

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
May 9, 2024
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

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

Public Present: Mike Linsner, Jenay DiOrio.

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, Mike Linsner made comments and requested his comments which he provided a hard copy of, be included in the minutes. (Attached)

Under Matters from Commissioners, Frangiamore thanked staff for providing him with the information he requested regarding program revenue over the last five years. He stated he was most interested in seeing how programs are performing after COVID and now that Sunburst Bay Aquatic Center (SBAC) is open. Carasso reminded the Board of the Cary Park Foundation Pars Under the Stars event on Saturday, May 18. She stated the Foundation is still seeking raffle prizes for the event. Victor shared that she attended the Illinois Legislative Conference with ED Jones May 7-8 in Springfield. She stated this conference is a great way to build relationships with state legislators and learn of the different bills going through. Victor stated one of the big topics was the protection of \$25 million in Open Space Lands Acquisition and Development (OSLAD) grants. Victor shared overall, it was a great conference.

Under Matters from Staff, none.

The minutes from the April 11, 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 Revision, Policy 4-008, Employee Performance Appraisals. Jones stated in 2024, staff utilized a new tool to evaluate employees identified as Full-Time and Part-Time 1 employees. He shared the previous tool had been used for 20+ years and there was a strong desire from

staff and supervisors to move the tool in a different direction. Jones stated the updates to this policy reflect language changes between the old tool and the new tool, now in use.

Frangiamore moved to recommend Board of Commissioners approval of Policy 4-008, Employee Performance Appraisals, as revised. Second by Stanko.

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

The second Direction Item was New, Policy 4-014, Minor and Vulnerable Adult Abuse Prevention. Jones stated the Park District works daily with participants who are minors and participants who may be vulnerable adults, and persons whose roles require their work in these areas may be either employees or volunteers. He further stated all employees and volunteers who work with minors are subject to background checks (Policy 4-024) and Mandated Reporter (Policy 4-015). Jones shared the Park District is already performing training in this area, but there is no policy in place to promote behavior amongst its employees and volunteers that respects the boundaries of minor and vulnerable adult participants. He stated the guidelines, procedures, and training programs implemented in concert with this policy will establish clear expectations for behavior, and accountability for those who engage in inappropriate conduct, while ultimately encouraging a culture of respect and professionalism amongst the employee and volunteer team of the Park District. Jones introduced Human Resources Manager, Tillson, who can help answer any questions the Board may have.

Frangiamore moved to recommend Board of Commissioners approval of Policy 4-014, Minor and Vulnerable Adult Abuse Prevention. Second by Carasso.

Stanko asked if this policy was reviewed by the Park District attorney. Jones responded no, but majority of the information came straight from Park District Risk Management Agency (PDRMA), who has its own attorney. Stanko asked if PDRMA has training guidelines or other information to use for the purpose of developing what will be used. Tillson responded yes, there are various tools available. Stanko stated his concern is with #2 and #3 in the policy and the fact that they are very open ended and there needs to be a balance since the public doesn't know the training or what is being followed. Jones responded the language in the procedures and trainings is more specific, but the purpose of a policy is to provide direction. Carasso stated the policy needs to be open ended as there is a wide variety of programs and facilities the Park District offers. Frangiamore added the language used in this policy is standard commentary and is comfortable with the language and following the PDRMA trainings. Carasso agreed and thanked staff for putting the policy together because it is very important to have. Frangiamore asked if staff will receive some sort of certification after completing the training. Jones responded no, this is not a certification program, but is training. Jones reiterated to the Board that these trainings are already taking place and have been for years. Stanko shared he still felt the language is not adequate.

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

The third Direction Item was FY2024-25 Executive Director Work Initiatives. Jones stated this item was presented at the Committee of the Whole meeting on April 11, 2024, and after discussion, the Board determined that it wanted to wait to consider this item, and two Commissioners stated they wanted to have further conversations directly with Jones about this item. Jones received feedback from

Commissioners since that meeting and added four additional items to the draft FY2024-25 Work Initiatives. He reiterated each year the Board approves a set of work initiatives for the Executive Director to provide direction, focus, and is used for the annual performance evaluation of the Executive Director.

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

Stanko stated the four additional items added were not discussed as a Board and would like that Commissioner to give some background to why those are being added. Carasso agreed with Stanko. Frangiamore stated the first item regarding the space needs analysis for programming and staff living spaces has been a topic of discussion for many years and he did not want it to get lost in the Comprehensive Master Plan (CMP). He stated the second item, a five-year staff projection, is something that is looked at regularly, but would like to have something more long term rather than a one-to-two-year projection. Frangiamore stated the third item regarding the naming/identification at unnamed/unidentified park properties is something the Board has started to have discussions about and have come to realize there are several unidentified properties that should be name/identified with signage. Frangiamore stated the last item, improve emphasis on the beautification of facilities and parks, include things like planting flowers, painting, etc. Victor stated she will move item by item and Commissioners can give their feedback on whether or not they believe the item should be added to the list of initiatives.

1. Stanko stated adding this item is a great idea and is great preparation for CMP and can be used in those discussions. Carasso agreed with Stanko and stated it's good to be proactive on this topic as it will come up in discussions for the CMP. Victor concurred.
2. Carasso stated she is okay with adding the five-year staff projection to the list. Stanko stated Jones does a great job with evaluating/restructuring staff when it is needed, but there is need to add more staff and it is nice to have information to justify when adding or restructuring staff.
3. Carasso stated the Board needs to review the policies in place for naming and identification of these properties and develop a process schedule of how they will move through this, as there is a lot to look at. Stanko stated this may be easy to complete for some properties, but there are others that will require much more involvement to implement. He stated for example, Water Tower Prairie, there is no current entrance or access into the site, therefore they may need to involve the Village of Cary in discussions on how to move forward with that site.
4. Carasso suggested looking into asking community organizations to help with this item, such as the Boy Scout Troops or other groups. Stanko stated there are already strategies implemented to help with this item and would not recommend putting it on the list, it's a subjective item and not a reasonable expectation. Frangiamore agreed to the idea of outside involvement, but also to just brighten things up. Carasso stated this is something staff can have discussions about but doesn't necessarily need to be an initiative. Victor stated she felt this item should be left on the list. She shared that she is focusing on the word "emphasis" and the openness to opportunities it brings. Victor agreed all the other items should be left on the list as well. She reiterated it is important to listen to the community and their wants and needs, especially as the Board prepares to begin the process of updating the CMP. Victor expressed the importance of getting feedback from the community through surveys, input meetings, etc.

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

Frangiamore reiterated he didn't want things to get lost and considered everything Stanko stated. Victor added when she focused on the word "emphasis" in the last item, it helped shape how she felt about it.

The fourth Direction Item was FY2024-25, Board of Commissioners, Annual Meeting Schedule. Jones stated the Board is required to set and post an Annual Schedule of its meeting each year. He further stated the Board has moved the date of its annual meeting to June 2024, but the current posted meeting schedule of meetings end in May 2024, therefore the Board should approve its FY2024-25 Annual Meeting Schedule at in May 2024. Jones noted there are a few adjustments to the monthly meeting schedule some months due to holidays and the IPRA Conference.

Stanko moved to recommend Board of Commissioners approval of the FY2024-25 Annual Meeting Schedule, as presented. Second by Carasso.

Stanko suggested adding the Special Meeting date in April where staff presents the budget to the Board. Jones stated it is not absolute to have that meeting. Carasso stated she did not feel it needed to be included on the schedule. Frangiamore stated because of the nature of a Special Meeting, it is called when needed and when there is availability. Victor suggested moving the Committee of the Whole meeting to October 17, 2024, since a few Commissioners may attend the National Conference in Atlanta that week. Jones stated he is aware some Commissioner expressed interest in going, but that is not set in stone as personal schedules change and it is many months away. Carasso suggested waiting closer to that time to decide since things can change. Frangiamore and Stanko agreed.

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

The fifth Direction Item was Ordinance O-2024-25-02, an Ordinance Authorizing the Sale or Conveyance of Personal Property Belonging to the Cary Park District. Kelly stated the Board approves disposal of personal property belonging to the Park District for equipment that was valued at \$500.00 or greater at the time of purchase. She further stated on multiple occasions each fiscal year, staff brings a disposal ordinance to the Board for consideration. Kelly briefly reviewed the list of items for consideration, which included fitness and maintenance equipment, vehicles, FHGC equipment, several computers, servers, monitors and other miscellaneous computer equipment. Kelly stated that typically the equipment is disposed via trade-in through a vendor, scrapped, electronic recycling or sold using a public auction platform.

Frangiamore moved to recommend Board of Commissioners approval of Ordinance O-2024-25-02, An Ordinance Authorizing the Sale or Conveyance of Personal Property belonging to the Cary Park District. Second by Carasso.

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

The first Discussion Item was Comprehensive Master Plan Update – 2025. Jones started the discussion by providing background information on the Comprehensive Master Plan (CMP) and introducing the first steps in the process to update in FY2024-25. He stated the Park District last completed its current CMP in September of 2016 and the Board has directed staff to begin the process of updating the CMP to

this fiscal year. Jones further stated the first steps include finding and contracting with a consultant, then begin the process of data and input collection, development of strategies or plan to provide direction. Jones stated to select a consultant to assist the agency with this project, a Request for Proposal (RFP) should be issued for response by qualified interested firms. He added staff intends to try something new and issue a joint RFP with the Palatine Park District, who is undertaking the same process, with the same desired components and time frame as the Cary Park District. Jones stated the idea behind a joint RFP is to seek economies of scale and therefore discounted fee potential from interested consultant firms. He further stated the RFP will allow for each agency to select their own firm, or if both select the same firm, hopefully receive a fee discount. Jones recalled the last time the Board completed this process, a four-person committee (two Board Commissioners and two staff) was established to help review the respondents to the RFP, conduct interviews, ultimately make a recommendation to the Board of Commissioners regarding a consultant. He added the Board can appoint the review team members in June 2024. Jones stated the goal is to have a consultant named by September 2024 and have the CMP update completed by September 2025.

Victor asked the Board for any feedback. Stanko shared he is comfortable with the idea of a joint RFP and is on board with trying something new. Frangiamore asked if there were concerns of the staff time of the consultants, should we choose the same consultant as Palatine Park District. Jones responded no, we are not going to be the sole client of any consultant, but part of the idea of doing the joint RFP is the opportunity to “bring it together” being we are in close proximity to Palatine. Frangiamore added last time the CMP was updated, the consultants Hitchcock Design Group did an excellent job involving the public in the discussions and identifying the needs of the community. Carasso shared that she likes the idea of the joint RFP with Palatine and is excited to see what the community brings to the Board during the planning process.

The second Discussion Item was Signage, Community Center Park. Jones started the discussion by stating the Board of Commissioners directed a discussion related to Community Center Park be placed on the agenda for tonight’s Committee meeting. He added staff is unclear as to what the scope of the discussion may entail, but staff has provided some background to Board member’s questions/inquiries as to why park sites such as Community Center Park do not have a park name sign, what other parks/properties do not have a name/identification sign, and what is the process related to the naming of parks/properties and/or type of signage placed at the sites. Jones stated the Board has good policies in place for naming park sites and the type of signage to be placed on a site, which are provided in the Board meeting packet to aid in tonight’s discussion. He reviewed the list of parks/properties that are believed to have never had a name or identification sign, and other park/properties that have been determined to need additional name/identification signage due to their size and multiple points of entry. Victor stated when this topic was originally brought up, some Commissioners needed more time to review the topic before discussing it as a Board. Frangiamore shared he spent time visiting a lot of park/property sites to prepare for this discussion and wants to make sure the community knows these sites exist, whether it is a truly a park or a property (open space detention). He stated Community Center Park needs a sign and it should be up to staff to determine where it should be placed. Carasso added there are a lot of parks that don’t have signs that should. She stated she would like to see something developed that determines what parks need a sign and where. Stanko stated this is a great opportunity because it allows the Park District to make changes and improvements. He shared the example of Sands Main St. Prairie, which was never named, but the prairie is one of the features that exist in the site and believe the park itself should be named. Stanko stated some of these parcels have a purpose and the

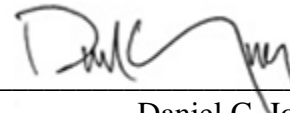
Board needs to look at things long term, there may be other opportunities down the road for these properties. He felt the name for the Community Center Park should be renamed Brigadoon Park. Stanko stated the Community Center is a feature of this site and the name of the facility could change in the future. Carasso agreed with Stanko's statements and added it is important these properties have signs so people become aware of these areas. Victor stated the Community Center Park should be renamed Brigadoon Park. She shared she understands how much the community uses that park and the importance of giving it an appropriate name. Jones asked for confirmed of the work initiative item discussed earlier in the meeting of developing a schedule to complete name/identification signage and unnamed/unidentified park properties. Victor confirmed and stated this will give the Board and staff a great opportunity to look at this topic further. She added it is important to give each community their own "place".

Victor asked for a motion to adjourn.

Motion to adjourn the meeting by Carasso. Second by Frangiamore.

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

Meeting adjourned at 8:58 PM.



Daniel C. Jones, Secretary
Park District Board of Commissioners