



## DUNDEE TOWNSHIP PARK DISTRICT BOARD MEETING MINUTES

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The June 7, 2023 meeting of the Dundee Township Park District Board of Commissioners was held at the Randall Oaks Golf Club. President Frank Scarpelli called the meeting to order at 7:00 p.m. Commissioners responding to roll call were Vice President Erin O’Leary, Treasurer Jim Bonkoski, and Commissioner Pam Griffin. John Meschewski was absent.

*Erin O’Leary made a motion with a second by Jim Bonkoski to amend and move Items A – D & F-G from the New Business section to the Consent Agenda. The motion passed 4 to 0.*

### Citizens to be Heard

None.

*Erin O’Leary made a motion with a second by Pam Griffin to open the public hearing. The motion passed 4 to 0.*

Public Hearing - 2023/2024 Budget and Appropriation Ordinance No. 23-02 – President Scarpelli explained that the budget and appropriation ordinance is an annual process that discloses the amount of cash on hand at the beginning of the fiscal year, an estimate of cash to be received, an estimate of expenditures in the year and an estimate of cash on hand at the end of the fiscal year (April 30, 2023). The ordinance must be available for public inspection for at least 30 days prior to the passage. Upon approval of the appropriation ordinance, a certified copy must be filed with the Kane County Clerk within 30 days of passage. This must be completed within the first quarter of the fiscal year. President Scarpelli disclosed the Fund amounts and cumulative total amount appropriated aloud.

There were no written or oral comments provided/made related to the Appropriation Ordinance.

*Jim Bonkoski made a motion with a second by Erin O’Leary to close the public hearing. The motion passed 4 to 0.*

### Staff Reports

- A. Rakow Center Locker Room Update – Deputy Director, Ross Bertone reported that the demolition is complete and the contractor is currently waiting for floor and wall tile. The project is about three weeks behind schedule. The next construction meeting is scheduled for June 8, at which time we should have information.

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Consent Agenda

Approval of Items to be considered for Consent Agenda – Jim Bonkoski made a motion with a second by Erin O’Leary to approve the Items to be considered for the Consent Agenda. The motion passed 4 to 0. This includes:

- May 17, 2023 Board Meeting Minutes
- The June 7, 2023 Accounts Payable Check Register
- Attendance at the NRPA Conference October 10-12
- Attendance at the AZA Conference September 9-14
- Attendance at the National Safety Council Conference October 23-25
- Approval of the 2023/2024 Budget and Appropriation Ordinance No. 23-02
- Approval of Administrative Manual Policy No. 4.18
- Approval of Sale and Conveyance of Surplus Property Ordinance No. 23-03.

Approval of Consent Agenda – Erin O’Leary made a motion with a second by Pam Griffin to approve the Consent Agenda. The motion passed 4 to 0

Director’s Report

- A. Pool Pass Sales Update – Executive Director, Dave Peterson reviewed the pool pass sales from 2021 – 2023.

<b>Data Totals Nov – May/Yearly</b>	<b>2021</b>	<b>2022</b>	<b>2023</b>
New Passes	345	706	384
Renewed passes	166	181	246
New Revenue	\$57,276	\$84,054	\$58,106
Renewed Revenue	\$23,531	\$27,199	\$36,979
Total Visits	204	32	525

- B. Golf Update – Peterson summarized totals for Green Fee Revenue and Rounds of Play through May (2021, 2022, 2023) Comparison.

<b>GOLF REPORT</b>	<b>Randall Oaks Golf Club</b>	<b>Bonnie Dundee Golf Club</b>
<b>Green Fee Revenue Through May</b>	2021 - \$225,549 2022 - \$172,590 2023 - \$223,833	2021 - \$168,935 2022 - \$127,808 2023 - \$167,600
<b>Rounds of Play Through May</b>	2021 – 10,244 2022 – 7,582 2023 – 9,465	2021 – 9,385 2022 – 6,708 2023 – 8,225

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President's Report

Board Training –Scarpelli explained to board members that PDRMA has made it mandatory that all sitting board members must take the sexual harassment training course, which is available on-line. Commissioners will receive an email with login directions from Superintendent of Human Resources and Risk Management, Jackie Pierce.

Old Business

Bonnie Dundee Golf Course Clubhouse Update – Executive Director Peterson reported that back at the November 16 meeting, staff gave a tour of the facility and shared preliminary drawings and cost estimates of a replacement facility and that the current clubhouse has a great deal of repairs needed to get it back to standards aligned with the Park District.

Golf Course Superintendent Sprouse reviewed the rental costs for a temporary, modular facility, updated demolition costs, a new set of preliminary drawings with a smaller footprint, estimated construction costs and debt service information. Staff recommended we keep the building as is until ready to set up a timeline, investigate financial opportunities and start renovations. It was not suggested to demolish the existing clubhouse at the end of the 2023 season and possibly using a temporary facility for an uncertain number of years.

Meanwhile, President Scarpelli suggested staff investigate minor repairs to the flat roof over the bar area of the clubhouse.

New Business

E. Consideration to Approve Employee Policy No. 2.32 – Qualifying Retiree Facility Benefits

*A motion by Erin O'Leary and a second by Pam Griffin was made to approve Employee Policy No. 2.32 – Qualifying Retiree Facility Benefits*

President Scarpelli noted a concern regarding the sliding scale within the policy. He directed staff to give one year of benefits for every two years of employment service. Staff will revise the draft policy. This will be reviewed and considered at the next board meeting on June 21, 2023.

*A motion to table item E. on the agenda was made by Erin O'Leary and seconded by Pam Griffin. The motion passed 4 to 0.*

Executive Director Peterson noted that the board retiree policy would need to be changed as well. President Scarpelli directed staff to amend this policy which was approved in the consent agenda and include on the June 21, 2023 agenda for consideration.

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*At 8:01 p.m., Erin O’Leary made a motion with a second by Jim Bonkoski to go into closed session. The motion passed 4 to 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 8:12 p.m. regular session reconvened.

Jim Bonkoski made a motion with a second by Erin O’Leary to approve closed session Meeting Minutes of May 10, 2023. The motion passed 4 to 0.

Adjournment

Jim Bonkoski made a motion with a second by Erin O’Leary to adjourn the meeting. The motion passed 4-0. The meeting adjourned at 8:13 p.m.

**Note: The next board meeting is scheduled for June 21, 2023 at the Randall Oaks Golf Club.**