



## DUNDEE TOWNSHIP PARK DISTRICT BOARD MEETING MINUTES

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The June 21, 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 7:02 p.m. Commissioners responding to roll call were Vice President Erin O'Leary, Treasurer Jim Bonkoski, Secretary John Meschewski and Commissioner Pam Griffin.

### Citizens to be Heard

Mike Tennis, a Sleepy Hollow resident, spoke to the proposed retiree policy for employees and board members and the Community Unit School District 300 intergovernmental agreement. Tom Mammoser, former Executive Director for the Park District, spoke to the proposed retiree policy for employees.

Boys and Girls Clubs of Dundee Township (BGCDT) Presentation/Update – CEO, Drew Glassford thanked the Dundee Township Park District for their continued support in strengthening the partnership with the BGCDT and asked the board to consider continued investment with a pledge of \$100,000/yr. in addition to the current financial support for the Woodlands Impact Center Expansion Project. This facility will include additional programs, services, and staffing to serve the growing community with an estimated annual cost of \$150,000.

Glassford also highlighted some examples of the impact that the BGCDT has on the kids and feels the key is the collaborative system in place. Tom Roeser, BGCDT Board Vice President, also attested to the impact that is being made to enrich the kids in the service area with mutual benefit to the community. Tom Mammoser also voiced his support of the invaluable service to the families they serve. The BGCDT reach is currently 1,500 youth members, 90% poverty level, 60% CCAP eligible, 92% minority from 10 elementary schools, 3 middle schools and 1 high school most from single parent homes that cannot afford after school care. Their scale includes 22 board members, 30 full-time staff, 60 part-time staff, and 125-200 volunteers working with a five million dollar annual budget.

### Staff Reports

None

### Consent Agenda

President Scarpelli informed the commissioners that they can move to table individual items from the consent agenda which can then be discussed in Old Business.

*John Meschewski made a motion with a second by Erin O'Leary to extract items 6 & 7 from the Consent Agenda with further discussion in Old Business.*

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*Items to be considered for the Consent Agenda include items 1-5, 8 & 9. Jim Bonkoski made a motion with a second by Erin O'Leary to approve the Consent Agenda. The motion passed 5 to 0. This includes:*

1. June 7, 2023 Regular Board Meeting Minutes
2. June 7, 2023 Special Board Meeting Minutes
3. April 2023 Financial Report
4. May 2023 Financial Report
5. Accounts Payable Check Register Dated – June 21, 2023  
(Items 6 & 7 Extracted and moved to Old Business)
8. Consideration to Approve D300 Intergovernmental Agreement
9. Consideration to Cancel the July 5, 2023 Regularly Scheduled Board Meeting

*Approval of Consent Agenda – John Meschewski made a motion with a second by Erin O'Leary to approve the Items to be considered for the Consent Agenda. The motion passed 5 to 0.*

**Director's Report**

- A. Fiscal Year End April 30, 2023 Projected Fund Balances vs. Actual Fund Balances – Executive Director, Dave Peterson reviewed the prepared report and reported that the District ended the fiscal year with a total fund balance of \$6,095,751. All funds met and exceeded the projected balances. The Corporate Fund balance was \$1,573,774, The Recreation Fund balance was at \$2,352,787, Capital Improvement Fund balance was at \$1,107,206, and the Debt Services Fund balance was \$269,271. The District performed better than budgeted expectations.

Peterson also announced that the Park District received the GFOA award for Excellence in Financial Reporting for the 5<sup>th</sup> year in a row and thanked the Finance Department for all of their hard work and due diligence in achieving this.

**President's Report**

Board Training - President Scarpelli reminded the board that they should have received the email and login directions to take the PDRMA required sexual harassment training course online. He would like to see these completed by the end of July.

**Old Business**

Review of Consent Agenda extracted items 6 & 7 -

6. Consideration to Approve Employee Policy No. 2.32 - Qualifying Retiree Facility Benefits
7. Consideration to Approve the Amended Administrative Policy Manual No. 4.18 – Qualifying Board Member Retiree Facility Benefits

*John Meschewski made a motion with a second by Erin O'Leary to table items 6 & 7 pending further discussion.*

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O’Leary asked Peterson to do more research and investigate what other park district’s do and bring that back to the Board. Discussion ensued with comments about how we have handled these requests in the past and options going forward.

*A roll call occurred and the motion passed 5 to 0.*

New Business

- A. Consideration to Approve Bid Recommendation for the Randall Oaks Zoo Small Animal Building – Peterson reviewed the bids received and stated that the lowest bidder, Kandu Construction did not meet the scheduled value requirements. Several attempts were made to obtain this with no success. The second lowest bidder, KWCC, Inc. did provide all necessary documents pertaining to the bid submission; however, obtaining reference responses was slow. Finally, a solid reference was received and Wight and Co., along with staff were comfortable making a recommendation to accept their bid.

*Jim Bonkoski made a motion with a second by John Meschewski to approve the base bid from KWCC, Inc. in the amount of \$1,619,000.*

Discussion ensued on funding the project. Peterson stated that the funding sources include \$750,000 from a Museum Grant, \$100,000 from Village of West Dundee impact fees, 10% from ADA funds within the Special Recreation Fund and the rest will come from Capital Fund monies. Although the project is over budget, Peterson stated that excess funds from the ending fund balances as of April 30, 2023 will allow the project to be completed.

*A roll call occurred and the motion passed 5 to 0.*

John Meschewski made a motion with a second by Erin O’Leary to approve closed session Meeting Minutes of June 7, 2023. The motion passed 5 to 0.

Adjournment

Erin O’Leary made a motion with a second by John Meschewski to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 8:37 p.m.

**Note: The next board meeting is scheduled for July 19, 2023 at the Randall Oaks Golf Club.**