

Cary Park District  
Board of Commissioners  
**Committee of the Whole Meeting**  
April 11, 2024  
7:00 PM  
Community Center  
255 Briargate Road  
Cary, IL

**Minutes**

Board Members Present: Frangiamore, Stanko, Renner, Victor.

Staff Present: Jones, Horn, Kelly, Hall, Krueger, Mach, Raica.

Public Present: Mike Linsner, Jenay DiOrio, Mike DiOrio, Laura Tuman

President Victor called the meeting to order at 7:00 PM.

Victor asked if there were any Matters from the Public, Commissioners, and Staff.

Under Matters from the Public, none.

Under Matters from Commissioners, none.

Under Matters from Staff, Jones informed the Board a hard copy of the Preliminary FY2024-25 Budget and Ordinance packet was placed at their seats tonight to give them extra time to review the information prior to next week's Special Meeting. Jones provided an update on the Intergovernmental Agreement the Board directed staff to create with the McHenry County Sheriff's Office last summer for the use of the Community Center parking lots. Jones stated staff needs to work directly with the County on this rather than the Sheriff's Office and will continue to work on completing this task. Jones added the Park District has already developed a great working relationship with the Sheriff's Office.

The minutes from the March 14, 2024 COW meeting were presented for approval.

***Stanko moved to approve the minutes as presented. Second by Frangiamore.***

Voice vote: Yes – 4. No – None. Motion carried.

The first Direction Item was Cost Share Agreement, Lions Park Paving Project, Aptar Group, Inc. and Cary Park District. Jones stated a hard copy of the memo and agreement for this item were placed in front of the Board at the start of the meeting. He began by reminding the Board of Aptar's participation in the Lions Park Paving project thus far and their agreement to contribute financially to the project for the shared access drive, as well as work with the Park District to develop a new Memo of Understanding and usage agreement after the project is complete since the last documents are from the mid-80's. Jones reviewed the agreement and fees, highlighting the specifics about the payment arrangement in Section 5,

and the new usage agreement in Section 7. He added the Park District Attorney has also reviewed the agreement. Frangiamore asked a question in regard to the 20% cost Aptar is responsible for. Jones briefly walked through the equation listed and reminded the Board this is for the areas they are going to use, which is the main access road and the left turn lane at Silver Lake Rd. Stanko stated the total is a reasonable amount for Aptar to contribute to the project. He referred to Section 7 and expressed concerns with the last sentence. Stanko suggested adding language such as “provided both parties continue to actively participate in negotiations”. Frangiamore agreed that portion is left open ended and additional language should be added. Renner asked if information related to any maintenance that happens on that shared access drive is in the agreement. Jones responded no, that is something that would be addressed in the new usage agreement, this is just the cost sharing agreement for the project. Jones stated he will take the Board’s feedback to Attorney Puma and return with additional information at the April Board Meeting.

***Frangiamore moved to recommend Board of Commissioners approval of a Cost Share Agreement for the Improvements to the Access Driveway serving Lions Park and Aptar Group, Inc. Second by Renner.***

Stanko asked why the Board should approve this agreement if the language is not satisfactory. Jones reminded the Board they are not approving the agreement tonight, and if someone is to vote “no” on it this evening, it will be placed on the April Board Meeting agenda as an Action Item rather than on the Consent Agenda, where further discussion and review can take place before they choose to approve it.

Roll call vote: Yes – Renner, Frangiamore, Victor. No – Stanko. Motion carried.

The second Direction Item was Professional Services Agreement, HR Green, Foxford Hills Golf Club, Drainage Improvement Project. Jones stated after HR Green’s presentation to the Board in February, staff requested a scope of professional services to move the project forward from its current state, into final design development, documents to bid the project, permitting, bidding and identification of a contractor to perform the work. He further stated HR Green has provided staff with an agreement and scope of services in a lump sum amount of \$10,200. Jones added once the project has been bid and a contractor has been approved, a final agreement with HR Green for Construction Engineering Services will be necessary.

***Frangiamore moved to recommend Board of Commissioners approval of an agreement with HR Green for Professional Engineering Services for a lump sum of \$10,200. Second by Stanko.***

Stanko asked for clarification on what “lump sum” means and why is it not an “not to exceed” amount. Jones responded this is a smaller project and HR Green provided a schedule breakdown with the fees. Stanko asked for confirmation this amount is already included in the project total that is budgeted for FY24-25 and that staff feels comfortable with the overall cost budgeted. Jones responded yes to both.

Roll call vote: Yes – Renner, Frangiamore, Stanko, Victor. No – None. Motion carried.

The third Direction Item was Revision, Policy 1-001, Development of Policies. Jones stated within current policy direction from the Board, there is guidance on review of existing policies at regular intervals as a best practice. He further stated staff has identified a gap in the information required for

recording on policies, which if added would improve adherence to the guidance to review existing policies at regular intervals. Jones referred the Board to a copy of the current policy template in their packet, highlighting the date of approval, date of revision, and date of rescinded. He explained adding a date of review is suggested to identify the policy was reviewed, determining the policy to be appropriate in current form, which would not trigger a change to any of the other recorded dates. Jones stated adding a review date will also assist future Boards, administrators, and staff members with completing reviews at regular intervals.

***Frangiamore moved to recommend Board of Commissioners approval of Policy 1-001, Development of Policies and Policy 1-001, Attachment A, as revised. Second by Stanko.***

Frangiamore suggested in addition to having a review date, it would make sense to identify if the Board or staff completed the review of the policy. Jones agreed and confirmed there will be some sort of identification added as well. Stanko asked what happens to a policy once it is rescinded. Jones responded that the rescinded policy is removed from the current policy files available to staff and Board, but is filed within the agencies master policy files.

Voice vote: Yes – 4. No – None. Motion carried.

The fourth Direction Item was FY2024-25, Executive Director Work Initiatives. Jones stated each year, the Board approves a set of work initiatives for the Executive Director, which provides direction, focus, and is used as a facet of the performance evaluation of the Executive Director. He further stated the Executive Director is responsible for providing an update on the progress related to the work initiatives in July, October, February, and a final time in April. Jones reviewed the list of work initiatives with the Board.

***Stanko moved to recommend Board of Commissioners approval of FY2024-25 Executive Director Work Initiatives. Second by Renner.***

Renner stated he felt this was an appropriate list and has no questions or additions. Frangiamore asked for confirmation the revenue generated at Foxford Hills Golf Club will go towards paying for things such as the new fleet of golf carts. Jones responded yes. Frangiamore stated he would like to have further conversation with Jones on the work initiatives before it moves forward. Stanko asked if items can be added or removed from the list throughout the year. Jones responded yes, the Board has the authority to do so. Stanko recommended adding a line regarding the installation of a sign at Community Center Park. Frangiamore stated he also wanted to add language in regard to additional signage on other Park District properties and suggested adding this to the list as its own line, rather than adding onto the line about Cary-Grove Park. Renner asked if the item listed in the work initiatives related to the sign at Cary-Grove Park was something previously discussed and agreed upon. Jones responded there was discussion when Sunburst Bay Aquatic Center (SBAC) was being developed and constructed to eventually add new signage at the entrance of Cary-Grove Park as it is now a campus setting including not only SBAC but soccer fields. Stanko agreed the additional language about park signs should be its own line in the list. Victor stated she would like to have further conversations with Jones on some items, as well as include Commissioner Carasso in the discussion. Victor recommended this item be tabled until the May Committee of the Whole meeting. The Board concurred with this recommendation and requested Stanko withdraw his motion.

Stanko withdrew motion and Renner withdrew his second of the same.

***Stanko moved to table the Executive Director FY 2024-25 Work Initiatives to the May Committee of the Whole meeting of the Board of Commissioners. Second by Frangiamore.***

Voice vote: Yes – 4. No – None. Motion carried.

***At 7:59 PM, a motion was made by Renner to enter Closed Session for the purpose of A. Appointment, Employment, Compensation, Discipline of Specific Employees (5 ILCS 120/2 (1)). Second by Frangiamore.***

Roll call vote: Yes – Renner, Frangiamore, Stanko, Victor. No – None. Motion carried.

Victor reconvened open session at 9:00 PM.


Victor summarized Closed Session by stating the Board discussed the Appointment, Employment, Compensation and Discipline of Specific Employees.

Victor asked for a motion to adjourn.

***Motion to adjourn the meeting by Renner. Second by Frangiamore.***

Voice vote: Yes – 4. No – None. Motion carried.

Meeting adjourned at 9:02 PM.



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Daniel C. Jones, Secretary  
Park District Board of Commissioners