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**NILES PARK DISTRICT**  
Minutes of Virtual Board Meeting  
Wednesday, August 19, 2020  
6:00 pm

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Board Members present: 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

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**1. Call to order**

Vice President O'Donovan called the meeting to order at 6:00 p.m., virtually via video conferencing software on August 19, 2020.

**2. Pledge of Allegiance**

Vice President O'Donovan led the assembly in the Pledge of Allegiance.

**3. Roll Call**

A motion as made by Commissioner Hynes and seconded by Commissioner O'Brien to appoint Vice President O'Donovan as President Pro Tem for this meeting in President Genualdi's absence. Recording Secretary Petrie called the roll.

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

The motion passed 3-0

Recording Secretary Petrie called the roll. President Genualdi and Treasurer LoVerde were absent.

**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, July 21, 2020
- B. Voucher List as Presented, July 31, 2020 - summary by fund:

General Fund	\$273,266.98
Recreation	\$101,290.69
Ice Rink	\$31,479.83
Swimming Pool	\$3,583.97
Golf Course	\$16,621.43
IMRF	-
Debt Service Fund	-
General Liability	-
Paving & Lighting	\$1,210.66
Police Protection	\$108.00
Handicapped	-
Capital	\$3,404.16
Audit	\$460.00
<b>Grand Total</b>	<b>\$431,425.72</b>

A motion was made by Commissioner Hynes and seconded by Commissioner O'Brien to accept the minutes of the Board Meeting of Tuesday, July 21, 2020 and the Voucher lists as presented, July 31, 2020. Recording Secretary Petrie called the roll:

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

The motion passed 3-0

**6. Treasurer's Report:**

Vice President O'Donovan reviewed the Treasurer's Report.

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

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

The Motion passed 3-0

**7. Reports of Park Officials**

**A. President's Report**

As President Pro Tem, Vice President O'Donovan mentioned that it was nice to see children back in the parks playing ball. He also remarked that the back patio renovation at the

Howard banquet facility looks great.

**B. Attorney's Report**

Attorney Shapiro mentioned the two ordinances listed on the agenda, 20-O-103 and 20-O-104. One is the former Zero Tolerance Policy that is being renamed to the Park District Personal Conduct policy and the other is a policy regulating travel, meal and lodging expenses.

**8. Board Reports**

Vice President O'Donovan asked for a motion to waive the reading of the board reports. Commissioner O'Brien requested that they be provided to the board via email.

A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to waive the reading of the board reports and have them emailed to the Commissioners. Recording Secretary Petrie called the roll:

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

The motion passed 3-0.

**9. New Business**

**A. Discussion/Approval of Ordinance 20-O-103 an ordinance addressing personal conduct**

Last month the board requested changes in wording to the proposed zero tolerance policy. Per the board's request, the name of the policy has been changed and the language has been added to give the board the ability to modify the actions to be taken outlined in the policy. There was additional language proposed to change the penalty applied, with the option of making it more or less severe.

A motion was made by Commissioner Hynes and seconded by Vice President O'Donovan to accept and approve the proposed changes to Ordinance 20-O-103, and ordinance addressing personal conduct. Recording Secretary Petrie called the roll:

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

The motion passed 3-0

**B. Discussion/Approval of Ordinance 20-O-104 an ordinance regulating travel, meal and lodging expenses**

Per the State statute we are required to pass an ordinance regulating travel, meal and lodging expenses. The ordinance outlines the regulations and policies the park district will follow regarding travel for official park district business for staff and commissioners.

The board suggested that the time frame during which reimbursements should be submitted be shorter than 6 months. The board suggested changing that time frame to 3 months.

It was also noted that the finance director and executive director can make exceptions to the reimbursement policy if deemed necessary.

A motion was made by Commissioner O'Brien and seconded by Commissioner Hynes to approve and accept Ordinance 20-O-104, an ordinance regulating travel, meal and lodging expenses. Recording Secretary Petrie called the roll:

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

The motion passed 3-0

**C. Discussion of dog ordinance**

The board was given for review the ordinance that Skokie recently passed allowing dogs in their parks. The ordinance addresses leashes, vaccinations, animal behavior, restricted areas of the park district and fines. Staff asked the board to determine what parts of the Skokie ordinance they like, don't like, and offer suggestions for a park district ordinance. The board discussed how dogs would be licensed, and potential Niles Park District dog tags. They asked Attorney Shapiro to start drafting an ordinance.

**10. Old Business**

An updated was given on the Howard Street renovation project.

**11. Miscellaneous**

Staff mentioned that the 2021 budget process is underway. The tentative date set for the meeting is October 14<sup>th</sup> at 10:00 a.m. A request was made to also see unapproved budget items that were requested.

Summer camp has ended, thanks were extended to Robin Brey and Paul Nielsen.

**12. Public Comments**

There were no public comments.

**13. Executive Session**

There was no need to convene into executive session.

**14. Adjournment**

A motion was made by Commissioner Hynes and seconded by Vice President O'Donovan to adjourn the regular meeting at 6:35 pm. Recording Secretary Petrie called the roll:

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

The motion passed 3-0

**APPROVED:**

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**President Genualdi**  
**Board of Commissioners**  
**Date: August 19, 2020**

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**Board Secretary**