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**NILES PARK DISTRICT**  
Minutes of Board Meeting  
Tuesday, March 15, 2022  
6:00 pm

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

Dan Shapiro, Attorney

Staff Members present: Tom Elenz, Executive Director  
Scot Neukirch, Director of Finance  
Heather Petrie, Executive Admin. Coordinator  
Jim Majewski, Facilities Superintendent  
Robin Brey, Recreation Program Supervisor  
Marty Stankowicz, IceLand  
Peter Dubs, Tam Golf Course  
Paul Nielsen, Athletic Director  
Julie Jentel, Marketing  
Jim Stoneberg, Golf Course Superintendent

Guest: Trisha Breitlow, Maine-Niles Association of Special Recreation  
Executive Director

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**Regular Board Meeting**

1. **Call to Order**  
President O'Donovan called the regular board meeting to order at 6:01 p.m.
2. **Pledge of Allegiance**  
President O'Donovan led the assembly in the pledge of allegiance.
3. **Roll Call**  
Recording Secretary Petrie called the roll. Commissioners Van Geem and Genualdi were absent.
4. **Changes to the Agenda**  
Item A. under New Business, the presentation from MNSR, was moved up to the first item on the agenda.

Trisha Breitlow, Executive Director of MNSR, presented the board with an overview of MNSR's last year.

Registration is expected to increase this year across the board. MNSR presented a year in review via powerpoint for the board.

5.

**Consent Agenda Approval**

Minutes of the Regular Board Meeting of Tuesday, February 15, 2022  
Voucher List as presented February 28, 2022 – summary by fund:

General Fund	\$73,873.28
Recreation	\$125,880.24
Ice Rink	\$39,952.04
Swimming Pool	\$10,434.47
Golf Course	\$16,267.41
IMRF	\$0.40
Debt Service Fund	-
General Liability	\$9,084.00
Paving & Lighting	-
Police Protection	\$3,658.65
Handicapped	\$41,903.49
Capital	-
Audit	\$200.00
Grand Total	\$321,253.98

A motion was made by Treasurer Hynes and seconded by Vice President O'Brien to accept the minutes of the Board Meeting of Tuesday, February 15, 2022, and the Voucher lists as presented, February 28, 2022. Recording Secretary Petrie called the roll:

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

The motion passed 3-0

6. **Treasurer's Report**

Treasurer Hynes presented the Treasurer's Report.

A motion was made by Vice President O'Brien and seconded by President O'Donovan to approve the Treasurer's Report for February 15, 2022. Recording Secretary Petrie called the roll:

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

The motion passed 3-0

7. **Reports of Park Officials**

- A. There was no President's report.
- B. There was no attorney's report.

## 8. Board Reports

### **Chris Czajka, Superintendent of Grounds**

- Hired Liz Vogel as the new Horticulturist - Started 3-7-22
- Staff are studying and recertifying for their pesticide spraying license
- Repairing, painting, and putting new decking on our trailers
- Getting pricing and starting to do layout / designs on our sign and flower beds Parkwide
- Laying out and striping Soccer fields. First practice is 3-16-22
- Painted offices and deep cleaned at our Maintenance building
- Snow removal and salting when needed
- Winter shrub and tree maintenance -- Parkwide

### **Julie Jentel, Marketing**

- The Summer Camp Guide is almost done. It will be out in a couple weeks.
- Preparing the Summer Fun Guide. It will be out April 19<sup>th</sup>.
- So far, all our sponsors are renewing for the 2022 season.
- Emails are sent for all programs & events, as well as social media posts.

### **Robin Brey, Programs Supervisor**

- Preparing for upcoming Spring Special Events. April 2<sup>nd</sup> Bunny Breakfast, April 9<sup>th</sup> Egg Scramble, April 13<sup>th</sup> Flashlight Hunt.
- Birthday Parties have started back up in the Jungle Playroom and weekends are filled for March & April.
- Bright Beginnings preschool classes had a visitor from the Niles Police Department. Officer Regal gave a safety presentation, read a story, and handed our sticker badges. The preschoolers loved it!

### **Laura Newton, Tam Tennis**

- Court reservations are still on track for our budget.
- Private lessons have had a few good months.
- Our senior drop in is steadily progressing.
- Enrollment will start for our spring classes. They will run 10 weeks.

### **Jim Majewski, Park Services**

- Writing up bid specs for Tam Golf sign bid
- Ordering amenities for Kirk Lane pickleball courts
- New drinking fountains for Oak Park and Grennan have been ordered
- Scheduling start time for Oak Park shelter painting
- Getting quotes for Tam Clubhouse exterior painting
- Starting work at Pioneer for upcoming season

### **Peter Dubs, Tam Golf Course**

- It appears that league and permanent tee time player participation should be pretty close to budgeted totals for the year. While a few groups have dropped out, almost just as many new ones have come in. We still have a few groups from last season who have yet to confirm their numbers. Commitments from these groups are expected by this Friday.

- Classes have resumed at the Tam Golf Learning Center. The majority of Chris' classes filled to capacity, with 67 of 72 total available roster spots being sold.
- The Illinois Junior Golf Association has reached out to book their annual tournament with us again, which will take place Friday, July 29<sup>th</sup> this year.
- Annual staff training was completed last week and our pro-shop will be set up later this week to prepare for our scheduled opening on Saturday.

### **Marty Stankowicz, IceLand**

- The outdoor rink will be shut down on Sunday March 13. High temperatures are predicted for next week and the fall hockey season is complete.
- Registrations are being accepted for spring hockey which starts on Saturday March 16. Skating and hockey classes are scheduled to start next week.
- Ice show rehearsals and set design starts next week also. Ice show was cancelled the last 2 years due to COVID. This year's show is scheduled for April 28, 30 and May 1.
- Planning and hiring for summer camps is in progress.

### **Paul Nielsen, Athletics Department**

- Dodgeball has concluded a successful season for 1100 children
- The Youth Winter Basketball season is in mid-season for 1600 children from grades 2<sup>nd</sup> through 8<sup>th</sup> grade. Games are being played on Saturdays and Sundays at Golf View, LoVerde Center, Grennan, Culver, St John Brebeuf, Northridge Prep, Notre Dame.
- Adult Basketball and Adult Soccer Leagues are in the middle of their seasons and all is going well.
- Saturdays we are in the second session with the indoor soccer league for children and Sunday is the second session of flag football league for children.
- We are currently marketing all of the spring and summer programs that are part of the athletic department.

### **Jim Stoneberg, Golf Course Maintenance**

- Finalizing purchase order for budgeted utility vehicle.
- Required state pesticide applicator license training and testing completed.
- To date 1 returning seasonal employee with 1 new hire on hold waiting for approved paperwork to clear. Still looking for 3 positions to fill.
- Monday started outside course clean up and prep for the opening this weekend. Tom has 2 park maintenance employees assisting me this week as needed.
- Looking to get new pump station motor up and running for testing this week as the weather permits. Staff required training will be completed once all staff is hired for the season.

## **9. New Business**

### **B. Discussion on golf course main entrance design**

The board received with their materials two designs for the golf course main entrance. The new sign will have a digital read out board, with the logo incorporated, and script writing on the sign. The sign will be about 12 feet and will be part of a new design including the landscaping. The sign will be moved further west of where it is now.

Once the board approves of the design, the park district will go out for bid on this project. Staff hopes to have everything to the board for approval by next month. The goal is to get started by

May. Staff is also looking at more decorative fencing to replace the chain link fencing currently there. The board mentioned that the sign does not say "Niles Park District" and would like to see it added to the design.

10. **Old Business**

There was no old business to discuss.

11. **Miscellaneous**

Treasurer Hynes pointed out that the park district lobby was featured in the Parks & Recreation magazine.

12. **Public Comments**

There were no public comments.

13. **Executive Session**

There was no need to convene into executive session.

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

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

The motion passed 3-0

APPROVED:



President O'Donovan  
Board of Commissioners  
Date: March 15, 2022

  
Board Secretary