DUNDEE TOWNSHIP PARK DISTRICT
BOARD MEETING MINUTES

The March 5, 2025 meeting of the Dundee Township Park District Board of Commissioners was held at the Rakow Center. Treasurer Jim Bonkoski called the meeting to order at 7:00 p.m. Commissioners responding to roll call were Secretary John Meschewski and Commissioner Pam Griffin. Vice President Erin O'Leary was absent. President Frank Scarpelli joined the meeting via telephone at 7:01 p.m.

Remote Participation – Consideration to Allow a Board Member to Participate in the Board Meeting by Means of Audio Conference because of: (a) personal illness or disability; (b) employment purposes; (c) the business of the board; (d) a family or other emergency; or (e) unexpected childcare obligations.

John Meschewski made a motion with a second by Pam Griffin to allow President Scarpelli to participate in the meeting via audio conferencing due to employment purposes. The motion passed 3-0.

Citizens to be Heard
None.

Staff Reports

A. Randall Oaks Zoo and Park Operations Update – Deputy Director Ross Bertone introduced the zoo staff: Sara Peters, Zoo & Park Manager; Julies Farino, Assistant Manager – Programs Coordinator; and Megan Blahnik, Assistant Manager-Animal Curator. Peters reported that attendance at the zoo from April 2024 – Current is at 62,356 guests. Membership is at 462 families. Staff at the zoo are currently 62 part time employees, volunteers and interns at peak of season. Zoo programs include two full day zoo camps, the Funshine Treehouse preschool, and the Traveling Animal program. 2024 Special Events included Brew at the Zoo, 60th Anniversary Party, Fall Festival, and Boo at the Zoo. The gift shop has upgraded displays and fair-trade products which are locally sourced.

   Facility updates and improvements from 2024 include the new World of Wonders building, duck pond pump, a security camera system, and hydrant repairs. Randall Oaks Park picnic & shelter rentals had an increase of 20% in 2024 and hayrides increased 71%. Operations changes for 2025 include the way public feeds the animals, standard operating procedures, animal care, quarantine & biosecurity operations, and the organizational chart. Coming in 2025: bird run renovation, barn restoration, utility mapping, pony wheel pavilion construction, animal operation and development, new special events and new animals.

Consent Agenda

A. *Approval of Items to be considered for Consent Agenda – Frank Scarpelli made a motion with a second by John Meschewski to approve the Items to be considered for the Consent Agenda. The motion passed 4-0. This includes:*
   I. *February 19, 2025 - Regular Board Meeting Minutes*
   II. *Accounts Payable Check Register Dated – March 5, 2025*
   III. *Unneeded property Ordinance No. 25-01*

B. *Approval of Consent Agenda - John Meschewski made a motion with a second by Pam Griffin to approve the Consent Agenda as presented. The motion passed 4-0.*

Director's Report

A. Village of Carpentersville Request for Letter of Support – Riverfront Park Grant Applications – Peterson reported that he will sign a letter of support for a riverfront project. This project will have a transformative impact on our community by creating a vibrant, accessible, and environmentally friendly public space that will serve the needs of residents and visitors alike.

B. Bartels Park Project Update – Peterson explained that this year will focus on Phase 1 to include a kayak launch and traffic going one-way on Water Street running north. Construction of this project is expected to begin in 2025 with a future phase within the existing park to start in a later year. Discussion ensued on the traffic patterns and what type of kayak system will be used for rental.

C. Recreation Drive Update: Peterson highlighted a few points within the draft IGA that all three agencies are reviewing. He pointed out that there are safety measures mentioned in the draft to ensure that our campus users are safe while using our baseball fields, walking paths and recreation center. Also, curb cut cooperation on the north side of Recreation Drive will allow for future connectivity within the Park District property. He pointed out that each government agency will have the opportunity to review engineering plans of the public roadway and that the expectation that the roadway runs as close to the south boundary (Randall Crossings) as possible to ensure a safe distance from our walking trails and ballfields.

B. Phase 3 of Aquatics - Aquatic Needs Assessment Phase 3 Update: Peterson shared with the board that he is hopeful Counsilman Hunsaker can present to the Park Board and Aquatic Advisory Committee on March 19th their operating budgets for an indoor and outdoor pool. If this is the case, he will send out an invitation to the Committee to come to the meeting and learn about the operating costs of running the aquatic facilities. If, however, the report on operating costs is not ready, a presentation date at one of the April board meetings is expected. Peterson will inform the board once he solidifies a presentation date.

President's Report
None.

Old Business
None.

New Business

A. Lions Park Maintenance Facility Emergency Repairs – Bertone reported that Lions Park features a pole barn attached to the former Haeger Pool bathhouse, both of which serve as a maintenance facility for the Park Services Department's facilities division. During recent maintenance on the bottom trim, staff discovered that one of the wooden support poles was completely rotted and no longer anchored to the ground.

   After consulting with Scott Puma from Ancel Glink, staff confirmed that this qualifies as an emergency expense, allowing the proposal to be accepted without a competitive bidding process. The necessary repairs are outlined in the proposal. This expense was not included in the original budget; however, earlier this fiscal year, the capital budget was amended to account for the $401,000 HVAC unit replacement at the Randall Oaks Recreation Center. As part of that amendment, an additional $199,000 was allocated for emergency projects. Staff have now completed their year-end projections for capital project activity. Given the extent of the necessary repairs, the safety of park users and staff, and the ongoing need for the maintenance facility, staff recommend accepting the proposal from Hargrave Builders, Inc.

Frank Scarpelli made a motion with a second by John Meschewski to approve the emergency repair proposal #1 and #2 from Hargrave Builders, Inc., in the total amount of $64,970. The motion passed 4-0.

Adjournment
Jim Bonkoski made a motion with a second by Frank Scarpelli to adjourn the meeting. The motion passed 4-0. The meeting adjourned at 7:59 p.m.

Note: The next board meeting is scheduled for March 19, 2025, at the Randall Oaks Recreation Center.