

Cary Park District  
Board of Commissioners  
**Administration, Finance & Personnel Committee Meeting**  
June 8, 2017  
6:30 PM  
Community Center  
255 Briargate Road  
Cary, IL 60013

**Minutes**

Committee Members Present: Renner, Frangiamore, and Stanko

Commissioners Present: Hauck and B. Krueger

Guest Present: None

Staff Present: Jones, Raica, Kelly, Rogus, V. Krueger, Hughes, and Lee.

Chair Stanko called the meeting to order at 6:32 PM.

The Pledge of Allegiance to the Flag was recited.

There were no matters from the public.

The minutes from the May 11, 2017 Administration, Finance, and Personnel Committee meeting were presented for approval.

***Frangiamore moved to approve the minutes; second by Renner.***

Voice vote: 3-0. All voting yes. Motion carried.

No matters from Public, Commissioners, or Staff.

Under Direction Items, Policy Revision – 3-014, Capital Assets was discussed. V. Krueger explained this policy was revised due to a recommendations from the auditors as the policy needing some general housekeeping to keep terminology consistent between the policy and procedure.

Stanko inquired on item #2 if there should be a table or qualifier used to determine when an item needs to be replaced. V. Krueger defined “useful life,” and stated that was threshold used by staff to determine when an item should be replaced. Stanko asked about control items and if there would be a list, and V. Krueger stated it was already drafted.

***Frangiamore moved to recommend Board approval of Policy 3-014, Capital Assets as presented. Second by Renner.***

Voice vote: 3-0. All voting yes. Motion carried.

The next direction item discussed was O-2017-18-03 – Prevailing Wage Ordinance. V. Krueger explained this is an ordinance that is required by law to be passed each June. Staff is recommending the ordinances drafted by attorney Bush at Ancel Glink.

***Renner moved to recommend Board approval of Ordinance O-2017-18-03, “An Ordinance Adopting Prevailing Wage Rates to be Paid to Laborers, Mechanics and Other Workers Performing Construction of Public Works in the Cary Park District, McHenry County, Illinois.” Second by Frangiamore.***

Voice vote: 3-0. All voting yes. Motion carried.

Under Discussion Items, the process by which to fill a Board of Commissioners vacancy was discussed. Jones explained that whoever was appointed would serve a 2 year term until the next election in 2019.

Jones stated that there is no legal requirement on how to fill the vacancy on the Board. An option is for the District to advertise the opening, direct individuals to write a letter showing interest, the Board would review the letters of interest, select candidates to interview and select a new Board member in this manner. This process was followed in 2015 to fill an open spot on the Board.

Renner stated it would be wise to post something to the public, but he is not in favor of doing interviews. Stanko expressed interest in sending out information to the public, but not interviewing each candidate and select only a few. Frangiamore would take letters of interest and interview those who he feels would be best for the Commissioner vacancy. Hauck stated she would do an interview process, if necessary. B. Krueger stated he would not want to do the interview process again, and feels that you can find a qualified candidate from a resume and letter.

Jones recapped the Board discussion: the District would put out news release and a date by which to accept the responses. After that, the Board would review the responses and decide what they would like to do next, conduct interviews or select a candidate. He asked the Commissioners for a timeframe during which to conduct the process.

The Committee agreed that the notice should be released on Friday, June 23 and give the public until July 10 to submit responses. The responses and candidates would be discussed on July 13 during a special meeting.

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

Voice vote: 3-0. All voting yes. Motion carried.

Meeting adjourned at 7:01 PM.