



## DUNDEE TOWNSHIP PARK DISTRICT BOARD MEETING MINUTES

The July 20, 2022 meeting of the Dundee Township Park District Board of Commissioners was held at the Randall Oaks Golf Club. The meeting was called to order at 7:01 p.m. by President Frank Scarpelli. Commissioners responding to roll call were Treasurer Jim Bonkoski, Secretary John Meschewski, and Commissioner Craig Rakow. Vice President Erin O’Leary was absent.

### Citizens to be Heard

Bill Englund from the Frontenac subdivision – Mr. Englund was looking for an update on the Fairhills Park to be constructed in his neighborhood. Executive Director Dave Peterson and Board President Frank Scarpelli informed him that the Village of West Dundee will lead the project with input from the District.

Frank Raczon, of Sleepy Hollow, wanted to suggest that golfers double up on cart usage to conserve gas and save money for the district.

Irene Dittmer from the Frontenac subdivision – Ms. Dittmer wanted the district to look into ways to possibly make golf more affordable for residents who contribute property tax monies.

### Staff Reports

- A. Golf Update – Executive Director, Dave Peterson summarized totals for Green Fee Revenue and Rounds of Play from Start of Season – July 13, ( 2019, 2020, 2021, and 2022) Comparison.

<b>GOLF REPORT</b>	<b>Randall Oaks Golf Club</b>	<b>Bonnie Dundee Golf Club</b>
Green Fee Revenue July 1 – 13	2019 - \$49,688 2020 - \$67,658 2021 - \$70,152 2022 - \$65,778	2019 - \$33,856 2020 - \$43,113 2021 - \$46,009 2022 - \$48,235
Rounds of Play July 1 – 13	2019 – 2,083 2020 – 2,901 2021 – 3,055 2022 – 2,407	2019 – 1,865 2020 – 2,448 2021 – 2,530 2022 – 2,480
Green Fee Revenue Start of Season – July 13 *May 2020 reflects twosomes teeing off every 15 minutes in May	2019 - \$305,343 2020* - \$299,001 2021 - \$450,970 2022 - \$390,325	2019 - \$208,963 2020* - \$222,273 2021 - \$323,382 2022 - \$291,388
Rounds of Play Start of Season – July 13 *May 2020 reflects twosomes teeing off every 15 minutes in May	2019 – 13,177 2020* – 12,533 2021 – 20,634 2022 – 16,980	2019 - 11,381 2020* - 11,896 2021 - 17,843 2022 - 15,318

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Consent Agenda

Approval of Items to be Considered for Consent Agenda – Jim Bonkoski made a motion with a second by Craig Rakow to approve the Items to be considered for the Consent Agenda including the June 15, 2022 Board Meeting Minutes and the Accounts Payable Check Registers dated July 6, 2022 and July 20, 2022. The motion passed 4 to 0.

Approval of Consent Agenda – John Meschewski made a motion with a second by Craig Rakow to approve the Consent Agenda. The motion passed 4 to 0.

Director's Report

- A. GFOA Certificate of Achievement for Excellence in Financial Reporting – Peterson shared a copy of the certificate with the Board and praised the excellent work by Finance Director Greg Gannon and his staff. This is the fourth year the award has been received.
  
- B. Legislative Update – Peterson recapped that both the IAPD platform bills have been signed into law. SB3050 increases the bid limit under the Park District code from \$25,000 to \$30,000 as of May 27, 2022. SB3120 amends the existing Child Bereavement Leave Act covered by FMLA and grants up to two weeks of unpaid leave due to death of a child. SB3616 referred to as the CROWN amends the Illinois Human Rights Act to clarify that employment protections based on race cover traits historically associated with race but not limited to hair texture and protective hairstyles. Effective January 1, 2023, SB3789 establishes the Decennial Committees on Local Government Efficiency Act and requires most units of local government to form a committee to study local efficiencies by June 10, 2023.
  
- C. Fairhills Park – OSLAD Grant Recipient – Governor Pritzker awarded \$30.3 Million in OLSLAD Grants to 87 park and recreation agencies throughout the state. The Village of West Dundee received \$400,000 for Fairhills Park. The funding for these grants was part of the state budget that just ended on June 30 and was the direct result of IAPD's advocacy efforts last year. The projects were submitted through last summer's application process.

President's Report

None.

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Old Business

- A. Citizens Committee(s) – Scarpelli discussed initiatives to assess our program and facility offerings from a post COVID and current economic perspective. Discussion ensued regarding ideas for creating committees and direction these committees may go. President Scarpelli and Deputy Director, Ross Bertone, will sit down and put together the areas to be discussed with participation by board members and Bertone.

New Business

- A. Administrative Policy Manual – The Park Board approved the Administrative Policy manual on October 7, 2020. Recent changes to the bid threshold increasing from \$25,000 to \$30,000 is reflected in the amended policies.

6.13 Purchasing Requirements – Allows specific staff to make budgeted purchases below \$30,000. Purchases above \$30,000 must be approved through a bid process and board review.

*Jim Bonkoski made a motion with a second by John Meschewski to approve Policy #6.13 Purchasing Requirements as presented. The motion passed 4 to 0.*

6.14 Legal Bidding – Any purchase equal to or above \$30,000 must be bid out and approved by the Park Board of Commissioners.

*John Meschewski made a motion with a second by Craig Rakow to approve Policy #6.14 Legal Bidding as presented. The motion passed 4 to 0.*

- B. Personnel Policy Manual Communicable Disease Policy – Deputy Director Ross Bertone explained that the current policies were put in place to directly address COVID-19 requirements and guidance from the State of Illinois. These requirements and guidelines have been removed; therefore, the Park District will remove as well.

*Craig Rakow made a motion with a second by John Meschewski to approve Policy #1.23 Communicable Disease as presented. The motion passed 4 to 0.*

Holidays: The full-time paid holiday policies were reviewed and compared throughout the park and recreation field. The goal of the updated policy was to provide clearer guidance on holiday pay as well as implement an additional holiday, Juneteenth.

*Jim Bonkoski made a motion with a second by John Meschewski to approve Policy #2.4 Holidays as presented. The motion passed 4 to 0.*

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Proper Dress & Appearance: The attire and image of the Park District employees convey to the public and overall impression of the organization. Uniforms are provided in some but not all positions.

*Craig Rakow made a motion with a second by Jim Bonkoski to approve Policy #5.8 Proper Dress and Appearance as presented. The motion passed 4 to 0.*

- C. Zoo Building Professional Services – Superintendent of Park Services Mark Simon updated the Board explaining that staff began working with Wight & Company in 2016 to design our Randall Oaks Zoo master plan. The District was awarded \$750,000 grant for construction of a small animal building. The building will house small mammals, reptiles and birds. This heated building will provide year round homes for our expanding collection and increase guest opportunities to view and interact with animals and keepers. Staff recommends accepting the proposal in the amount of \$94,500 and include additional services of \$9,600 to include restroom designs.

*Jim Bonkoski made a motion with a second by John Meschewski to approve Zoo Building professional Services by Wight & Company as presented. The motion passed 4 to 0.*

- D. Staff has been working with the Chicago Area Mountain Bikers, Inc. (CAMBr) to collaborate on a bike trail within the Hickory Hill Park development. In submitting the OSLAD grant to IDNR, the bike trail amenity was included, and is expected to be developed. Staff recommends accepting the Trail Development and Maintenance Agreement with CAMBr to build and maintain a multi-use recreation trail at Hickory Hill Park and move forward with building the trail within the park and the ongoing maintenance required.

*Craig Rakow made a motion with a second by Jim Bonkoski to approve the CAMBr Agreement Related to Hickory Hills Park as presented. The motion passed 4 to 0.*

*Jim Bonkoski made a motion with a second by John Meschewski to approve the Closed Session minutes from the period January 1, 2022 through June 30, 2022 as presented. The motion passed 4 to 0.*

*Craig Rakow made a motion with a second by Jim Bonkoski to approve the Destruction of Verbatim Audio Recordings of Closed Session Meetings from the Period July 1, 2020 through December 31, 2020 as presented. The motion passed 4 to 0.*

Adjournment

*Jim Bonkoski made a motion with a second by John Meschewski to adjourn the meeting. The motion passed 4 to 0. The meeting adjourned at 8:36 p.m.*