# DUNDEE TOWNSHIP PARK DISTRICT
# BOARD MEETING MINUTES

Call to Order

The March 4, 2026 meeting of the Dundee Township Park District's Board of Commissioners was held at the Rakow Center. Vice President Erin O'Leary called the meeting to order at 7:01 p.m. Commissioners responding to roll call were Treasurer Jim Bonkoski, Secretary Pam Griffin and Commissioner John Meschewski. President Scarpelli was not in attendance.

Remote Participation – Consideration to Allow a Board Member to Participate in the Board Meeting by Means of Audo Conference Because of: (a) personal illness or disability; (b) employment purposes; (c) the business of the board; (d) a family or other emergency; (e) unexpected childcare obligations, or (f) performance of active military duty as a service member.

*Bonkoski made a motion with a second by Meschewski to allow President Scarpelli to participate remotely as he was out of town for employment purposes. The motion passed 4-0. Scarpelli joined the meeting via telephone.*

Citizens to be Heard

None.

Staff Reports

*A.* VGB Update – Aquatic Operations – Ross Bertone, Deputy Director – Bertone informed the board of a required change to the drains and that staff is working on this change through the IDPH and our engineer. He does not expect that our pools will need to be shut down due to this required change.

*B.* Fitness Center Operations Update – Bill Hepperle, RORC Facility Manager – Hepperle reviewed the membership totals over a four-year period and pointed out the highest number of members ever has been currently reached. There are nearly 4,000 members currently compared to 1,654 members when COVID impacted our operations. Also reviewed were the number of senior members using the SilverSneakers and Renew Active programs.

Hepperle provided participation numbers for the Frozen Oaks 5K and the positive feedback he received. O'Leary also provided positive feedback that she too has received from the run. He also reviewed the FT staff and preventative maintenance that is in place.

*Consent Agenda*

*A. Approval of Items to be considered for Consent Agenda – Meschewski made a motion with a second by Griffin to remove item i. February 18, 2026 Regular Board Meeting Minutes from the Consent Agenda and approve Items ii. and iii. of the Consent Agenda. The motion passed 5-0.*

B. *Approval of Consent Agenda - Meschewski made a motion with a second by Scarpelli to approve the amended Consent Agenda as presented. The motion passed 5-0.*

C. *Scarpelli made a motion with a second by Meschewski to table consent agenda item i. February 28, 2026 Regular Board Meeting Minutes until March 18, 2026 and add language to the minutes pertaining to the Organizational Chart Workshop section. The motion passed 5-0*

Peterson will make necessary changes and present the revised minutes at the next board meeting.

Director's Report

A. Draft 2026/2027 Capital Outlay – Peterson reviewed the Capital Fund ending amount beginning with the actual May 1, 2025 balance, the projected May 1, 2026 balance and the proposed May 1, 2027 balance. It was pointed out that the proposed ending fund balance did not include any fund transfer ins from the Corporate and Recreation funds.

The discussion turned to the process of determining the capital projects needed for the 26/27 fiscal year. The Leadership team collaboratively prioritized the projects totaling $1,935,800. President Scarpelli has asked staff to compare this list to the list that was presented a year ago, representing the second year (26/27) of the 5-year capital plan. The total amounts decreased from approximately $4.9 million to $1,935,800. Staff will return at a later board meeting with an explanation of the difference.

B. FOIA Review and Updates – Peterson reported that the Park District is required to have a dedicated FOIA officer to handle requests from the public. This agency has appointed Dave Peterson as the primary FOIA officer and Ross Bertone as the backup. This has been effective as we process request through a dedicated FOIA email address: foia@dtpd.org. Peterson pointed out several changes in the law that went into effect January 1, 2026. Electronic FOIA and Auto-generated requests were defined along with clarification of junk mail not being public record. The board received a breakdown of the FOIA requests that were made in 2025.

Scarpelli has asked staff to follow up with Scott Puma, of Ancel Glink, regarding Spam folders as it relates to FOIA requests and if a policy is being created to address this.

C. Donation Policy Review and Update – Peterson disclosed the donation gift certificates that he granted in 2025 and the donation policy that is in place. His focus has been on Dundee Township organizations, but he has honored those

non-Dundee Township organizations that received donations before his tenure here at the Park District. Peterson provided in the board packet a couple of samples of what he receives from organizations when they request a donation. Some examples of requesters are D300 school PTOs, Boys and Girls Club, Chambers, Rotary Clubs, park districts, etc.

Peterson provided a breakdown of the types of donations given out:

| | |
|---|---|
| Randall Oaks Golf Course Complimentary rounds of golf for four: | 14 |
| Bonnie Dundee Golf Course Complimentary rounds of golf for four: | 35 |
| Annual Family Pool Pass: | 1 |
| Randall Oaks Family Zoo Pass: | 3 |

The total value of donations given out in 2025 was approximately $11,151.

Vice President O'Leary suggested that the donation policy be reviewed as our focus should be on Dundee Township organizations, not non-Dundee Township organizations. President Scarpelli said that the financial sustainability will help to makes some of these determinations in the future.

D. Employee Appreciation Event – Peterson informed the board that this Friday at 10:00 a.m. at the Randall Oaks Golf Course clubhouse will be the appreciation event for full time staff. New employees and those employees with anniversaries will be recognized. Some entertainment and food will be provided as well. He encouraged board members to stop by.

President's Report
None.

Old Business

A. Personnel Policy No. 2.8 Personal Days - After careful research and review, amendments to the current Personal Days policy are being proposed for consideration.

**Key Changes and Details:**

- Change of policy title from Personal Days to Personal Leave. This provides a more appropriate title due to the policy referring to hours versus days.
- The proposed changes include the addition of a Personal Leave benefit for part-time employees who work 1,000 hours or more in a calendar year.
- Eligible part-time employees will receive Personal Leave at a total of 12 hours.
- Personal Leave must be used by the end of the calendar year and will not carry over.
- Unused Personal Leave will not be paid out upon separation of employment.
- Personal Leave will be distributed annually on January 1 to part-time employees who have reached 1000+ hours in the previous calendar year.

The revised Personal Leave policy would introduce a valuable benefit for key part-time staff. In doing so, it demonstrates the District's appreciation for their contributions and provides additional flexibility when time off is needed.

Discussion ensued regarding the monetary value of paying out part-time employees who qualify and the concern about the financial sustainability process the District is currently going through.

*Scarpelli made a motion with a second by Bonkoski to table indefinitely Personnel Policy No. 2.8 Personal Days as presented until the conclusion of the financial sustainability study. The motion passed 4-1.*
*Ayes: Bonkoski, Griffin, O'Leary and Scarpelli*
*Nayes: Meschewski*

New Business

A. Mowing Bid Review – On Friday, February 6, 2026, the District held a public bid opening for Mowing and String Trimming Services for the 2026 season. This bid specifically targeted an inventory of 62.0 acres to evaluate the efficiency of contracting these sites versus maintaining them with in-house resources. The results of the seven participants demonstrated a significant opportunity for cost savings:

Alasher Landscaping Inc.: $42,464.00
Yellowstone Landscaping: $70,528.00
Langton Group: $84,986.56
Ringers Landscaping: $92,512.00
Mark 1 Landscape Inc.: $107,552.00
Milieu Landscaping: $144,160.00
The Greener Side Landscaping: $180,960.00

Discussion ensued regarding cost savings, use of staff in different roles, mower equipment, etc. Staff have been asked to put together a long-term plan of outsourcing services such as mowing and plowing and the impact it would have with equipment and facility needs.

*Scarpelli made a motion with a second by Meschewski to approve* the bid from Alasher Landscaping for not-to-exceed a total of $42,464.00 for the 2026 mowing season *as presented. The motion passed 5-0.*

A new discussion centered around assessing our fund balances within the Corporate and Recreation Funds and consideration of lowering the percentages of the fund balances to move additional dollars into the Capital Fund. Staff has been asked to put together scenarios of different percentages (25%, 20% and 15%) and determine what impact this would have on funding our capital needs.

*At 8:35 p.m., Bonkoski made a motion with a second by Meschewski to go into closed session. The motion passed 5-0.*

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 9:43 p.m. the regular session was reconvened.

Adjournment

*Scarpelli made a motion with a second by Meschewski to adjourn the meeting. The motion passed 5-0. The meeting adjourned at 9:43 p.m.*

**Note: The next board meeting is scheduled for March 18, 2026 at the Randall Oaks Recreation Center.**