

Cary Park District  
Board of Commissioners  
**Committee of the Whole Meeting**  
July 11, 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, Hall, Krueger, Mach, Raica, Tillson, Hughes.

Public Present: Jenay DiOrio, Laura Tuman.

President Frangiamore called the meeting to order at 7:01 PM.

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

Under Matters from the Public, none.

Under Matters from Commissioners, Renner shared brief feedback on Stars N' Stripes Fest and what a great success it was. Renner thanked the staff for all their hard work. Victor shared she was unable to attend the event but heard a lot of positive feedback from the community. Victor requested staff to designate some volunteer parking spots closer to the event, especially for some of the older volunteers from the Citizen's Police Academy Alumni. Stanko stated the event was a huge success and the staff did a wonderful job with it. Carasso and Frangiamore echoed Stanko's comments and thanked the staff for all the hard work that went into that event.

Under Matters from Staff, Jones shared how proud he is of all the staff and everything that went into planning the Stars N' Stripes Fest and all the work that went into the setup the day of and execution of the event, despite the unfavorable weather. Raica provided the Board with an update on the Lions Park Paving project by sharing some information from the preconstruction meeting that was held on July 9 and that the next couple weeks will consist of on-site preparations to begin the project. Raica stated the project is slated to be completed by late September/early October.

The minutes from the June 13, 2024, COW meeting were presented for approval.

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

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

The first Direction Item was Replacement, 2014 Ford F-150 Super Crew 4x4 Truck. Mach stated the current F-150 Truck had a replacement timeline of 7 year and is presently in its 9<sup>th</sup> year of service. Mach

further stated the truck was predominantly used by the Safety and Risk Manager until April 2023 and is now used on regular basis by Facility Maintenance staff or the Safety Coordinator. Mach shared staff have been attempting to replace this vehicle for several years now, but it has been a challenge to find a replacement through the National Auto Fleet Group or the State of IL bid contact process. Mach stated a new 2023 F-150 became available through Morrow Brothers Ford, Inc. and is offering a trade in value of \$4,600 for the 2014 F-150. Mach further stated staff signed the quote to lock in the details and potentially hold the vehicle with the understanding that neither the dealer nor Park District is bound to it.

***Carasso moved to recommend Board of Commissioners approval for the purchase of a 2023 Ford F-150 Crew Cab 4x4 Truck with a 6'6" bed in the amount of \$47,987.00 from Morrow Brothers Ford, Inc. in Greenfield, IL. Second by Renner.***

Stanko asked if staff plan to convert the truck to propane. Mach responded yes. Renner asked for confirmation that the 2014 F-150 would be traded in. Jones responded yes, the truck is set to be traded in with the sale. Frangiamore asked how close this truck was to the truck staff originally planned to order. Mach responded it is a very similar truck.

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

The second Direction Item was Ordinance O-2024-25-03, 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 stated that typically the equipment is disposed via trade-in through a vendor, scrapped, electronic recycling or sold using a public auction platform.

***Carasso moved to recommend Board of Commissioners approval of Ordinance O-2024-25-03, An Ordinance Authorizing the Sale or Conveyance of Personal Property belonging to the Cary Park District. Second by Victor.***

Stanko asked if the Group of 80 Golf Carts was being listed for sale. Jones responded no, they are being traded in with the purchase of the new golf cart fleet. Jones stated that agreement has already been finalized and approved by the Board, but fleet still needs to be listed since they are being disposed of by the Park District via trade in.

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

The third Direction Item was Revisions, Policy 4-001, Philosophy of Human Resource Management; Policy 4-003, At Will Employment; Policy 4-008 Employee Performance Appraisals; Policy 4-008a, Performance Appraisal – Executive Director; Policy 4-009, Employee Positions and Job Descriptions; Policy 4-010b, Consolidated Omnibus Budget Reconciliation Act (COBRA) Compliance; Policy 4-012, Employee Concerns, Comments and Appraisals; Policy 4-013b, Personal Time Off (PTO); Policy 4-013d, Leaves of Absence, Other; Policy 4-015, Abused and Neglected Child Reporting (Mandated Reporter Requirements); Policy 4-017, Personal Relationships; Policy 4-024, Background Check & Criminal Offense Investigation.

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 full review was completed in 2016 but since that time all policies impacted by changes in the law or desired by the agency have been updated. Jones introduced Tillson, Human Resources Manager, who gave a presentation of the policies and recommended modifications from a team of employees as well as the Park District's attorney. Tillson walked the Board through each of the modified policies.

Stanko shared he is not comfortable with the language #2 and #3 in Policy 4-024, Background Check & Criminal Offense Investigation. Stanko stated the issue is with the wording "should require", rather than it reading "will be required". Renner asked if that language is taken from somewhere else and that's why it reads that way. Jones responded no and explained further that the word "should" was used when the policy was written and the word "should" is being recommended to remain as is. Jones stated that Park District will follow the law and does presently. Jones cited an example of a requirement in the law, that is to submit a background check on employees including minor employees. Jones noted that for minor employees there is no response to the background check, nor will there be yet this is a part of the law that the Park District follows. If at some point the law is changed, the policy language does not need to be revised.

***Renner moved to recommend Board of Commissioners approval of Policy 4-001, Philosophy of Human Resource Management; Policy 4-003, At Will Employment; Policy 4-008 Employee Performance Appraisals; Policy 4-008a, Performance Appraisal – Executive Director; Policy 4-009, Employee Positions and Job Descriptions; Policy 4-010b, Consolidated Omnibus Budget Reconciliation Act (COBRA) Compliance; Policy 4-012, Employee Concerns, Comments and Appraisals; Policy 4-013b, Personal Time Off (PTO); Policy 4-013d, Leaves of Absence, Other; Policy 4-015, Abused and Neglected Child Reporting (Mandated Reporter Requirements); Policy 4-017, Personal Relationships; Policy 4-024, Background Check & Criminal Offense Investigation, as revised. Second by Stanko.***

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

***At 7:37 PM, a motion was made by Stanko to enter Closed Session for the purpose of A. Purchase or Lease of Real Property (5 ILCS 120/2 © (5)). Second Renner.***

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

Frangiamore reconvened Open Session at 7:44 PM.

Frangiamore summarized Closed Session as follows: The Board discussed Purchase or Lease of Real Property.

Frangiamore asked for a motion to adjourn.

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

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

Meeting adjourned at 7:45 PM.



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Daniel C. Jones, Secretary  
Park District Board of Commissioners