

Cary Park District Board of Commissioners

Committee of the Whole Meeting

February 13, 2025, 7:00pm

Community Center, 255 Briargate Rd. Cary, IL

Matters From the Public During Meetings – Board Policy 1-005d

1. The Board will hold Matters from the Public as part of any public open meeting.
2. Individuals interested in making comment will be asked to provide their name and asked to provide their address and/or their city/village of residence at the time they are recognized to comment during a public meeting. An individual who declines to provide their name, address or city/village of residence shall be allowed to comment.
3. Each individual indicating their interest to participate in Matters from the Public will be allowed up to five minutes to complete their comments. The Board may reduce this time limit if the need is so determined by majority vote of those present. The maximum amount of time that the Board will hear matters from the public at a meeting is thirty (30) minutes at a meeting. If members of the public are unable to comment due to time constraints, they should be encouraged to submit written comments or to attend another meeting when they may address the Board.
4. Individuals who have specific questions, or are interested in particular aspects of the District's operations or projects which may not appear on the published agenda should be encouraged to contact the Executive Director to review their questions or specific information.
5. The Matters from the Public portion of the agenda is for public comment only. It is improper for the Board to comment or respond to comments made during Matters from the Public.
6. The Board can temporarily modify or suspend these guidelines during a meeting if so determined by a majority vote of those present.

Regular, Special and Committee of the Whole Meetings

Regular and Special Board Meetings -- The Board may take final action on any matter posted to the Consent or Action Items portions of the agenda in a Regular or Special Board Meeting. Items posted under Discussion Items may not have final action considered.

Committee of the Whole Meetings – The Committee of the Whole is a recommending body only and no final action may be taken on any agenda item at a Committee of the Whole Meeting. Matters discussed and recommended during a Committee of the Whole Meeting are considered “draft(s)” until included on an agenda at a Regular or Special Board Meeting for final action.

Public Meeting Notice

Cary Park District
Board of Commissioners
Committee of the Whole
February 13, 2025
7:00 p.m.
Community Center
255 Briargate Road
Cary, Illinois



AGENDA

- I. Call to Order
- II. Roll Call, Pledge of Allegiance
- III. Matters from the Public, Commissioners and Staff
- IV. Approval of Minutes
 - A. January 9, 2025.
- V. Directions Items
 - A. For Direction to the Board for Consideration
 1. Request to Bid, Community Center South Exit Improvement Project.
 2. Renaming of park property associated with the Community Center.
 3. Policy 5-009, Naming & Renaming of Park Sites, Recreation Facilities, Site Amenities or Features.
 4. Policy 5-009a, Park Identification/Name Signs.
 5. Policy 1-005, Meeting Structure; revised.
 6. Policy 1-005e, Voting; revised.
 7. Policy 1-005k, Effective Meetings; New.
 8. Policy 1-005l, Common and General Conduct Motions; New.
- VI. Discussion Items
 - A. For Discussion/Information Only
 1. None.
- VII. Adjournment

Note: In compliance with the American with Disabilities Act, this and all other meetings of the Cary Park District are located in facilities that are physically accessible to those who have disabilities. If additional reasonable accommodations are needed for persons who qualify under the Act as having a "disability", please contact the Park District during normal business hours at 847-639-6100 at least 48 hours prior to any meeting so that such accommodations can be provided.

Providing exceptional recreation, parks and open space opportunities.

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
January 9, 2025
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

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

Guests Present: Doug Fair, Hitchcock Design Group, Ryan Murray, ETC Institute (by phone)

Public Present: Laura Tuman, Jenay DiOrio.

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, DiOrio commented that she attended (or viewed) the Village of Cary Board meeting held recently on development of Maplewood property. She commented she was surprised to see Commissioner Renner as part of a development team representing the engineering firm he is employed by. DiOrio commented on the Sunburst Bay Aquatic Center presentation on the agenda and expressed her wish the Park District had not gotten rid of the Community Center Pool.

Under Matters from Commissioners, all Commissioners wished everyone a Happy New Year.

Under Matters from Staff, none.

The minutes from the December 12, 2024, COW meeting was presented for approval.

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

Voice vote: Yes – 5. No – 0. Motion carried.

The first Discussion Item was Review – Needs Assessment Survey, Comprehensive Master Plan Update 2025. Doug Fair from Hitchcock Design Group and Ryan Murray from ETC Institute gave an overview of the survey and answered questions of the Board. Fair reviewed the different stages of the Comprehensive Master Plan (CMP) process and highlighted a few items that will be completed over the next couple months, including the completion of the Needs Assessment Survey being presented.

Board questions included if the survey would be available in Spanish, if there could be an incentive to encourage residents to complete the survey, if the time of year the survey is issued would impact results and if the survey would be promoted within the community. Fair, Murray and staff answered questions to the Board's satisfaction. The Board provided consensus direction that an incentive be offered to encourage persons to complete the survey.

The second Discussion Item was Presentation – Sunburst Bay Aquatic Center (SBAC) Post Season Report. Program and Facility Manager Tarosas, Director of Communication and Marketing Hughes and Superintendent of Park & Facility Maintenance Mach made a presentation to the Board on the 2024 SBAC season. Topics covered included staffing, Snack Shack operations, admissions, lifeguards, managers, maintenance of the facility (closures due to water balance, slide maintenance, winterization), rentals/parties, hours of operation, Sunburst Swim School, Aqua Group Fitness classes, PDRMA audits, staff training, marketing efforts (email blasts, social media posts, giveaways, digital brochure, photos, surveys). The presentation noted improvements and focus for the 2025 season, which included additional team members, staffing levels, adjustments to swim lesson times, member only swim times, cabana services and Snack Shack schedule.

Board questions and comments included potential sponsorship opportunities, bilingual swim lesson offerings, the extent of training conducted at SBAC for team members, the presentation of the facility when Commissioners have visited, support for increasing staff levels and a note of job well done to staff for a successful 2024 season. Tarosas, Hughes and Mach answered questions and responded to comments from the Board members to their satisfaction.

Victor noted she will not be attending the Board Meeting next Thursday, January 16, 2025.

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

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

Meeting adjourned at 8:47 PM.



Daniel C. Jones, Secretary
Park District Board of Commissioners

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Dave Raica, Director of Planning and Development
Date: February 13, 2025



RE: Request to Let Bid – Community Center South Exit Improvement Project

Providing exceptional recreation, parks and open space opportunities.

Introduction

The FY2024-25 budget includes a project to replace the existing first story precast concrete exit, walkways and handrails at the southern portion of the Community Center. The capital projects budget allotment of \$130,000 to complete the necessary design, bid, permits and construction of the repairs/improvement work.

Background

Staff discovered issues with the existing concrete exit in early January 2023. HR Green, structural engineer, reviewed this area and provided recommendations, repairs costs and sketch drawings for temporary shoring of this exit area. Staff discussed the shoring work with Village of Cary and Lamp, Inc. was hired to complete the temporary shoring per drawings approved by the Village of Cary. This work was completed in March 2024.

In September 2024, WT Group was approved as the civil/structural engineer for the final replacement project at a fee of \$20,400. WT Group was tasked with schematic through final design, construction cost estimate, bid set drawings to complete a replacement of the existing concrete exit and sidewalks and handrails.

The engineer's opinion of probable cost is included with this memo with a cost of \$98,486. This estimate includes \$80,000 construction/demolition cost, \$8,000 construction observation, \$2,500 permits and 10% construction contingency.

Current costs and estimates of probable costs are tracking below the \$130,000 budget for the project.

Key Dates

February 24 – Bid release
March 5 – Onsite pre-bid meeting
March 14 – Bid opening
March 27 – Bid results presented to the Board of Commissioners
April 6, 2025 – Construction begins
June 16, 2023 – Substantial completion
June 25, 2023 – Final completion

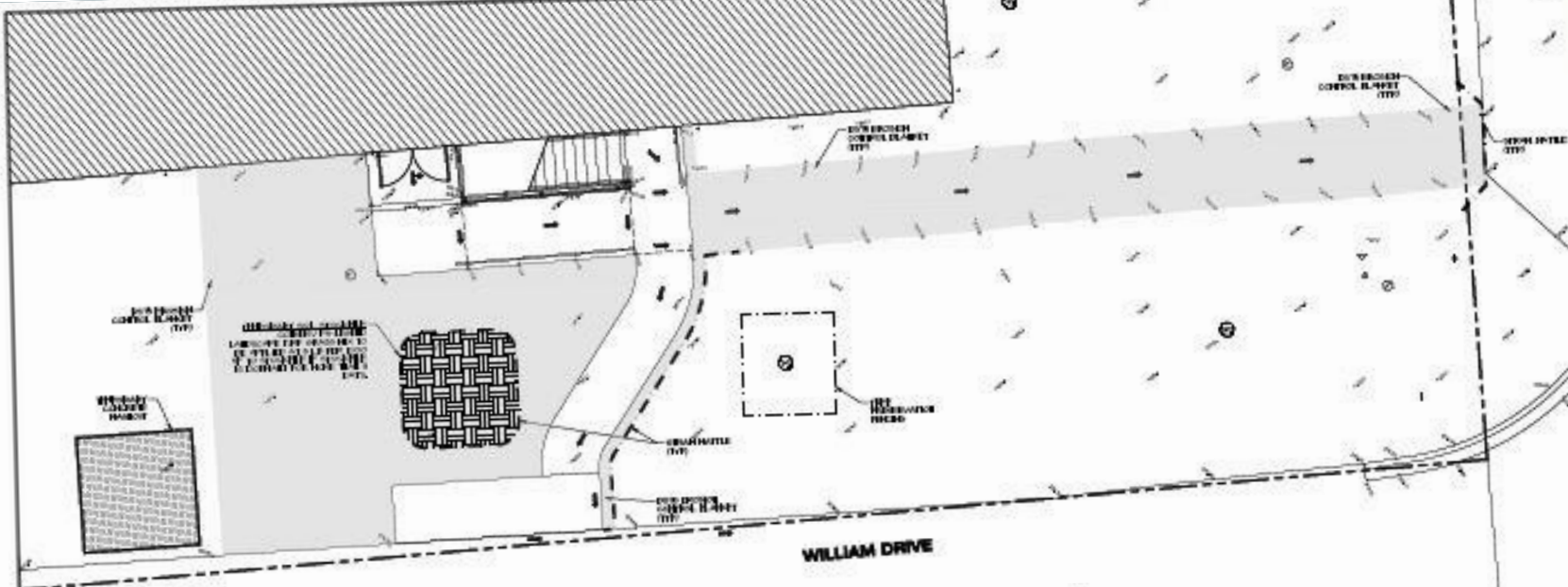
Staff Recommendation

Staff recommends the project be bid and with the results presented directly to the Board of Commissioners in March 2025.

Committee Memo

Motion(s) To Consider

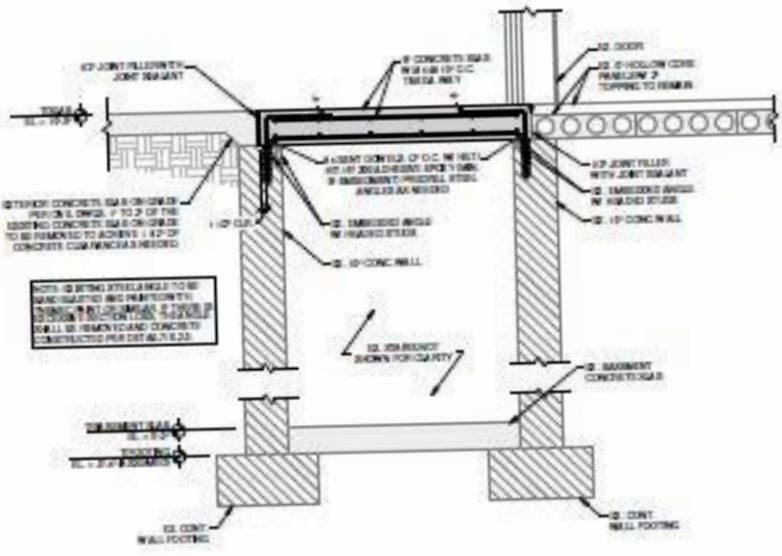
Move to direct the Executive Director to let the bid for the Community Center South Exit Improvement Project and bring the results of the process direct to the Board of Commissioners for final consideration.



CONSTRUCTION ACCESS

SWPPP NOTES:

1. ALL WORK SHALL BE DONE IN ACCORDANCE WITH THE CITY OF CARY SWPPP MANUAL.
2. THE SWPPP SHALL BE REVIEWED AND APPROVED BY THE CITY OF CARY BEFORE CONSTRUCTION BEGINS.
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10. THE SWPPP SHALL BE REVIEWED AND APPROVED BY THE CITY OF CARY BEFORE CONSTRUCTION BEGINS.



NOTE: 12\"/>

SWPPP LEGEND

- EXISTING SIDE DRIVE
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WT GROUP
 WATER TREATMENT SPECIALISTS
 1111 W. HARRIS STREET, SUITE 100
 CARY, NC 27513
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CARY PARK DISTRICT
 SOUTHERN ENTRANCE IMPROVEMENTS
 255 BRAGG ROAD
 CARY, NC 27513

ISSUE

TO:	DATE:
CLIENT:	DATE:
CLIENT:	DATE:
CLIENT:	DATE:
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CLIENT:	DATE:



NEW CONCRETE SLAB @ 12\"/>

90% FINAL SET

C-5.0
 STORMWATER
 POLLUTION
 PREVENTION PLAN

South Access Improvements
Engineer's Opinion of Cost

DEMOLITION	QUANTITY	UNITS	UNIT COST	TOTAL COST
REMOVE EXISTING EXTERIOR HOLLOW CORE PLANK SLAB AT ENTRANCE (1)	1.00	L.SUM	\$7,500.00	\$7,500.00
REMOVE EXISTING CONCRETE SIDEWALK	57.00	S.Y.	\$55.00	\$3,135.00
REMOVE EXISTING SIDEWALK HANDRAIL	179.00	L.F.	\$12.00	\$2,148.00
REMOVE EXISTING STAIRCASE RAILS	5.00	L.F.	\$20.00	\$100.00
REMOVE AND SALVAGE EXISTING SIDEWALK HANDRAIL	5.00	L.F.	\$70.00	\$350.00
REMOVE EXISTING STAIRCASE GATE	1.00	EA.	\$500.00	\$500.00

TOTAL BASE DEMOLITION COST = \$13,733.00

IMPROVEMENTS	QUANTITY	UNITS	UNIT COST	TOTAL COST
TEMPORARY CONSTRUCTION ENTRANCE	1.00	L.SUM.	\$3,000.00	\$3,000.00
NEW CONCRETE SIDEWALK	42.00	S.Y.	\$185.00	\$7,770.00
NEW SIDEWALK HANDRAIL (STANDARD ADA)	19.00	L.F.	\$300.00	\$5,700.00
NEW SIDEWALK HANDRAIL ALONG EXISTING STAIRCASE GUARDRAIL	15.00	L.F.	\$150.00	\$2,250.00
REINSTALL SALVAGED HANDRAIL	5.00	L.F.	\$50.00	\$250.00
NEW STAIRCASE RAIL	5.00	L.F.	\$150.00	\$750.00
STAIRCASE HANDRAIL RESTORATION	36.00	L.F.	\$60.00	\$2,160.00
NEW POURED IN PLACE CONCRETE SLAB AT ENTRANCE (1)	1.00	L.SUM	\$13,000.00	\$13,000.00
SIDEWALK HANDRAIL RESTORATION (PAINT & FILL EXISTING POST HOLES WITH EPOXY)	14.00	L.F.	\$100.00	\$1,400.00
CONCRETE WALL CRACK REPAIR & RESTORATION	1.00	L.SUM	\$4,500.00	\$4,500.00
TEMPORARY SHORING	1.00	L.SUM	\$7,500.00	\$7,500.00
TEMPORARY CHAIN LINK CONSTRUCTION FENCE (2 MONTH RENTAL)	120.00	L.F.	\$20.00	\$2,400.00
CONSTRUCTION ALLOWANCE	1.00	L.SUM	\$6,000.00	\$6,000.00
NEW EROSION CONTROL BLANKET (DS75) AND GRASS SEED RESTORATION	60.00	S.Y.	\$75.00	\$4,500.00
NEW STRAW WATTLE	102.00	L.F.	\$15.00	\$1,530.00
TREE PROTECTION FENCE AND ROOT PRUNING	1.00	L.SUM	\$1,500.00	\$1,500.00
TOPSOIL STRIPPING (6")	4.00	C.Y.	\$75.00	\$300.00
EXCAVATION (8")	5.00	C.Y.	\$75.00	\$375.00
TOPSOIL RESPREAD	13.00	C.Y.	\$50.00	\$650.00
TOPSOIL IMPORT	9.00	C.Y.	\$80.00	\$720.00

TOTAL IMPROVEMENT COST = \$66,255.00

<u>COST SUMMARY:</u>	
DEMOLITION + IMPROVEMENTS	\$79,988.00
10% CONSTRUCTION CONTINGENCY:	\$7,998.80
PERMITS:	\$2,500.00
CONSTRUCTION OBSERVATION:	\$8,000.00
TOTAL:	\$98,486.80

NOTES:

(1) COST ASSUMES THAT THE EXISING DOOR WILL NOT HAVE TO BE REMOVED AND REINSTALLED. THIS WOULD BE COVERED UNDER CONSTRUCTION ALLOWANCE.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Date: February 13, 2025



RE: Renaming Park Property associated with the Community Center

Providing exceptional recreation, parks and open space opportunities.

Introduction

Commissioner Stanko requested the “renaming of park property associated with the Community Center” be added to the February Committee of the Whole agenda as an action (direction) item.

Background

By policy, Commissioners may request items be included on the agenda by submitting the request to the Executive Director in writing no less than 72 hours prior to the meeting. Commissioner Stanko sent a written request to the Executive Director well in advance of the 72-hour minimum.

The park property noted on the agenda as “associated with the Community Center” is presently named Community Center Park.

Staff Recommendation

None.

Motion(s) to Consider

None. There are no draft motions for the Board of Commissioners to consider. Should the Board of Commissioners have an interest in recommending a matter related to these policies to the Regular Board meeting it would need to craft a motion to that effect.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Date: February 13, 2025



RE: Policy 5-009, Naming & Renaming of Park Sites, Recreation Facilities, Site Amenities or Features and Policy 5-009a, Park Identification/Name Signs

Providing exceptional recreation, parks and open space opportunities.

Introduction

On November 14, 2024, the Committee of the Whole (COW) discussed Policy 5-009a, Park Identification/Name Signs and its application to current signed and non-signed properties of the Park District. Direction from the Board after discussion was to place policy 5-009a, as well as Policy 5-009, Naming & Renaming of Park Sites, Recreation Facilities, Site Amenities or Features on February 13, 2025, COW agenda for discussion.

Background

During November 2024 COW staff provided an extensive overview of signage and identified properties without name or identification signage. Staff recommended if the Board wished to consider signage at unsigned properties, Community Center Park and Kaper Park would be most appropriate.

Staff have provided the same information on park signage provided to the Board for the November 2024 COW meeting.

Staff Recommendation

Currently staff have no further recommendations beyond its comments and recommendations from the November COW meeting related to name signage at unsigned properties. Recommendations related to the policies specific, the language, staff would advise the Board take time to consider language changes rather than modifying policy during a single meeting.

Motion(s) to Consider

None. There are no draft motions for the Board of Commissioners to consider. Should the Board of Commissioners have an interest in recommending a matter related to these policies to the Regular Board meeting it would need to craft a motion to that effect.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
David Raica, Director of Planning and Development
Date: November 14, 2024



RE: Parks and/or Properties Name/Identification Signage

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board of Commissioners directed a discussion of signage related to Community Center Park to be placed on the agenda of its May 9, 2024, Committee of the Whole meeting. After discussion, the Board of Commissioners included a work initiative in FY2024-25 related to name/identification signage in all parks for the Executive Director to complete on this matter.

Background

Policy 5-009a, Park Identification/Name Signs was developed in the early 2000's to provide direction to in two primary areas, 1) replacement of old sign types and 2) signage related to new subdivision development or property development or property acquisitions. These two areas were the triggers for signage on properties. Properties today not signed, more than likely did not have an old sign type, were not acquired since policy approval or have not been developed since policy approval.

As Comprehensive Master Plans have been completed by the Park District (1998, 2006, 2016), property classifications have shifted, modified or changed. For example, over time, Kaper Park North and Kaper South became Kaper Park. Lions Park and Lions Park South became Lions Park. Kiwanis Park North and Kiwanis Park South became Kiwanis Park.

Trails, Corridors and Linear Parks are a challenge as there is diversity within this classification of the properties. Some areas are maintained and have been developed while others have not. Several properties were acquired over time, based on the potential of trail development within them at some future point. For some of these properties there is now no indication development in these areas will occur or in some instances ever occur.

Out of the forty-two properties/parks owned and maintained by the Park District, staff has identified ten properties/parks that presently have no name/identification signage.

Policy 5-009a, Park Identification/Name Signs outlines the style and type of sign to be placed on various properties of the Park District based upon multiple factors. Per the policy direction the following sign types may be considered for each of these properties based on the park or properties classification within the 2016 Comprehensive Master Plan Update.

- **Deveron Circle, Mini Park**, Sign type not addressed by policy.
- **Kiwanis Park (four parcels), Mini Park**, Sign type not addressed by policy.
- **Community Center Park, Community Park**, "Larger sandblasted and painted sign on posts with agency logo. A community park may have one large sign and/or several smaller signs as best complements the park site."

Committee Memo

- **Kaper Park (South), Community Park/Open Space Detention**, “Smaller sandblasted and painted sign on post(s), with logo; or logo sign on steel post.”
- **Hillhurst Park, Open Space Detention**, “Smaller sandblasted and painted sign on post(s), with logo; or logo sign on steel post.”
- **Cimmaron Park, Open Space Detention**, “Smaller sandblasted and painted sign on post(s), with logo; or logo sign on steel post.”
- **Montana Park, Open Space Detention**, “Smaller sandblasted and painted sign on post(s), with logo; or logo sign on steel post.”
- **Lyons Ridge Greenway (four parcels), Linear Park/Greenway/Trail**, “Smaller sandblasted and painted sign on post(s), with logo; or logo sign on steel post, placed at appropriate points.”
- **Patriot Meadows Greenway (two parcels), Linear Park/Greenway/Trail**, “Smaller sandblasted and painted sign on post(s), with logo; or logo sign on steel post, placed at appropriate points.”
- **Sterling Ridge Greenway, Linear Park/Greenway/Trail**, “Smaller sandblasted and painted sign on post(s), with logo; or logo sign on steel post, placed at appropriate points.”
- **Water Tower Prairie Park, Special Use**, “Sandblasted and painted sign on posts or stone monument with engraved or sandblasted name, with agency logo.”

Staff Recommendation

Staff completed its evaluation and recommendations for properties without signage by considering the nature of the properties and looking at both the capability and suitability of both signage and development. A property may be capable of being developed or signed but the suitability of either may not be pragmatic. Signs, no matter the type, must be effective in their placement and purpose, the sign must be maintained and the areas surrounding the sign must also be maintained and accounted for differently.

An overarching recommendation or alternate approach for the Board of Commissioners to consider may be to revisit Policy 5-009a related to signage in parks/properties after reviewing the background and recommendations, particularly those where staff does not recommend name or identification signage be added.

Staff does not recommend name or identification signage be added to these properties:

For parks/properties designated as Mini Parks, there is no policy recommended signage.

- Kiwanis Park
- Deveron Circle

If desired, an alternate approach for the Board of Commissioners to discuss may be: Revisit Policy 5-009a to reflect signage desired for Mini Parks by the Board of Commissioners OR Discuss reclassification of these properties during the Comprehensive Master Plan process while revisiting development capability and suitability.

For parks/properties designated as Trails, Corridors and Linear Parks, the policy recommended signage would not be appropriate for a variety of reasons. Those include but are not limited to any one property in this classification; lack of public accessibility, public ability to use a site and placement and number of signs would be challenging, and one property is already in use as part of a larger multi-use trailway.

- Lyons Ridge Greenway

Committee Memo

- Spruce Tree Lane/Patriot Meadows Greenway
- Sterling Ridge Greenway

If desired, an alternate approach for the Board of Commissioners to discuss may be: Discuss reclassification of specific properties during the Comprehensive Master Plan process, possibly removing some from reference as greenway or linear trail, because for now, several of these are parcels of raw land, or mowed property due its location, with no current intention to develop otherwise.

For parks/properties designated as Special Use, the policy recommended signage would not be appropriate due to the lack of public accessibility to the site, placement of sign would be challenging and investment of dollars into the type of signage designated by policy is not advised.

- Water Tower Prairie Park

For parks/properties designated at Open Space Detention, the policy recommended signage would not be appropriate for a variety of reasons. Those include but are not limited to the size of the properties (how many signs, all but one property is over 3 acres in size), suitability of location and conveyance of purpose.

- Hillhurst Park.
- Cimmaron Park.
- Montana Park.

Staff recommends Board of Commissioner discussion on the potential to add of signage to these properties:

For parks/properties designated as Community Parks, a smaller sandblasted sign on post(s) may be most appropriate. The policy dictates several smaller sandblasted signs may be appropriate as best complements the site. At both sites below a single smaller sandblasted sign on post(s) is already present.

- Community Center Park.
- Kaper Park.

Staff would request the Board of Commissioners include in its discussion:

Hoffman Park, Lions Park and Cary-Grove Park are Community Parks with multiple signs. All signs, and in alignment with policy, use the same name for the park site.

The single small, sandblasted sign outside the Community Center carries the name “Community Center”, and the building address. This sign is an outlier when compared to other facility signs. The Preschool, SBAC and Foxford Hills Golf Club all have sandblasted wood signs that are unique to the facility. The Community Center sign resembles the standard small, sandblasted park sign.

The single small, sandblasted sign at Kaper Park near the parking lot, carries the name Kaper Park.

If signage is desired, staff would recommend a single smaller sandblasted sign at one of the locations identified below:

Committee Memo

- Community Center Park – an additional sign placed adjacent Wulff Street OR a sign placed near corner of Tiger Trail/Wulff Street OR a sign placed on the parking lot side of the greenspace.
- Kaper Park – an additional sign placed near corner of Cimmaron Drive/Georgetown OR a sign placed adjacent Georgetown OR a sign placed near Cimmaron Drive.

The policy identifies staff as determining an appropriate location, however staff would be interested in Board of Commissioners feedback related to the locations noted above.

Motion(s) to Consider

No motions recommended by staff at this time.

The Board of Commissioners would need to develop motions as it deems necessary related to this item. Motions may be developed to provide direction to staff on next steps which might include associated matters that impact the development of the FY2025-26 budget and/or the 2025 Comprehensive Master Plan Update directives and action plan.

Cary Park District
Board Policy Manual

Policy Name: **Naming & Renaming of Park Sites, Recreation Facilities, Site Amenities or Features**

Date Approved: 2/28/2002
Last Revision: 3/27/2017
Last Review: Staff, 7/1/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to name park sites, recreation facilities, site amenities or features, and to utilize naming rights to recognize benefactors to the Park District.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board of Commissioners should determine the name of a park site by full-majority vote at a regular-scheduled Board meeting.
2. Any newly acquired park site, recreation facility, site amenity or feature should be named, or an existing item can be considered for renaming, using the following factors:
 - a. Use of adjacent park site name.
 - b. Subdivision name.
 - c. Adjacent street name or crossing.
 - d. Common property name before acquisition.
 - e. Park name plus the functional title of the facility (ie. Lion's Park Picnic Shelter).
 - f. A name appropriate to the site as determined by the Board.
3. The Board may determine or the Executive Director may recommend to name or rename a park or recreation facility in some other manner that it so chooses on a case-by-case basis provided there is some outstanding honor or historic event that warrants the naming or renaming of such a park or facility, or part thereof, as needed.
4. Any newly developed recreation facility should be named, or an existing facility renamed, using any of the following factors:
 - a. Named under naming rights conditions as established within this Policy.
 - b. A name appropriate to the facility as recommended by the Executive Director and approved by the Board.
5. The Executive Director or assigned delegated should determine the specific dollar amount necessary for a cash or donation equivalent when required to name or rename a park site, recreation facility, site amenity, feature or any part thereof. In certain cases, the Executive Director may recommend a variance (higher or lower) to the amount established within this policy based on perceived values.
6. Named park sites and recreation facilities or parts thereof named after a benefactor should be designated as such for a period of not more than twenty (20) years, unless otherwise specified and recorded appropriately.

7. When determining whether to name or rename a park site, recreation facility, site amenity, feature or any part thereof, the Board or the Executive Director may choose to direct individual or corporate donors to The Park Foundation of Southeast McHenry County (dba The Cary Park Foundation) for investment and long-term management of any cash assets that can provide annual funding for the long-term maintenance and operation of parks and recreation facilities of the Park District. A written memo of understanding between the Park District and The Cary Park Foundation should be completed in each such instance.

This policy revises and replaces policy 5-009.r1 in full.

Cary Park District
Board Policy Manual

Policy Name: **Park Identification/Name Signs**

Date Approved: 7/27/2006
Last Revision: 3/23/2017
Last Review: Staff, 7/1/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide uniform park identification/name signs at the entrance to or within each park or parcel in a consistent manner.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Each named park should have a park identification/name sign at appropriate locations (as determined by the Executive Director or assigned delegate) within each park site.
2. Each named park should have a uniform park identification/name sign that is consistent with the category and size of a park as determined by the Executive Director or assigned delegate, as follows:
 - a. Neighborhood Park: Smaller sandblasted and painted sign on post(s), with logo (Attachment A).
 - b. Community Park: Larger sandblasted and painted sign on posts with agency logo (Attachment B). A community park may have one large sign and/or several smaller signs as best complements the park site.
 - c. Special Use Park: Sandblasted and painted sign on posts or stone monument with engraved or sandblasted name, with agency logo.
 - d. Linear Park/Greenway/ Trail: Smaller sandblasted and painted sign on post(s), with logo (Attachment A); or logo sign on steel post, placed at appropriate points (Attachment C).
 - e. Open Space-Detention: Smaller sandblasted and painted sign on post(s), with logo Attachment A); or logo sign on steel post (Attachment C).
3. Each un-named parcel of property owned by the Park District should have a logo sign on steel post (Attachment C) at an appropriate location on the site, as determined by the Executive Director or assigned delegate.
4. The Executive Director or assigned delegate is authorized to develop the sign size and style of the park name signs that are placed at each park site based on its category.
5. Park identification/name signs that present a unique signage style or size option (Attachment D) require review and approval by the Board of Commissioners.

This policy revises and replaces Policy 5-009a in full.

Attachment A



Examples of uniform “smaller” size park identification/name sign.

Attachment B



Example of uniform “larger” size park identification/name sign.

Attachment C



Example of uniform “logo sign” park identification/name sign.

Attachment D



Example of unique park identification/name sign requiring Board approval.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Date: February 13, 2025



RE: Policy 1-005, Meeting Structure; Policy 1-005e, Voting; NEW Policy 1-005k, Effective Meetings; NEW Policy 1-005l, Common and General Conduct Motions

Providing exceptional recreation, parks and open space opportunities.

Introduction

Commissioner Carasso submitted a written request that Policy 1-005, Meeting Structure be placed on the Board agenda for Regular Board meeting dated December 19, 2024. After Board discussion, direction provided to staff was to consider the matters discussed by the Board, draft revisions and/or new policy for the Board to discuss and consider, and as part of this work contact other Park Districts to see what they do in these same areas.

Background

Staff has provided several items for Board review and discussion. The items include revisions to existing policies as well as newly drafted policies. To modify existing policies and draft new, staff availed itself to the following resources: contacted approximately 20 park districts and received feedback from 6-8; reviewed Roberts Rules of Order (RRO) 10th edition and Roberts Rule of Order Newly Revised (RONR) 12th edition and RONR In Brief 2020 edition; discussed the matter with Park District counsel, Attorney Puma; and participated in two sessions at the 2025 IPRA/IAPD conference led by a Parliamentarian on topics of meeting agendas, minutes and meeting rules of order.

Below are baseline understandings by which the policies provided by staff were modified and developed.

- The Park District Code by statute states that a Board has the authority to pass its own rules, which are accomplished by the passage of policies and/or ordinances. Understanding this, the Park District may set its own rules of order for all its meetings, no matter the type.
- RONR is not law, an agency is not required to follow RONR.
- RONR is written for “all” boards, organizations or societies, rather than written for public sector Boards. RONR does not contemplate laws such as the Open Meetings Act (OMA) in its rules of order, while public sector Boards must.
- The order of authority that dictates the rules of order for proceedings of the Board is first, any law/statute (ex. OMA), and then an agency’s own rules (policies) of which an agency may consider including RONR (in whole, part or none).
- The agencies that responded, whose policy for rules of order were more robust, were limited to only a few agencies. The others were silent or had nothing more than what the Park District has noted presently in Policy 1-005. Those agencies whose Boards developed more robust rules of order had done so in response to a disagreement amongst the Board related to the rules of order and meeting conduct.
- RONR is a 600+ page reference guide that can be a complicated text to process and difficult to use in the moment. As such, it’s common to find pamphlet handouts related to

RONR that attempt to make shorthand reference to the guidance. These too are challenging materials to view in the moment as they address numerous pathways. Understanding this, the more rules of order that are part of Board policy the less reliance is needed upon a reference guide (RONR) that most people are not fluent in. To add to this, it would be fair to state that neither the responding Park District's nor the Cary Park District is following RONR in a strict manner, no matter if a rule (policy) has been established that states a Board will follow RONR. It would be better to characterize what is occurring amongst these agencies as well as the Park District, is an intent to follow the spirit of RONR (motion, second, discussion, a vote).

As a result of the review, research and work completed by staff, modifications to existing Policy 1-005, Meeting Structure and Policy 1-005e, Voting are provided as well as new Policy 1-005k, Effective Meetings; new Policy 1-005l, Common and General Conduct Motions as additions to the Board policy manual.

Staff Recommendation

Staff recommend Commissioners develop policies to establish the Board's own Rules of Order. The newly drafted policies are provided to meet that end.

Staff recommend proposed revisions to existing policies as the proposed changes make good sense to clarify matters further. One example of this is the identification of when a roll call vote must be used. The seated Board as well as previous Boards, have held themselves to roll call votes, however it was not memorialized in policy.

Motion(s) to Consider

Move to recommend Board of Commissioner approval of Policy 1-005, Meeting Structure and Policy 1-005e, Voting, as revised and new Policy 1-005k, Effective Meetings and new Policy 1-005l, Common and General Conduct Motions, as presented.

Cary Park District
Board Policy Manual

Policy Name: **Board Meeting Structure**

Date Approved: 4/6/1982

Last Revision: 2/27/2025

Last Review: Board, 2/27/2025

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to maintain a standard meeting structure for all regular Board meetings, Board Committee of the Whole meetings, Public Hearings, Annual Meeting and special Board meetings.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Unless otherwise indicated by *law or statute*, Park District Policy *will be used in conducting the formal business of Park District meetings*. Robert's Rules of Order *Newly Revised (RONR)* ~~shall~~ *may* be used *as a guide* ~~in conducting the formal business of Park District meetings~~. *If there is a conflict between Park District Policy and RONR, Park District Policy will prevail.*
2. All meetings should start at the identified time unless an identified quorum is not present or other extenuating circumstances prohibit the start time from occurring.
 - a. Regular-scheduled Board meetings should start at the identified time. A quorum of three Commissioners is necessary to begin the meeting.
 - b. Board Committee of the Whole meetings should start at the identified time. A quorum of three Commissioners is necessary to begin the meeting.
 - c. The Annual Meeting and Special Meetings should start at the identified starting time as noted. A quorum of three Commissioners is necessary to begin ~~any~~ *either* of these types of meetings.
 - d. Public Hearings should start at the identified starting time noted. A quorum of three Commissioners is necessary to begin a posted Public Hearing.
3. Members present shall wait 20 minutes for a quorum to arrive before cancelling the meeting unless an indication has been received that the necessary number of members for a quorum are en route or planning to arrive at a certain time.
4. All meetings shall have an advance prepared agenda, applying the attached agenda format for each type of meeting as follows:
 - a. Regular-scheduled Board meeting (Attachment A).
 - b. Board Committee of the Whole meeting (Attachment B).
 - c. Public Hearing (Attachment C).
 - d. Annual Meeting (Attachment D).

Board President Signature: *Keith Frangiamore*

5. The Executive Director shall prepare the meeting agenda as defined within this policy *and provide the Board President the opportunity to review the agenda prior to distribution and posting.*
 - a. Commissioners may have items placed on the agenda by submitting a written request to the Executive Director or authorized delegate at least 72-hours prior to the meeting.
 - b. The request should identify the item to be included on the agenda as an action item or discussion item.
 - c. *No action item may be added to an agenda within the 72-hour period noted above. The Board may consider adding a discussion item to the agenda should it determine it necessary after the 72-hour deadline. However, the Board should exercise caution and consider its responsibility to identify items for discussion on the agenda to provide sufficient advance notice to the public and other Commissioners, that a matter will be discussed. If determined necessary, a Commissioner may request a matter be added for discussion once a meeting is Called to Order. The Commissioner will make the request to the President in the form of a motion. The motion requires a second, and if seconded the motion is not amendable or debatable (no discussion) and requires a majority vote of Commissioner present to pass.*
6. All meetings ~~will should~~ allow for *matters from the public comment* during the meeting as part of the agenda.
7. All Regular-scheduled Board meetings, including closed session, should adjourn by 10:00 p.m.
 - a. If it appears that the meeting could extend past 10:00 p.m., the presiding officer should suspend discussion and ask the Board to review the remaining agenda items. The Board shall determine which items are to be addressed and which items are to be tabled or postponed. A majority vote of the Board shall determine whether the meeting shall extend beyond the 10:00 p.m. deadline. The Board may extend the meeting beyond the 10:00 p.m. deadline generally, or extend the meeting for a specific duration.
 - b. The Board can decide to continue the meeting to another date and time by appropriate motion and majority vote.

This policy revises Policy 1-005.r8 in full.

Cary Park District
Board Policy Manual

Policy Name: **Board Meeting—Voting**

Date Approved: 1/4/2000

Last Revision: **2/27/2025**Last Review: **Board, 2/27/2025**

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to identify the procedure for voice voting at *any meeting of the* Board ~~meeting~~ and the order of votes when roll call voting is required on an issue being considered by the Board.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Only a Commissioner present at the meeting shall be allowed to cast a vote, unless otherwise allowed by State law and, if necessary, Board policy, that provides for remote attendance. The Board shall not accept proxy voting.
2. The President should call for voice vote on all motions presented and seconded after appropriate discussion has been held or a member calls for the question *or when a Roll Call vote is required*.
3. The President should call for all those in favor of a motion to signify with an “aye” or “yes” vote, then call all those against a motion to signify with a “nay” or “no” vote, and, if necessary, call all those abstaining from voting with “abstain” or “I”.
 - a. For all those in favor of a motion to signify with an “aye” or “yes” vote, then call all those against a motion to signify with a “nay” or “no” vote, and, if necessary, call all those abstaining from voting with “abstain” or “I”.*
4. Under the Illinois Open Meetings Act as amended, three (3) members of the Board of Park Commissioners constitute a quorum, and the affirmative vote of three (3) members is necessary to *take final action to* adopt any motion, resolution or ordinance, unless a greater number is otherwise required.
5. The President should indicate *aloud* if a motion has passed or failed based on the required number of affirmative votes.
 - a. No Commissioner will change his or her vote after the result of the vote has been announced unless agreed to by (consensus) all other Commissioner present.*
6. *Roll Call voting will be required for:*
 - a. Any expenditure of funds.*
 - b. Consideration of an Ordinance or Resolution.*
 - c. To enter Closed Session.*
 - d. Consideration of the Consent Agenda.*

Board President Signature: *William Harvey*

- e. Any vote that requires a supermajority for approval.*
7. *Rules for Roll Call voting will be:*
- a.* Any Commissioner ~~can~~ *may* call for a roll call vote on the question prior to or just after a voice vote.
 - b.* Roll call voting should follow the same procedure each time a vote is taken, with the Board President always voting last.
8. When a roll call vote is taken, the following procedure should be used by the recording secretary:
- a. On the first roll call vote, the recording secretary should call the Commissioner seated to the left of the Board President and continue with each Commissioner to the left, ending with the Board President.
 - b. On each successive roll call vote, the recording secretary should start the roll call vote with the next consecutive Commissioner seated to the left of the previous first-called Commissioner and continue with each Commissioner to the left and around the Board President, ending with the Board President.
 - c. As different meeting set-ups may occur, the Board Secretary should determine which Commissioner is seated to the left of the President and remain consistent in calling the roll call vote throughout the meeting.
9. If the President is absent and the Vice-President or a presiding Commissioner (based on Board of Commissioners Chain of Command, Policy 1-004) is presiding during a roll call vote, the Vice-President or presiding Commissioner should replace the Board President in the roll call vote procedure.
10. The Board President is authorized to conduct straw-polling of the Board to assess opinion of Commissioners or as a starting point of discussion as determined necessary.

This policy revises and replaces Policy **1-005e.r4** in full.

Cary Park District
Board Policy Manual

Policy Name: **Effective Meetings**

Date Approved: NEW

Last Revision:

Last Review:

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District that the Board of Commissioners hold effective meetings, no matter the type of meeting, where the items of business are handled efficiently, with the necessary and appropriate amount of debate and discussion but without unduly lengthy or repetitive debate or prolonged speechmaking by members.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Commissioners should prepare themselves for all meetings by reading the materials provided to them ahead of time and making appropriate inquiries to the Executive Director prior to the meeting.
2. Commissioners should have the opportunity to express their individual *opinions* related to meeting items identified on the prepared meeting agenda.
3. Commissioners should respect the opinions and concerns of all fellow Commissioners and staff during meeting discussions.
4. Commissioners should avoid lengthy discussions that do not meet the protocol of effective meetings.
5. Commissioner remarks should relate to a pending motion, be germane and have bearing on whether the pending motion be adopted.
6. The President will be responsible to facilitate the meeting discussion and ensure that all Commissioners have had sufficient time and opportunity to fully discuss their position on matters before the Board and to create an environment that fosters and promotes healthy debate and discussion that will have the intent to of creating a decision of the Board that is collectively in the best in interest of the Park District.
7. The President will call on Commissioners when it is their turn to speak. Commissioners should not engage in cross speaking, cross questioning or interrupting others during other's turn to speak.
8. The President will have the authority to limit debate and discussion if in his or her opinion the objectives of the debate and discussion in question are not productive or relevant to the subject being discussed and debated.
9. Prior to debate and discussion on any item, a Commissioner may request the President establish guidelines regarding the length of time and/or number of times Commissioners may speak on the

Board President Signature:

- matter. A motion to establish guidelines requires a second, is not amendable or debatable and requires a majority vote of Commissioners present to pass.
10. No motion shall be debated or discussed by the Board unless it is seconded. In making a motion, neither the maker nor seconder of a motion will be required to vote in favor of that motion.
 11. When a motion is seconded, it will be stated aloud by the President before debate and discussion. The Commissioner who made the motion will be the first member recognized by the President to speak. After debate and discussion has begun, the President will direct the order of the debate and discussion by calling on the Commissioner seated to the left of the motion maker, then the left of the next Commissioner and so on until all Commissioners have spoken. The President will speak last in any discussion and debate.
 12. The maker of the motion may withdraw the motion if he or she desires. The seconder of the motion may renew the motion as its maker and seek a new seconder. If the seconder of a motion wishes to withdraw their second, they may do so. The maker of the motion may seek an additional seconder before the motion is ruled out of order for lack of a second. Neither the maker nor the seconder of a motion may withdraw the motion, except with the consent of a majority of the Board members present, once debate and discussion on the motion has ceased, as determined by the President.
 13. Any Commissioner during debate and discussion, and after each Commissioner has been given the opportunity to speak on the pending motion, may request the President to call the question. A motion to call the question, requires a second, is not amendable or debatable (no discussion) and requires a majority vote of Commissioners present to pass.
 14. A Commissioner may make a motion to temporarily suspend the meeting Rules of Order by a majority vote of the members present. A motion to reinstate the meeting Rules of Order will be directed to occur by the President by a majority vote of members present. A motion to reinstate or suspend meeting Rules of Order, requires a second, is not amendable or debatable (no discussion) and requires a majority vote of Commissioners present to pass.

Cary Park District
Board Policy Manual

Policy Name: Common and General Conduct Motions

Date Approved: NEW
Last Revision:
Last Review:
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District that the Board of Commissioners establish common and general conduct motions for use during meetings of the Board of Commissioners.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

Table with 4 columns: TYPE, DEBATABLE, AMENDABLE, VOTE REQUIRED. Rows include Adjourn, Recess, Call The Question, Postpone Definitely, Refer to Committee, Amend, Substitute, Main Motion, Main Motion - Reconsider, Main Motion - Rescind.

All common motions require a second.

Table with 4 columns: TYPE, DEBATABLE, AMENDABLE, VOTE REQUIRED. Rows include Withdraw or Modify a Motion, Debate/Discussion Guidelines, Division of the Assembly, Point of Order, Parliamentary Inquiry.

Debate/Discussion Guidelines require a second.

- 3. A definition of motion types are as follows:
- Adjourn - procedure to end a meeting.
- Recess - procedure to take a short break in a meeting.
- Call The Question - procedure to end debate/discussion and act on motion.

- Postpone Definitely – procedure to consider main motion later in same meeting or at another meeting.
- Refer to Committee – procedure to refer an item to Committee.
- Amend – procedure to change wording of a pending motion.
- Substitute – procedure to replace completely, a pending motion.
- Main Motion – procedure to bring forward a matter for debate, discussion and consideration by Commissioners.
- Main Motion – Reconsider – a procedure to bring back a question from the same meeting as if it had not been voted upon.
- Main Motion – Rescind – a procedure to cancel or countermand a main motion that has been adopted.
- Withdraw or Modify a Motion – a procedure for the Commissioner who made a motion to withdraw or modify that motion.
- Debate/Discussion Guidelines – a procedure to establish guidelines (number of times each Commissioner will speak and/or time limit for individual Commissioner and/or total time limit for all discussion and debate) for discussion and debate of a pending motion.
- Division of the Assembly – during the use of a voice vote, a Commissioner may request a roll call vote.
- Point of Order –request a ruling from the President regarding a breach of the rules.
- Parliamentary Inquiry – to ask a relevant procedural question of the President.

This policy is NEW.