AGENDA
DUNDEE TOWNSHIP PARK DISTRICT
Board of Commissioners Regular Meeting
October 2, 2024
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 DavePeterson@dtpd.org before 3:00 p.m. on October 2, 2024.

Location: Randall Oaks Golf Course Clubhouse, 4101 Binnie Road, West Dundee

I. Call to Order

II. Citizens to Be Heard

III. Public Hearing for the issuance of $7,600,000 General Obligation Limited Tax Park Bonds for park purposes, to pay outstanding obligations of the District and for the payment of the expenses incident thereto

IV. Public Hearing-Amended 2024/2025 Budget and Appropriations Ordinance # 24-03

V. Staff Reports

VI. Consent Agenda

A. Approval of Items to be Considered for Consent Agenda
   i. September 18, 2024 - Regular Board Meeting Minutes
   ii. Accounts Payable Check Register Dated – October 2, 2024
B. Approval of Consent Agenda

VII. Director's Report

VIII. President's Report

IX. Old Business

A. Randall Oaks Golf Course Clubhouse and Cart Barn Paint Bid and Project Update

X. New Business

A. Amended Budget & Appropriations Ordinance No. 24-03 – Consideration For Approval
B. Revised Personnel Policy No. 3.18 – Salary and Wage Program – Consideration For Approval
C. 2025 Health and Welfare Benefits Renewal – Consideration for Approval
   i. 2025 PDRMA Sponsored Health Plan
   ii. Flexible Spending Account through HealthEquity, Inc.
   iii. Health Insurance Opt-out Incentive

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 October 16, 2024

Please contact Dave Peterson, Executive Director, at (847) 428-7131 x4001 with required accommodations for persons with disabilities. Notice must be given at least 48 hours prior to the scheduled board meeting.

ORDER calling a public hearing concerning the intent of the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois, to sell $7,600,000 General Obligation Limited Tax Park Bonds.

* * *

WHEREAS, the Dundee Township Park District, Kane and Cook Counties, Illinois (the *"District"*), 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 provisions of the Park District Code of the State of Illinois, and all laws amendatory thereof and supplementary thereto, including the Local Government Debt Reform Act of the State of Illinois, as amended; and

WHEREAS, the Board of Park Commissioners of the District (the *"Board"*) intends to sell bonds in the amount of $7,600,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding obligations of the District and for the payment of the expenses incident thereto (the *"Bonds"*); and

WHEREAS, the Bond Issue Notification Act of the State of Illinois, as amended, requires the Board to hold a public hearing concerning the Board's intent to sell the Bonds before adopting an ordinance providing for the sale of the Bonds:

NOW, THEREFORE, Be It and It is Hereby Ordered by the undersigned President of the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois, as follows:

1. I hereby call a public hearing to be held at 7:00 o'clock P.M. on the 2nd day of October, 2024, at the Randall Oaks Golf Club, 4101 Binnie Road, West Dundee, Illinois, in the District, concerning the Board's intent to sell the Bonds and to receive public comments regarding the proposal to sell the Bonds (the *"Hearing"*).

2. I hereby direct that the Secretary of the Board (the *"Secretary"*) shall (i) publish notice of the Hearing at least once in the *Daily Herald*, the same being a newspaper of general circulation in the District, not less than 7 nor more than 30 days before the date of the Hearing and (ii) post at least 48 hours before the Hearing a copy of said notice at the principal office of the Board, which notice will be continuously available for public review during the entire 48-hour period preceding the Hearing.

3. Notice of the Hearing shall appear above the name of the Secretary and shall be in substantially the following form:

NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS OF THE DUNDEE TOWNSHIP PARK DISTRICT, KANE AND COOK COUNTIES, ILLINOIS TO SELL $7,600,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS

PUBLIC NOTICE IS HEREBY GIVEN that the Dundee Township Park District, Kane and Cook Counties, Illinois (the *"District"*), will hold a public hearing on the 2nd day of October, 2024, at 7:00 o'clock P.M. The hearing will be held at the Randall Oaks Golf Club, 4101 Binnie Road, West Dundee, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of $7,600,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding obligations of the District and for the payment of the expenses incident thereto.

By order of the President of the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois.

DATED the 13th day of September, 2024.

John Meschewski
Secretary, Board of Park Commissioners,
Dundee Township Park District, Kane and
Cook Counties, Illinois

4. At the Hearing the Board shall explain the reasons for the proposed bond issue and permit persons desiring to be heard an opportunity to present written or oral testimony within reasonable time limits. The Board shall not adopt an ordinance selling the Bonds for a period of seven (7) days after the final adjournment of the Hearing.

Ordered this 13th day of September, 2024.

_____

President, Board of Park Commissioners, Dundee Township Park District, Kane and Cook Counties, Illinois

MINUTES of a regular public meeting of the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois, held at the Randall Oaks Golf Club, 4101 Binnie Road, West Dundee, Illinois, in said Park District at 7:00 o'clock P.M., on the 2nd day of October, 2024.

* * *

The meeting was called to order by the President, and upon the roll being called, Frank Scarpelli, the President, and the following Park Commissioners were physically present at said location: _____

_____

_____

The following Park Commissioners were allowed by a majority of the members of the Board of Park Commissioners in accordance with and to the extent allowed by rules adopted by the Board of Park Commissioners to attend the meeting by video or audio conference: _____

_____

No Park Commissioner was not permitted to attend the meeting by video or audio conference.

The following Park Commissioners were absent and did not participate in the meeting in any manner or to any extent whatsoever: _____

_____

At _____ o'clock P.M., the President announced that the next agenda item for the Board of Park Commissioners was a public hearing (the *"Hearing"*) to receive public comments on the proposal to sell $7,600,000 General Obligation Limited Tax Park Bonds (the *"Bonds"*) for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding obligations of the District and for the payment of the expenses incident thereto, and

explained that all persons desiring to be heard would have an opportunity to present written or oral testimony with respect thereto.

The President opened the discussion and explained that the reasons for the proposed issuance of the Bonds were as follows: _____

_____

_____.

Whereupon the President asked for additional comments from the Park Commissioners. Additional comments were made by the following:

(If no additional comments were made,
please so indicate with the word "none.")

Written testimony concerning the proposed issuance of the Bonds was read into the record by the Secretary and is attached hereto as *Exhibit I*.

(If no written testimony was received,
please so indicate with the word "none.")

Whereupon the President asked for oral testimony or any public comments concerning the proposed issuance of the Bonds. Statements were made by the following:

(If no additional statements were made,
please so indicate with the word "none.")

The President then announced that all persons desiring to be heard had been given an opportunity to present oral and written testimony with respect to the proposed issuance of the Bonds.

Park Commissioner _____ moved and Park Commissioner _____ seconded the motion that the Hearing be finally adjourned.

After a full discussion thereof, the President directed that the roll be called for a vote upon the motion.

Upon the roll being called, the following Park Commissioners voted AYE: _____

_____

_____.

The following Park Commissioners voted NAY: _____

Whereupon the President declared the motion carried and the Hearing was finally adjourned.

Other business not pertinent to the conduct of the Hearing was duly transacted at said meeting.

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

_____
Secretary, Board of Park Commissioners

STATE OF ILLINOIS)
) SS
COUNTY OF KANE)

CERTIFICATION OF MINUTES

I, the undersigned, do hereby certify that I am the duly qualified and acting Secretary of the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois (the *"Board"*), and as such official I am the keeper of the records and files of the Board.

I do further certify that the foregoing constitutes a full, true and complete transcript of the minutes of the meeting of the Board held on the 2nd day of October, 2024, insofar as the same relates to a public hearing concerning the intent of the Board to sell $7,600,000 General Obligation Limited Tax Park Bonds.

I do further certify that the deliberations of the Board at said meeting were conducted openly, that all votes taken at said meeting were taken openly, that said meeting was held at a specified time and place convenient to the public, that notice of said meeting was duly given to all of the news media requesting such notice, that an agenda for said meeting was posted at the location where said meeting was held and at the principal office of the Board at least 48 hours in advance of the holding of said meeting, that at least one copy of said agenda was continuously available for public review during the entire 48-hour period preceding said meeting, that a true, correct and complete copy of said agenda as so posted is attached hereto as *Exhibit A,* that said meeting was called and held in strict compliance with the provisions of the Open Meetings Act of the State of Illinois, as amended, the Park District Code of the State of Illinois, as amended, and the Bond Issue Notification Act of the State of Illinois, as amended, and that the Board has complied with all of the provisions of said Acts and said Code and with all of the procedural rules of the Board in the conduct of said meeting.

I do further certify that notice of said public hearing was posted at least 48 hours before said public hearing at the principal office of the Board, that at least one copy of said notice was continuously available for public review during the entire 48-hour period preceding said public hearing and that attached hereto as *Exhibit B* is a true, correct and complete copy of said notice as so posted.

IN WITNESS WHEREOF, I hereunto affix my official signature and the seal of said Park District, this 2nd day of October, 2024.

_____
Secretary, Board of Park Commissioners

[SEAL]

EXHIBIT B

NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS OF THE DUNDEE TOWNSHIP PARK DISTRICT, KANE AND COOK COUNTIES, ILLINOIS TO SELL $7,600,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS

PUBLIC NOTICE IS HEREBY GIVEN that the Dundee Township Park District, Kane and Cook Counties, Illinois (the *"District"*), will hold a public hearing on the 2nd day of October, 2024, at 7:00 o'clock P.M. The hearing will be held at the Randall Oaks Golf Club, 4101 Binnie Road, West Dundee, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of $7,600,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding obligations of the District and for the payment of the expenses incident thereto.

By order of the President of the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois.

DATED the 13th day of September, 2024.

John Meschewski
Secretary, Board of Park Commissioners,
Dundee Township Park District, Kane and
Cook Counties, Illinois

[TO BE POSTED AT THE PRINCIPAL OFFICE OF THE BOARD OF PARK COMMISSIONERS]

NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS OF THE DUNDEE TOWNSHIP PARK DISTRICT, KANE AND COOK COUNTIES, ILLINOIS TO SELL $7,600,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS

PUBLIC NOTICE IS HEREBY GIVEN that the Dundee Township Park District, Kane and Cook Counties, Illinois (the *"District"*), will hold a public hearing on the 2nd day of October, 2024, at 7:00 o'clock P.M. The hearing will be held at the Randall Oaks Golf Club, 4101 Binnie Road, West Dundee, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of $7,600,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding obligations of the District and for the payment of the expenses incident thereto.

By order of the President of the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois.

DATED the 13th day of September, 2024.

John Meschewski
Secretary, Board of Park Commissioners,
Dundee Township Park District, Kane and
Cook Counties, Illinois

NOTICE OF PUBLIC HEARING CONCERNING THE INTENT OF THE BOARD OF PARK COMMISSIONERS OF THE DUNDEE TOWNSHIP PARK DISTRICT, KANE AND COOK COUNTIES, ILLINOIS TO SELL $7,600,000 GENERAL OBLIGATION LIMITED TAX PARK BONDS

PUBLIC NOTICE IS HEREBY GIVEN that the Dundee Township Park District, Kane and Cook Counties, Illinois (the *"District"*), will hold a public hearing on the 2nd day of October, 2024, at 7:00 o'clock P.M. The hearing will be held at the Randall Oaks Golf Club, 4101 Binnie Road, West Dundee, Illinois. The purpose of the hearing will be to receive public comments on the proposal to sell bonds of the District in the amount of $7,600,000 for the payment of land condemned or purchased for parks, for the building, maintaining, improving and protecting of the same and the existing land and facilities of the District, for the payment of certain outstanding obligations of the District and for the payment of the expenses incident thereto.

By order of the President of the Board of Park Commissioners of the Dundee Township Park District, Kane and Cook Counties, Illinois.

DATED the 13th day of September, 2024.

John Meschewski
Secretary, Board of Park Commissioners,
Dundee Township Park District, Kane and
Cook Counties, Illinois

DUNDEE TOWNSHIP PARK DISTRICT
BOARD MEETING MINUTES

The September 18, 2024 meeting of the Dundee Township Park District Board of Commissioners was held at the Randall Oaks Golf Course Club House. 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

Sleepy Hollow resident, Mike Tennis, pointed out two areas to the board related to the consent agenda and the approval of the September 4, 2024 minutes and the approval of the August 31, 2024 financial report. He also commented on the FY 2023/2024 Annual Comprehensive Financial Report.

FY 2023/2024 Annual Comprehensive Financial Report (presented by Sikich LLP) -

The auditor presented an opinion on the audit reflecting the FY end of April 30, 2024. The financial statements referred to within present fairly, in all material respects, the respective financial position of the governmental activities, each major fund and the aggregate remaining fund information of Dundee Township Park District. He reviewed some of the financial reports that summarized the government and non-government funds of the District.

Staff Reports

None.

Consent Agenda

A. *Approval of Items to be considered for Consent Agenda – Jim Bonkoski made a motion with a second by Erin O'Leary to approve the Items to be considered for the Consent Agenda. The motion passed 5-0. This includes:*
   I. *September 4, 2024 - Regular Board Meeting Minutes*
   II. *Accounts Payable Check Register Dated – September 18, 2024*
   III. *Financial Report – Period Ending August 31, 2024*
   IV. *FY 2023/2024 Annual Comprehensive Financial Report*
   V. *FY 2023/2024 Treasurers Report*

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

Director's Report

A. Decennial Committee - Set October 16 Final Meeting Date - Peterson informed the board that he plans to hold the final committee meeting on October 16, 2024. Following this meeting, he will submit the required Decennial report to the County.

B. Performance Review Timeline - Peterson informed the board that he will bring the recommended merit increases for FT employees to the October 16 board meeting. Once approved, supervisors will sit down with their direct reports and give performance evaluations and feedback. The November 1 paycheck will reflect the increase in pay.

C. Organizational Chart - Peterson shared the current organizational chart of the District which reflects 61 FT employees.

D. Randall Oaks Recreation Center AC Update - Peterson told the board that the temporary AC unit will be at the center through October. It is expected that the new 100-ton unit will not be installed until the winter/springtime.

E. IAPD Legal Symposium - The board has been invited to attend IAPD's Legal Symposium on November 7. They are to let Peterson know if they are interested and he will enroll them. Right now, President Scarpelli and staff members Bertone and Peterson plan to attend.

F. IAPD Best of the Best Gala - Peterson was proud to announce that Jerry Christopherson will be receiving the Outstanding Citizen Volunteer of the Year award. The Gala takes place on October 25 with a dinner and an award ceremony for all of the winners.

<u>President's Report</u>
None.

<u>Old Business</u>

A. Randall Oaks Golf Course Clubhouse and Cart Barn Paint Bid and Project Update - Superintendent Mike Sprouse provided updated numbers on carpentry work to be performed before the painting. Discussions ensued. Sprouse had not received answers regarding the paint (how many coats and will the paint bidder do the work in the Spring, if necessary).

Erin O'Leary made a motion with a second by John Meschewski to table the paint bid and carpentry repairs to the clubhouse and cart barn until the October 2, 2024 board meeting. The motion passed 5-0.

<u>New Business</u>
None.

Adjournment

Jim Bonkoski made a motion with a second by *John Meschewski* to adjourn the meeting. The motion passed 5-0. The meeting was adjourned at 7:55 p.m.

Note: The next board meeting is scheduled for October 2, 2024.

Check Date	Check	Vendor	Vendor Name	Amount
Bank A CORPORATE ACCOUNT				
Check Type: EFT Transfer				
10/02/2024	20892(E)	79001	SIKICH, LLP	2,500.00
10/02/2024	20893(E)	84487	TOSHIBA FINANCIAL SERVICES	352.61
10/02/2024	20894(E)	900001167	HEALTHEQUITY	285.60
			Total EFT Transfer:	3,138.21
Check Type: Paper Check				
10/02/2024	253182	00504	A-VILLAGE REFRIGERATION	145.50
10/02/2024	253183	01123	AIRGAS USA, LLC	169.43
10/02/2024	253184	03657	AMERICAN APPAREL & PROMOTIONS	985.00
10/02/2024	253185	03687	AMERICAN SOCCER COMPNAY, INC	29.20
10/02/2024	253186	05209	CLESENS	4,590.70
10/02/2024	253187	05402	AL WARREN OIL CO.	7,842.53
10/02/2024	253188	08727	STEVE BELLMORE	120.00
10/02/2024	253189	11410	AHW LLC	452.97
10/02/2024	253190	15270	COMED	100.99
10/02/2024	253191	15274	COMMEG SYSTEMS, INC.-TIMEPRO	7,644.00
10/02/2024	253192	15834	COZZINI BROS., INC.	36.00
10/02/2024	253193	19596	DURABILT FENCE	995.00
10/02/2024	253194	19605	DYNEGY ENERGY SERVICES	33,354.70
10/02/2024	253195	23246	ELGIN KEY & LOCK CO., INC.	145.00
10/02/2024	253196	23969	EWING IRRIGATION PRODUCTS, INC.	389.59
10/02/2024	253197	27515	FAULKS BROS. CONSTRUCTION	1,899.88
10/02/2024	253198	28347	FITNESS EQUIPMENT SERVICES	147.00
10/02/2024	253199	30299	GAME TIME	934.34
10/02/2024	253200	32430	GRAINGER	466.21
10/02/2024	253201	32482	GRECO AND SONS INC.	2,591.87
10/02/2024	253202	35398	HARRIS GOLF CARS	169.80
10/02/2024	253203	36831	MARIA HOLBROOK	168.84
10/02/2024	253204	36884	HOME DEPOT CREDIT SERVICES	666.26
10/02/2024	253205	45440	JCK CONTRACTORS, INC.	400.00
10/02/2024	253206	49868	WILLIAM KOCH	350.00
10/02/2024	253207	55534	McCLOUD SERVICES	474.86
10/02/2024	253208	56665	MENARDS - C'VILLE	2,090.02
10/02/2024	253209	59617	MICKEY'S LINEN	127.29
10/02/2024	253210	59650	NADLER GOLF CAR SALES INC.	55.00
10/02/2024	253211	61207	NICOR GAS	995.61
10/02/2024	253212	63460	OFFICIAL FINDERS, LLC	830.00
10/02/2024	253213	68911	PALATINE TWP SENIOR CITIZENS	2,659.00
10/02/2024	253214	69630	PEPSI-COLA	1,848.30
10/02/2024	253215	69633	ELSA PERALTA	120.00
10/02/2024	253216	69949	PETROCHOICE	1,024.34
10/02/2024	253217	73264	RANGE SERVANT AMERICA, INC.	87.50

Check Date	Check	Vendor	Vendor Name	Amount
10/02/2024	253218	73736	GERALD F. REEDY	40.00
10/02/2024	253219	73742	REDEXIM NORTH AMERICA	680.64
10/02/2024	253220	74603	ROADWAY TOWING & SERVICE	225.00
10/02/2024	253221	75528	RON CLESEN'S	937.10
10/02/2024	253222	78076	SERVICE SANITATION, INC.	3,018.00
10/02/2024	253223	78999	SILK SCREEN EXPRESS, INC.	3,565.00
10/02/2024	253224	79006	SITEONE LANDSCAPE SUPPLY, LLC	179.50
10/02/2024	253225	80786	SPORTS R US	5,211.00
10/02/2024	253226	80989	MARY STALLINGS	120.00
10/02/2024	253227	80991	GORDON FLESCH COMPANY	410.74
10/02/2024	253228	82189	SUNBELT RENTALS, INC	630.85
10/02/2024	253229	83090	SYSCO - CHICAGO, INC	2,028.57
10/02/2024	253230	83661	STACEY TEEPLE	120.00
10/02/2024	253231	85368	TRITZ BEVERAGE SYSTEMS	85.00
10/02/2024	253232	85370	TRI-TEL TECHNICAL SERVICE	670.00
10/02/2024	253233	88007	UNIQUE PRODUCTS & SERVICE CORP	192.12
10/02/2024	253234	89687	VALLEY HYDRAULIC SERVICE, INC.	67.98
10/02/2024	253235	89736	VERMONT SYSTEMS, INC.	1,300.00
10/02/2024	253236	900000077	WHITE CAP, L.P.	990.93
10/02/2024	253237	900000132	SCHAEFGES BROTHERS, INC	8,452.50
10/02/2024	253238	900000327	SHANE VARVIL	120.00
10/02/2024	253239	900000339	REVELS TURF & TRACTOR	295.00
10/02/2024	253240	900000583	3 CHEFS CATERING INC.	1,575.00
10/02/2024	253241	900000637	CENTURISK	3,500.00
10/02/2024	253242	900000673	BAM EXTERIORS INC.	650.00
10/02/2024	253243	900000676	BOEHRINGER INGELHELM ANIMAL HEA	191.48
10/02/2024	253244	900000754	PREMISTAR-NORTH	36,929.35
10/02/2024	253245	900000891	LANGTON GROUP	5,074.35
10/02/2024	253246	900000924	CBTS	1,051.04
10/02/2024	253247	900000948	ZEUS BATTERY PRODUCTS	85.33
10/02/2024	253248	900001019	VALLEZ CONSTRUCTION INC	3,180.00
10/02/2024	253249	900001166	RUBEN MACIAS	120.00
10/02/2024	253250	900001189	PAM GRIFFIN	256.96
10/02/2024	253251	900001210	NATURAL TREE SERVICE INC	4,600.00
10/02/2024	253252	900001305	SECURITAS TECHNOLOGY CORPORAT	375.00
10/02/2024	253253	900001317	YELLOWSTONE LANDSCAPE INC	1,150.00
10/02/2024	253254	900001534	ROYAL PUBLISHING	175.00
10/02/2024	253255	900001535	CLAUDIO FERREIRA	80.00
10/02/2024	253256	900001536	BRUCE KRICH	45.00
10/02/2024	253257	90347	KARA VINCOLESE	323.68
10/02/2024	253258	92918	ERIN SAELENS	83.08
10/02/2024	253259	99300	CASH	14.91
10/02/2024	253260	MISC-REF	MERITA SEJDINI	136.00
10/02/2024	253261	MISC-REF	MEGAN SHEEHAN	116.00
10/02/2024	253262	REINDERS	REINDERS, INC.	3,067.94
			Total Paper Check:	167,226.78

Check Date	Check	Vendor	Vendor Name	Amount

A TOTALS:

Total of 84 Checks:	170,364.99
Less 0 Void Checks:	0.00
Total of 84 Disbursements:	170,364.99

Check Date	Check	Vendor	Vendor Name	Description	Amount
Bank A CORPORATE ACCOUNT					
Check Type: EFT Transfer					
10/02/2024	20892(E)	79001	SIKICH, LLP	FY-24 AUDIT FEES	2,500.00
10/02/2024	20893(E)	84487	TOSHIBA FINANCIAL SERVICES	RAKOW/AAC COPIERS	352.61
10/02/2024	20894(E)	900001167	HEALTHEQUITY	FSA REPLENISHMENT	285.60
				Total EFT Transfer:	3,138.21
Check Type: Paper Check					
10/02/2024	253182	00504	A-VILLAGE REFRIGERATION	SERVICE CALL-EVAP FAN MOTOR	145.50
10/02/2024	253183	01123	AIRGAS USA, LLC	SHOP SUPPLIES	169.43
10/02/2024	253184	03657	AMERICAN APPAREL & PROMOTIONS	ADULT SOCCER SHIRTS	985.00
10/02/2024	253185	03687	AMERICAN SOCCER COMPNAY, INC	SOCCER JERSEYS	29.20
10/02/2024	253186	05209	CLESENS	FUNGICIDE	580.00
				FAIRWAY FERTILIZER	4,010.70
					4,590.70
10/02/2024	253187	05402	AL WARREN OIL CO.	REG UNLEADED-PARKS	1,776.82
				UNDYED FUEL	1,235.43
				REG UNLEADED	1,361.03
				DYED FUEL	1,621.77
				REG UNLEADED-BDGC	1,847.48
					7,842.53
10/02/2024	253188	08727	STEVE BELLMORE	FLAG FOOTBALL REF-3 GAMES	120.00
10/02/2024	253189	11410	AHW LLC	SEAT	452.97
10/02/2024	253190	15270	COMED	BDGC SIGN	100.99
10/02/2024	253191	15274	COMMEG SYSTEMS, INC.-TIMEPRO	TIMEPRO MAINTENANCE AGREEMENT	7,644.00
10/02/2024	253192	15834	COZZINI BROS., INC.	KNIFE SERVICE	36.00
10/02/2024	253193	19596	DURABILT FENCE	REPLACEMENT FENCING	995.00
10/02/2024	253194	19605	DYNEGY ENERGY SERVICES	RAKOW 08/15/24-09/15/24	11,403.75
				ROGC 08/15/24-09/16/24	10,223.61
				RORC 08/15/24-09/15/24	11,727.34
					33,354.70
10/02/2024	253195	23246	ELGIN KEY & LOCK CO., INC.	REKEY	145.00
10/02/2024	253196	23969	EWING IRRIGATION PRODUCTS, INC.	IRRIGATIONS PARTS, CHEMICALS	304.35
				ELECTRICAL SUPPLIES	85.24
					389.59
10/02/2024	253197	27515	FAULKS BROS. CONSTRUCTION	FAIRWAY TOPDRESSING SAND	914.93

Check Date	Check	Vendor	Vendor Name	Description	Amount
				FAIRWAY SAND	984.95
					1,899.88
10/02/2024	253198	28347	FITNESS EQUIPMENT SERVICES	EQUIPMENT REPAIRS	147.00
10/02/2024	253199	30299	GAME TIME	PLAYGROUND EQUIPMENT	934.34
10/02/2024	253200	32430	GRAINGER	UNION, RING TERMINAL	466.21
10/02/2024	253201	32482	GRECO AND SONS INC.	FOOD SUPPLY	571.85
				FOOD SUPPLY	479.57
				CHIPS	205.30
				FOOD SUPPLY	327.87
				FOOD SUPPLY	267.79
				FOOD SUPPLY	60.84
				FOOD SUPPLY	210.25
				FOOD SUPPLY	549.20
				OVRPMT OF 253126	(80.80)
					2,591.87
10/02/2024	253202	35398	HARRIS GOLF CARS	CART REPAIRS	124.81
				CART REPAIRS	44.99
					169.80
10/02/2024	253203	36831	MARIA HOLBROOK	MILEAGE 08/01/24-09/18/24	168.84
10/02/2024	253204	36884	HOME DEPOT CREDIT SERVICES	PLUMBING SUPPLIES	34.73
				AIR CONDITIONER, HOSE COUPLER	347.82
				ELECTRICAL SUPPLIES	119.86
				DOOR TRIM	5.88
				NAIL PULLER, BLACKTOP PATCH, ETC	157.97
					666.26
10/02/2024	253205	45440	JCK CONTRACTORS, INC.	TOPSOIL	400.00
10/02/2024	253206	49868	WILLIAM KOCH	AAC ENTERTAINMENT-10/09/24	350.00
10/02/2024	253207	55534	McCLOUD SERVICES	PEST CONTROL-BDGC	120.09
				PEST CONTROL-ADMIN	45.53
				PEST CONTROL - ZOO	154.62
				PEST CONTROL ZOO	154.62
					474.86
10/02/2024	253208	56665	MENARDS - C'VILLE	GORILLA TAPE, PAINT BRUSHES	29.84
				SPRAYPAINT	96.92
				SWISS FILE, FILE W/GUIDE	10.47
				POTTING SOIL	65.94
				HVAC SUPPLIES	92.95
				HOSE CLAMP, VINYL TUBIN	18.41
				MENARDS PARKS&ROCLUBHOUSE 9-11-2	250.09

Check Date	Check	Vendor	Vendor Name	Description	Amount
				MENARDS9-16-24 RO GROUND MAINT OFF	18.23
				MENARDS 9-11-24 BD CLUBHOUSE REPAI	32.10
				NEW ZOO BUILDING PRAIRIE DOGS	53.74
				NEW EQUIPMENT - ZOO	331.87
				CLEANING SUPPLIES, GRILL BRUSH -ZOO	57.96
				PAINT SUPPLIES -ZOO	572.64
				SOLAR SPOT LIGHT - ZOO	101.94
				DOOR,PRAIRIE DOG - ZOO	119.88
				RORC NET WORK	138.13
				ALL PURP POTTING	98.91
					2,090.02
10/02/2024	253209	59617	MICKEY'S LINEN	LINENS	127.29
10/02/2024	253210	59650	NADLER GOLF CAR SALES INC.	GOLF CART REPAIRS	55.00
10/02/2024	253211	61207	NICOR GAS	BLUE MAINT. BLDG 08/20/24-09/19/24	44.97
				BROWN GARAGE 08/20/24-09/19/24	44.28
				CENTERVILLE SCHOOL 08/20/24-09/19/24	44.58
				PARK MGRS HOUSE 08/20/24-09/19/24	36.87
				PARKS OFFICE	44.28
				ROGC MAINT. 08/20/24-09/19/24	56.30
				ROGC 08/20/24-09/19/24	423.27
				RORC 08/20/24-09/19/24	250.54
				ZOO BLDGS 08/20/24-09/19/24	50.52
					995.61
10/02/2024	253212	63460	OFFICIAL FINDERS, LLC	VOLLEYBALL REFS	120.00
				SOCCER REFS	350.00
				FLAG FOOTBALL REFS	360.00
					830.00
10/02/2024	253213	68911	PALATINE TWP SENIOR CITIZENS	BRANSON 11/4-9	2,659.00
10/02/2024	253214	69630	PEPSI-COLA	SODA SUPPLY-ROGC	491.30
				SODA SUPPLY-D COVE	337.60
				SODA SUPPLY-ROGC	1,019.40
					1,848.30
10/02/2024	253215	69633	ELSA PERALTA	CELL PHONE STIPEND	120.00
10/02/2024	253216	69949	PETROCHOICE	MOBIL FLUID	1,024.34
10/02/2024	253217	73264	RANGE SERVANT AMERICA, INC.	RANGE EQUIPMENT	87.50
10/02/2024	253218	73736	GERALD F. REEDY	BASKETBALL REF FEE	40.00
10/02/2024	253219	73742	REDEXIM NORTH AMERICA	REPAIR PARTS	680.64
10/02/2024	253220	74603	ROADWAY TOWING & SERVICE	SAFETY LANE INSPECTIONS	135.00
				SAFETY LANE INSPECTION	90.00
					225.00

Check Date	Check	Vendor	Vendor Name	Description	Amount
10/02/2024	253221	75528	RON CLESEN'S	FALL PLANTINGS	937.10
10/02/2024	253222	78076	SERVICE SANITATION, INC.	PORTA RESTROOM-MEADOWDALE	410.00
				PORTA RESTROOM-LIBERTY	82.00
				PORTA RESTROOM-HUFFMAN	377.00
				PORTA RESTROOM-BESINGER	164.00
				PORTA RESTROOM-KEMPER	164.00
				PORTA RESTROOM-RO PARK	340.00
				PORTA RESTROOM-SILVERSTONE	164.00
				PORTA RESTROOM-DEERPATH	82.00
				PORTA RESTROOM-RO PARK CONSTRUC	422.00
				PORTA RESTROOM-BDGC	180.00
				PORTA RESTROOM-LOINS	164.00
				PORTA RESTROOM-RORC	82.00
				PORTA RESTROOM-ROGC	387.00
					3,018.00
10/02/2024	253223	78999	SILK SCREEN EXPRESS, INC.	RO ZOO UNIFORMS	3,565.00
10/02/2024	253224	79006	SITEONE LANDSCAPE SUPPLY, LLC	MASONRY SAND	179.50
10/02/2024	253225	80786	SPORTS R US	EC CLASSES	5,211.00
10/02/2024	253226	80989	MARY STALLINGS	CELL PHONE REIMBURSEMENT	120.00
10/02/2024	253227	80991	GORDON FLESCH COMPANY	ADMIN COPIER	410.74
10/02/2024	253228	82189	SUNBELT RENTALS, INC	EQUIPMENT REPAIR	630.85
10/02/2024	253229	83090	SYSCO - CHICAGO, INC	FOOD SUPPLY	36.97
				FOOD SUPPLY	659.10
				FOOD SUPPLY	857.29
				FOOD SUPPLY	475.21
					2,028.57
10/02/2024	253230	83661	STACEY TEEPLE	CELL PHONE REIMBURSEMENT	120.00
10/02/2024	253231	85368	TRITZ BEVERAGE SYSTEMS	4 BEER LINES CLEANED-ROGC	40.00
				4 BEER LINES CLEANED-BDGC	45.00
					85.00
10/02/2024	253232	85370	TRI-TEL TECHNICAL SERVICE	RORC GYM CAMERA REPAIR	260.00
				EQUIPMENT REPAIR-RAKOW	410.00
					670.00
10/02/2024	253233	88007	UNIQUE PRODUCTS & SERVICE CORP	CLEANING PRODUCTS - ZOO	192.12
10/02/2024	253234	89687	VALLEY HYDRAULIC SERVICE, INC.	REPAIR PARTS	67.98
10/02/2024	253235	89736	VERMONT SYSTEMS, INC.	GIFT CARDS	1,300.00
10/02/2024	253236	900000077	WHITE CAP, L.P.	CAUTION TAPE, TRAFFIC CONES	936.66
				WOOD STAKES, MARKING PAINT	54.27
					990.93

Check Date	Check	Vendor	Vendor Name	Description	Amount
10/02/2024	253237	900000132	SCHAEFGES BROTHERS, INC	POOL DECK CAULKING	8,452.50
10/02/2024	253238	900000327	SHANE VARVIL	CELL PHONE REIMBURSEMENT	120.00
10/02/2024	253239	900000339	REVELS TURF & TRACTOR	HOC GUAGE	295.00
10/02/2024	253240	900000583	3 CHEFS CATERING INC.	CATERING ROGC EVENT	1,575.00
10/02/2024	253241	900000637	CENTURISK	ASSETWORKS LICENSE	3,500.00
10/02/2024	253242	900000673	BAM EXTERIORS INC.	SEALED CRACKS	650.00
10/02/2024	253243	900000676	BOEHRINGER INGELHELM ANIMAL HE/	MEDS	191.48
10/02/2024	253244	900000754	PREMISTAR-NORTH	RTU 1 FINAL INVOICE-RORC	10,851.73
				RTU 10 REPAIR	1,779.97
				2ND MONTH TEMP COOLING	22,000.00
				BD CLUBHOUSE HVAC	404.26
				REPAIR ON 9/12/25 -RAKOW	362.34
				BOILER REPAIR ON 9/12/24 RAKOW	1,168.71
				COOLING EQUIP REPAIR ON 9/13/24 - RAK	362.34
					36,929.35
10/02/2024	253245	900000891	LANGTON GROUP	MONTHLY LANDSCAPING-SEPT. 2024	5,074.35
10/02/2024	253246	900000924	CBTS	IT SERVICE	1,051.04
10/02/2024	253247	900000948	ZEUS BATTERY PRODUCTS	PRO SHOP MERCH	85.33
10/02/2024	253248	900001019	VALLEZ CONSTRUCTION INC	PLAYGROUND MULCH-AUSTIN PARK	3,180.00
10/02/2024	253249	900001166	RUBEN MACIAS	CELLPHONE STIPEND	120.00
10/02/2024	253250	900001189	PAM GRIFFIN	NRPA AIR FARE REIMBURSEMENT	256.96
10/02/2024	253251	900001210	NATURAL TREE SERVICE INC	TREE REMOVAL	4,600.00
10/02/2024	253252	900001305	SECURITAS TECHNOLOGY CORPORAT	FIRE MONITORING-RO WOW BUILDING	375.00
10/02/2024	253253	900001317	YELLOWSTONE LANDSCAPE INC	TREE REMOVALS	1,150.00
10/02/2024	253254	900001534	ROYAL PUBLISHING	D. CROWN PROGRAM AD	175.00
10/02/2024	253255	900001535	CLAUDIO FERREIRA	REF 2 SOCCER GAMES	80.00
10/02/2024	253256	900001536	BRUCE KRICH	REF 1 FLAG FOOTBALL GAME	45.00
10/02/2024	253257	90347	KARA VINCOLESE	MILEAGE 06/03/24-06/28/24	76.38
				MILEAGE 07/02/24-07/31/24	71.02
				MILEAGE 08/02/24-08/28/24	56.28
				CELL PHONE REIMBURSEMENT	120.00
					323.68
10/02/2024	253258	92918	ERIN SAELENS	MILEAGE 08/01/24-08/29/24	83.08
10/02/2024	253259	99300	CASH	PETTY CASH REPLANISHMENT	14.91
10/02/2024	253260	MISC-REF	MERITA SEJDINI	URBAN DANCE III REFUND	136.00
10/02/2024	253261	MISC-REF	MEGAN SHEEHAN	URBAN DANCE II REFUND	116.00
10/02/2024	253262	REINDERS	REINDERS, INC.	SENSOR-PRESSURE	587.54
				HARNESS-WIRE ENGINE	2,480.40
					3,067.94
				Total Paper Check:	167,226.78

Check Date	Check	Vendor	Vendor Name	Description	Amount
A TOTALS:					
Total of 84 Checks:					170,364.99
Less 0 Void Checks:					0.00
Total of 84 Disbursements:					170,364.99

BOARD MEMORANDUM

October 2, 2024 Board Meeting Agenda Item

To: Board of Park Commissioners
From: Mike Sprouse, Superintendent of Golf
Through: Dave Peterson, Executive Director
Date: September 26, 2024
Subject: Randall Oaks Golf Course Clubhouse and Cart Barn Paint Bid Recommendation

---

Background/Analysis

Discussions ensued at the last two board meetings related to carpentry work needing to be completed prior to painting the clubhouse and cart barn. Staff has confirmed that the carpentry work quote given for labor will indeed be less than $30,000, thus avoiding a bid process. Materials will be paid for and provided by the Park District.

Weather permitting, Midwest Decorating feels confident that they will be able to complete the painting this fall. Should it be necessary to complete the work in the spring of 2025 it would not impact the bid price.

Next week Midwest Decorating will do a mockup on a section of the cart building utilizing the preparation process and paint specified in the bid document. If the results do not meet Park District expectations and a different paint is required, the Park District would only pay the difference between the paint specified in the bid document and the new paint.

The painting and carpentry work will fall within the golf capital budget due to the balcony expansion project not taking place.

Motion and Action Requested

Move to accept the bid from Midwest Decorating in the amount not to exceed $47,750.00 to paint the Randall Oaks Golf Course clubhouse and cart barn and move forward with carpentry improvements.

DUNDEE TOWNSHIP PARK DISTRICT
ORDINANCE # 24-03

AN ORDINANCE AMENDING ORDINANCE #24-01, THE DUNDEE TOWNSHIP PARK DISTRICT'S FY 2024/2025 COMBINED BUDGET AND APPROPRIATION ORDINANCE

WHEREAS, Section 4.4 of the Illinois Park District Code, 70 ILCS 1205/4-4, requires park districts to adopt, within the first quarter of each fiscal year, a combined annual budget and appropriation ordinance; and

WHEREAS, the Board of Commissioners of the Dundee Township Park District, on May 15, 2024, adopted Ordinance # 24-01, the Combined Annual Budget and Appropriations Ordinance for fiscal year 2024/2025; and

WHEREAS, the Section 4-4 of the Park District Code authorizes park districts to amend the budget and appropriation ordinance from time to time by the following the same procedures as required for the original adoption of the budget and appropriation ordinance; and

WHEREAS, the Board of Commissioners of the Dundee Township Park District find it necessary to amend the Combined Annual Budget and Appropriations Ordinance for fiscal year 2024/2025, Ordinance No. 24-01,due to changing conditions and that the amendment is in the best interest of the residents of the Park District.

NOW THEREFORE BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE DUNDEE TOWNSHIP PARK DISTRICT, KANE COUNTY AND COOK COUNTY, ILLINOIS, AS FOLLOWS:

Section 1: The above stated recitals are incorporated by this reference.

Section 2: The annual Budget and Appropriation Ordinance for the Dundee Township Park District for the fiscal year beginning May 1, 2024 and ending April 30, 2025 is amended as follows:

Section 3:
The amounts budgeted and appropriated for each object or purpose are as follows:

Fund	Budgeted Expenditures	Appropriated Expenditures
Corporate	$5,062,434	$5,821,799
Recreation	$11,727,508	$13,486,634
Capital Improvement	$4,108,228	$4,724,462

Debt Service	$3,776,971	$4,343,517
Social Security	$670,000	$770,500
IMRF	$400,000	$460,000
Liability Insurance	$494,245	$568,382
Police	$62,000	$71,300
Special Recreation	$977,405	$1,124,016
Total Amended Budgeted Expenditures	**$27,278,791**	**$31,370,610**

ESTIMATED REVENUES AVAILABLE

Funds Available at Beginning of Fiscal Year	$6,496,468
Property Taxes	$12,023,938
Replacement Taxes	$380,000
Interest	$431,125
Employee Health Insurance Cost Sharing	$172,200
Randall Oaks Park & Zoo	$930,407
Aquatics	$671,240
Recreation Programming & Childcare	$2,513,259
Fitness Centers	$678,722
Rakow Recreation Center Fees	$37,255
Randall Oaks Recreation Center Fees	$44,065
General Obligation Bond Proceeds	$2,280,000
Randall Oaks Golf Club	$2,566,160
Bonnie Dundee Golf Club	$1,187,250
Grants	$850,000
Interfund Transfers	$2,052,758
Lease Payments	$64,890
Miscellaneous	$24,700
Estimated Revenues Available	**$33,404,437**

Amended Estimated Cash & Investments on Hand April 30, 2025	**$6,125,646**

PART II ESTIMATED EXPENDITURES

CAPITAL IMPROVEMENT FUND

Administration		
I. Transfer to Debt Service Fund	$1,348,671	
II. Professional Services	$30,475	
Total	$1,379,146	
Capital Projects		
I. Capital Projects	$3,345,316	
Total	$3,345,316	

TOTAL AMENDED CAPITAL IMPROVEMENT FUND
ESTIMATED EXPENDITURES $4,724,462

Section 4: Ordinance # 24-01 shall remain in full force and effect except as amended by this Ordinance. All other ordinances in conflict with the terms of this Ordinance are repealed to the extent of such conflict.

Section 5: This Ordinance shall be in full force and effect from and after its passage and approval as required by law

Passed this 2nd day of October, 2024

AYES:
NAYS:
ABSENT:

_____
Frank Scarpelli, President
Dundee Township Park District

ATTEST:

_____
John Meschewski, Secretary
Dundee Township Park District

CERTIFICATE OF ANNUAL AMENDED BUDGET & APPROPRIATION ORDINANCE

I, Jim Bonkoski , the undersigned treasurer of the Dundee Township Park District being first duly sworn on oath depose and state the foregoing attached Annual Amended Budget & Appropriation Ordinance to be a true and correct copy of the Amended Annual Budget & Appropriation Ordinance for the Dundee Township Park District for the 2024/2025 fiscal year adopted on October 2, 2024

_____
Jim Bonkoski, Treasurer
Dundee Township Park District

Subscribed to before me on this 2nd day of October, 2024

_____
Notary Public

STATE OF ILLINOIS)

COUNTY OF KANE)

CERTIFICATION

I, John Meschewski do hereby certify that I am the duly elected, authorized and acting Secretary of the DUNDEE TOWNSHIP PARK DISTRICT, County of Kane and County of Cook, State of Illinois, and that as such Secretary, I am the keeper of the records and minutes of the proceedings of the Board of Commissioners of said District. I do hereby certify that the foregoing Amended Budget and Appropriation Ordinance # 24-03 hereto attached, is a true and correct copy of an Ordinance duly passed and approved at a regular meeting of said President and Board of Commissioners held on the 2nd day of October, 2024 at which time _____were present and __ commissioners were absent. Motion was made by Commissioner _____ and seconded by _____that the foregoing Ordinance be passed and approved. Upon roll call vote, ____ commissioners voted **AYE** and ____ commissioners voted **NAY**, where upon said Ordinance was declared duly passed and was there upon approved by said President.

_____
John Meschewski, Secretary
Dundee Township Park District

(SEAL)

BOARD MEMORANDUM

October 2, 2024 Board Meeting Agenda Item

To: Board of Park Commissioners
From: Ross Bertone, Deputy Director
Through: Dave Peterson, Executive Director
Date: October 2, 2024
Subject: **Consideration to Approve Revised Personnel Policy #3.18 Salary and Wage Program**

Background/Analysis

The district has in place a Salary and Wage Program policy to address the procedures and guidelines in assigning wages to our Full-Time and Part-Time employees. It was last presented and approved by the Board in September 2022.

At a minimum every two years, staff has been tasked with reviewing the wage and salary levels within the salary grades to account for what the local market bears and cost of living. Resources used to do this include local and regional salary studies based on overall budget and EAV, and the CPI.

Attached is an updated Full-Time Position Salary Grades document that includes the full policy and Full-Time salary grades. Using the resources listed above, the proposed salary grades reflect a 4.72% increase. The policy has been updated to include language referencing the minimum set at 15% below the midpoint and the maximum set at 20% above the midpoint.

In order to continue to be competitive in the local market and hire and retain quality employees, staff is recommending that the Park Board approve the updated Full-Time Position Salary Grades.

Motion and Action Requested

Move to accept the revised Policy #3.18 Salary and Wage Program with the updated Full-Time Position Salary Grades.

3.18 Wage and Salary Program

Policy

It is the policy of the Dundee Township Park District to compensate employees with salaries that are competitive with those paid by other organizations in the geographical area surrounding our facilities and within the industry in which we compete.

It is the philosophy of the Dundee Township Park District to attract and retain well-qualified personnel while paying salaries that commensurate with the skills and requirements needed to fill the various positions. It is through this policy that the Dundee Township Park District will establish an equitably structured and competitive Wage and Salary Program for all staff members.

Establishing a Wage and Salary Program will set guidelines for the District and ensure all staff members are evaluated using the same standards regarding their wages. Providing internal equity regarding the wages of staff members will strengthen their commitment to the District and enhance retention efforts. Any non-job-related characteristic such as race, sex, national origin, age, sexual orientation, disability or any other unlawful reason will not affect an employee's overall job performance, conduct, attitude and demeanor.

This policy applies to all staff members in the District. Salary ranges can be viewed by request through our Human Resources Department.

Expectations

Human Resources is responsible to establish, monitor, and revise, as appropriate, the District's position levels, position level pay ranges, market rate adjustments and annual performance wage increase amounts. All information must be approved by the Board of Commissioners. Human Resources will conduct and participate in wage and salary surveys to determine the compensation trends in our geographical area and within the industry in which the District competes for labor.

Based on the salary trends and the Dundee Township Park District's ability to finance, the salary structure may be periodically adjusted to maintain a competitive position in the labor market. The salary structure is designed to ensure equitable salary relationships between jobs

with the District while reflecting salary trends of the surrounding geographical areas. The salary structure consists of a system of salary grades with a minimum, midpoint and maximum rate. All positions are assigned a position level based on the level of skill, effort, responsibility and working conditions. Also, included in the salary level determinate is the market value of the position.

When appropriate, Human Resources makes recommendations through the Executive Director to the Board of Park Commissioners for changes in grade level pay ranges, individual positions and corresponding market rate adjustments. Market rate adjustments made away from annual performance review periods must be approved by the Board of Commissioners or may be implemented at the start of the new budget year.

The annual performance appraisal average wage increase amount will be authorized by the Board of Park Commissioners.

Definitions

The Salary Grade Minimum: This figure represents the minimum salary to be paid for the positions in a particular salary range and the lowest salary level at which the Dundee Township Park District will recruit qualified employees for positions in a particular salary level. The minimum salary for each grade is set at 15% below the midpoint, ensuring a competitive advantage by allowing flexibility in compensation while attracting talent.

The Salary Grade Midpoint: This figure represents the median rate for a particular job in the marketplace. This rate is normally paid to an experienced employee who is fully proficient in the requirements of the position and allows opportunity to grow within the pay range.

The Salary Grade Maximum: This figure represents the maximum worth of a particular position and is usually the highest rate an employee will be paid to perform the duties and responsibilities of the job. Salaries paid at this level are for employees who consistently met and/or exceeded expectations and/or generated significant results. This premium rate of pay is for individuals who typically are long-term employees who have maintained a high level of performance. The maximum salary for each grade is set at 20% above the midpoint, ensuring a competitive advantage by allowing flexibility in compensation while retaining talent.

Position Level Salary Ranges

Dundee Township Park District utilizes a match-pay strategy. Position level pay ranges are established by reviewing salary surveys, Bureau of Labor Statistics and various other

comparison studies in both public and private sector. This practice will establish a minimum, midpoint and maximum for each position at Dundee Township Park District.

All positions will be evaluated at no less than every two years with recommendations to the Board of Commissioners.

BOARD MEMORANDUM

October 2, 2024 Board Meeting Agenda Item

To: Board of Park Commissioners
From: Dave Peterson, Executive Director
Date: September 27, 2024
Subject: 2025 Health and Welfare Benefits Renewal

Background/Analysis

The PDRMA membership health insurance meeting was held virtually this week. Superintendent of Human Resources and Risk Management, Jackie Pierce, represented our agency. With the tight window of open enrollment, it is necessary to have the board approve our 2025 plan at the October 2 meeting so we can present the approved plan options to our full-time staff in the next weeks.

Staff will hand out a memorandum at the board meeting explaining the 2025 PDRMA Sponsored Health Plan and the staff recommendations.

Motion and Action Requested