AGENDA
DUNDEE TOWNSHIP PARK DISTRICT
Board of Commissioners Meeting
December 6, 2023
7:00 p.m.

If anyone would like to submit comments for the Citizens to Be Heard section, please send to Executive Director, Dave Peterson at DPeterson@dtpd.org before 3:00 p.m. on December 6, 2023.

LOCATION: Rakow Center (Adult Activities Center)

I. Call to Order

II. Consideration to Allow Commissioner Scarpelli to Participate in the December 6, 2023 Board Meeting by Means of Audio Conference

III. Citizens to Be Heard

IV. Truth in Taxation Public Hearing

V. Staff Reports

VI. Consent Agenda

A. Approval of Items to be Considered for Consent Agenda

i. November 15, 2023 - Regular Board Meeting Minutes
ii. Accounts Payable Check Register Dated – December 6, 2023
iii. December 20, 2023 Board Meeting – Consideration to Cancel
iv. Golf Maintenance Staff Participation at the GCSAA Conference in Phoenix, AZ
v. 2024 Board Meeting Schedule – Consideration For Approval
vi. November 15, 2023 Closed Session Minutes – Consideration For Approval

Board Administrative Policy Revisions/New

vii. 4.19 - Social Media Comment and Terms of Use Policy (New)
viii. 0217 - Commissioner Remote Participation Policy (Revision)
ix. 6.19 - Fund Balance Policy (Revision)
x. 4.20 - Closed Session Meeting Minutes (New)

Personnel Policy Revisions

xi. 2.14 - Victims' Economic Security and Safety Act
xii. 2.32 - Employee Blood and Organ Donation Leave
xiii. 2.20 - Bereavement Leave
xiv. Consideration to Approve Ordinance No. 23-08, 2023 Tax Levy
xv. Consideration to Approve Ordinance No. 23-07, 2023 Kane and Cook County Authorization to Reduce 2023 Tax Levy
xvi. Consideration to Approve Ordinance No. 23-06, Abatement of

- General Obligation Refunding Park Bonds (Alternate Revenue Source) Series 2018,
- Taxable General Obligation Refunding Park Bonds (Alternate Revenue Source) Series 2020A
- General Obligation Refunding Park Bonds (Alternate Revenue Source) Series 2020B

B. Approval of Consent Agenda

VII. Director's Report

A. Budget Timeline and Process
B. Decennial Committee Meeting – Set Date in January/February

VIII. President's Report

IX. Old Business

X. New Business

XI. Closed Session

A. Personnel Matters 5 ILCS 120/2(c)(1)
B. Purchase or Lease of Real Property 5 ILCS 120/2(c)(5)
C. Discussion of Pending, Probable or Imminent Litigation By or Against the Park District or an Employee 5 ILCS 120/2(c)(11)

XII. Adjournment

Next board meeting is scheduled for January 3, 2024

BOARD MEMORANDUM

November 6, 2023 Board Meeting Agenda Item

To: Board of Park Commissioners
From: Dave Peterson, Executive Director
Date: November 29, 2023
Subject: Commissioner Scarpelli – Board Meeting Participation by Telephone

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Background/Analysis

In the event that any board member is unable to be physically present at a board meeting of the Board of Park Commissioners due to personal illness or disability, employment purposes, the business of the Park District, or a family or other emergency, it may be necessary or desirable to permit the Commissioner to attend the meeting by means of a video or audio conference. This board policy was approved on November 5, 2008 and is attached for your reference.

Commissioner Scarpelli is out of town for employment purposes, and has requested that he be allowed to participate by telephone. Staff is asking the Board of Park Commissioners to consider allowing him to do so.

Motion and Action Requested

Move to accept Commissioner Scarpelli participating by telephone at the December 6, 2023 board meeting.

DUNDEE TOWNSHIP PARK DISTRICT
BOARD MEETING MINUTES

The November 15, 2023 meeting of the Dundee Township Park District Board of Commissioners was held at the Rakow Center. President Frank Scarpelli called the meeting to order at 7:00 p.m. Commissioners responding to roll call were Vice President Erin O'Leary, Treasurer Jim Bonkoski, Secretary John Meschewski and Commissioner Pam Griffin.

Citizens to be Heard
None.

Staff Reports
None.

Consent Agenda

A. *Approval of Items to be considered for Consent Agenda – John Meschewski made a motion with a second by Erin O'Leary to approve the Items to be considered for the Consent Agenda. The motion passed 5 to 0. This includes:*
   I. *November 1, 2023 - Regular Board Meeting Minutes*
   II. *Accounts Payable Check Register Dated – November 15, 2023*
   III. *Unneeded Property Ordinance No. 23-04*
   IV. *October 2023 Financial Report*

B. *Approval of Consent Agenda – Erin O'Leary made a motion with a second by John Meschewski to approve the Consent Agenda as presented. The motion passed 5-0.*

Director's Report
Executive Director, Dave Peterson shared with the board a letter he received from BGCDT CEO, Drew Glassford. The Woodland School transfer of property has been delayed another 30-60 days to allow for the HUD process to be completed. In order not to jeopardize the $2 million grant received by the BGCDT, the transfer of property cannot take place until a HEROS process is done. Peterson added that if it appears this HUD procedure continues to delay the process beyond the next 60 days then a license agreement could be installed to transfer responsibility of the building maintenance to the BGCDT while the Park District still owns the building. All parties are hopeful that it will not come to this. President Scarpelli clarified to our visitors that the $400,000 acquisition of the building was the responsibility of the BGCDT and not the Park District.

Peterson also gave an update on the grant for the Small Animal Building. He mentioned we will receive an additional $100,000 in Grant funds due to the State of Illinois recognizing increased material and labor cost since the project was bid.

President's Report

President Scarpelli mentioned that he, John Meschewski, Dave Peterson, and Ross Bertone attended the Boys and Girls Club Gala. He shared it was a very nice event that raised $700,000 this year.

Old Business

None.

New Business

A. Strategic Plan Initiative – Aquatic Facility Feasibility. Community Engagement and Next Steps (Aquatic Citizen Advisory Committee Formulation and Use of a Third Party Facilitator) – Peterson reviewed the survey questions that staff has created to gauge interest from our Dundee Township residents related to investigating an aquatic facility on the west side of the Fox River. It is important to assemble a solid representation of the Dundee Township Community members on this committee, as we are unique in that we have four villages entirely within our boundaries, and we have several additional villages that have parts of their boundaries within the Dundee Township. Scarpelli suggested that we may need multiple smaller committees based on talent or skills that potential member might have. Staff would like to finalize the survey and send it out to the community in the next several business days. It is important that the community engagement process is not steered in any direction by the board and staff.

   Staff have interviewed several third party consultants and architects to learn about the type of services they can provide and to help them better understand the scope of services. It was agreed by the board that Peterson and Bertone proceed with putting together an RFP for the community engagement process. Within the RFP specific tasks can be laid out in the scope of services so each responding company can provide fees that compare similar responsibilities.

   Peterson suggested a finance workshop in January and some tentative dates were suggested (January 10 or January 17).

At 7:37 p.m. Jim Bonkoski made a motion with a second by Erin O'Leary to go into closed session. The motion passed 5-0.

Closed Session

A. Personnel Matters 5 ILCS 120/2 (c) (1)
B. Purchase or Lease of Real Property 5 ILCS 120/2 (c) (5)
C. Discussion of Pending, Probable or Imminent Litigation By or Against the Park District or an Employee 5 ILCS 120/2 (c) (11)

At 8:49 p.m. regular session reconvened.

Adjournment

John Meschewski made a motion with a second by Jim Bonkoski to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 8:50 p.m.

Note: The next board meeting is scheduled for December 6, 2023 at the Rakow Center

Check Date	Check	Vendor	Vendor Name	Amount
Bank A CORPORATE ACCOUNT				
Check Type: EFT Transfer				
11/30/2023	20503(E)	03608	ACUSHNET COMPANY-TITLEIST	2,747.97
11/30/2023	20504(E)	80303	SOUTHERN GLAZERS OF IL	428.48
11/30/2023	20505(E)	84487	TOSHIBA FINANCIAL SERVICES	1,839.66
11/30/2023	20506(E)	90000029	DELUXE	537.30
11/30/2023	20507(E)	90000037	PDRMA	102,139.72
11/30/2023	20508(E)	90000040	FIRST AMERICAN BANK	361.90
11/30/2023	20509(E)	90000043	GORDON FOOD SERVICE	506.79
11/30/2023	20510(E)	90000044	BREAKTHRU BEVERAGE LLC	2,721.25
12/06/2023	20511(E)	80583	SPEER FINANCIAL, INC.	12,500.00
12/06/2023	20512(E)	90000005	US BANK	558,906.25
12/06/2023	20513(E)	90000040	FIRST AMERICAN BANK	455,233.60
			Total EFT Transfer:	1,137,922.92
Check Type: Paper Check				
12/06/2023	251377	00009075	Joan Pearson	15.00
12/06/2023	251378	00580	ACE HARDWARE	15.39
12/06/2023	251379	00598	ADIDAS AMERICA, INC	69.75
12/06/2023	251380	02485	ALARM DETECTION SYSTEMS INC	218.43
12/06/2023	251381	03687	AMERICAN SOCCER COMPNAY, INC	415.05
12/06/2023	251382	05402	AL WARREN OIL CO.	4,582.40
12/06/2023	251383	08293	BARRINGTON SWIM CLUB	2,814.00
12/06/2023	251384	09216	BEVERLY MATERIALS, LLC	869.03
12/06/2023	251385	10145	BODE TREE CARE	2,340.00
12/06/2023	251386	11354	MIKE BUHRMANN	120.00
12/06/2023	251387	15270	COMED	244.58
12/06/2023	251388	15375	CONSERV FS	2,770.16
12/06/2023	251389	15834	COZZINI BROS., INC.	34.00
12/06/2023	251390	17160	DAILY HERALD	25.30
12/06/2023	251391	17412	DAVEY TREE EXPERT COMPANY	24,005.00
12/06/2023	251392	18270	DISCOVERY CENTER MUSEUM	355.00
12/06/2023	251393	19454	DUNHAM WOODS FARM	1,242.00
12/06/2023	251394	19599	DURHAM SCHOOL SERVICES	41,287.70
12/06/2023	251395	19605	DYNEGY ENERGY SERVICES	21,483.34
12/06/2023	251396	20243	ECOLAB INC.	226.55
12/06/2023	251397	23246	ELGIN KEY & LOCK CO., INC.	130.63
12/06/2023	251398	23935	MIKE ESCHENBACH	343.96
12/06/2023	251399	23969	EWING IRRIGATION PRODUCTS, INC.	124.86
12/06/2023	251400	27495	FASTSIGNS	307.00
12/06/2023	251401	27515	FAULKS BROS. CONSTRUCTION	4,471.52
12/06/2023	251402	28347	FITNESS EQUIPMENT SERVICES	371.00
12/06/2023	251403	32430	GRAINGER	954.46
12/06/2023	251404	35398	HARRIS GOLF CARS	1,087.01

Check Date	Check	Vendor	Vendor Name	Amount
12/06/2023	251405	36433	ANDREW HILBERT	147.69
12/06/2023	251406	36874	HOLLEMBEAK CONSTRUCTION INC	20,837.50
12/06/2023	251407	38608	ID EDGE	257.59
12/06/2023	251408	50025	KOMPAN, INC	1,005.41
12/06/2023	251409	50765	HOLCIM	676.61
12/06/2023	251410	54494	JOHN MANEY	1,050.00
12/06/2023	251411	55534	McCLOUD SERVICES	438.78
12/06/2023	251412	56665	MENARDS - C'VILLE	4,423.56
12/06/2023	251413	57011	MAGIC OF GARY KANTOR	123.20
12/06/2023	251414	57473	MITY,INC	3,909.80
12/06/2023	251415	57550	MR. STEVE PRODUCTIONS	325.00
12/06/2023	251416	59617	MICKEY'S LINEN	664.55
12/06/2023	251417	61207	NICOR GAS	3,021.91
12/06/2023	251418	63460	OFFICIAL FINDERS, LLC	1,464.00
12/06/2023	251419	65058	OPP.FRANCHISING, INC. DBA JANI	1,087.39
12/06/2023	251420	66415	ORKIN	310.99
12/06/2023	251421	71010	PLATT HILL NURSERY	286.73
12/06/2023	251422	73669	RED WING BUSINESS ADVANTAGE AC(	431.98
12/06/2023	251423	74317	SANDY RIDLE	82.63
12/06/2023	251424	77544	ST. CHARLES AQUATICS	565.00
12/06/2023	251425	78076	SERVICE SANITATION, INC.	1,070.00
12/06/2023	251426	78570	SHERWIN WILLIAMS CO.	123.23
12/06/2023	251427	80300	SONITROL CHICAGOLAND WEST	8,160.00
12/06/2023	251428	80989	MARY STALLINGS	65.50
12/06/2023	251429	84486	TOSHIBA AMERICA BUSINESS SOLUTI(	112.39
12/06/2023	251430	85368	TRITZ BEVERAGE SYSTEMS	155.00
12/06/2023	251431	900000128	LANGUAGE IN ACTION, INC	483.00
12/06/2023	251432	900000166	CINTAS FIRE	1,224.78
12/06/2023	251433	900000256	CHRIS THIELSEN	595.00
12/06/2023	251434	900000320	DIANNA SALAZAR	75.00
12/06/2023	251435	900000431	DEIDRE MORGAN	231.87
12/06/2023	251436	900000450	WYATT RAISOR	500.00
12/06/2023	251437	900000644	HOLLIE HOLMES	22.07
12/06/2023	251438	900000753	TRICIA DOHERTY	26.84
12/06/2023	251439	900000754	PREMISTAR-NORTH	5,607.26
12/06/2023	251440	900000890	PRIORITY LANDSCAPE	1,995.53
12/06/2023	251441	900000921	GIOVANI SANCHEZ	468.00
12/06/2023	251442	900000924	CBTS	1,727.54
12/06/2023	251443	900001134	FOX VALLEY SWIM TEAM	2,329.00
12/06/2023	251444	900001135	MOBILE PRO SHOP	213.98
12/06/2023	251445	900001136	AKUL SHARMA	350.00
12/06/2023	251446	900001137	HINCKLEY SPRINGS	602.60
12/06/2023	251447	900001138	BROKEN WAGON BISON RANCH	100.00
12/06/2023	251448	90330	VILLAGE OF CARPENTERSVILLE	100.00
12/06/2023	251449	90331	VILLAGE OF EAST DUNDEE	2,500.00
12/06/2023	251450	90332	VILLAGE OF SLEEPY HOLLOW	15.16
12/06/2023	251451	90333	VILLAGE OF WEST DUNDEE	30.44
12/06/2023	251452	93076	WESEMANN FEEDS	361.00

Check Date	Check	Vendor	Vendor Name	Amount
12/06/2023	251453	93084	WEST CHICAGO SHARKS	1,837.00
12/06/2023	251454	94131	WILLIAMS ASSOCIATES ARCHITECTS	57.47
12/06/2023	251455	MISC-REF	AMERICAN CASH	150.00
12/06/2023	251456	MISC-REF	EVA LARA	20.00
12/06/2023	251457	PINGINC	PING INC	139.94
12/06/2023	251458	T0001495	WHEATON SWIM CLUB	2,175.00
			Total Paper Check:	185,658.04

A TOTALS:

Total of 93 Checks:	1,323,580.96
Less 0 Void Checks:	0.00
Total of 93 Disbursements:	1,323,580.96

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank A CORPORATE ACCOUNT					
Check Type: EFT Transfer					
11/30/2023	20503(E)	03608	ACUSHNET COMPANY-TITLEIST	PRO SHOP MERCH	2,747.97
11/30/2023	20504(E)	80303	SOUTHERN GLAZERS OF IL	ROGC LIQUOR SUPPLY	428.48
11/30/2023	20505(E)	84487	TOSHIBA FINANCIAL SERVICES	AAC/RAKOW COPIER	1,720.24
				PARKS COPIER	119.42
					1,839.66
11/30/2023	20506(E)	90000029	DELUXE	BANK DEPOSIT TICKETS	537.30
11/30/2023	20507(E)	90000037	PDRMA	MEMBER CONTRIBUTION 10/01/23-10/31/2	102,139.72
11/30/2023	20508(E)	90000040	FIRST AMERICAN BANK	OCT 2023 CHECKING ACCT. FEES	361.90
11/30/2023	20509(E)	90000043	GORDON FOOD SERVICE	FOOD SUPPLY	173.08
				FOOD SUPPLY	333.71
					506.79
11/30/2023	20510(E)	90000044	BREAKTHRU BEVERAGE LLC	BDGC LIQUOR SUPPLY	816.60
				ROGC LIQUOR SUPPLY	996.23
				BDGC LIQUOR SUPPLY	908.42
					2,721.25
12/06/2023	20511(E)	80583	SPEER FINANCIAL, INC.	2023 GO BOND ISSUANCE FEES	12,500.00
12/06/2023	20512(E)	90000005	US BANK	2020B BONDS REPAYMENT	150,556.25
				2020A BONDS REPAYMENT	408,350.00
					558,906.25
12/06/2023	20513(E)	90000040	FIRST AMERICAN BANK	2018 GO BONDS	455,233.60
				Total EFT Transfer:	1,137,922.92
Check Type: Paper Check					
12/06/2023	251377	00009075	Joan Pearson	REC TRAC REFUND	15.00
12/06/2023	251378	00580	ACE HARDWARE	KEY RING, PIPE THREAD COMPOUND	15.39
12/06/2023	251379	00598	ADIDAS AMERICA, INC	UNIFORM SHIRTS	46.50
				UNIFORMS	23.25
					69.75
12/06/2023	251380	02485	ALARM DETECTION SYSTEMS INC	QUARTERLY FEES-S HOLLIOW DEC-FEB 2	218.43
12/06/2023	251381	03687	AMERICAN SOCCER COMPNAY, INC	SOCCER UNIFORM	380.05
				SOCCER UNFORM	35.00
					415.05

Check Date	Check	Vendor	Vendor Name	Description	Amount
12/06/2023	251382	05402	AL WARREN OIL CO.	REG UNLEADED-ROGC	2,245.57
				WINTER BLEND-ROGC	2,336.83
					4,582.40
12/06/2023	251383	08293	BARRINGTON SWIM CLUB	DOLPHIN SWIM MEET	2,814.00
12/06/2023	251384	09216	BEVERLY MATERIALS, LLC	ZOO BLDGS STONE	350.33
				COMPACTED STONE	518.70
					869.03
12/06/2023	251385	10145	BODE TREE CARE	TREE REMOVAL	2,340.00
12/06/2023	251386	11354	MIKE BUHRMANN	BEDTIME STORIES SANTA	120.00
12/06/2023	251387	15270	COMED	BDGC SIGN 10/10/23-11/08/23	72.47
				TARTANS IRRIGATION 10/13/23-11/13/23	42.72
				BRUNNER 10/13/23-11/13/23	129.39
					244.58
12/06/2023	251388	15375	CONSERV FS	ICE MELT	2,770.16
12/06/2023	251389	15834	COZZINI BROS., INC.	KINIFE SERVICE	34.00
12/06/2023	251390	17160	DAILY HERALD	FY23 AUDIT NOTICE	25.30
12/06/2023	251391	17412	DAVEY TREE EXPERT COMPANY	TREE SURGERY/PRUNIING	11,265.00
				TREE REMOVAL/TRIMMING-RAKOW	12,740.00
					24,005.00
12/06/2023	251392	18270	DISCOVERY CENTER MUSEUM	SOC TRIP	355.00
12/06/2023	251393	19454	DUNHAM WOODS FARM	HORSEMANSHIP	1,242.00
12/06/2023	251394	19599	DURHAM SCHOOL SERVICES	DISCOVERY CAMP TRANSPORTATION	4,263.43
				RORC SPORTS CAMP TRANSPORTATION	16,526.10
				AL CAMP TRANSPORTATION	11,809.85
				S HOLLOW CAMP TRANSPORTATION	8,688.32
					41,287.70
12/06/2023	251395	19605	DYNEGY ENERGY SERVICES	RORC 10/11/23-11/08/23	6,754.91
				RAKOW 10/11/23-11/08/23	7,760.43
				ROGC/PARKS 10/11/23-11/09/23	6,968.00
					21,483.34
12/06/2023	251396	20243	ECOLAB INC.	CONTRACT 11/25/23-12/24/23	226.55
12/06/2023	251397	23246	ELGIN KEY & LOCK CO., INC.	KEYS	130.63
12/06/2023	251398	23935	MIKE ESCHENBACH	HEALTH INSURANCE REIMBURSEMENT	343.96
12/06/2023	251399	23969	EWING IRRIGATION PRODUCTS, INC.	BALVE BOX, PE PIPE	124.86
12/06/2023	251400	27495	FASTSIGNS	SIGNS-BESINGER GYM	307.00
12/06/2023	251401	27515	FAULKS BROS. CONSTRUCTION	FAIRWAY SAND	918.74

Check Date	Check	Vendor	Vendor Name	Description	Amount
				FINES FREE NON DRIED	2,200.87
				TEE & DIVOT MIX	1,351.91
					4,471.52
12/06/2023	251402	28347	FITNESS EQUIPMENT SERVICES	EQUIPMENT REPAIRS	159.00
				EQUIPMENT REPAIRS	212.00
					371.00
12/06/2023	251403	32430	GRAINGER	TRUCK BOX	307.46
				TRUCK BOX	386.92
				DROP CLOTH	260.08
					954.46
12/06/2023	251404	35398	HARRIS GOLF CARS	ANNUAL CART REPAIRS	124.81
				ANNUAL CART REPAIRS	61.26
				ANNUAL CART REPAIRS	61.26
				ANNUAL CART REPAIRS	61.26
				ANNUAL CART REPAIRS	61.26
				ANNUAL CART REPAIRS	66.09
				ANNUAL CART REPAIRS	61.26
				ANNUAL CART REPAIRS	124.81
				ANNUAL CART REPAIRS	208.01
				ANNUAL CART REPAIRS	66.09
				ANNUAL CART REPAIRS	66.09
				ANNUAL CART REPAIRS	124.81
					1,087.01
12/06/2023	251405	36433	ANDREW HILBERT	REIMBURSEMENT-WORK BOOTS	147.69
12/06/2023	251406	36874	HOLLEMBEAK CONSTRUCTION INC	DRAINAGE INSTALLATION	20,837.50
12/06/2023	251407	38608	ID EDGE	POLAROID RIBBON	257.59
12/06/2023	251408	50025	KOMPAN, INC	PLAYGROUND SUPPLIES-GRAFELMAN	1,005.41
12/06/2023	251409	50765	HOLCIM	ROAD ROCK	304.61
				ROAD ROCK	372.00
					676.61
12/06/2023	251410	54494	JOHN MANEY	HAY	1,050.00
12/06/2023	251411	55534	McCLOUD SERVICES	PEST CONTROL-ZOO	146.26
				PEST CONTROL-ZOO	146.26
				PEST CONTROL-ZOO	146.26
					438.78
12/06/2023	251412	56665	MENARDS - C'VILLE	CEDAR. ETC	288.03
				SCAFFOLD, ROOF EDGE, NAILS	347.92

Check Date	Check	Vendor	Vendor Name	Description	Amount
				ELECTRICAL SUPPLIES	204.48
				BOO @ ZOO SUPPLIES	324.76
				SHOP VAC FILTER	29.98
				TURTLE ENCLOSER	91.92
				PAINT	14.55
				FISH TAPE	89.99
				SUPPLIES	386.59
				SPEED BUMPS	61.32
				AUGER BIT	267.98
				PARADE SUPPLIES	95.11
				PARADE SUPPLIES	82.63
				EXT. BAND BOARD	204.24
				PARADE SUPPLIES	298.87
				SIDEWALL GRILLE, CEILING DIFFUSER	38.41
				PARADE SUPPLIES	16.29
				COAX CABLE STAPLE, LATCH	67.88
				PARADE SUPPLIES	13.95
				PAINT, CAN CLIP	190.64
				UTILITY KNIFE, DRYWALL SCREW	23.22
				MOUNTING BLOCK, FAN & MOTOR	35.26
				WINTERFEST SUPPLIES	844.53
				USB	9.99
				WINDSOR LIN-MW	499.98
				RETURNS	(104.96)
					4,423.56
12/06/2023	251413	57011	MAGIC OF GARY KANTOR	MAGIC CLASS	123.20
12/06/2023	251414	57473	MITY,INC	CHAIRS	3,909.80
12/06/2023	251415	57550	MR. STEVE PRODUCTIONS	SOC ENTERTAINER	325.00
12/06/2023	251416	59617	MICKEY'S LINEN	LINENS	113.10
				LINENS	113.10
				LINENS	275.90
				LINENS	113.10
				LINENS	49.35
					664.55
12/06/2023	251417	61207	NICOR GAS	ZOO BLDGS	141.27
				WASHINGTON ST 10/24/23-11/21/23	237.22
				RORC 10/19/23-11/16/23	811.25
				ROGC MAINT 10/19/23-11/16/23	338.71
				ROGC 10/19/23-11/17/23	941.30
				PARKS OFFICE 10/19/23-11/16/23	100.27
				PARK MGRS HOUSE 10/19/23-11/16/23	59.79
				CENTERVILLE 10/19/23-11/16/23	81.52
				BRWN GARAGE 10/19/23-11/16/23	65.97
				BLUE MAINT BLDG 10/19/23-11/16/23	115.05

Check Date	Check	Vendor	Vendor Name	Description	Amount
				BRUNNER 10/20/23-11/19/23	129.56
					3,021.91
12/06/2023	251418	63460	OFFICIAL FINDERS, LLC	BASKETBALL REFS	504.00
				VOLLEYBALL REFS	240.00
				VOLLEYBALL REFS	240.00
				VOLLEYBALL REFS	240.00
				VOLLEYBALL REFS	240.00
					1,464.00
12/06/2023	251419	65058	OPP.FRANCHISING, INC. DBA JANI	MONTHLY CLEANING-BDGC SEPT. 2023	736.59
				BDGC CUSTODIAL NOV. 2023	350.80
					1,087.39
12/06/2023	251420	66415	ORKIN	PEST CONTROL-RAKOW NOV.2023	235.99
				PEST CONTROL-D COVE NOV. 2023	75.00
					310.99
12/06/2023	251421	71010	PLATT HILL NURSERY	CHRISTMAS TREES	153.48
				DECOR	133.25
					286.73
12/06/2023	251422	73669	RED WING BUSINESS ADVANTAGE AC	STAFF WORKBOOTS	431.98
12/06/2023	251423	74317	SANDY RIDLE	FITNESS CLASS REIMBURSEMENT	82.63
12/06/2023	251424	77544	ST. CHARLES AQUATICS	DOLPHIN SWIM MEET	565.00
12/06/2023	251425	78076	SERVICE SANITATION, INC.	PORTA RESTROOM-RO PARK	330.00
				PORTA RESTROOM-RO PARK	330.00
				PORTA RESTROOM-RO PARK CONSTRUC	410.00
					1,070.00
12/06/2023	251426	78570	SHERWIN WILLIAMS CO.	PAINT	123.23
12/06/2023	251427	80300	SONITROL CHICAGOLAND WEST	BDGC GROUNDS SECURITY	336.00
				BDGC GROUNDS 09/01/23-10/30/23	336.00
				PARKS MAINT BLDG 08/01/23-10/31/23	507.00
				RAKOW 07/01/23-09/30/23	981.00
				PARK SRVS. 07/01/23-09/30/23	405.00
				ADMIN 07/01/23-09/30/23	471.00
				BDGC CLUBHOUSE 07/01/23-09/30/23	375.00
				MORNINGSIDE 07/01/23-09/30/23	294.00
				BDGC GROUNDS TRAILER 12/01/23-02/29/2	336.00
				PARKS MAINT. BLDG 11/01/23-01/31/23	507.00
				RAKOW 10/01/23-12/31/23	981.00
				ROGC CLUBHOUSE 10/01/23-12/31/23	543.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
				PARK SERVS. 10/01/23-12/31/23	405.00
				ADMIN. 10/01/23-12/31/23	471.00
				BDGC CLUBHOUSE 10/01/23-12/31/23	375.00
				MORNINGSIDE 10/01/23-12/31/23	294.00
				ROGC CLUBHOUSE 07/01/23-09/30/23	543.00
					8,160.00
12/06/2023	251428	80989	MARY STALLINGS	MILEAGE 11/07/23-11/28/23	65.50
12/06/2023	251429	84486	TOSHIBA AMERICA BUSINESS SOLUTI	FINANCE COPIER 08/01/23-10/31/23	112.39
12/06/2023	251430	85368	TRITZ BEVERAGE SYSTEMS	LINES CLEANED-BDGC	40.00
				LINES CLEANED-BDGC	40.00
				LINES CLEANED-BDGC	40.00
				LINES CLEANED- ROGC	35.00
					155.00
12/06/2023	251431	900000128	LANGUAGE IN ACTION, INC	SPANISH CLASSES	483.00
12/06/2023	251432	900000166	CINTAS FIRE	INSPECTION-ROGC	676.97
				INSPECTION- D COVE	547.81
					1,224.78
12/06/2023	251433	900000256	CHRIS THIELSEN	REPAIR EQUIPMENT LIFT	595.00
12/06/2023	251434	900000320	DIANNA SALAZAR	REIMBURSEMENT-WORK BOOTS	75.00
12/06/2023	251435	900000431	DEIDRE MORGAN	MILEAGE 11/10/23-11/19/23	231.87
12/06/2023	251436	900000450	WYATT RAISOR	TRIMS	500.00
12/06/2023	251437	900000644	HOLLIE HOLMES	MILEAGE 1/06/23-11/21/23	22.07
12/06/2023	251438	900000753	TRICIA DOHERTY	REIMBURSEMENT-THEATER SUPPLIES	26.84
12/06/2023	251439	900000754	PREMISTAR-NORTH	REPLACED PUMP FOR HEATERS-ROGC	4,637.49
				DISCHARGE TEMP SENSOR	969.77
					5,607.26
12/06/2023	251440	900000890	PRIORITY LANDSCAPE	ROGC NOV. GROUNDS MAINTENANCE	1,995.53
12/06/2023	251441	900000921	GIOVANI SANCHEZ	REF 13 SOCCER GAMES	468.00
12/06/2023	251442	900000924	CBTS	IT SERVICE	1,467.54
				IT SERVICE	260.00
					1,727.54
12/06/2023	251443	900001134	FOX VALLEY SWIM TEAM	DOLPHIN SWIM MEET	2,329.00
12/06/2023	251444	900001135	MOBILE PRO SHOP	IOW BIRDIE PRINTED STAND BAG	213.98
12/06/2023	251445	900001136	AKUL SHARMA	PIANO RECORDING	350.00
12/06/2023	251446	900001137	HINCKLEY SPRINGS	BOTTLED WATER	602.60
12/06/2023	251447	900001138	BROKEN WAGON BISON RANCH	DEPOSIT-AAC TRIP 06/24/24	100.00
12/06/2023	251448	90330	VILLAGE OF CARPENTERSVILLE	FALSE ALARM FEES	100.00
12/06/2023	251449	90331	VILLAGE OF EAST DUNDEE	BDGC LIQUOR LICENSE	2,500.00
12/06/2023	251450	90332	VILLAGE OF SLEEPY HOLLOW	S HOLLOW 09/29/23-10/31/23	7.58

Check Date	Check	Vendor	Vendor Name	Description	Amount
				S HOLLOW 09/29/23-10/31/23	7.58
					15.16
12/06/2023	251451	90333	VILLAGE OF WEST DUNDEE	PARKS HYDRANT 09/30/23-10/27/23	30.44
12/06/2023	251452	93076	WESEMANN FEEDS	FEED	361.00
12/06/2023	251453	93084	WEST CHICAGO SHARKS	DOLPHINS SWIM MEET	1,837.00
12/06/2023	251454	94131	WILLIAMS ASSOCIATES ARCHITECTS	RAKOW LOCKERS	57.47
12/06/2023	251455	MISC-REF	AMERICAN CASH	PROGRAM REFUND	150.00
12/06/2023	251456	MISC-REF	EVA LARA	PROGRAM REFUND	20.00
12/06/2023	251457	PINGINC	PING INC	PRO SHOP MERCH	259.94
				CREDIT MEMO	(120.00)
					139.94
12/06/2023	251458	T0001495	WHEATON SWIM CLUB	DOLPHIN SWIM MEET	2,175.00
				Total Paper Check:	185,658.04

A TOTALS:

Total of 93 Checks:	1,323,580.96
Less 0 Void Checks:	0.00
Total of 93 Disbursements:	1,323,580.96

BOARD MEMORANDUM

December 6, 2023 Board Meeting Agenda Item

To: Board of Park Commissioners
From: Dave Peterson, Executive Director
Date: November 30, 2023
Subject: Consideration to Cancel the December 20, 2023 Board Meeting

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Background/Analysis

Staff is recommending that the Board of Commissioners cancel the December 20, 2023 board meeting due to a lack of business to conduct and the close proximity to the holidays.

Motion and Action Requested

Move to cancel the December 20, 2023 board meeting.

BOARD MEMORANDUM

December 6, 2023 Board Meeting Agenda Item

To: Board of Park Commissioners
From: Dave Peterson, Executive Director
Date: November 7, 2023
Subject: Permission for Golf Course Superintendent Mike Sprouse and one Assistant to Attend the GCSAA Conference in Phoenix, AZ

Background/Analysis

According to our personnel policy, conference attendance outside of the State of Illinois shall be approved by the Park Board prior to attendance.

The GCSAA Conference is being held in Phoenix, AZ on January 29 – February 1, 2024. The benefits in attending this conference include continued educational opportunities in turf management, fertilizer and material assessment with industry professionals and networking with colleagues.

Hotel, meal, conference, travel and miscellaneous costs will be incurred. Net overall conference expenses will be approximately $1,500/staff member. Staff is requesting to allow one of the Assistant Superintendents to attend along with Mike Sprouse as well and provide career growth opportunities. The other Assistant Superintendent was allowed to attend in 2023.

Motion and Action Requested

Move to allow Golf Course Superintendent Mike Sprouse and one of his Assistant Superintendents to attend the GCSAA Conference in Phoenix, AZ on January 29 – February 1, 2024.

BOARD MEMORANDUM

December 6, 2022 Board Meeting Agenda Item

To: Board of Park Commissioners
From : Dave Peterson, Executive Director
Date: November 24, 2023
Subject: 2024 Board Meeting Schedule

Background/Analysis

It is required by park district code to set an annual board meeting schedule in advance and gain approval by the board. Upon approval, the schedule is posted on the website and communicated to the media who have requested.

Attached is the schedule representing meetings to be held on the first and third Wednesdays of each month at 7:00 p.m. and located in three different facilities throughout the year.

Motion and Action Requested

Move to accept the 2024 board meeting schedule as presented.

DUNDEE TOWNSHIP PARK DISTRICT
BOARD OF COMMISSIONERS
2024 REGULAR MEETING SCHEDULE
7:00 P.M. THE 1ST AND 3RD WEDNESDAY OF THE MONTH

Month	Day	Location
January	3	Rakow Center **(RA)**
	17	Rakow Center **(RA)**
February	7	Randall Oaks Recreation Center **(RORC)**
	21	Randall Oaks Recreation Center **(RORC)**
March	6	Randall Oaks Recreation Center **(RORC)**
	20	Randall Oaks Recreation Center **(RORC)**
April	3	Randall Oaks Recreation Center **(RORC)**
	17	Randall Oaks Recreation Center **(RORC)**
May	1	Randall Oaks Golf Club **(ROGC)**
	15	Randall Oaks Golf Club **(ROGC)**
June	5	Randall Oaks Golf Club **(ROGC)**
	19	Randall Oaks Golf Club **(ROGC)**
July	3	Randall Oaks Golf Club **(ROGC)**
	17	Randall Oaks Golf Club **(ROGC)**
August	7	Randall Oaks Golf Club **(ROGC)**
	21	Randall Oaks Golf Club **(ROGC)**
September	4	Randall Oaks Golf Club **(ROGC)**
	18	Randall Oaks Golf Club **(ROGC)**
October	2	Rakow Center **(RA)**
	16	Rakow Center **(RA)**
November	6	Rakow Center **(RA)**
	20	Rakow Center **(RA)**
December	4	Rakow Center **(RA)**
	18	Rakow Center **(RA)**

Locations		
RA	Rakow Center	665 Barrington Ave, Carpentersville 60110
ROGC	Randall Oaks Golf Club	4101 Binnie Rd, West Dundee 60118
RORC	Randall Oaks Recreation Center	500 N. Randall Rd, West Dundee 60118

BOARD MEMORANDUM

December 6, 2023 Board Meeting Agenda Item

To: Board of Park Commissioners
From: Dave Peterson, Executive Director
Date: November 23, 2023
Subject: Administrative Policy Manual – Updates to Policy # 6.19 and Commissioner Remote Attendance Policy
New Policy Recommendations: Social Media Comment and Terms of Use and Closed Session Meeting Minutes

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Background/Analysis

The Park Board approved the Administrative Policy Manual on October 7, 2020. There are some proposed changes to our fund balance policy and two new policies that staff will explain at the board meeting.,

6.19 Fund Balance Policy (Revision)

There has been changes in philosophy related to the Debt Service and Recreation Funds that dictate different expectations in fiscal year ending fund balances. The Debt Service Fund will no longer be increasing from year to year and hence should not need excess monies. The Special Recreation Fund no longer will result in tax objections due to steps taken to reserve monies for ADA projects.

Rules For Allowing Commissioners To Attend Board Meetings By Means of Video Or Audio Conference (Revision)

The Park District Code now allows for board member participation by remote due to ***unexpected childcare obligations.*** This reason along with personal illness or disability, employment purposes, business of the Board and family or other emergency are circumstances for board members to consider allowing remote participation. It is noteworthy that the park district must have a policy in place in order for Commissioner remote participation to occur.

4.19 Social Media Comment and Terms of Use Policy (New)

This new policy establishes policies for the use of the Dundee Township Park District social media sites. The purpose of the District's social media sites is to obtain and disseminate information useful to and about the Park District.

4.20 Closed Session Meeting Minutes

This new policy establishes best practices for transcribing closed session meeting minutes when the topic includes the executive director. Also, direction is given on the filing of closed session meeting minutes when it involves the executive director and performance and discipline.

These four policies are attached for your review and with board approval, will be reflected in the Administrative Policy Manual.

Motion and Action Requested

Move to accept policy changes in the Administrative Policy Manual as outlined for Policy #6.19 Fund Balance Policy and Commissioner Remote Participation and new policies 4.19 Social Media Comment and Terms of Use and 4.20 Closed Session Meeting Minutes.

4.19 Social Media Comment and Terms of Use Policy

This policy establishes policies for the use of the Dundee Township Park District ("***District***") social media sites. The purpose of the District's social media sites is to obtain and disseminate information useful to and about the District. Note that the District's predominant and primary internet presence is the District's website (https://www.dtpd.org), and the District's social media sites are intended to be a supplement to the website. The interactive portion of the District's social media sites is a limited public forum, and comments and discussions that take place on District social media sites will be moderated by the District for compliance with this policy.

Comments or other discussions containing any of the following content will not be permitted on the District's social media sites and are subject to removal and/or restriction by the administrator of the District social media sites or his/her designees, at any time and without prior notice:

1. Obscene, sexual, or pornographic content and/or language
2. Content that promotes discrimination on the basis of any protected class (i.e., race, religion, gender, etc.)
3. Content that violates a legal ownership interest (copyright or trademark)
4. Threats to any person
5. Conduct that violates any federal, state, or local law or encourages illegal activity
6. Promotion of any commercial activities not related to District business
7. Spam or links to malware/viruses
8. Content that advocates or promotes a candidate, referendum, or campaign
9. Actual defamation

A comment posted by a member of the public on any District social media site is the opinion of the poster only, and publication of a comment does not imply endorsement of, or agreement by, the District, nor do the comments necessarily reflect the opinions or policies of the District.

The District reserves the right to deny access to District social media sites for any user who repeatedly violates the District social media policy, at any time and without prior notice.

All comments posted to any District social site are also bound by the social media platform's terms of use and the District reserves the right to report any violation of the platform's terms of use to the platform.

Users who enter private or personal information on District social media sites do so at their own risk, and the District is not responsible for any damages resulting from the public display of, or failure to remove, private or personal information. Content posted on the District social media

RULES FOR ALLOWING COMMISSIONERS TO ATTEND BOARD MEETINGS BY MEANS OF VIDEO OR AUDIO CONFERENCE

In the event that any Commissioner is unable to be physically present at a meeting of the Board of Park Commissioners ("Board") due to personal illness or disability, employment purposes, the business of the Park District, a family or other emergency, or unexpected childcare obligations, it may be necessary or desirable to permit the Commissioner to attend the meeting by means of a video or audio conference. The following rules shall apply when any Commissioner wishes to attend a Board meeting by means of a video or audio conference:

- A Commissioner may attend a Board meeting by means of a video or audio conference only if he or she is prevented from physically attending because of: (a) personal illness or disability; (b) employment purposes; (c) the business of the Board; ~~or~~ (d) a family or other emergency; or (e) unexpected childcare obligations.

- Any Commissioner who wishes to attend a Board meeting by means of a video or audio conference shall notify the recording secretary of the Board as far in advance of the meeting as practical, unless advance notice is impractical. If prior to the preparation and posting of a meeting agenda, any Commissioner has notified the recording secretary that he or she wishes to attend a meeting by means of a video or audio conference, the agenda shall include Board action on the Commissioner's request to participate in this fashion. The Board after roll call of a meeting must submit a motion for consideration for the absent Board member to be allowed to participate in the meeting by means of video or audio conference. The submitted action must have a minimum of three affirmative votes to pass.

- A quorum of the full Board (three Commissioners) must be physically present at the location of an open or closed meeting of the Board in order for any Commissioner to attend by means of a video or audio conference.

- A Commissioner may be permitted to attend a Board meeting by means of a video or audio conference only by a majority vote of all sitting Board members, to the extent allowed by these rules.

- If the President attends a Board meeting by means of a video or audio conference, he/she shall vacate the Chair and the Vice President shall preside, provided that he/she is physically present. If both the President and Vice President are not physically present, the Board shall appoint any Commissioner who is physically present as temporary presiding officer.

- The Commissioner(s) attending the meeting by means of a video or audio conference must be able to hear all motions and remarks made by those Commissioners physically present at the meeting, and comments by members of the public who attend the meeting. If the Commissioner(s) participating by means of a video or audio conference cannot hear all motions and remarks made by those Commissioners physically present at the meeting, then he/she shall be considered absent from the meeting, and shall not be permitted to vote on any matter during the meeting.

- All Commissioners and members of the public who are physically present at the meeting must be able to hear all motions and remarks made by the Commissioner(s) attending the meeting by means of a video or audio conference. If the Commissioner(s) attending by means of video or audio conference cannot be heard by the Commissioners or members of the public physically present at the meeting, then he/she shall be considered absent from the meeting, and shall not be permitted to vote on any matter during the meeting.

- The minutes of the meeting shall identify which Commissioners were physically present and which attended by means of a video or audio conference.

- All votes shall be taken by roll call.

Park District Code Reference _____

Date of Approval by Board of Commissioners November 5, 2008

Date of Revision by Board of Commissioners December 6, 2023

Reducing Exposure

SB 1710 / Public Act 103-386

Final version:

- Applies to "**paved** bicycle **trails**"
- Must take **reasonable steps** to erect temporary signage where there is **actual knowledge** of an emergency or safety hazard that creates a **dangerous condition**
- Permanent signage at least **150 feet** in advance of **highway** crossings
- Page 19

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OMA Remote Attendance

HB 2447 / Public Act 103-311

- If a quorum is physically present, can permit board member to attend due to:
  - Personal illness
  - Employment purposes or the business of the public body
  - A family or other emergency
- Adds "unexpected childcare obligations"
- Effective immediately
- Update policy (permissible not mandatory)
- Page 53

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6.19 FUND BALANCE POLICY – Board approved March 21, 2018
Revised October 7, 2020
December 6, 2023

Purpose

The purpose of this policy is to establish the principles and parameters by which the projected end-of-year Fund Balance targets will be defined at the beginning of each budget period. Each year, the budget document will include a discussion of the fund targets established in this policy. The parameters established in this policy provide a range of acceptable amounts of end-of-year Fund Balances for each type of fund.

The policy provides guidance to District staff who monitor the District's fiscal activity and who are responsible for proposing plans to meet the Board of Park Commissioners' goals. The District will not propose a budget that would create a Fund Balance less than the minimum parameters set forth in this policy, unless the Park Board of Commissioners resolves that it is in the best interest of the District to do so.

Guiding Parameters

The following parameters will be used as part of the budget process to establish targets for the following funds:

Corporate Fund – The fund's target fund balance is **25%** of annual Operating

Expenditures. Balances above the maximum may be transferred to any other governmental fund at the discretion of the Board of Park Commissioners.

Recreation Fund – The fund's target fund balance is **25%** of annual Operating Expenditures. Balances above the maximum may be transferred to any other governmental fund at the discretion of the Board of Park Commissioners.

IMRF, Social Security, Police, and Liability Funds

The target fund balances for these funds is **25%** of Operating Expenditures. These funds will be monitored, and the taxes levied to support them will be adjusted to ensure that they operate within the target levels.

Special Recreation Fund – The fund's target fund balance is ~~**5%**~~ **25%** of Operating Expenditures. The vast majority of amounts levied are paid to the Northern Illinois Special Recreation (NISRA) to provide for the recreational needs of the special needs Population and for addressing the District's ADA Audit projects.

Debt Service Fund – The fund's target fund balance is $1,000.00. ~~**5% of Operating Expenditures**~~. The only activities in this fund are recording the taxes received to pay debt, transfers, and the expenses related to paying the debt. One hundred percent of a Debt Service Fund's Fund Balance is restricted for Debt Service.

Capital Improvement Fund – The Capital Projects Fund balance is reviewed in developing the Capital Improvement Program. Debt financing, grants, or inter-fund transfers can be used to finance projects when balances are not adequate. The Fund

Balance of a capital project-type fund is 100% restricted, committed, or assigned for acquisition, construction, and development. Increases and decreases in fund balances are associated with the specific projects planned. A **$500,000.00** target fund balance is set to allow for emergency capital outlay purposes.

Randall Oaks and Bonnie Dundee Golf Funds – The District's goal will be **25%** of annual Operating Expenses.

AUTHORITY – The Executive Director will determine if a portion of fund balance should be assigned.

REPORTING – Staff will prepare and include in the budget document a schedule that shows the status of the District's balances compared to the targets outlined in this policy.
The Executive Director of the Dundee Township Park District is given authority within this policy to assign fund balances to specific projects or planned expenditures.

MINIMUM TARGETS – Management will monitor the major revenue collections and the amount of cash available by reviewing the monthly financial reports. During the year, if revenue

projections suggest that revenue will not meet expectations, and the fund target(s) will not be met by year end, the Executive Director will take the following actions to reach the goals established in the adopted budget:

- Review expenditures/expenses with Directors
- Reduce capital asset expenditures/expenses
- Reduce operational expenditures/expenses, where appropriate, while maintaining the adopted budget goals
- Present to the Board of Park Commissioners other expenditure/expense control options, including those that might modify the goals established in the adopted budget

EXCEPTIONS TO THE POLICY – If the Board of Park Commissioners adopts a budget that does not meet the parameters of this policy, then the budget will include a plan for adhering to this Policy within a three-year period.

sites may be subject to disclosure under the Illinois Freedom of Information Act and retention and/or destruction under the Local Records Act and District policy.

This policy and terms of use may be amended from time-to-time, without further notice.

4.20 Closed Session Meeting Minutes

The Dundee Township Park District is required to transcribe closed session meeting minutes and use equipment to record audio verbatim or video of the conversation. At least every six months the review of these minutes must take place and the board must determine whether the minutes should be released to the public. The board may discuss in closed session whether a need still exists to maintain confidentiality. Once a determination is made, the board must declare its decision in open session by means of a motion or resolution.

Manner of Transcribing

Closed session meeting minutes shall be transcribed by staff, typically the executive director, with a few exceptions:

1. Transcribing of closed session meeting minutes when discussion is related to the executive director's performance review and goals and objectives shall be performed by the board President or Secretary.
2. Transcribing of closed session meeting minutes when discussion is related to disciplinary of the executive director shall be performed by the board President or Secretary.

In both exceptions, the custodian of the closed session meeting minutes shall be the Superintendent of Human Resources and Risk Management. The minutes shall be stored in a folder on a protected drive (U: HR Drive).

If other matters in addition to the two above exceptions are discussed in closed session and in compliance with the Open Meetings Act, then the executive director will transcribe this portion of the minutes and present to the board for approval and semi-annual review.

BOARD MEMORANDUM

December 6, 2023 Board Meeting Agenda Item

To:	Board of Park Commissioners
From:	Ross Bertone, Deputy Director
	Jackie Pierce, Superintendent of Human Resources and Risk Management
Through:	Dave Peterson, Executive Director
Date:	December 1, 2023
Subject:	**Personnel Policy Updates and Approval**

Background/Analysis

2.14 Victims' Economic Security and Safety Act

On July 28, 2023, Governor Pritzker signed HB2493. This amendment, which went into effect immediately, provides additional reasons for leave under the Illinois Victims' Economic Security and Safety Act (VESSA).

VESSA, which applies to all Illinois employers, provides between four and twelve weeks (depending on employer size) of unpaid leave to employees who are victims of domestic, sexual, or gender violence, or other crimes of violence (or whose family or household members are victims of such violence). Prior to the new amendment, VESSA permitted employees to take leave to recover from physical or psychological injuries; seek medical attention or counseling services; obtain services from a victim services organization; obtain legal assistance; and participate in safety planning.

Under the new amendment, employees may also take up to 10 days of VESSA leave to attend the funeral or alternative to a funeral or wake of a family or household member who is killed in a crime of violence; to make arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or to grieve the death of a family or household member who is killed in a crime of violence. This leave must be completed within 60 days after the employee receives notice of the death of the victim.

The VESSA amendments will run concurrently with the District's Family Bereavement Leave. The 10 days required of bereavement leave under the FBLA and VESSA will run concurrently, so that an employee is not entitled to more bereavement leave than that provided by the FBLA. If an employee is not entitled to leave under the FBLA, the 10 days of bereavement leave under amended VESSA will be deducted from the amount of VESSA initially provided.

VESSA also states that if the district requests verification of the need for leave, employees are permitted to submit a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that the family member was a victim of a crime of violence.

2.32 Employee Blood and Organ Donation Leave

On August 4, 2023, Governor Pritzker signed the Employee Blood and Organ Donation Leave Act. This act goes into effect on January 1, 2024. The district has created a new personnel policy to address this leave act. This act was in place prior to the 2023 changes and only addressed blood donations. This amendment expands the reasons an employee may take leave and provides paid time off for blood or organ donors. While there are no changes for those wishing to donate blood, employees donating a kidney, liver, lung, pancreas, intestine, bone, or skin may be eligible for up to 10 days of paid leave.

This act covers full-time employees who have worked for at least 6 months for the District. Employees may use up to one hour of leave every 56 days to donate blood. Employees donating an organ may use up to 10 days of leave in any 12-month period. This leave may run concurrently with the Family and Medical Leave Act (FMLA). However, the leave is not limited to FLMA-eligible employees. Additionally, employees who have exhausted their FMLA leave may be entitled to take additional leave under this law. Employees must get employer approval prior to taking leave. The District may require medical documentation before the proposed blood or organ donation leave is taken.

2.2 Bereavement Leave

On August 4, 2023, Governor Pritzker signed the Child Extended Bereavement Leave Act. The Act, which is effective January 1, 2024, allows full-time employees to take unpaid leave from work to grieve the loss of a child who dies by suicide or homicide. Specifically, employees are eligible for six weeks of leave.

Full-time employees may take leave after they have worked for their employer for at least two weeks. Employees may take leave in one continuous period or intermittently in increments of no less than four hours. Leave must be taken within one year after the employee notifies the employer of the loss. If an employee takes unpaid leave under this Act, they cannot also seek additional unpaid leave under Illinois' Family Bereavement Leave Act relating to the same death.

The District may require employees to provide reasonable advance notice of the intention to take leave and require reasonable documentation substantiating the reason for leave. Reasonable documentation would include a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency.

When returning from bereavement leave, employees are entitled to the position they held when the leave began. If that position has been filled or is no longer available, returning employees are entitled to an equivalent position with equivalent pay, benefits, and responsibilities.

Motion and Action Requested

Move to accept changes for the following policies:

2.14 Victim's Economic Security and Safety Act (Revised)
2.32 Employee Blood and Organ Donation Leave (NEW)
2.2 Bereavement Leave (Revised)

2.14 Victims' Economic Security and Safety Act

Introduction

This section briefly summarizes rights and regulations under the Victims' Economic Security and Safety Act ("VESSA").

VESSA provides employees with up to twelve (12) workweeks of unpaid leave during a twelve (12)-month period to address the consequences of actual or threatened domestic, sexual, gender violence, or any other crime of violence to themselves or their family or household member who is a victim of actual or threatened domestic, sexual, or gender violence.

Basis of Leave

The Dundee Township Park District will provide up to **twelve (12) weeks of unpaid leave** from work on a continuous, intermittent or reduced work schedule basis to an employee who is a victim of actual or threatened domestic, sexual, or gender violence (or who has a family or household member who is a victim of actual or threatened domestic, sexual, or gender violence) to address the violence for one or more of the following reasons:

A. seeking medical attention for, or recovering from, physical or psychological injuries caused by actual or threatened domestic, sexual, or gender violence to the employee or the employee's family or household member;
B. obtaining services from a victim services organization for the employee or the employee's family or household member;
C. obtaining psychological or other counseling for the employee or the employee's family or household member;
D. participating in safety planning, temporarily or permanently relocating, or taking other actions to increase the safety of the employee or the employee's family or household member from future domestic, sexual, gender violence, any other crime of violence, or ensuring economic security; or
E. seeking legal assistance or remedies to ensure the health and safety of the employee or the employee's family or household member, including preparing for or participating in any civil or

criminal legal proceeding related to or derived from domestic, sexual, or gender violence or any other crime of violence.

Eligible employees may use up to two workweeks (10 days) of unpaid VESSA leave for any one or more of the following reasons:

A. Attending the funeral or alternative to funeral or wake of a family or household member who is killed in a crime of violence;
B. Making arrangements necessitated by the death of a family or household member who is killed in a crime of violence; or
C. Grieving the death of a family or household member who is killed in a crime of violence.

Leave for these reasons must be completed within 60 days after the employee receives notice of the death of the victim.

Definitions

A. **"Twelve (12) Month Period" -** means a rolling twelve (12) month period measured forward from the date leave is taken and continuous with each additional leave day taken.
B. **"Family or Household Member"** – means a spouse or party to a civil union, parent, grandparent, child, grandchild, sibling, or any other person related by blood or by present or prior marriage or civil union, other person who shares a relationship through a child, or any other individual whose close association with the employee is the equivalent of a family relationship as determined by the employee, and persons jointly residing in the same household.
C. **"Domestic, Sexual, or Gender Violence"** - means domestic violence, sexual assault, gender violence, or stalking.
D. **"Crime of Violence"-** means any conduct proscribed by Articles 9, 11, 12, 26.5, 29D, and 33A of the Criminal Code of 2012 or a similar provision of the Criminal Code of 1961, in addition to certain conduct proscribed by Articles of the Criminal Code of 2012. This can include sex offenses, assault, harassment and obscene communications, armed violence, and other crimes.

Coverage and Eligibility

Both full and part-time employees are eligible to apply for this leave.

Period of Leave

Employee will be entitled to a total of twelve (12) workweeks of unpaid leave during any twelve (12)-month period. (This policy does not create a right for an employee to take unpaid leave that exceeds the

unpaid leave time allowed under, or is in addition to the unpaid leave time permitted by, the federal Family and Medical Leave Act.)

Intermittent or Reduced Leave

An employee may take leave intermittently (a few days or a few hours at a time) or on a reduced leave schedule.

Existing Leave

An employee may elect to substitute accrued paid vacation, sick, or personal time, or any other applicable paid time off, for any part of VESSA leave. Such substitution will not extend the employee's total allotment of time off under this policy.

Notice Requirement

The employee will provide the Dundee Township Park District with at least forty-eight (48) hours' advance notice of the employee's intention to take the leave, unless providing such notice is not practicable.

When an unscheduled absence occurs, the District will not take any action against the employee if the employee, within a reasonable period after the absence (generally defined herein as fifteen (15) days) provides certification as shown under the next section.

Certification

The Dundee Township Park District may require the employee to provide certification to the District that:

A. the employee or the employee's family or household member is a victim of actual or threatened domestic, sexual, or gender violence; and
B. the leave is for one of the purposes enumerated in the above "Basis" paragraph.

The employee will provide such certification to the Dundee Township Park District within a reasonable period after the District requests certification.

An employee may satisfy the above certification requirement by providing to the Dundee Township Park District a signed and dated statement of the employee, and upon obtaining such documents the employee will provide:

A. documentation from an employee, agent, or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing actual or threatened domestic, sexual or gender violence and the effects of the violence;
B. a police or court record;
C. a death certificate, published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or government agency documenting that a victim was killed in a crime of violence; or
D. other corroborating evidence.

Certification Form may be used, see attached (Page 8).

Confidentiality

All information provided to the Dundee Township Park District including a statement of the employee or any other documentation, record, or corroborating evidence, and the fact that the employee has requested or obtained leave pursuant to this policy, will be **retained in the strictest confidence by the District**, except to the extent that disclosure is: (1) requested or consented to in writing by the employee; or (2) otherwise required by applicable law.

Job Protection

If you wish to return to work at the expiration of your leave, you are entitled to return to your same position or to an equivalent position with equal pay, benefits and other terms and conditions of employment. If you take leave because of your own medical condition, you are required to provide medical certification that you are fit to resume work. You may obtain return to Work Medical Certification forms from the Human Resources Department. Employees failing to provide the Return to Work Medical Certification Form will not be permitted to resume work until it is provided.

Effect of Benefits

The taking of leave under this policy will not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, the employee is not entitled to:

A. the accrual of any seniority or employment benefits during any period of unpaid leave; or
B. any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken the leave.

During an approved VESSA leave, the District will maintain your health benefits, as if you continued to be actively employed. If paid leave is substituted for unpaid VESSA leave, the District will deduct your

portion of the health plan premium as a regular payroll deduction. If your leave is unpaid, you must pay your portion of the premium during the leave. Your group health care coverage may cease if your premium payment is more than 30 days late. If you do not return to work at the end of the leave period, you may be required to reimburse the District for the cost of the premiums paid by the District for maintaining coverage during your unpaid leave, unless you cannot return to work because of the continuation, recurrence, or onset of domestic, sexual, or gender violence, any other crime of violence, or other circumstances beyond your control.

When your need for the leave also qualifies as family/medical leave pursuant to the Family and Medical Leave Act (FMLA), the FMLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will be eligible in one year is twelve (12) weeks.

When your need for leave also qualifies for bereavement leave under Illinois' Family Bereavement Leave Act (FBLA), FBLA leave will run concurrently with leave taken pursuant to this policy, such that the total amount of unpaid leave for which an employee will typically be eligible in cases of bereavement is 10 days. However, in such cases, the 10 days of bereavement leave will not be deducted from the employee's total VESSA allotment of 12 weeks.

Reporting to the Park District

The Dundee Township Park District may require an employee on leave under this policy to **report periodically to the District** on the status and intention of the employee to return to work.

Maintenance of Health Benefits

Except as provided under "Loss of Benefits," during any period that an employee takes leave under this policy, the Dundee Township Park District will maintain coverage for the employee and any family or household member under any group health plan for the duration of such leave at the level and under the conditions coverage would have been provided if the employee had continued in employment continuously for the duration of such leave.

Reasonable Accommodation

The District supports the Victims' Economic Security and Safety Act and will provide reasonable accommodations for people who are entitled to protection under this Act in a timely fashion, unless such accommodations would present an undue hardship for the District.

Reasonable accommodation applies to applicants and employees and may include adjustment to a job structure, workplace facility, or work requirement, transfer, reassignment, or modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure or assistance in documenting domestic, sexual, gender violence or crime of violence that occurs at the workplace or in work-related settings, in response to actual or threatened domestic, sexual, gender violence or any other crime of violence.

A qualified individual is an individual who, but for being a victim of domestic, sexual, gender violence or crime of violence or with a family or household member who is a victim of domestic, sexual, gender violence or crime of violence, can perform the essential functions of the employment position that such individual holds or desires.

Should you wish to request a reasonable accommodation pursuant to this policy, you should contact Human Resources.

Failure to Return From Leave

The Dundee Township Park District may recover the premium that the agency paid for maintaining coverage for the employee and the employee's family or household member under such group health plan during any period of leave under this policy if:

(i) the employee **fails to return** from leave under this policy after the period of leave to which the employee is entitled has expired; and

(ii) the employee **fails to return** to work for a reason other than: (a) the continuation, recurrence, or onset of actual or threatened domestic, sexual, or gender violence that entitles the employee to leave; (b) the need for other job-protected leave under an applicable law; or (c) other circumstances beyond the control of the employee.

The District may require an employee who claims that the employee is unable to return to work because of a reason described above to provide, within a reasonable period after making the claim, certification to the District that the employee is unable to return to work because of that reason.

An employee may satisfy the certification requirement of clause by providing to the District an appropriate Certification (mentioned earlier in this policy).

The District will not: (a) fail or refuse to hire, discharge, or harass any individual for exercising their rights under this policy; (b) otherwise discriminate against any individual exercising their rights under this policy with respect to the compensation, terms, conditions, or privileges of employment of the individual; or (c) retaliate against an individual in any form or manner for exercising their rights under this policy.

Reporting to the District

In response to an actual or perceived threat of domestic, sexual or gender violence, an employee may qualify for a reasonable accommodation, which may include adjustment to a job structure, workplace facility, modified schedule, leave, a changed telephone number or seating assignment, installation of a lock, implementation of a safety procedure and/or assistance in documenting actual or threatened domestic, sexual or gender violence that occurs at the workplace or in a work-related setting, unless the accommodation would create an undue hardship for the Dundee Township Park District.

DUNDEE TOWNSHIP PARK DISTRICT
VICTIMS' ECONOMIC SECURITY AND SAFETY ACT (VESSA)
EMPLOYEE CERTIFICATION

Employee's Name: _____

VESSA provides that employers may not discharge or discriminate against an employee who is a victim of domestic violence, sexual, gender violence or any other crime of violence, or who has a family or household member who is a victim of domestic, sexual, gender violence or any other crime of violence for taking up to a total of 12 weeks, unpaid workweeks of leave from work during a 12-month period to address the domestic violence.

Employee must provide certification of their need for the leave. Certification may include:

1. A sworn statement of the employee supported by:
    a. Documentation from an employee, agent or volunteer of a victim services organization, an attorney, a member of the clergy, or a medical or other professional from whom the employee or the employee's family or household member has sought assistance in addressing domestic, sexual, or gender violence and the effects of the violence;
    b. A police or court record; or
    c. Other corroborating evidence.

The Employee may choose which document to submit. Employees on leave under VESSA must keep the employer informed of their status and intention of their status and intention of the employee to return to work. The employee will pay his/her portion of the insurance premium each week.

Dates being requested: From _____ to _____.

Documentation has been provided: _____yes _____no

Signature of Employee:

_____ Date: _____

Signature of Human Resources:

_____ Date: _____

2.32 Employee Blood and Organ Donation Leave

Introduction

Any full-time employee employed by the Agency for at least six months is entitled to:

Blood Donation: Employees may use up to one hour of blood donation leave, with pay, every 56 day.

Organ donation: Employees donating an organ may use up to 10 days of leave in any 12-month period.

Notice

The employee must submit a written request for leave before donating or attempting to donate blood and provide medical documentation of the appointment to donate blood at the time of this written request.

Verification

The Agency may require a written statement from the blood bank confirming the employee kept the appointment to donate blood and/or require medical documentation before the proposed organ donation leave is taken.

This leave may run concurrently with the Family and Medical Leave Act (FMLA). However, the leave is not limited to FLMA-eligible employees. Additionally, employees who have exhausted their FMLA leave may be entitled to take additional leave under this law.

2.2 Bereavement Leave

Family Member Bereavement Leave

All employees eligible for leave under the federal Family and Medical Leave Act (FMLA) are also eligible for bereavement leave in accordance with the Illinois Family Bereavement Leave Act. Employees become eligible after 12 months of employment and at least 1,250 hours worked within the previous 12-month period.

Employees will be granted up to three (3) working days of paid bereavement leave due to the death of an immediate family member. Immediate family includes the employee's parent, stepparent, mother-in-law, father-in-law, spouse, domestic partner, child, stepchild, sibling, grandparent, or grandchild.

In addition, employees are eligible for an additional seven (7) days of unpaid leave in the event of the death of a covered family member. In the event of the death of more than one covered family member in a 12-month period, an employee is entitled to up to six (6) weeks of bereavement leave during that period. Employees may use any accrued, unused paid time off to run concurrently with this time. Employees must complete time off under this policy within 60 days of learning of the need for leave. Additional bereavement leave may be paid leave if granted to an employee by the Executive Director upon request.

Employees may use this time, three (3) days paid, seven (7) days unpaid, to attend the funeral or alternative to a funeral of a covered family member, make arrangements necessitated by the death of the covered family member, and/or grieve the death of the covered family member. This time may also be used for absences from work due to (i) a miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure; (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth. This bereavement leave may be paid leave if granted to an employee by the Executive Director upon request.

Child Extended Bereavement Leave

Full-time employees, who have been employed for at least two weeks and have lost a child due to homicide or suicide, are eligible for six (6) weeks of bereavement leave. Leave time will be paid as detailed in the section regarding family member bereavement leave and the remaining time will be unpaid.

Employees may take leave in one continuous period or intermittently in increments of no less than four (4) hours. Leave must be taken within one (1) year after the employee notifies the employer of the loss. This six (6) weeks of leave is the maximum amount of leave an employee may take for the loss of their child due to homicide or suicide. Accordingly, the employee may not seek additional bereavement leave as provided in the section regarding family member bereavement leave.

Additional Time and Notice

Additional paid or unpaid time or leave for persons not covered in the definition of "immediate family member" may be allowed in some circumstances at the discretion of the District, or the employee may be permitted to use other available paid or unpaid time off. In certain circumstances, the District may require an employee seeking leave under this policy to provide reasonable documentation of the need for the leave. The employee must notify their immediate supervisor and the Human Resources Department of the reason and length of the employee's absence. Employees are requested to provide as much notice of the leave as possible. This policy does not permit an employee to exceed the amount of leave available under the Family and Medical Leave Act.

Returning From Leave

When returning from bereavement leave, employees are entitled to the position they held when the leave began. If that position has been filled or no longer available, returning employees are entitled to an equivalent position with equivalent pay, benefits, and responsibilities.

Reasonable Documentation

The District may require reasonable documentation. Documentation may include a death certificate, a published obituary or written verification of death, burial or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency. For leave resulting from an event listed under reasons above, reasonable documentation is a form provided by the Illinois Department of Labor, filled out by a health care practitioner who has treated the employee or the employee's spouse or domestic partner or surrogate for an event listed under reasons above, or documentation from the adoption or surrogacy organization the employee worked with related to an event listed under reasons above certifying the employee, spouse or domestic partner has experienced an event listed under reasons above. The District does not require the employee identify which subcategory of event the leave pertains under reasons above as a condition of exercising rights under the acts listed above.

Definitions

"Covered family member," means an employee's child, stepchild, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent.

“Domestic partner,” used with respect to an unmarried employee under this policy, includes: (1) the person recognized as the domestic partner of the employee under any domestic partnership or civil union law of a state or political subdivision of a state; or (2) an unmarried adult person who is in a committed, personal relationship with the employee, who is not a domestic partner as described under subsection (1) to or in such a relationship with any other person, and who is designated to the employee's employer by such employee as that employee's domestic partner.

”Child” means an employee’s son or daughter who is a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis.

ORDINANCE # 23-08 LEVYING AND ASSESSING TAXES OF THE DUNDEE TOWNSHIP PARK DISTRICT FOR THE TAX YEAR 2023

BE IT ORDAINED BY THE BOARD OF PARK COMMISSIONERS OF THE DUNDEE TOWNSHIP PARK DISTRICT, COUNTIES OF KANE AND COOK, AND STATE OF ILLINOIS:

SECTION 1: That for the tax year 2023, the sum of twelve million, five hundred thousand, and 00/100 Dollars ($12,500,000) be and the same is hereby levied and assessed on all property subject to taxation within the Dundee Township Park District, according to the value of said property as the same is assessed and equalized by the Department of Local Government Affairs of the State of Illinois; that the objects and the purposes for which said levy and assessment is made and the sum amount levied and assessed for each purpose, respectively, subject to the deductions specified, are as here after set forth in this section.

I. GENERAL CORPORATE FUND

That there is hereby levied and assessed for the year 2023, the sum of three million, nine hundred ninety thousand, seven hundred twenty seven and 00/100 Dollars ($3,990,727.00) upon all property subject to taxation within the Dundee Township Park District, according to the value of said property as the same is assessed and equalized by the Department of Local Government Affairs of the State of Illinois, to defray the necessary expenses of the Park District for general corporate purposes pursuant to Section 5-1 of "The Park District Code" as follows:

Salaries and Wages:	
Administration Staff	$602,267
Full-Time Personnel	1,045,028
Part-Time Personnel	647,378
Total Salaries and Wages	$2,294,673
Total Group Health/Life Insurance	$910,274
Contractual Services	
Utilities	
Electric	$ 93,964
Gas	89,979
Water	3,889
Telephone	66,414

Legal Fees		$ 6,785
Other Services		11,994
Service Contracts		
Office Equipment		38,517
Refuse Removal		15,759
Other Services		
Advertising and Publishing		3,204
Printing		4,150
Dues & Memberships		25,957
Periodicals & Subscriptions		3,079
Postage		15,409
Miscellaneous		9,396
Administrative Expense		
Conference & Seminars		23,316
Management Expense		10,904
Total Contractual Services		$422,716
Repairs and Maintenance		
Building		$297,569
Fencing & Grounds		33,452
Equipment & Vehicles		375,000
Emergency Improvements		95,739
Total Repairs and Maintenance		$801,760
Materials and Supplies:		
Gasoline & Diesel Fuel		$250,000
Fertilizer & Chemicals		30,396
Landscape Material		27,961
Office Supplies		68,451
Zoo Supplies		87,500
Miscellaneous		13,014
Total Materials and Supplies		$477,322
Total All Categories		$4,916,018
Less: Pers. Property Replacement Tax	$110,000	
Program Fees	582,661	
Other Receipts	223,357	
	916,018	
The total General Corporate Fund amount to be raised by Tax Levy for the foregoing purposes		**$3,990,727**

II. RECREATION FUND

That there is hereby levied and assessed for the year 2023, the sum of three million, nine-hundred thousand and 00/100 Dollars ($3,900,000.00) upon all property subject to taxation within the Dundee Township Park District, according to the value of said property as the same is assessed and equalized by the Department of Local Government Affairs of the State of Illinois, to pay the necessary cost to operate, administer and maintain the recreation program of the Park District pursuant to Section 5-2 of "The Park District Code" as follows:

Salaries and Wages:	
Administrative Staff	$ 671,242
Full-Time Personnel	2,083,444
Part-Time Personnel	2,216,292
Total Salaries and Wages	$4,970,978
Total Group Health/Life Insurance	$ 831,983
Contractual Services:Utilities	
Electric	$ 573,482
Gas	520,450
Water	181,778
Telephone	35,270
Rentals	
Maintenance Equipment	48,038
Professional Services	
Legal Fees	2,160
Other Services	15,293
Service Contracts	
Equipment Service	75,481
Refuse Removal	14,927
Other Services	
Advertising	18,538
Printing & Binding	101,922
Dues & Membership	12,048
Periodicals & Subscriptions	5,351
Postage	42,924
Administrative Expense	
Conference & Seminar Expense	22,342
Management Expense	8,566
Total Contractual Services	$1,678,570
Repairs and Maintenance	$ 364,836

Materials and Supplies		
Office Supplies		$ 107,959
Custodial Supplies		63,676
Ball Diamond Material		10,472
Pool Supplies & Chemicals		88,180
Play Equipment Parts		25,709
Vending Merchandise		90,250
Equipment & Grounds Maintenance		279,988
Miscellaneous		9,391
Total Materials and Supplies		$ 675,625
Recreational Programs		
Fitness		191,518
Recreation		173,246
Senior Citizens		206,605
Early Childhood		79,572
Athletics		283,349
Afterschool		115,060
Preschool		26,173
Aquatics		237,088
Total Recreational Programs		$ 1,312,611
Total All Categories		$9,834,603
Less: Pers. Property Replacement Tax	$ 110,000	
Program Fees	$5,500,000	
Other Receipts	$324,603	
	$5,934,603	
The total Recreation Fund amount to be raised by Tax Levy for the foregoing Recreation purposes		**$3,900,000**

III. SOCIAL SECURITY FUND

That there is hereby levied and assessed for the year 2023, the sum of four-hundred fifty thousand and 00/100 Dollars ($450,000.00) upon all property subject to taxation within the Dundee Township Park District, according to the value of said property as the same is assessed and equalized by the Department of Local Government Affairs of the State of Illinois, for Social Security purposes pursuant to Section 7-171 and 21-110 of the Illinois Pension Code.

Social Security	$ 450,000

The total Social Security Fund amount to be raised by Tax Levy for the foregoing purposes	**$ 450,000**

IV. ILLINOIS MUNICIPAL RETIREMENT FUND

That there is hereby levied and assessed for the year 2023, the sum of five hundred thousand and 00/100 Dollars ($500,000.00) upon all property subject to taxation within the Dundee Township Park District, according to the value of said property as the same is assessed and equalized by the Department of Local Government Affairs of the State of Illinois, for the payment by the Park District of its contributions into the Illinois Municipal Retirement Fund pursuant to Section 7-171 of the Illinois Pension Code as follows:

Pension	$ 500,000

The total Illinois Municipal Retirement Fund amount to be raised by Tax Levy for the foregoing purposes	**$ 500,000**

V. GENERAL LIABILITY, WORKERS COMPENSATION AND OCCUPATIONAL DISEASES INSURANCE

That there is hereby levied and assessed for the year 2023 the sum of four hundred thousand and 00/100 Dollars ($400,000.00) upon all property subject to taxation within the Dundee Township Park District, according to the value of said property as the same is assessed and equalized by the Department of Local Government Affairs of the State of Illinois, to pay the cost of insurance to protect against claims of public liability, workers compensation and occupational diseases, as provided by the "Local Governmental and Governmental Employees Tort Immunity Act," as amended and as follows:

General Liability Insurance	$ 320,000
Workers Compensation & Occupational Disease Insurance	30,000
Unemployment Compensation Insurance	50,000
Total All Categories	$ 400,000

The total Insurance Fund amount to be raised by Tax Levy for the foregoing purposes	**$ 400,000**

VI. POLICE/SECURITY FUND

That there is hereby levied and assessed for the year 2023, the sum of one thousand and 00/100 Dollars ($1,000.00) upon all property subject to taxation within the Dundee Township Park District, according to the value of said property as the same is assessed and equalized by the Department of local Government Affairs of the State of Illinois, for the payment by the Park District of its contributions into the Police/Security Fund pursuant to Section 5-9 of "The Park District Code" as follows:

Total Salaries and Wages	$ 1,000
The total Police/Security Fund amount to be raised by Tax Levy for the foregoing purposes	**$ 1,000**

VII. BOND PRINCIPAL AND INTEREST FUND

That there is hereby levied and assessed for the year 2023, the sum of two million three hundred fifty eight thousand,two hundred seventy three and 00/100 Dollars ($2,358,273.00) upon all property subject to taxation within the Dundee Township Park District, according to the Bond Principal and Interest Fund value of said property as the same is assessed and equalized by the Department of Local Government Affairs of the State of Illinois to pay the interest and principal of outstanding General Bonds of the Park District under the statutory enactment entitled "The Park District Code," and ordinances of the Park District, as follows:

Issue of November, 2023 (Park Bonds): For the payment of interest and principal as per Bond Ordinance on file with Kane and Cook County Clerks.	$2,358,273
The total Bond Principal and Interest Fund amount to be raised by Tax Levy for the foregoing purposes pursuant to Section 6-6 of "The Park District Code."	**$2,358,273**

VIII.SPECIAL RECREATION FUND

That there is hereby levied and assessed for the year 2023, the sum of nine hundred thousand and 00/100 Dollars ($900,000.00) upon all property subject to taxation within the Dundee Township Park District, according to the value of said property as the same is assessed and equalized by the Department of Local

Government Affairs of the State of Illinois, to pay the cost of providing recreational programs for the Handicapped. (Authority 5-8 Park District Code) as follows:

NISRA Dues	$ 336,000
ADA Improvements/Programming	$ 564,000
The total Special Recreation Fund amount to be raised by Tax Levy for the foregoing purposes	**$ 900,000**
GRAND TOTAL ALL FUNDS	**$12,500,000**

SUMMARY OF LEVIES

I.	General Corporate Fund	$ 3,990,727
II.	Recreation Program Fund	3,900,000
III.	Social Security Fund	450,000
IV.	Illinois Municipal Retirement Fund	500,000
V.	General Liability, Workers Compensation and Occupational Disease Insurance Fund	400,000
VI.	Police/Security Fund	1,000
VII.	Bond Principal and Interest Fund	2,358,273
VIII.	Special Recreation Fund	900,000
	Total Amount Levied:	**$12,500,000**

SECTION 2: That the total amount of twelve million, five hundred thousand and 00/100 Dollars ($12,500,000.00) ascertained as aforesaid, be, and the same is hereby levied and assessed on all property subject to taxation within the Dundee Township Park District according to the value of said property as the same is assessed and equalized for State and County purposes for the current year.

SECTION 3: Pursuant to Section 4-4 of the Park District Code, neither the Budget and Appropriation Ordinance for the fiscal year beginning May 1, 2023 and ending April 30, 2024 nor any other Budget and Appropriation Ordinance is intended or required to be in support of, or in relation to, the levy made in this ordinance.

SECTION 4: That there is hereby certified to the County Clerks of Kane and Cook Counties, Illinois, the several sums aforesaid constituting twelve million, five hundred thousand and 00/100 Dollars ($12,500,000.00)which said total amount the said Dundee Township Park District requires to be raised by taxation for the current fiscal year of said Park District, and the Secretary of said District is hereby ordered and directed to file with the County Clerk of each said County on or before the time required by law, a certified copy of this Ordinance.

SECTION 5: That the County Clerks of Kane and Cook Counties, State of Illinois, be and are hereby directed as provided by law to ascertain the rate percent which, upon the total valuation of all property subject to taxation within the Dundee Township Park District as the same is assessed and equalized for State or County purposes, will produce a net amount as herein legally levied and to extend such tax pursuant to the statute.

SECTION 6: If any item or portion hereof of this Ordinance is for any reason held invalid, such decision shall not affect the validity of the remaining portion of such item or the remaining portion of this Ordinance.

SECTION 7: All Ordinances or parts of Ordinances in conflict herewith, including without limitation, Ordinance # 23-08 or any action hereof, are hereby modified or repealed.

SECTION 8: This Ordinance shall take effect and be in full force and effect immediately on and after its passage and approval, as provided by law.

ADOPTED this 6th day of December, 2023, pursuant to a roll call vote as follows:

AYES: _____

NAYS:

Absent and not voting: _____

APPROVED this 6th day of December, 2023

_____
Frank Scarpelli, President
Board of Park Commissioners
Dundee Township Park District

ATTEST:

_____
Jim Bonkoski, Secretary
Board of Park Commissioners
Dundee Township Park District

CERTIFICATE OF PRESIDING OFFICER

I, Frank Scarpelli, hereby certify that I am the duly elected and acting President of the Board of Park Commissioners of the Dundee Township Park District, Carpentersville, Kane/Cook County, Illinois, and that as such President, I am the presiding officer of the corporate authority of said Park District.

I further certify that the attached copy of the ordinance levying and assessing taxes of the Dundee Township Park District for 2023, was adopted pursuant to, and in all respects in compliance with, the provisions of Sections 18-60 through 18-85 of the Truth in Taxation Law.

The notice and hearing requirements of Sections 18-70 through 18-85 of the Law are applicable.

IT WITNESS WHEREOF, I have signed my name in my official capacity as the President and presiding officer of the Board of Park Commissioners of the Dundee Township Park District at Carpentersville, Illinois this 6th day of December, 2023.

_____

Frank Scarpelli
President, Board of Park Commissioners

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that said Ordinance 23-08 as presented and read by the Secretary be adopted. After a full and complete discussion thereof, the President directed that the roll be called for a vote upon the motion to adopt Ordinance 23-08 as read. Upon the roll being called, the following Park Commissioners voted AYE: _____

and the following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and the Ordinance adopted, and henceforth did approve and sign the same in open meeting and did direct the Secretary to record the same in full in the records of the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois, which was done.

Other business not pertinent to the adoption of said Ordinance was duly transacted at said meeting.

Upon motion duly made, seconded and carried, the meeting was adjourned.

_____

Jim Bonkoski, Secretary
Board of Park Commissioners

CERTIFICATION OF COMPLIANCE WITH TRUTH IN TAXATION ACT

I, Frank Scarpelli, the presiding officer of Dundee Township Park District, do hereby certify that the levy adopted on December 6, 2023, complies with the provisions of the Truth in Taxation Act, approved July 29, 1981, as amended. A public hearing was conducted on December 6, 2023, and notice of such hearing was published 7 to 14 days prior to the hearing in the Daily Herald, in accordance with P.A. 82-102.

_____

Frank Scarpelli, President
Board of Park Commissioners

Subscribed to before me this 6th day of December, 2023.

_____
Notary Public

CERTIFICATE OF TAX LEVY

I, Jim Bonkoski, the undersigned secretary of the Dundee Township Park District being first duly sworn on oath depose and state the foregoing attached annual levy ordinance to be a true and correct copy of the annual levy ordinance for the Dundee Township Park District for the 2023/2024 fiscal year adopted on December 6, 2023.

_____
Jim Bonkoski, Secretary
Dundee Township Park District

Subscribed to me on this 6h day of December, 2023.

_____
Notary Public

NOTICE OF PROPOSED PROPERTY TAX INCREASE FOR DUNDEE TOWNSHIP PARK DISTRICT

I. A public hearing to approve a proposed property tax levy increase for Dundee Township Park District for 2023 will be held on December 6, 2023 at 7:00 p.m at the Rakow Center, 665 Barrington Avenue, Carpentersville, IL 60110. Any person desiring to present testimony to the taxing district may contact Dave Peterson, Executive Director, 665 Barrington Avenue, Carpentersville, IL, 60110, 847-428-7131, ext. 4001.

II. The corporate and special purpose property taxes extended or abated for 2022 were $9,085,758.

The proposed corporate and special purpose property taxes to be levied for 2023 is $10,141,727. This represents a 11.6% increase over the previous year.

III. The property taxes extended for debt service and public building commission leases for 2022 were $2,245,974.

The estimated property taxes to be levied for debt service and public building commission leases for 2023 are $2,358,273. This represents a 5.0% increase over the previous year.

IV. The total property taxes extended or abated for 2022 were $11,331,732.

The estimated total property taxes to be levied for 2023 are $12,500,000. This represents a 10.3% increase over the previous year.

CERTIFICATION OF TAX LEVY

I, the undersigned, duly elected, qualified and acting President of Dundee Township Park District, Kane County, Illinois, does hereby certify that the attached Tax Levy filed with the Kane County Clerk on December 6, 2023, is a true and correct copy of the Tax Levy of said District.

Date: December 6, 2023

Frank Scarpelli, President
Dundee Township Park District

SEAL

TRUTH IN TAXATION CERTIFICATE

I, the undersigned, hereby certify that I am the chief presiding officer of Dundee Township Park District and as such presiding officer I hereby certify that the levy ordinance, a copy of which is appended hereto,was adopted pursuant to, and in all respects in compliance with, the provisions of Section 4 through 7 of the "Truth in Taxation Act".

The notice and hearing requirements of Section 7 of the Act are:

(applicable or inapplicable)
CIRCLE ONE

The notice requirement of Section 7 is:

(applicable or inapplicable)
CIRCLE ONE

Date: December 6, 2023

Frank Scarpelli
President, Board of Park Commissioners
Dundee Township Park District

SEAL

COOK COUNTY

TRUTH IN TAXATION

CERTIFICATE OF COMPLIANCE

I, Frank Scarpelli, hereby certify that I am the presiding officer of the Dundee Township Park District, Cook County, Illinois, and as such presiding officer I certify that the levy ordinance, a copy of which is attached, was adopted pursuant to, and in all respects in compliance with the provisions of the Illinois Property Tax Code – Truth in Taxation Law, 35 ILCS 200/18-60 through 18-85 (2002).

This certificate applies to the 2023 levy.

IN WITNESS WHEREOF, I have signed my name in my official capacity as the President and presiding officer of the Board of Park Commissioners of the Dundee Township Park District at Carpentersville, Illinois, this 6th day of December, 2023.

_____

Frank Scarpelli, President
Board of Park Commissioners

ORDINANCE NO. # 23-07

Ordinance authorizing the County Clerk to reduce the amount of the 2023 Tax levy, if the amount of taxes to be extended for 2023 does not equal our levied amount due to the tax cap and our estimated projection of new construction.

Whereas, the Dundee Township Park District, Kane and Cook Counties, Illinois, is a duly organized and existing Park District created under the provisions of the laws of the State of Illinois and is now operating under the provision of "The Park District Code" of the State of Illinois, as supplemented and amended; and

Whereas, the Board of Commissioners of the District has determined that it is advisable, necessary and in the best interest of the District to reduce the amount of the tax levy, if the amount of the taxes to be extended for 2023 does not equal our levied amount:

Now, therefore, the Dundee Township Park District is authorizing Kane and Cook County's Tax Extension Offices to reduce the amount of the tax levy between the Liability, IMRF, FICA and Police funds as needed.

ADOPTED this 6th day of December, 2023, pursuant to a roll call vote as follows:

AYES:

NAYS:

Absent and not voting:

APPROVED this 6th day of December, 2023.

_____
Frank Scarpelli, President
Board of Park Commissioners
Dundee Township Park District

ATTEST:

_____
Jim Bonkoski, Secretary
Board of Park Commissioners

ORDINANCE NO.23-06

ORDINANCE abating the tax hereto levied for the year 2023 to pay the principal of and interest on General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2018, Taxable General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020A, and General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020B, of the Dundee Township Park District, Kane and Cook Counties, Illinois.

WHEREAS, the Board of Park Commissioners (the "Board") of the Dundee Township Park District, Kane and Cook Counties, Illinois (the "District"), by ordinance adopted on the 20th day of June, 2018 (the "2018 Ordinance"), did provide for the issue of $4,330,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2018 (the "2018 Bonds"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2018 Bonds; and

WHEREAS, the Board, by ordinance adopted on the 19th day of August, 2020 (as supplemented by a notification of sale, the "2020 Ordinance" and together with the 2018 Ordinance, the "Ordinances"), did provide for the issue of $1,370,000 Taxable General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020A, and $9,040,000 General Obligation Refunding Park Bonds (Alternate Revenue Source), Series 2020B, of the District (together, the "2020 Bonds" and collectively with the 2018 Bonds, the "Bonds"), and the levy of a direct annual tax sufficient to pay the principal of and interest on the 2020 Bonds; and

Whereas, the Board hereby determines that the Pledged Revenues (as defined in the Ordinances) or other lawfully available funds of the District are or will be available to pay the principal of and interest on the Bonds when due, so as to enable the abatement of the Pledged Taxes (as defined in the Ordinances) levied for the year 2023; and

Whereas, it is necessary and in the best interests of the District that the Pledged Taxes heretofore levied for the year 2023 to pay the Bonds be abated:

Now Therefore be it ordained by the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois, as follows:

Section 1. *Incorporation of Preambles*. The Board hereby finds that all of the recitals contained in the preambles to this Ordinance are full, true and correct and does incorporate them into this Ordinance by this reference.

Section 2. *Abatement of Tax*. The tax heretofore levied for the year 2023 in each Ordinance is hereby abated in its entirety.

Section 3. *Filing of Ordinance*. Forthwith upon the adoption of this Ordinance, the Secretary of the Board shall file a certified copy hereof with the County Clerks of The Counties of Kane and Cook, Illinois, and it shall be the duty of said County Clerks to abate said tax levied for the year 2021 in accordance with the provisions hereof.

Section 4. *Effective Date*. All ordinances, resolutions or parts thereof in conflict herewith be and the same are hereby repealed and that this Ordinance shall be in full force and effect forthwith upon its adoption.

Approved December 6, 2023

_____

Frank Scarpelli
President, Board of Park Commissioners

ATTEST:

_____

Jim Bonkoski
Secretary, Board of Park Commissioners

FISCAL YEAR 2024/2025 BUDGET TOP-LEVEL TIMELINE

December 1, 2023:	BS&A available for budget entry
February 12, 2024	Capital Projects requests due from dept. heads to Greg & Dave
March 1, 2024:	**DEADLINE**: Budget in BS&A must be final and ready for administrative review
April 3, 2024:	1st Draft of Budget Presented to Board
April 17, 2024:	2nd Draft of Budget Presented to Board (if necessary)
May 15, 2024:	Public Hearing Held and Budget and Appropriations Ordinance presented to board for approval.

BOARD MEMORANDUM

December 6, 2023 Board Meeting Agenda Item

To: Board of Park Commissioners
From: Dave Peterson, Executive Director
Date: November 30, 2023
Subject: Schedule 2nd Meeting Day and Time - Decennial Committee

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Background/Analysis

The first meeting of the Decennial Committee was held on June 7, 2023. The formulation of the committee occurred, requirements of the committee were disclosed, and goals and objectives were discussed.

It is time to hold a second committee meeting to review the efficiencies the Park District demonstrates and receive feedback on the draft report. I have reached out to committee members Frank Raczon and Ron Rudd to check on their availability in the first two months of calendar year 2024. Both have indicated that they are available on the January 17, February 7 and February 21 board meeting days. A committee meeting could occur before the scheduled 7:00 p.m. time on any of these three dates.

Staff is recommending that the committee meeting occur on February 7, 2024 at 6:00 p.m., prior to the regularly scheduled board meeting.

Motion and Action Requested

Gain a consensus on the meeting date of our second Decennial Committee meeting.