



DUNDEE TOWNSHIP PARK DISTRICT BOARD MEETING MINUTES

The October 5, 2022 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 Vice President Erin O'Leary, Treasurer Jim Bonkoski, and Commissioner Craig Rakow. Secretary John Meschewski was absent.

Citizens to be Heard

None

Staff Reports

- A. Finance – Director of Business Services, Greg Gannon, reviewed the business services report for August 2022. As of Aug 31, the District had a total Fund Balance of \$9.7 million vs \$6.6 million last fiscal year. The Corporate Fund was at \$2.3 million, Recreation Activities at \$4.1 million, and Debt Services at \$2.3 million. The Debt Service balance will come down to under \$300,000 by the end of December and we will be paying off our debt payments in November and December. As of the end of the month, all funds have met or exceed the Fund Balance policy percentage thresholds except Capital Improvement which will come back above \$500,000 in November when we receive the GO Bond proceeds. Corporate Fund is \$1.2 million behind the prior year, mainly due to the \$1.2 million to Capital Improvement this fiscal year. The Zoo's net is up \$40,000 over the prior year with their revenues up \$62,000. Recreational activities portion of the Recreation Fund is down \$260,000 in net over last year. This is due to lower property tax allocations to the Recreation Fund this FY. Aquatics for the FY has a net deficit of \$224,000. Fitness has a net excess of \$13,000 and COF has a net excess of \$193,000. In capital projects, we have spent \$1.0 million of the \$2.5 million budget for the fiscal year.

Both golf courses combined for a net excess of \$843,000, a decrease of \$205,000 over the prior year. Randall Oaks Golf Course has a net decrease of \$160,000 over the prior year. The area that has been struggling is Food & Beverage as their revenues are down \$107,000 due to the loss in banquet revenue we have had. Conversely, their expenses have increased \$33,000 as well due to wage and supply increases. Golf revenues YTD are up \$61,000 over prior year. Bonnie Dundee Golf Course net has decreased \$46,000 over last year's net of \$341,000.

Craig Rakow made a motion with a second by Erin O'Leary to approve the August 2022 Budget Reports as presented. The motion passed 4 to 0.

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B. Adult Activity Center Update –Adult Activities Center Manager, Mary Stallings, reported that the Adult Activity Center (AAC) has been at the current facility for 19 years. They opened in September 2003 and offer a variety of programs, events and trips including:

- 50 Plus Social Club – 527 members to date for 2022. For 2023, we already have 218 signed up.
- Bags, bunco, pinochle, bridge billiards, and bingo
- Local Artists Workshop and Divine Beekeepers Crafty People and Walking Club
- Hayride and bonfire within park district and gardening classes
- Pour painting , candle making, ornament making classes with library at no cost

The ACC also hosts several parties throughout the year including indoor Picnic, Halloween party, and Fall Fun party. Trips include going to the theatre, mystery trips, Odyssey glass boat, Christkindlemarket, to name a few. Special Events members enjoy Ice cream Socials, Corn boil, Members Only party, ECC Concert Band/Dundee Highlands Choir. Special Services including Attorney consultations, Senior Services, Podiatrist, Medicare Updates, Metro/RTA, AARP Defensive Driving, Rules of the Road Alzheimer's Presentation Flu Shots/ Covid Vaccine Clinic and boosters. We thank our sponsors of several events including Eastgate Manor, District 300, Sherman Healthcare, Lions Club, Dundee Township Rotary Club, Carpentersville A.M. Rotary Club, Rotary Club of Fox Valley, The VFW, True Patriots Care, Carpentersville Police, The Carpentersville Fire Department, Carpentersville Professional Firefighters IAFF Local 4790, Wal-Mart, Kane County Sheriff's office, Veteran's Day Library, and Carillon Community. Stallings thanked all those who support the AAC.

C. Risk Management Update –Safety and Training Coordinator, Christine Hermans, reviewed the DTPD Crisis Communication Plan. This plan defines what a crisis is and explains the steps to be taken and by whom. The responsibilities of each level of management is clearly defined. The Executive Director is the Crisis Team Leader and our official Spokesperson. The Executive Director will provide the Board of Directors with all information they may need. If the Executive Director is unavailable, the list of managers in succession is clearly defined. The plan explains the steps to be taken in a crisis, how to respond to media, and when and how to contact PDRMA. The emergency phone list for park district management in order of responsibility is included. The Police and Fire Department phone list, by Village has been updated and is at the end of the plan. Finally, a list of all our buildings with their corresponding responsible facility employees are listed in order of contact importance. The Crisis Communication Plan will be included as a part of our Safety manual. All employees will be required to sign off on the receipt of this plan. It will be an annual in-service training for everyone.

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D. Golf Operations Update – Dave Peterson, Executive Director, summarized revenue totals for Green Fee Revenue and Rounds of Play from Start of Season through September 2020 - 2022 Comparison. He noted that there are outing revenues still to come in for the month of September.

GOLF REPORT	Randall Oaks Golf Club	Bonnie Dundee Golf Club
Golf Rounds of Play Through September 30.	2020 –30,685 2021 –36,157 2022 – 31,404	2020 – 28,042 2021 – 31,763 2022—28,884
Green Fee Revenue Start of Season Through August 15, 2022	2020 – \$719,305 2021 – \$809,305 2022 – \$714,006 Down \$95,299 from last year.	2020 – \$523,494 2021 – \$587,830 2022 - \$542,887 Down \$44,943 from last year.

Consent Agenda

Approval of Items to be Considered for Consent Agenda – Erin O’Leary made a motion with a second by Jim Bonkoski to approve the Items to be considered for the Consent Agenda including the September 7, 2022 Board Meeting Minutes and the Accounts Payable Check Registers dated September 21, 2022 and October 5, 2022. The motion passed 4 to 0.

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

Director’s Report

- A. NRPA Conference Summary – Executive Director, Dave Peterson reported that four staff members and President Scarpelli attended the NRPA Conference with tracks including Aquatics Career Development, Conservation, Customer Service, Equity and Inclusion, Health and Wellness, Leadership and Personnel Management and more. Networking and trade floor opportunities were beneficial to all who attended.
- B. BGCDT Gala – In celebration of 25 years of impacting lives, the Boys & Girls Clubs of Dundee Township will be hosting their Roaring 25 Gala on November 5, 2022 starting at 5:30 p.m. Sponsorship & tickets can be purchased online at BGCDT.org/roaring25.
- C. Hickory Hill Park - Peterson reminded the board of the ribbon cutting ceremony to take place next Wednesday, October 12 at 5:00 p.m. on location.
- D. Veteran Golf Outing - The veteran golf outing is put together by former executive director, Tom Mammoser and was well received by the 120+ participants who attended last Friday.

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President's Report

- A. Proposed Development Along Randall Road & Binnie Road Update – President Scarpelli has requested to hold a strategy meeting in regards to an internal roadway within the Randall Oaks Campus. With discussions ongoing related to the proposed development along Randall and Binnie Roads, he believes it is time to address our needs in case our entrances/exits at the zoo and Park Maintenance become right in/right out only. He has asked Peterson to coordinate a meeting in November.

Old Business

- A. Merit Pool Consideration - Peterson provided additional information to the board related to salary grades and years of service. The board has allowed for Peterson to move forward with performance reviews and a merit pool of 4.5% with an additional .5% for discretionary purposes related to ensuring employees fall within the grade they are assigned.

At 7:55 p.m., Jim Bonkoski made a motion with a second by Erin O'Leary 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)

At 8:35 p.m. regular session reconvened.

New Business

Consideration for Approval – Barrington School District 220 – Ordinance #22-03. Declaring necessity of use and authorizing the transfer of property for the benefit of the Dundee Township Park District pursuant to the terms of an intergovernmental agreement (Woodland School).

Jim Bonkoski made a motion with a second by Erin O'Leary to approve Barrington School District 220, Ordinance #22-03 as presented. The motion passed 4 to 0.

Erin O'Leary made a motion with a second by Jim Bonkoski to approve the Closed Session Minutes from September 7, 2022 as presented. The motion passed 4 to 0.

Adjournment

Craig Rakow made a motion with a second by Erin O'Leary to adjourn the meeting. The motion passed 4 to 0. The meeting adjourned at 8:36 p.m.

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NOTE: The next board meeting is scheduled for October 19, 2022.