



DUNDEE TOWNSHIP PARK DISTRICT BOARD MEETING MINUTES

The January 25, 2023 Special board meeting of the Dundee Township Park District Board of Commissioners was held at the Rakow Center. President Frank Scarpelli called the meeting to order at 7:00 p.m. Commissioners responding to roll call were Treasurer Jim Bonkoski. Secretary John Meschewski and Commissioner Craig Rakow. Erin O'Leary was absent.

Citizens to be Heard

None.

Staff Reports

Finance – Deputy Director, Ross Bertone reviewed the financial position of the District through December 31, 2022. The District had a total fund balance of \$9.7 million vs \$9.8 million last fiscal year. The Corporate fund has a balance of \$2.6 million, the Recreation Activities portion of the Recreation fund has a balance of \$4.6 million and the Capital Improvement fund has a balance of \$1.6 million. The Debt Service Fund reported a balance of \$269,000. In December, the District repaid the last of its debt service due for the fiscal year. As of the end of the month, all funds have met or exceeded the fund balance policy percentage thresholds. The Corporate Fund is \$1.4 million behind the prior year, mainly due to the \$1.2 million transfer that was done to the Capital Improvement Fund that was not done during prior fiscal year. In the Corporate Fund, Randall Oaks Zoo net is up \$15,000 over the prior year, with their revenues up \$66,000. Recreational Activities portion of the Recreation Fund is down \$366,000 in net over the prior year. This is partially due to lower property tax allocations to the Recreation Fund this FY and some increases in materials and supply costs. Fitness has a net excess of \$24,000, up \$67,000 over the prior year. This is due to an increase in membership fees. COF has a net excess of \$374,000, up \$63,000 over the prior year. In the Capital Improvement Fund, the District has spent \$1.7 million of the \$2.5 million budget for the fiscal year.

Both golf courses combined for an excess of \$787,000, a decrease of \$97,000 over the prior fiscal year. Randall Oaks Golf fund reported an excess of \$492,000, which is an increase of \$12,000 over prior fiscal year. Randall Oaks Golf department net reported an excess of \$1.2 million, which is an increase of \$80,000 over prior fiscal year. Randall Oaks food and beverage reported an excess of \$16,000, which is a decrease of \$61,000 over the prior fiscal year. This is due to a decrease in banquet/event food sales. Bonnie Dundee Golf fund reported an excess of \$725,000, which is just a slight decrease over prior year's net excess of \$723,000. Bonnie Dundee Golf department net reported an excess of \$1.2 million, which is an increase of \$80,000 over the prior fiscal year. The reasons for the decrease in total net excess for the fiscal year is an increase in expenses of \$70k in the golf grounds department which is from increased part-time/seasonal wages and material costs.

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Also, the food and beverage department recognized a decrease in net over the prior fiscal year of \$35,000 due to increased part-time wages and material costs.

Craig Rakow made a motion with a second by John Meschewski to approve the December 2022 Budget Reports as presented. The motion passed 4 to 0.

- A. Golf Update – Executive Director, Dave Peterson, reviewed annual rounds for both Randall Oaks Golf Course and Bonnie Dundee Golf Course from 2005 through 2022. He noted that the last three years of rounds significantly increased in comparison to 2019 and earlier. President Scarpelli asked staff to look at the 2012 season and see if the spike in rounds correlates with revenue for that fiscal year.

Consent Agenda

Approval of Items to be Considered for Consent Agenda – Jim Bonkoski made a motion with a second by *John Meschewski* to approve the Items to be considered for the Consent Agenda including the January 4, 2023 Board Meeting Minutes and the Accounts Payable Check Register dated January 18, 2023. The motion passed 4 to 0.

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

Director's Report

- A. Strategic Plan Update Mid-Term Initiatives - Peterson reviewed the short-term initiatives and the timeline going back to the 2019 community wide survey. He indicated that the eight short-term initiatives have now been completed. Deputy Director Bertone and Peterson reviewed six of the mid-term initiatives that were assigned in 2022. Tactics being used in accomplishing these goals were discussed. Four of the six mid-term initiatives are completed and in place to be exercised moving forward. The other two should be completed and actively used by the end of the first quarter. Discussion ensued on the Revenue Policy and it will be presented to the Board in February and that this initiative will act as a tool for staff during the budget process. A cost recovery initiative will be worked on in 2023 and tied in with the Revenue Policy. The remaining six mid-term initiatives will be assigned to project managers and teams in 2023 with an update being given to the board at the start of the 2024 calendar year.

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- B. Peterson reminded the board of the Full Time Employee Appreciation Luncheon taking place on Friday, February 3 at 11:30 a.m. This is an event to recognize employees with a milestone anniversary, new employees and to show appreciation to all for their work. He encouraged them to stop by.

President's Report

None.

Old Business

None.

New Business

- A. Amendment to Recreation Programs Financial Assistance Policy No. 7.2 – Peterson shared that staff has reviewed and determined that it is necessary to adjust the annual family threshold to increase from \$300/year to \$500/year based on inflation and the increase in program fees over the years. Since the inception of our RAP scholarship program, staff does not believe the \$300/year per family has ever been increased. The same 25%, 50%, and 75% discounts on programs will be made available based on financial needs.

John Meschewski made a motion with a second by Craig Rakow to the amendments to the Administrative Policy Manual No. 7.2 as presented. The motion passed 4 to 0.

- B. Unneeded Property Ordinance No. 23-02 – Peterson reviewed that the District owns and maintains miscellaneous equipment throughout the different departments. From time to time, equipment is declared no longer necessary, useful to, or of the best interests to the Park District. Staff recommends to the Board to consider authorizing the sale or conveyance in the most expedient manner of the equipment.

Jim Bonkoski made a motion with a second by John Meschewski to approve Ordinance No. 23-02 authorizing the disposal of unneeded equipment as presented. The motion passed 4 to 0.

- C. Zoo Manager Attendance at the Practical Zoo Nutrition Management Conference (ZAA) – Bertone explained that the ZAA is offering this course May 15-19, 2023 at the Smithsonian-Mason School of Conservation in Front Royal, VA. This is a Graduate-level course and is highly recommended for Zoo Curators. The benefits in attending this conference include improved nutritional design, operation and management techniques through knowledge of nutrient and energy metabolism of zoo and wild animals. Registration, lodging, meals, travel and miscellaneous costs will be approximately \$2,341.

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Craig Rakow made a motion with a second by John Meschewski to approve the Zoo Manager's Conference Attendance as presented. The motion passed 4 to 0.

John Meschewski made a motion with a second by Jim Bonkoski to approve the Closed Sessions minutes from July 2022 through December 2022 and the Destruction of Verbatim Audio Recordings of Closed Session Meetings from January 2021 through June 2021. The motion passed 4 to 0.

John Meschewski made a motion with a second by Craig Rakow to approve closed session Meeting Minutes of January 4, 2023. The motion passed 4 to 0.

Adjournment

Craig Rakow made a motion with a second by John Meschewski to adjourn the meeting. The motion passed 4 to 0. The meeting adjourned at 7:50 p.m.

Note: The next board meeting will be held February 1, 2023 at the Randall Oaks Recreation Center.