
NILES PARK DISTRICT
Minutes of Regular Board Meeting
Oasis Fun Center
Tuesday, February 18, 2020
6:00 pm

Board Members present: Dennis O'Donovan, Vice President
Joe LoVerde, Treasurer
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
Jim Majewski, Facilities Superintendent
Marty Stankowicz, IceLand
Chris Zalinski, Grounds Superintendent
Peter Dubs, Tam Golf Course
Paul Nielsen, Athletic Director
Julie Jentel, Marketing
Jim Stoneberg, Superintendent of Golf Maintenance

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1. **Call to order**
Vice President O'Donovan called the meeting to order at 6:00 p.m. at the Oasis Fun Center on February 18, 2020.
 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. The following Commissioners were present: Vice President O'Donovan, Treasurer LoVerde, Commissioner Hynes and Commissioner O'Brien.
 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, January 21, 2020
 - B. Voucher List as Presented, January 31, 2020 - summary by fund:

General Fund	\$118,743.99
Recreation	\$124,212.54
Ice Rink	\$47,095.86
Swimming Pool	\$2,109.69
Golf Course	\$13,653.90
IMRF	-
Debt Service Fund	-
General Liability	-
Paving & Lighting	\$64.98
Police Protection	\$108.00
Handicapped	\$125.08
Capital	\$8,444.00
Audit	
Grand Total	\$314,558.04

A motion was made by Treasurer LoVerde and seconded by Commissioner Hynes to accept the minutes of the Board Meeting of Tuesday, January 21, 2020 and the Voucher lists 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 Reports:

Treasurer LoVerde reviewed the Treasurer's Report from January 31, 2020.

A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to approve the November 30th Treasurer's Report as presented. Recording Secretary Petrie called the roll:

President Genualdi	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0

A motion was made by Commissioner Hynes and seconded by Commissioner O'Brien to approve the January 31st Treasurer's Report as presented. Recording Secretary Petrie called the roll:

Treasurer LoVerde	Yes
Vice President O'Donovan	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

Jim Stoneberg, Superintendent of Golf Maintenance

- Gathering pricing for chemicals pesticides and fertilizer program needs for the approaching season.
- Preparing for State of Illinois pesticides Applicators testing in March license is required for chemical applications on the golf course.
- Finalizing seasonal hiring to date all but one seasonal will be returning for the year.
- Peoples Gas project along Howard is keeping on schedule for mid-March completion.

Peter Dubs, Tam Golf Course

- League and permanent tee time documents have been sent to all representatives from last season and groups are beginning to lock up their 2020 tee times. Revenue from these groups will begin to come in next month and is due by April 17th.
- Our indoor winter junior golf camp wraps up next week. Our full schedule of evening classes returns in March with Pint Sized Pros, Junior, Adult, and Parent Child programs beginning.
- Registration numbers for these classes look good and we anticipate the majority of them to be at or near capacity. We have already added extra sessions of Pint Sized Pros and our Junior class for March to accommodate kids on waitlists.
- Our annual pre-season staff training will take place the first week of March.

Paul Nielsen, Athletic Director

- Winter Gymnastics classes are full for the winter session.
- Dodgeball is currently being played at Golf View and Grennan, and Loverde Center on Friday nights with 1100 children in the league.
- The Youth Winter Basketball season has begun children from grades 2nd through 8th grade.
- We added a second indoor soccer league and that has 640 children participating in it.
- Winter T-ball and rookie Ball has over 120 children enrolled this year.

Lindsay Brubaker, Pioneer Park Manager

- **Job Fair-** Niles Park District will be hosting a Job Fair Thursday, March 26th 4-7pm at Oasis Fun Center. All high schools and colleges in the area have been notified to help get the word out to students. Last year's event saw a great turnout.
- **Pioneer-** Pioneer staff has been contacted to determine how many are returning/need to be hired for the 2020 season. In the process of updating flyers and publications so we can begin setup in March.
- **Tournaments-** We will be hosting a series of tournaments this summer. Dates have been posted on all the tournament websites, coaches in our database have been notified, and teams have already begun to register. July will be a very busy month for us!
 - 6/22-6/28- Niles Crosstown League Playoffs & Championships
 - TBA- Crosstown All-Star games
 - July 10th-12th- 8U/9U/10U Dog Days Classic- boys baseball
 - July 17th-19th- 14U/16U/18U Summer Classic- girls travel teams
 - July 21st-26th- 10U/12U House Classic- local house and all-star teams, boys & girls
 - July 31st-August 2nd- 10U/12U/14U/16U Last Hurrah- girls travel teams
- **Sponsors**
 - Christine Pusateri Hair Solutions
 - Har-Mil Currency Exchange

Julie Jentel, Marketing

- The Summer Fun Guide is being worked on. It will come out April 13.
- The Camp Guide will be out soon so registration can begin.
- Assisting the Athletic Department with a Spring Class mailing.
- Spring marketing is in progress with flyers, social media posts, and emails.

Scot Neukirch, Finance Director

The Finance department has completed and filed W2 forms and 1099 forms for all employees and vendors and submitted necessary information to the Social Security Office and State as required. Staff is continuing to provide the auditors with the necessary documentation they need to conduct their field work in April. An update was provided on the IMRF returns: in 2019 they made 19.76% in investment returns, making them 91% funded.

Tom Elenz, Executive Director

The Howard Leisure Center renovation continues. An email was shared with the board speaking highly about the dance program.

Marty Stankowicz, IceLand

- The Sweetheart Open figure skating competition was held last on February 8 & 9. There were 126 individual skaters from 7 different rinks competing in 112 events.
- Our next special event is St. Patrick's Day skate on March 15.
- The winter hockey season is coming to an end in March and we will be hosting playoff games at Iceland again. Spring hockey starts with no break and registration started February 1st. We expect to fill quickly due to Glenview's rink being under renovation.
- Spring registration for LTS classes starts March 2.

Chris Zalinski, Grounds Superintendent

- Staff has provided maintenance during 6 snow events to date
- Continued rejuvenating of old shrubs at Oak Park and Pioneer Park
- Removed weeds and shrubs at Kirklane and Courtland Park signs
- Purchased safety lights for vehicles
- Conducted monthly safety meeting
- Picnic tables repaired and repainted
- Completed a renovation of the tool truck bed

Jim Majewski, Facilities Superintendent

- Getting quotes on furniture for our leisure center banquet room and lobbies
- Writing a bid specs for sandblasting and repainting of oasis pool for fall
- Ordering diaper changing stations for all bathrooms and locker rooms

Laura Newton, Tam Tennis Manager

- We are half way through our second session of classes. Next session will start March 23rd. WE have begun to take registrations for that next session as well.
- Continue to send out renewal letters for Fitness and Tennis memberships.
- Our courts continue to be quite busy. Evenings and weekends fill up quickly.

Robin Brey, Recreation Program Supervisor

- Preschool registration is underway for the 2020-21 school year with 81 students registered to date. We are halfway there to the anticipated total enrollment. Registration will continue throughout the year until classes are filled.
- The Special Event Mom & Son dance will be on Friday, February 21st at Oasis.
- Winter session II early childhood programs On My Own, Number Knowledge, Alphabet Soup, Mini Masterpieces and Moovin & Groovin will begin the last week in February.

9. New Business

A. Consideration, Discussion, and Approval of Howard Leisure Center Renovation Bids

We went out to bid for the covered patio behind the Howard Street banquet room. We received 7 contractor bids for this job and we're looking for approval for each contract:

1. A motion was made by Treasurer LoVerde and seconded by Commissioner O'Brien to approve the contract for concrete for \$42,900. Recording Secretary Petrie called the roll:

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

The Motion passed 4-0.

2. A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to approve the contract for Jimmy's Masonry for \$51,750. Recording Secretary Petrie called the roll:

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

The Motion passed 4-0.

3. A motion was made by Commissioner Hynes and seconded by Treasurer LoVerde to approve the contract for carpentry from RD Construction for \$175,000. Recording Secretary Petrie called the roll:

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

The Motion passed 4-0.

4. A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to approve the contract for roofing from Weatherguard for \$19,350. Recording Secretary Petrie called the roll:

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

The Motion passed 4-0.

5. A motion was made by Commissioner Hynes and seconded by Commissioner O'Brien to approve the contract for roofing from Weatherguard for \$19,350. Recording Secretary Petrie called the roll:

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

The Motion passed 4-0.

6. A motion was made by Commissioner Hynes and seconded by Commissioner O'Brien to approve the contract for painting and staining for \$14,530. Recording Secretary Petrie called the roll:

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

Commissioner O'Brien Yes

The Motion passed 4-0.

7. A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to approve the contract with Monarch Electric for \$81,800. Recording Secretary Petrie called the roll:

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

The Motion passed 4-0.

For the contract with The Sound of Music for \$39,457.47, the board decided to defer voting on this item until the specifics of the bid could be clarified.

A motion was made by Treasurer LoVerde and seconded by Commissioner O'Brien to table the vote on the bid for the contract with the Sound of Music. Recording Secretary Petrie called the roll:

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

The Motion passed 4-0.

B. Consideration, Discussion and Approval of Park District Organizational chart

The park district staff organizational chart has been updated. Some positions were eliminated and there were some changes in the chain of command for staff. The board suggested that the attorney position be moved next to the executive director. The board also pointed out that the chart doesn't list the names of the department heads. It was also suggested that a footnote be added clarifying that during the summer season the Aquatics Director is considered a department head.

C. Consideration, Discussion, and Approval of Howard roof top unit replacement

A motion was made by Treasurer LoVerde and seconded by Commissioner O'Brien to approve the quote for the replacement of roof top air conditioning units by Carrier in the amount of \$399,838. Recording Secretary Petrie called the roll:

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

The Motion passed 4-0.

D. Consideration, Discussion, and Approval of a contract with Hitchcock Design Group

The board is being asked to approve the hiring of Hitchcock Design Group to submit a grant on behalf of the park district for funds for major renovation of Pioneer Park. The cost is \$22, 650.

A Motion was made by Commissioner Hynes and seconded by Commissioner O'Brien to hire Hitchcock Design Group to submit a grant for the renovation of Pioneer Park on behalf of the park district, not to exceed \$22,650. Recording Secretary Petrie called the roll:

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

The Motion passed 4-0.

10. Old Business

There is no old business to discuss.

11. Miscellaneous

There is no miscellaneous business to discuss.

12. Citizens wishing to address the board

This portion of the Niles Park District meeting is reserved for members of the audience who desire to make comments to the Park Board about a matter or matters that are not specially listed on the agenda for this evening's Board meeting. All matters will be taken under advisement by the Board, and no speaker should expect to receive a response from, or to engage in a conversation with, the Board, or any individual member thereof, at this evening's meeting. Public Comment Time shall be subject to the following (1) All speakers shall be subject to a three-minute time limit; (2) Speakers shall make and address comments only to the Park Board, and not to anyone else, including any member of the audience; and (3) No speaker shall be discourteous, belligerent, impertinent, threatening, disparaging, or otherwise uncivil.

13. Convene into executive session under section 2 (C)(1) to discuss personnel issues, section 2 (C)(5) to discuss real estate, section 2 (C)(11) to discuss litigation, and 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 of the Illinois Open Meetings Act.

There was no need for executive session.

14. Adjournment

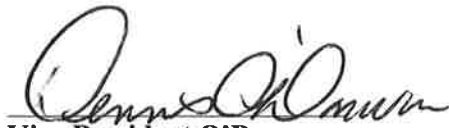
A Motion was made by Vice President O'Donovan and seconded by Commissioner O'Brien to adjourn the meeting.

Recording Secretary Petrie called the roll:

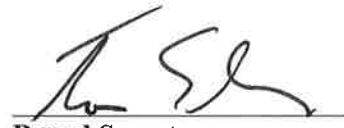
Treasurer LoVerde	Yes
Vice President O'Donovan	Yes
Commissioner Hynes	Yes
Commissioner O'Brien	Yes

The Motion passed 4-0.

APPROVED:



**Vice President O'Donovan
Board of Commissioners**



Board Secretary

Date: February 18, 2020

