
NILES PARK DISTRICT
Minutes of Regular Board Meeting
Howard Leisure Center
Tuesday, October 15, 2019
6:00 pm

Board Members present: Joe LoVerde, Treasurer
Dennis O'Donovan, Vice President
Jim Hynes, Commissioner
Scott O'Brien, Commissioner

Attorney present: Dan Shapiro, Attorney

Staff Members present: Tom Elenz, Executive Director
Scot Neukirch, Director of Finance
Heather Petrie, Executive Admin. Coordinator
Robin Brey, Recreation Program Supervisor
Laura Newton, Tam Tennis Manager
Jim Majewski, Facilities Superintendent
Marty Stankowicz, IceLand
Chris Zalinski, Grounds Superintendent
Peter Dubs, Tam Golf Course
Paul Nielsen, Athletic Director
Julie Jentel, Marketing
Lindsay Brubaker, Pioneer Park Manager
Jim Stoneberg, Golf Maintenance Superintendent

1. Call to order

A motion was made by Treasurer LoVerde and seconded by Commissioner Hynes to appoint Vice President O'Donovan as President Pro Tem for this meeting on October 15, 2019.

Recording Secretary Petrie called the roll:

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

The motion passed 4-0

The meeting was then called to order at 6:05 p.m. at the Howard Leisure Center.

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**

There were no changes made to the agenda.

5. **Consent Agenda Approval**

A. Minutes of the Regular Board Meeting of Tuesday, September 17, 2019

B. Voucher List as Presented, September 30, 2019 - summary by fund:

General Fund	\$152,024.48
Recreation	\$157,994.48
Ice Rink	\$28,506.20
Swimming Pool	\$23,276.04
Golf Course	\$24,691.64
IMRF	
Debt Service Fund	\$950.00
General Liability	
Paving & Lighting	\$45,273.02
Police Protection	\$108.00
Handicapped	\$11,953.06
Capital	\$11,380.27
Audit	
Grand Total	\$456,157.19

A motion was made by Treasurer LoVerde and seconded by Commissioner O'Brien to accept the minutes of the Board Meeting of Tuesday, September 17, 2019 and the Voucher List as presented. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

6. **Treasurer's Report as of 8/31/2019**
Treasurer's Report as of 9/30/2019

Treasurer LoVerde reviewed the Treasurer's Reports.

A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to approve the Treasurer's Reports as presented. Recording Secretary Petrie called the roll:

Vice President O'Donovan	Yes
Treasurer LoVerde	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	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. **Board Reports**

Robin Brey, Recreation Program Supervisor

- Preparing for fall upcoming special events.
- Monster Bash will be on Friday here at HLC from 6:30-8:30pm. Pumpkin decorating, DJ, s'mores, and hayrides (weather permitting) will highlight the evening.
- Halloween Parade & Party will be 10/26 and kicks off at 9:30am from Oak Park and the party will be at Grennan which will include games, magic show, hayrides, petting zoo, pumpkin, decorating and treats!
- Preschoolers toured the Niles Fire Department this past week and firefighters visited the three year olds in their classrooms. Kids enjoyed it!

Laura Newton, Tam Tennis Manager

- Harvest Hustle is Saturday October 19th race start is at 8:30am. Any volunteers would be appreciated.
- We are in the process of picking up with business do to the cooler weather.
- Weekends are going to be packed with matches starting the weekend of the 19th.
- We are currently on track with our budget.

Jim Majewski, Facilities Superintendent

- Oasis exterior wood beams have been washed and stained

- Brickwork repair at Iceland is starting this week
- Ordered Zip Cruz for Jonquil
- Iceland exterior on North and East side have been painted
- New aluminum lettering is being ordered for the front of Iceland

Chris Zalinski, Grounds Superintendent

- Maintained and repaired, when needed the baseball/softball fields. Lots of rain. Lots of time spent on the infields. Schedule is behind for the games.
- Chesterfield Park has been given some attention. We cleaned up around the trees, edged the sidewalk, weeded, placed mulch improved the drainage and seeded a new lawn in front of the retaining wall,
- Renovated Jonquil Park with new bed edging, fresh layer of mulch, new ornamental grasses planted along the Oriole berm and at the tennis courts. Installed new sod and new drainage structures near the picnic table area
- “Renovate Triangle and Point/Commissioner’s Park by pruning, edging, removing broken plants and mulching the beds.
- At Oak Park playground our staff removed all of the old mulch and fabric in preparation for the installation of the new playground.
- Placed fertilizer and weed control at the small NPD areas. Placed insecticide on only a few areas that are needed.
- Renovating old and broken retaining walls in the District.
- Tree trimming and tree removal continues. Safety is a concern. Many old crabapples with brittle limbs.
- Weekly painting of soccer fields.
- Planting of mums is complete. Other Fall and Halloween decorations being placed throughout the District.
- Mini Golf cleanup

Marty Stankowicz, Iceland Manager

- We are in week 2 of our winter sessions which end just before Christmas.
- We added two House Plus hockey teams to this year’s Ranger program. They filled the first day registration was offered.
- We are still accepting registrations for the Thanksgiving hockey tournament and expect it to be sold out soon.
- All prime time indoor ice slots are being used for programs or rentals.
- Outdoor rink scheduling is ongoing and contracts for the winter are being drafted.
- Iceland continues it’s partnership with School District 207 and their transition program. The team has mastered the process of cleaning locker rooms, and is now learning to paint various areas of the rink.

Tom Elenz, Executive Director

Executive Director Elenz informed the board that new registration software and merchant count conversion were recently implemented. Staff is doing a good job getting acclimated to the new software.

Scot Neukirch, Finance Director

- Since the budget workshop meeting with the board, staff will be moving forward to finalize the proposed 2020 budget document, and make it available to the public. A public hearing will be held as part of the November board meeting to give residents a formal opportunity to ask questions concerning the proposed budget. The document will be made available at the front desk and on the website.

Julie Jentel, Marketing

- Emails, flyers, social media, website, and tv scrolls are all updated with Fall and early Winter programs and events.
- Assisting the Athletic Department in a Winter Class mailing.
- The new Niles Park District logo has been introduced in social media, website, and will transition onto our stationery, publications and signage.

Lindsay Brubaker, Pioneer Park

- **Pioneer-** We are now entering the final countdown at Pioneer Park for the season. Weekends continue to see large crowds thanks to fall ball games. Food supplies are slowly being allowed to dwindle down. Although rainy, we are thankful that temperatures have held up this long into the season this year.

Paul Nielsen, Athletics

- Fall Soccer, Fall Small Shots Basketball, Fall Girls' Softball, Fall Baseball, Fall T-Ball, Fall Rookie Ball and Gymnastics are all running smoothly and their respective seasons are finishing up shortly.
- Men's Basketball will be starting back up on Wednesday nights at Golf View and Grennan Heights
- We will have a mailing going out to over 8000 homes promoting programs in the department.
- Fall Basketball is in mid-season with games being played Friday, Saturdays, and Sundays.

Peter Dubs, Golf Course Manager

- Rounds for the month of September were down due to 3 flooding events. Rain impacted play on 15 of the 30 days of the month. We unfortunately lost between 12 and 15k in outing revenue from these closures.
- Year end revenue figures are projected to fall short of budgeted totals. As noted in our budget meeting, we have gone through 9 separate flooding events this season, while averaging 4 a year since 2010.
- Weather permitting our Spooky Scramble outing is set to take place this coming Saturday. This night-golf event for kids is our last major special event of the season.
- Beginning this week we are cutting back to one outside staff member to save on expenses; however rangers will be added if the course is busy.

Jim Stoneberg, Superintendent of Golf Course Maintenance

- Turf grass repairs, aerating, over seeding and top dressing is underway.
- Tree and stump removals scheduled for fall completion as weather permits.
- Trimming back willows on the river bank from 1 bridge to 3 tee as time allows.
- Mowing down all tall native/fescue grass areas for the season
- Drainage cleaning will be starting as weather permits. As the leaves fall catch basins around the course will be cleaned out for the season.
- Pump station and irrigation systems will be winterized as needed we push the window as we use to speed up frost delays in the mornings

9. New Business

A. Consideration, Discussion, and Approval of the Park District Code of Ordinances

The board was given an updated version of the Code of Ordinances for review. This version is intended to replace the 1964 version. Staff is asking the board to approve the new, updated Code of Ordinances.

A motion was made by Commissioner Hynes and seconded by Treasurer LoVerde to approve the new Code of Ordinances, contingent upon updating the zero tolerance policy. Recording Secretary Petrie called the roll:

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

The motion passed 4-0

B. Discussion of Board Codes

A policy and procedures manual is being implemented for the board and staff. The board was provided with a copy for their review. If they have any questions or suggestions, they were asked to contact Executive Director Elenz.

10. Old Business

Discussion of Howard Renovation

The architect's drawings of the Howard Street Renovation were submitted to the Village for review and comments. The drawings will go out to bid on November 1st. The bid opening is scheduled for November 21st. The project is expected to start on January 2nd.

11. **Miscellaneous**

Treasurer LoVerde gave an update on the response from IDOT regarding parking at the LoVerde Center.

Executive Director Elenz mentioned that some signs encouraging good behavior from adults/parents will be going up throughout the park.

12. **Citizens Wishing to Address the Board**

There were no citizens wishing to address the board.

13. **Convene into Executive Session**

The board convened into Executive Session.

14. **Adjournment**

A motion was made by Vice President O'Donovan and seconded by Commissioner Hynes to adjourn the Regular Board Meeting of October 15, 2019.

Vice President O'Donovan	Yes
Treasurer LoVerde	Yes
Commissioner Hynes	Yes
Commissioner O'Donovan	Yes

The motion passed 4-0

APPROVED:



President Genualdi
Board of Commissioners



Board Secretary

Date: October 15, 2019

