



## DUNDEE TOWNSHIP PARK DISTRICT BOARD MEETING MINUTES

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The March 6, 2024 meeting of the Dundee Township Park District Board of Commissioners was held at the Randall Oaks Recreation 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 Pam Griffin. Erin O’Leary was absent.

### Citizens to be Heard

None.

CheckPoint 360 - Candace Fisher, with HR Source, presented the CheckPoint 360 model and the benefits it provides in giving the executive director valuable feedback from a leadership perspective. The board asked good questions and agreed that this model will supplement the evaluation that is done annually. The board is not involved in the day-to-day interactions that Executive Director Peterson has with staff, and it was agreed that this process will help Peterson to continue to improve and keep the Park District moving forward.

President Scarpelli requested that staff work with HR Source and enter into a contract to use the CheckPoint 360 with Executive Director Peterson. Superintendent of HR and Risk Management, Jackie Pierce, will provide the information of levels of reports and which employees will partake in this exercise to Ms. Fisher.

### Staff Reports

None.

### Consent Agenda

- A. *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. The motion passed 4 to 0. This includes:*
  - I. *February 21, 2024 - Regular Board Meeting Minutes*
  - II. *Accounts Payable Check Register Dated – March 6, 2024*
  
- B. *Approval of Consent Agenda - John Meschewski made a motion with a second by Pam Griffin to approve the Consent Agenda as presented. The motion passed 4-0.*

### Director’s Report

- A. *2024/2025 Budget Update - Peterson reviewed the process of the budget and informed the board that department heads are working with Director of Business Services, Greg Gannon on finalizing the operational budget. The budget will reflect a 4% merit pool, 6% health insurance increase, and several new positions*

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as we continue to rebound from COVID. Staff will present a draft budget to the board in the first meeting in April.

- B. Strategic Plan Update – Peterson presented the board with a review of the first several years of initiatives that have been completed and are ongoing and then focused on the initiatives that were addressed in 2023. These were the last of the mid-term initiatives. Peterson informed the board that a strategic plan update will be presented to the FT staff at an April 5 luncheon. The announcement of team leaders and team members will be disclosed for the Phase 1 long-term initiatives.
- C. Employee/Retiree Benefits Update – Peterson reviewed the employee benefits with the board and assured them that adherence to the policy is important. He discussed restrictions on golf for FT employees and that this is strictly enforced. Otherwise, as defined by the IRS, these benefits would be taxable if tee times were being taken away from a paying customer. Fitness Center usage by staff does not take away from our members as there are plenty of cardio and strength machines available between both centers.

Peterson moved on to retiree benefits and told the board that he is looking out for the best interests of the board members and the Park District. By allowing retiree benefits, he is concerned with a negative perception by staff and the community. There are employees and community members keeping a close eye on whether retiree benefits are going to be made available.

Peterson went on to discuss the surveying staff has done with other park districts. There are a few park districts who do provide retiree benefits, however, the vast majority do not. Sikich, our auditors, were asked if any of their park district clients provide their retirees with free benefits and they responded that they are not aware of any. Discussion ensued amongst the board and staff.

The board consensus is to move forward with retirement benefits in recognition of the dedication of retirees of the Park District. Staff were instructed to put together questions that need to be addressed, qualifications of eligible retirees and a draft policy for review at the March 20 board meeting.

**President's Report**

- A. Commissioner Griffin asked to discuss further the proposed West Dundee Lennar development. She felt that her decision was premature and that she did not have all the information in front of her at the time. She walked Recreation Drive with Village Manager Cavallaro and learned more about the width of the intended public roadway and discussed other examples of ball fields that are along public roadways. Discussion ensued regarding safety and impact fees.

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President Scarpelli has asked Peterson to reach out to Village Manager Cavallaro and ask him if the Park District came back to the table to discuss this further, is it a moot point due to School District 300's decision already made. Has the Village moved forward with the developer on next steps already?

Old Business

None.

New Business

- A. RFP Results – Peterson reviewed the timeline of release and opening of RFPs and was pleased with the four responses received. He stated that all four responses have formulated teams that staff feels very confident would meet the expectations and scope of services within the three phases. Peterson and Bertone followed up with each RFP response and held a Teams meeting to ensure each team understood the scope of services. Staff learned that three of the four responses included a statistically valid survey so each was asked if they did not perform this survey, could you still meet the objectives of the scope of services and how much would your Phase 1 cost decrease.

After assessing the RFPs and the questions and answers that followed, staff recommend using FGM Architects due to the significant cost savings. Peterson did mention that Williams Associates put a team together that was noteworthy because of their familiarity with projects completed at the Dundee Township Park District. However, the much higher cost did not justify using their services.

*John Meschewski made a motion with a second by Jim Bonkoski to approve Phase 1 professional services of FGM Architects in the amount not to exceed \$19,500 as it relates to the Aquatic Needs Assessment and Community Engagement as presented. The motion passed 4-0.*

Closed Session

None.

Adjournment

*Jim Bonkoski made a motion with a second by John Meschewski to adjourn the meeting. The motion passed 4-0. The meeting was adjourned at 9:15 p.m.*

**Note: The next board meeting is scheduled for March 20, 2024, at the Randall Oaks Recreation Center.**