

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
January 9, 2020
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

Board Members Present: Renner, Murphy, Victor, Stanko, and Frangiamore.

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

Guests Present: Brian Dawson, Resident.
Steve Konters, Hitchcock Design Group.
Tom LaLonde, Williams Architects.
Joseph Vavrina, HR Green.

President Frangiamore called the meeting to order at 7:00 PM.

The Pledge of Allegiance was recited.

Frangiamore asked if there were any matters from the Public, Commissioners, and staff.

No matters from the Public or Commissioners.

Executive Director Jones gave an update on the Sanitary Line Remediation Project at Lions Park. He explained that the project work is complete, and now the contractor is working on filling the holes, taking equipment off the site, and soil compaction. Staff is hopeful by the end of next week the work will be done. Site restoration work will occur in the spring.

Frangiamore asked if the sanitary line had been videoed after completion to verify it was done properly, and Jones said yes and all tests came back showing the issue has been fixed.

The minutes from the December 12, 2019 COW meeting were presented for approval.

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

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

The first Direction Item discussed was Bid Let #2, Early Childhood Learning Center Renovation Project.

Jones stated that staff has brought before the Board the second bid package for the Early Childhood Learning Center Renovation Project. The first bid let was well received and came in under the expected amount. Items included in bid package #2 include ADA issues, playground installation, concrete work, and drainage improvements.

Stanko moved to direct the Executive Director to let Bid Package #2 for the new Preschool (100 Cary-Algonquin Road) renovation project and bring the results of the process before the Board of Commissioners for final consideration. Second by Murphy.

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

Deputy Director Kelly provided an update on the progress of the remodel of the Early Childhood Learning Center. She stated that today was the first day the painters were on site and they started priming the walls since the interior demolition work has been completed. She thanked Director Raica for his hard work getting everything ready for bid package #2.

The second Direction Item discussed was Resolution R-2019-20-06 and Revisions to Policy 4-016, Non-Discrimination and Anti-Harassment.

Jones introduced Scott Puma, Legal Counsel from Ancel Glink. He stated Attorney Puma was present in order to answer any questions the Board may have about the updated Non-Discrimination and Anti-Harassment Policy. It is the common practice of the Park District to make changes to policies via a Board approval by vote, but Jones explained a change in the law now mandated the changes to the Policy, be made by resolution also. Jones stated the Park District added the language to the current Policy per recommendation by Legal Counsel from the Illinois Association of Park Districts, and had Attorney Puma review the update. He stated the change in the law is meant to address what happens if harassment happens between Board members. Jones explained the changes need to occur by a February 9 deadline as set by statute.

Puma stated the legislation is taking precautionary measures with this change in the law. He recommends all changes be made in the Policy per staff recommendation.

Murphy stated that he does not feel that item 5 would cover anyone who is not an elected official. He explained it would not cover anyone who was appointed. He suggested a change to include “appointed” with elected official. He next suggested a change to read “Commissioner against another Commissioner can be...” He also stated it should read “should be reported” instead of the word “can.” Murphy stated the same change should occur in the third sentence with the replacement of the word “can.” Murphy explained for consistency, it should read “Park District” whenever it says “District.”

Murphy asked that the word “report” be changed to “reporting” in all circumstances throughout the presented document. He then stated the wording of “review and investigate” wouldn’t bring the matter to resolution, and there needs to be a “resolved” in the document as well. He asked that the Policy should be revised to state “review, investigate, and resolve.” He also asked that Commissioners be capitalized in all instances.

Stanko asked if language in item 6 should be changed to reflect the changes in item 9. Puma stated that item 9 is referencing training, so no changes are necessary.

Jones stated the Board may recommend the updated Policy changes and resolution be sent to the Board meeting with the updated changes noted. He stated that these items can appear as individual Action Items instead of being placed on the Consent Agenda, so the Board could review the changes. The consensus of the Board agreed with this approach.

Murphy moved to recommend R-2016-20-06, a resolution to amend Policy 4-106, Non-Discrimination and Anti-Harassment to the Board of Commissioners as presented for approval. Second by Victor.

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

Murphy moved to recommend Policy 4-016.r5 Non-Discrimination and Anti-Harassment to the Board of Commissioners as amended for approval. Second by Stanko.

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

The third Direction Item discussed was McHenry County Conservation District (MCCD) Conservation Credentials Certificate, 2020.

Jones stated that bi-annually a Conservation Congress is held by MCCD. What they ask is for a delegate or delegates to participate, that a Resolution be passed by the agency they represent to make it official. Mr. Stanko has represented the Park District at the last two Congresses as either a delegate or as an alternate delegate.

Jones asked the Board to discuss who would be the delegates representing the Park District. Stanko stated he planned on attending and would like to be the primary delegate. Victor stated she would like to be the second delegate.

Renner moved to recommend Board of Commissioners approval of the 2020 Conservation Congress Credentials Certificate and the designation of delegates as follows: Primary Delegate – Phil Stanko; Second Delegate – Melissa Victor. Second by Murphy.

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

The fourth Direction Item discussed was Proposal, Pre-Design Services, Outdoor Aquatic Facility, and Williams Architects.

Jones introduced Tom LaLonde (Williams Architects), Steve Konters (Hitchcock Design), and Joseph Vavrina (HR Green). He then explained that in order for the aquatic facility to become a reality, professional services need to be engaged now to move forward. Jones explained there is a necessity to do a pre-design phase with the professional consultants to confirm things already known about the site, such as site master plan, topography, and other associated items. The District needs to confirm the information on hand is still valid for the site, and a holistic look needs to be done of the site. The current site master plan doesn't account for existing sewer, water, drainage, etc. Jones stated Cary-Grove Park is

a raw piece of land without utilities. Some of the land is currently used for recreation, but about 60% is used as agricultural farming. The property is not in the Village of Cary (VOC) and the Park District would like to have sewer, water, and police protection, so professional services will need to be engaged as well for zoning and annexation.

Jones explained there is a comfort level with the proposal and staff recommends it move for approval at the January board meeting. Doing so will allow staff and the firms to begin working on the project.

Jones stated staff is working very hard on the PARC grant submittal and it is due on January 21, and they feel they are in good shape with everything that needs to be done to submit the grant by the deadline.

LaLonde stated that the Park District is well prepared for this aquatic project. The proposed services are for phase one of the project only. He explained that four different firms would be working on the project, Williams Architects, HR Green, Hitchcock Design Group, and Pros Consulting.

LaLonde reviewed the 2017 Site Master Plan of Cary-Grove Park as well as the 2019 Feasibility study. He explained that a careful look at the location of the facility on the site will be done so that a lot of soil doesn't need to be moved or brought in.

LaLonde said that Williams Architects will be project lead which includes the design of the facility, annexation, public input meetings, zoning, and impact of improvements to the park. At this point in the process the civil engineering has to be very thorough and is a big component of this phase.

Vavrina from HR Green stated they would provide services such as preparing plat of annexation and easements, conceptual engineering to determine best location for the new facility, prepare preliminary engineering to meet VOC requirements, and conduct a traffic study. He then stated after the topography and soil borings are done, a good basis will be in place to determine the best location for the aquatic facility.

Konters said Hitchcock Design Group will help the Park District and other team members understand code requirements for the site, circulation for vehicle traffic, and helping the team assess the site and meet the needs for the annexation. He explained he will also make sure that future build out will allow for future phases to occur on the property and landscape plans will be taken to a fine level of detail.

LaLonde stated that Pros Consulting will advise on the aquatic concept programming being developed and costs associated with it. They will also be able to provide estimates on revenue that can be generated from the project.

LaLonde then stated phase two, or basic services, will occur with a schematic design, design development, construction documents, permitting, bidding/negotiations/construct administration, and post construction/warranty being done.

LaLonde reviewed the timeline of the project. He explained phase one, which is pre-design, will take 3-4 months, and phase two, design to construction documents, will take approximately 6 months. Bidding and permitting will take about 2 months.

LaLonde stated the total for phase one will be \$118,000. He explained that a lot of work will be done in phase one that will be the foundation of the project moving forward.

Stanko explained that a lot of different terms have been used as the name of the facility for this project. He is thrilled with where staff is and how they got to this point. He would like to believe this is going to be a family facility. He asked the Board to consider how this will be communicated moving forward, and suggested family aquatic facility.

Victor agreed with Stanko. She stated that the public will be excited for this project, and she agrees it is a family aquatic facility, but seniors should also be considered.

Frangiamore stated whatever it is called, it should be consistent. He doesn't have a preference for family aquatic facility or aquatic facility for families. He prefers aquatic facility since it is broader than just a pool.

Murphy stated that he agrees it needs a consistent name for marketing purposes. He would like the Board to agree on whatever it is called. He explained community is something that should be considered in the name since it encompasses all the community.

Renner stated it's at Cary-Grove Park and whether it is called aquatic facility Cary-Grove Park or something else, is something he hasn't fully thought through.

Frangiamore stated that moving forward however the site is referred to should be consistent with staff as well as others.

Stanko stated on page two, second paragraph, fourth line down, the proposal talks about an area identified in the Cary-Grove Park Site Master Plan. He explained that it is referencing an extension of First Street, and he feels this might be misinterpreted. He wants "for consideration of" to be added. Stanko then stated that on page 4, "Define pool demolition" should be used instead of "building."

Victor asked that the Cary Barracudas and D155 be consulted again, now that the aquatic facility is going to be built. Jones stated that as stakeholders, they would be engaged in conversations to make sure the designs will consider their needs. He stated both the public and stakeholders will be consulted during the design process.

Murphy stated all his questions have been answered.

Renner expressed concern about what was written on page 2, immediately following the annexation agreement. He stated the proposal states the property will be annexed and rezoned, and he asked if this was correct. Puma stated, that is correct. Renner asked what will be required from the VOC for the Park District to annex the property, and what needs to be prepared in terms of architectural documents for the process. Puma stated that in the past, cities would like to see a concept design of what will be built, and the VOC ordinance does require a lot of preliminary items to be presented. He stated the zoning approval will occur at the same meeting as the annexation approval. Renner stated the annexation agreement is valid for 20 years. He then asked if only the aquatic facility is being presented to the VOC

for approval? Or does work need to be done moving forward to show the Park District also intends on constructing a recreation building in the future. If required, Puma stated, more work will need to be done to include the recreation building footprint in the design.

Renner stated in the schematic design phase, the contract states that Williams is preparing the exterior design as well as the pool zone. He questioned how much detail the VOC will need and if all the info in phase one will be enough for the VOC for approval. Puma stated meetings will take place showing preliminary concept designs to the VOC and from these meetings the Park District will understand if further information is needed. Renner then stated an architectural review of the future building may need to occur later in order to include the footprint of the future building. Puma stated that Park District will know after meeting with the VOC if additional designs and plans for the development of a future recreation facility will be needed before the park site is annexed. Puma stated he would want to push this further to include additional design before Cary-Grove Park is annexed, if needed.

LaLonde stated that in their proposal there is an expectation that plans will be developed for how a future building may look and where it would be included as part of phase one.

Renner asked why the proposed pool layout plan doesn't show a right of way or the extension of the road. He asked what will be included in engineering services, understanding the VOC will likely require a right of way. Vavrina stated the concept of a road will be included in the design from a preliminary engineering standpoint such as where it would make sense to be located as well as the grading and impact the park on a conceptual basis. Jones stated that he understands it is important to account for the potential future road on the site, but that shouldn't be the main focus of discussion. Jones stated the goal of the Park District is to build an aquatic facility. He stated that the project is to build an aquatic facility with access to it from existing access routes.

Renner stated that when having communications with the VOC, everyone needs to be unified and informed of conversations taking place. He would like to know what is included in the discussions between staff and the VOC, and Jones said no direction has been given to anyone except to account for a right of way which is an expected required of the VOC as shown in the 2017 Cary-Grove Park Site Master Plan.

LaLonde explained this is a very preliminary study. He stated it would include what grading would be required understanding that an extension of First Street. is not part of this project. Vavrina explained that the right of way will be considered and respective of where a potential extension of First Street may be, but it isn't being designed or considered as part of this project.

Renner asked if the remaining 60 acres will be looked at with regard to storm water management and retention. LaLonde stated yes.

Frangiamore stated that a lot of public input has taken place in the last few years. He asked what is the public input going to look like moving forward and if it would be as in depth as the Comprehensive Master Plan (CMP) process. Jones stated that an open house would be held just like what was done with Kaper and Lions Parks to look at concept designs and options for the aquatic facility, and nothing would be presented to the public that cannot be achieved by the Park District.

Stanko stated he struggles with the annexation and proposal. He is concerned about looking at the whole picture and making sure preliminary engineering is done on the entire site. He asked how the Board can be sure things are being done right when things haven't been determined regarding extension of First Street. Stanko asked if one or two roads need to be built. He asked if one that meets the Park District's needs and one that services the fields should be considered. He expressed concern of a traffic nightmare occurring when both the pool and fields are being used at the same time. Stanko then asked what a preliminary traffic study means. Does it include everything on the site plan or just the aquatic facility? Vavrina said it's a full traffic study including the two intersections near Cary-Grove Park. He explained that the study would look at parking layouts and traffic circulation such as entrance and exit so bottlenecks can be avoided. He also stated storm water management with the extended road doesn't tie into this project since that would be a VOC project if it is done in the future.

Jones stated that a lot can change in 20 years or the future, so the current concern and focus should be the aquatic facility and what the Park District intends to complete now.

Stanko said the number of acres of the site isn't going to change. If two roads don't have to be built, that means there is less need for storm water management and more acreage for fields or recreation activities. He asked that consideration be given to how the least amount of acreage can be designated to roadways so that more land is available for recreation uses.

Frangiamore stated the Board needs to continue moving forward so the aquatic facility can be accomplished.

Renner moved to recommend Board approval of the proposal to provide pre-design services from Williams Architects associated with the development and implementation of an Outdoor Aquatic Facility at Cary-Grove Park in the amount of \$118,000 plus reimbursable expenses. Second by Victor.

Stanko requested that phase one be added into the motion. Jones stated this is a recommendation and this term could be added to the motion for the Board meeting next week.

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

Under Discussion Items, the Annexation Agreement for Cary-Grove Park was discussed.

Jones presented a draft annexation agreement for discussion. He explained that when the CMP was done in 2016 the annexation of Cary-Grove Park was included as an action step in the plan. At that time, it was determined by staff and the Board that the right time to apply for annexation would be when development was expected to occur on the property. The lifespan of an annexation agreement is 20 years, so from a timing standpoint, it is best to annex the property near the time when the project will occur. During previous discussion to annex the property, there were no parks and open space zoning classes in existence until a few years ago. Jones stated that he assisted with the writing of those zoning classes. At that time, there were four zoning classes approved by the VOC, but the code has been revised. A singular parks and open space zoning class was created as part of the revision. Since then two properties were rezoned under the new zoning class. Jones explained one of the benefits to annexing the property now is that is that a zoning class exists for parks and open space and encompasses the ideas held for the site by the Park District.

Jones stated he has had discussions with VOC staff on the Park District's intention to pursue an annexation. He also met with Attorney Puma and reviewed the draft annexation agreement presented this evening.

Renner stated the amount of effort staff has taken to get to this point should be commended. He appreciates all the effort taken to put together these documents and proposals to get to this point.

Jones reviewed a number of questions submitted individually by Commissioners during their review of the agreement. One question asked was if the existing restroom on the site would be connected to the VOC water/sewer system, and Jones explained the Park District will prefer it to remain on well and septic unless the Park District determines it is in its best interest to connect it to VOC water/sewer.

Jones highlighted another question in reference to page 8 of the document, under item 18, the words "annexed to the Village as soon as practicable" be modified to a time frame. Puma stated that he understood the concern and would review that in the draft.

Puma stated that an annexation agreement is valid for 20 years and the same zoning will still be there when it is over. Jones stated a question that asked if a clause could be added to extend it, and Puma said no.

Jones commented on a question regarding about secondary road access for emergency personnel. Jones explained that he reviewed this item with the Fire District and they were comfortable with usage of the existing community trail as a secondary emergency access point located across from Crest Ave adjacent the property. This option will be considered in the design as well.

Jones stated a questions was asked about whether the VOC has ever waived the tap on fees for water and sewer, and Jones stated to his knowledge they have never waived these fees but the intention was to include this item in the annexation agreement.

After discussion, the consensus of the Board was that it was comfortable with the draft annexation agreement and that staff and Attorney Puma could introduce it during upcoming discussions with the VOC.

Motion by Renner to adjourn. Second by Victor.

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

Meeting adjourned at 9:35PM.

Daniel C. Jones, Secretary
Park District Board of Commissioners