DUNDEE TOWNSHIP PARK DISTRICT
BOARD MEETING MINUTES

Call to Order

The February 18, 2026 meeting of the Dundee Township Park District's Board of Commissioners was held at the Randall Oaks Recreation Center. President Frank Scarpelli called the meeting to order at 6:01 p.m. Commissioners responding to roll call were Vice President Erin O'Leary, Treasurer Jim Bonkoski, Secretary Pam Griffin and Commissioner John Meschewski.

Remote Participation – Consideration to Allow a Board Member to Participate in the Board Meeting by Means of Audo 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.

- No action taken.

Citizens to be Heard

None.

Staff Reports

None.

Consent Agenda

A. *Approval of Items to be considered for Consent Agenda – Bonkoski made a motion with a second by O'Leary to approve the Items to be considered for the Consent Agenda. The motion passed 5-0. This includes:*
   I. January 21, 2026 – Board Meeting Minutes
   II. January 21, 2026 – Closed Session Meeting Minutes
   III. Accounts Payable Check Register Dated – February 4, 2026
   IV. Accounts Payable Check Register Dated – February 18, 2026
   V. Financial Report for Period Ending January 31, 2026
   VI. Consideration for Approval – Employee Attendance at the PRIMA Conference

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

Director's Report

A. Out of Office – February 19 through March 2 – Peterson informed the board that he will be out of the office on those dates.

President's Report

None.

Old Business

A. Organizational Chart Workshop (Leadership Team and Board of Commissioners)
The department heads expounded on the organizational chart that was discussed in October and November of 2025. There was a healthy discussion, and the board was able to ask questions and receive clarification. The newly created positions were discussed, and it was made clear that staff was not looking for the board to approve new positions right away.

The Board questioned the leadership presentation of the organizational chart and the additional positions to be added while the District is going through a financial sustainability process. As a result, staff were directed by the board to look at the current staff in place and how this could be re-shuffled to provide an effective method of providing program and facility services to our community.

New Business

A. Personnel Policy Review and Changes
   i. Policy No. 2.8 Personal Days – After careful research and review, amendments to the current Personal Days policy are being proposed for consideration for part-time employees who work 1,000 hours or more in a calendar year. Eligible employees will receive (3) Personal Days. *Bonkoski made a motion with a second by Griffin to approve Policy No. 2.8 Personal Days.* Discussion ensued. The board has asked staff to provide additional information on the financial impact of the eligible employees receiving these personal days and to use their actual pay rates in doing so. *O'Leary made a motion with a second by Meschewski to table this agenda item until staff returns with additional information. The motion passed 5-0.*

   ii. Policy No. 1.4 Alcohol and Drugs in the Workplace Addendum: Drug and Alcohol Policy and Procedures for CDL Employees – The District has determined that the need for CDL-qualified drivers within the Park Services Department is both appropriate and necessary. Reinstating this policy ensures compliance with applicable laws and regulations and reinforces the District's commitment to employee safety, public safety, and risk mitigation. *A motion was made by Bonkoski and seconded by Griffin to approve Policy No. 1.4 Alcohol and Drugs in the Workplace Addendum: Drug and Alcohol Policy and Procedures for CDL Employees. The motion passed 5-0.*

B. Board Manual Policy Revisions
   i. Policy No. 4.17 Rule for Allowing Commissioners To Attend Board Meetings by Means of Video or Audio Conference. - The Park District Code allows now for board member participation by remote due to performance of active military duty as a service member. *Bonkoski made a motion with a second*

by O'Leary to amend Policy No. 4.17 in the Board Manual Policy as laid out in the memorandum. The motion passed 5-0.

A non-agenda item discussion was had regarding a severance policy. The consensus from the board was not to consider creating a severance policy.

At 8:35 p.m., Meschewski made a motion with a second by Bonkoski 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 8:51 p.m. the regular session was reconvened.

Adjournment

Bonkoski made a motion with a second by Griffin to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 8:51 p.m.

Note: The next board meeting is scheduled for March 4, 2026 at the Randall Oaks Recreation Center.