were taken and placed in a frame for remembrance. Outstanding job everyone.

Director Elenz then thanked staff for all their hard work.

Director Elenz also mentioned that the State is requiring that the Park District form an Efficiency Committee. Staff has asked the Board for the names of two people they would like to nominate to be on the Committee.

12. **Public Comments**

There were no public comments.

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 to 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: March 21, 2023


Board Secretary

