DUNDEE TOWNSHIP PARK DISTRICT
BOARD MEETING MINUTES

Call to Order

The June 3, 2026 meeting of the Dundee Township Park District's Board of Commissioners was held at the Randall Oaks Golf Course clubhouse. President Frank Scarpelli called the meeting to order at 7:02 p.m. Commissioners responding to roll call were Vice President Erin O'Leary and Treasurer Jim Bonkoski. Secretary Pam Griffin and Commissioner John Meschewski were not present.

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; (e) unexpected childcare obligations, or (f) performance of active military duty as a service member.

O'Leary made a motion with a second by Bonkoski to allow Secretary Pam Griffin to attend remotely due to a family or other emergency. The motion passed 3-0. Secretary Griffin joined the meeting by telephone at 7:04 p.m.

Citizens to be Heard

Interim Executive Director, Dan Schimmel, referred to a letter that was sent from community member Joannie Mesick regarding the senior club and fees. He forwarded this to the board prior to the meeting. The staff will be approaching the board with recommendations at the June 24 board meeting.

Staff Reports

A. Director Dave Peterson reported on the following:
    i. History of Rounds of Golf Through May – Peterson reviewed the numbers for this period, comparing the last five years of the month of May and year to date numbers. The 2026 season has been a good start as it reflects the largest number of rounds in the last five seasons.

    ii. Financial Sustainability – Cost of Service Preliminary Results and Next Step Peterson reviewed with the board the eleven service categories, the data gathering process from the 24/25 fiscal year and the end results of the cost recovery percentages. From this data, the data gathering team met and put together some initial cost recovery goals for each of the categories. These goals will be reviewed by the leadership team and then turned in to 110% for review and next steps.

    Peterson reminded the board that the capital needs of the District are not being met annually and that by setting these goals, shortfalls can be addressed by looking at fees, expenses and alternate sources of revenues such as sponsorship, grants and naming rights. The board will continue to

be engaged with the process as 110% reviews the cost recovery goals and next steps.

iii. Department Updates – Interim Director, Dan Schimmel reported that he has found it helpful for staff to provide summaries of the projects, programs and events going on in their areas. He highlighted some of the exciting things taking place in the different departments.

Business Operations – Financial Software Migration, Payroll and Billing Specialist position has been filled, and working on Fiscal Year 2025/2026 Audit.

Risk Management – The Safety Action Team is working to complete the PDRMA Risk Management review updates. Golf Maintenance has ordered one of the new grinders. They are also planning summer group training sessions for all camp and aquatic staff.

Administration/Financial Sustainability – Cost Recovery/Subsidy Goal Setting – The data from FY '24/'25 has been compiled and begins to show the true picture.

Golf Operations – Golf rounds report for April 1 – May 26 were shared. Permanent tee times kicked off on April 11th at both golf courses. The Spring Cup was held with 128 players. Golf staff is also busy with leagues and junior golf

Park Services – Huffman tennis courts renovations will take place this summer. Annual inspections are wrapping up its annual facility compliance and safety inspections. Fuel management system is being implemented at both Park Services and both golf courses. Park cameras were installed at Austin Park to enhance site security and monitoring.

Marketing – Efforts focus on promoting summary programs and events. Some highlights include summer campaigns, preschool enrollment, engagement, and partnerships. Their next steps include execute peak summer event promotion, increasing visibility for preschool and fall programs, and begin fall program guide development.

Interim Superintendent of Recreation, Jan Hincapie, reviewed a handout given to the board that provided camp enrollment numbers, pool pass sales, daily pool pass visits and updates in the different areas of the Recreation department.

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 4-0. This includes:*
   I. May 20, 2026 – Regular Board Meeting Minutes
   II. May 20, 2026 – Closed Session Meeting Minutes
   III. Accounts Payable Check Register Dated – June 3, 2026

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

Director's Report

A. Executive Search Progress – Interim Executive Director, Schimmel, reviewed the timeline for the executive director search and indicated that phone interviews were taking place right now. There were 15 applications received. In-person interviews with the search firm will take place toward the end of next week and include up to eight. Following these interviews, the search firm will narrow the candidates down to four to present to the board for interviews with them.

President's Report

None.

Old Business

None.

New Business

A. Election of Board Officers – Peterson explained that the Park Board shall annually elect a president from its members and subsequently elect the vice president. The president and vice president shall hold their offices for one year or until their successors have been elected. The president shall preside at all meetings of the board and shall call special meetings.
   The Park Board must appoint a secretary and a treasurer and prescribe their duties and terms of office. The Board may require that they be bonded. The secretary and treasurer need not be board members although this practice has been effective in our agency. The Park Board must comply with the Open Meetings Act.

Scarpelli recommended a slate of board positions as follows:

President	*Erin O'Leary*
Vice President	*Jim Bonkoski*
Treasurer	*John Meschewski*
Secretary	*Pam Griffin*
Commissioner	*Frank Scarpelli*

Bonkoski made a motion with a second by O'Leary to accept the slate of candidates as recommended above. The motion passed 4-0.
The assistant treasurer and assistant secretary will continue to be Greg Gannon and Dave Peterson, respectively.

B. Staff recommended cancelling the June 17, 2026 Regular board meeting due to a lack of a quorum and instead, reschedule the meeting for June 24, 2026.

O'Leary made a motion with a second by Bonkoski to cancel the June 17, 2026 board meeting and reschedule it for June 24, 2026 as presented. The motion passed 4-0.

At 7:45 p.m., O'Leary made a motion with a second by Bonkoski to go into closed session. The motion passed 4-0.

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 8:29 p.m. the regular session was reconvened.

Adjournment

Bonkoski made a motion with a second by O'Leary to adjourn the meeting. The motion passed 4-0. The meeting adjourned at 8:29 p.m.

Note: The next board meeting is scheduled for June 24, 2026 at the Randall Oaks Golf Course Clubhouse.