

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
June 13, 2024
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

Staff Present: Jones, Horn, Kelly, Mach, Raica, Tillson, Miles.

Public Present: Mike Linsner, Jenay DiOrio, Al Tuman

President Frangiamore called the meeting to order at 7:10 PM.

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

Under Matters from the Public, none.

Under Matters from Commissioners, Victor thanked staff, specifically Kelly, for their help with the planning of National Night Out at Kaper Park. Victor also shared the Cary Citizens Police Academy Alumni has a group of individuals set to help at the Stars N' Stripes Fest.

Under Matters from Staff, none.

The minutes from the May 9, 2024, COW meeting were presented for approval.

Stanko moved to approve the minutes as presented. Second by Victor.

Voice vote: Yes – 4. No – None. Abstain – 1. Motion carried.

The first and second Direction Items were R-2024-25-01, A Resolution Recognizing July 2024 as Park and Recreation Month and R-2024-25-02, A Resolution Recognizing July 19, 024 as Park and Recreation Professionals Day. Marketing campaign. Jones stated since 1985, July has been designated as National Recreation and Parks Month by the National Recreation and Park Association (NRPA). Jones shared the Park District has observed National Recreation and Park month for many years, and will ask the Village of Cary, Village of Trout Valley, and Village of Oakwood Hills to help celebrate through a proclamation as well. Jones stated staff will also run a social media campaign during the month of July in celebration of Park and Recreation Month. Jones stated NRPA has also designated July 19, 2024, as Park and Recreation Professionals Day, to celebrate the dedicated professionals who build strong, vibrant, and resilient community through parks and recreation.

Stanko moved to recommend Board of Commissioners approval Resolution R-2024-25-01, “A Resolution Recognizing July 2024 as National Park and Recreation Month”. Second by Carasso.

Voice vote: Yes – 5. No – None. Motion carried.

Stanko moved to recommend Board of Commissioners approval Resolution R-2024-25-02, “A Resolution Recognizing July 19, 2024 as Park and Recreation Professionals Day”. Second by Carasso.

Voice vote: Yes – 5. No – None. Motion carried.

The third Direction Item was Establishment of Consultant Review Team, Comprehensive Master Plan Update 2025. Jones stated the first step in the process to update the Comprehensive Master Plan (CMP) is to issue a Request for Proposals seeking a consultant interested in providing services to the Park District to complete this project. He reminded the Board of the decision to issue a joint Request For Proposals (RFP) with Palatine Park District. Jones stated the RFP information will be released June 14, 2024, and responses will be due July 12, 2024. To assist the Board with the review/interview process, Jones recommended the Board designate a Consultant Review Team. He further stated the target date to conduct interviews is August 5, 2024, at Palatine Park District. Stanko asked if the meetings following the selection of a consultant will take place at Palatine Park District. Jones responded that just the interview portion will take place at Palatine Park District, all meetings following that will take place at our respective park district facilities. Victor asked for clarification on the date for the interview. Jones responded August 5, 2024, is the target week for interviews. Frangiamore asked if the review team will have any other involvement prior to the interviews. Jones responded that the review team will be asked to review the submittals and score them, but this task will be completed individually. Renner asked a question regarding the joint RFP and selecting a consultant. Jones explained it is outlined very clearly in the RFP that each Park District has the right to hire their own consultant. Renner expressed interest in serving on the review team. Victor stated she will have to pass due to other obligations the week of when interviews would be taking place. Stanko stated he is interested in serving on the review team. Carasso expressed interest in being on the review team since she has never gone through this process before and would like to be involved in the process. Frangiamore expressed interest, would offer to bow out to allow others the opportunity to serve on the review team. After further discussion, the Board agreed to have Carasso and Stanko serve as the Board representatives.

Renner moved to recommend Board of Commissioners appoint Comprehensive Master Plan Update 2025, Consultant Review Team consisting of Commissioners Carasso and Stanko, Director of Planning/Development Raica and Executive Director Jones. Second by Victor.

Victor thanked Jones for bringing forward this unique idea of the joint RFP.

Voice vote: Yes – 5. No – None. Motion carried.

The fourth and fifth Direction Items were Replacement – 2015 Lastec Articulator 4520 Model Mower and 2010 Club Car Utility Vehicle (Driving Range Picker). Jones stated funds totaling \$117,000 have been allocated within the FY2024-25 Foxford Hills Golf Club Fund Capital Replacement Schedule to replace these two pieces of equipment. Miles stated the mower, which is capable of mowing rough and

hilly terrains, is in its ninth year. He further stated the mower has been in the shop on a weekly basis for maintenance repairs. Miles stated the driving range picker is at the end of its useful life, many of the parts on the unit need to be replaced. Miles stated both pieces of equipment are available through the Sourcewell Cooperative joint purchasing program.

Victor moved to recommend Board of Commissioners approval for the purchase of a 2024 John Deere 9009A Terrain Cut Rough Mower in the amount of \$97,989 from Revels Turf and Tractor/John Deere, Elgin, IL. Second by Stanko.

Frangiamore asked Miles about the lead time on receiving the new pieces of equipment. Miles responded they are hoping to receive the driving range picker in July and the mower in August.

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

Renner moved to recommend Board of Commissioners approval for the purchase of a 2024 John Deere Gator TX Turf w/ Safety cage in the amount of \$17,619.78 from Revels Turf and Tractor/John Deere, Elgin, IL. Second by Stanko.

Renner asked Miles if they had run into any issues with John Deere maintaining the rights to the equipment. Miles responded no; they have not experienced any issues. Stanko asked what the life expectancy is on both pieces of equipment. Miles responded that the mower is about 7-9 years, and the driving range picker is about 7-10 years. Stanko expressed concerns with having to replace multiple pieces of equipment at the same time. Jones responded to Stanko's concerns and pointed out that there are many occurrences in the fund where multiple pieces of equipment are replaced in the same fiscal year.

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

The sixth Direction Item was Five Year Personnel Policy Review. Jones stated the Park District has adopted many best practices set forth via the Illinois Distinguished Accreditation program, one being the review of the personnel policies of the agency every 5 years. He further stated ahead of the Park District's review to become a five-time recipient of the Distinguished Accreditation, the Board should review these policies. Jones stated the last review was started in February 2020, but was never completed due to COVID, therefore the last review was completed in 2016. Jones introduced Tillson, Human Resources Manager, who was going to give a brief presentation of the policies and recommended modifications from a team of employees and the Park District's attorney. Tillson walked the Board through each of the modified policies, answering Commissioner questions along the way.

- Policy 4-009a Modified Work Duty: Stanko asked a question regarding #7 and the guarantee of an employee returning to their regular position. Tillson responded it is treated similarly to medical leave but depends on the position and circumstances. Jones added that #7 is simply stating the employee is responsible for communicating their abilities to the Park District.
- Policy 4-021 Employee Training/Education: Frangiamore referred to the addition of #6 and how the Park District would recoup the money from an employee upon their termination. He asked if it would be taken from their paycheck? Jones responded they did not have the answer to that question but could find out and follow back up with the Board.

- Policy 4-999 Personnel Policies and Procedures Distribution: Renner asked if #5 and #6 were added because of the Distinguished Accreditation. Jones responded no, both are practices the Park District has always done, it just wasn't written anywhere.

Renner moved to recommend Board of Commissioners approval of Policy 4-002, Definitions of Personnel Categories; Policy 4-006, Salary Administration; Policy 4-009a, Modified Work Duty; Policy 4-010a, Health Insurance Portability and Privacy Act; Policy 4-013c, Family Medical Leave Act; Policy 4-016, Anti-Harassment; Policy 4-019, Bloodborne Pathogens Program; Policy 4-019b, Pandemic Response Including COVID-19; Policy 4-021, Employee Training and Education; Policy 4-022, Employee Business Related Expenses; Policy 4-999, Personnel Policy and Procedure Distribution as presented. Second by Carasso.

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

Victor shared she attended the Storywalk Ribbon Cutting at Jaycee Park on June 1, 2024, and expressed how great the Storywalk came out and how wonderful the partnership is between the Park District and Cary Area Public Library. Renner suggested submitting the Park District's partnership with the library for IAPD's Best of the Best award under the Intergovernmental Cooperation category. Jones agreed with the idea and will add it to the list of ideas for submittals.

Frangiamore asked for a motion to adjourn.

Motion to adjourn the meeting by Stanko. Second by Renner.

Voice vote: Yes – 5. No – None. Motion carried.

Meeting adjourned at 8:00 PM.



Daniel C. Jones, Secretary
Park District Board of Commissioners