

Cary Park District  
Board of Commissioners  
**Committee of the Whole Meeting**  
March 12, 2020  
7:00 PM  
Community Center  
255 Briargate Road  
Cary, IL

**Minutes**

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

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

Guests Present: Brian Dawson.

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

The Pledge of Allegiance was recited.

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

No matters from the Public or Commissioners.

Under matters from staff, Jones stated an additional Committee of the Whole (COW) meeting is scheduled for March 19 as a planning workshop for the new Outdoor Aquatic Park. The meeting is for the Board to give comments and feedback, and it starts at 7:00PM.

Jones stated the open house scheduled for March 24 by the Chicago Metropolitan Agency for Planning (CMAP) sub area planning has been cancelled.

Jones explained he sent an email earlier in the day to the Commissioners that included the Park District's response plan for the COVID-19 (coronavirus). He stated if there were any questions to let him know.

Victor asked if there was a cleaning company the Park District could hire to do a deep cleaning and sterilization of facilities. Jones responded that staff would be responsible for cleaning all facilities. He explained that staff has already performed an inventory of cleaning supplies and PPE. He stated that he felt staff is well equipped to handle the cleaning.

The minutes from the February 13, 2020 COW meeting were presented for approval.

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

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

The first Direction Item discussed was Update, O-2019-20-10, Park Rules and Regulations Ordinance. Jones explained at the previous COW meeting questions were asked by Commissioners about the updated draft of the Park Rules and Regulations Ordinance. This evening, Kelly will go over the the questions and resulting changes.

Kelly explained this item is a continuation from the February meeting where the full packet of changes was presented. A few items needed clarification or follow-up, and Kelly stated she would review those items. The first item was about encroachment and restoration of land if it was damaged, and who would be responsible for restoration in this event. Attorney Puma recommended a new title for the section and the addition of the encroacher paying for restoration work if necessary.

Kelly stated a question was asked if “or designee” or “or representative” could be added to the section on work permits for consistency purposes throughout the document or should it only read Director issuing work permits. Attorney Puma is recommending this section stay the same.

Kelly said the next question was about “Aircraft” being capitalized and should the definition of “Aircraft” be included in Section A. Attorney Puma is recommending aircraft have a small “a” and should not be capitalized thus, no additional definition needs to be added.

Kelly explained the section Aviation and Drones was updated to include all remote controlled items. Puma recommended changing the heading and adding content in the section to cover all remote controlled items.

Kelly stated the last item the Board requested be addressed pertained to catch and release of fish for those who caught fish in Park District designated fishing waters. She explained that staff is not presently concerned with over fishing of the ponds, the creel limits and size of fish exceeds the IDNR recommendations and the staff recommendation is to keep existing practices the same.

Kelly said staff recommends Board approval of the changes Attorney Puma has recommended, and stated staff doesn’t recommend changes to current fishing practices at this time.

Stanko stated he has no problem with the Attorney Puma recommendations throughout the document. He asked that fishing and catch and release be brought back up at the Committee level at a later time to answer questions such as: how is the program monitored, populations of fish that will provide catchable fish per the existing creel limits, some explanation of fishing policies being enforced, and an explanation of whether or not this practice meets the standard of the mission of the Park District which includes the word “exceptional”.

Jones explained the Park District does not have police that monitor and enforce fishing in Park District waters. In terms of maintaining the fish population, he stated that there is no maintenance program in place to monitor the fish population, such as type, size and species. Each year designated fishing areas are stocked with a variety of fish common to the areas. In the past, through a grant, a fish count was done on the certain ponds using a method of to shock the water and then the species were identified.

Staff would ask for more direction on what information staff could provide the Board regarding this item.

Stanko said he is concerned that there are creel and individual size limits posted, but there is no guarantee to someone who fishes, that a fish that meets or exceeds that size is available to be caught. He said it's less likely for people to walk away with fish that don't meet the standards if the rule is catch and release. He wants to see a fish count done more regularly to make sure the fish are maintained and the fish are of adequate size. He stated the Park District's mission is important and the standard is exceptional parks, open space, and recreational opportunities. If there are ponds that we provide for fishing, how can the Park District say that it is providing fisherman the same standard of experience than is done for someone who uses the bike trails or playgrounds? The Park District owes the people who fish the same level of consideration and "exceptional" that is done in other areas.

Jones explained the ponds are stocked with a variety of fish types from a fishery. The Park District is not managing the ponds from the point of maintaining an ecosystem.

Renner stated, that as he looks at the four fishing locations provided by the Park District, he would ask staff if any of them are sufficient habitats for fish due to the depth of the pond. Jones said that the pond at Jaycee has sufficient depth.

***Stanko moved to recommend Board approval of O-2019-20-10, Park Rules and Regulations, as revised and updated. Second by Victor.***

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

Jones asked if the fishing concerns raised by Stanko is an item that needs to be brought back for discussion at a future meeting. Stanko requested it be discussed at another meeting. Murphy stated he would support Stanko's desire for further discussion. Renner and Victor stated that it is not something that should be discussed further.

Victor stated that there are other locations to have fishing experiences such as the trout pond as well as going to the Hollows.

Renner stated that this should be brought up at the next meeting when President Frangiamore is able to provide feedback. Understanding his feedback would provide information or consensus of the Board opinion regarding whether this is to be discussed further as of now there is no consensus of the Board.

The second Direction Item discussed New, Policy 2-500a, Use of Security Cameras & Video Surveillance.

Kelly explained that this item about from the Park Rules and Regulations Ordinance review. This draft came directly from Attorney Puma, and staff feels there were no changes needed. The policy has 24 guidelines provided regarding the use of security cameras and video surveillance.

Stanko asked about the listing of guidelines, and asked that #4 be moved to #1. He also said #16 should be listed as #2 in terms of priority of things. He suggested the policy be looked at and items put in order

of priority. His second concern is that when you get to #22, it begins talking about 3<sup>rd</sup> party providers and the vendor capturing live recording and delayed broadcasting. Stanko explained that this item does not fall under security or video surveillance. He asked if this item belongs in this policy. Then he asked about private videotaping and if that should be addressed when parents are recording their children and others under the age of 18. If there is something on 3<sup>rd</sup> party providers that are recording games for delayed broadcasting and then parents are doing that, he asked how that fits into the policy.

Kelly said that staff did not write this and it was in there from the suggestion of the Attorney.

Jones explained that FHGC on hole #13 a 3<sup>rd</sup> party vendor has a camera on the hole to capture any hole in ones on that particular green. This is a program for golfers that they may choose to participate in when playing FHGC. There is a practice that is very common with the engagement of a 3<sup>rd</sup> party vendor to record an activity and then sell that product to the participants. It happens all the time in youth sport tournaments and activities. It is not a prominent thing for Cary but could be in the future. There are occasions when vandalism has occurred in the parks and cameras are temporarily posted. The Park District signs these areas because it's a privacy issue to let people know the cameras are used within the parks.

Stanko asked for the title to be more comprehensive to include all items discussed in the policy.

***Stanko move to recommend Board approval of new policy 2-500a, Use of Security Cameras & Video Surveillance contingent upon the revision of the title and revision of the number order to cover more comprehensive material covered in the policy. Second by Victor.***

Victor asked if certain cameras throughout the Park District are not recording, can staff go back and look at the video if needed. Kelly stated no, as example, the cameras at the Community Center aren't recording, they are live feed only. They are meant to assist the front desk staff in monitoring the building. The cameras located in Lions Park do record and in the past the content has been accessed by the police to look at vandalism or theft. Victor asked if there were any cameras by the dog park area since there have been a lot of burglaries and vandalism in the area. Jones stated he was unaware of multiple burglaries or vandalism in the area, but in past similar situations, temporary cameras have been placed with signage as a deterrent.

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

The third Direction Item discussed was R-2019-20-07, a resolution supporting the McHenry County Citizens Conservation Bill of Rights.

Stanko stated he attended the latest Conservation Congress. At this conference a conservation bill of rights was presented and the Congress asked that delegates return to their organizations and asked in support of the bill of rights that a resolution be passed to show support of the conservation bill of rights. Stanko stated after the conference he presented it to Jones and asked that he bring this forward at the request of the Conservation District.

***Stanko moved to recommend Board approval of Resolution R-2019-20-07, A Resolution Supporting the McHenry County Citizens Conservation Bill of Rights. Second by Murphy.***

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

Under Discussion Items, FY 2020-21 Budget Preview was discussed.

Krueger asked if there were any questions on the budget memo presented. In October a budget calendar was approved for the year. Tonight the Board will review the budget. No recommendations on the budget are being presented from staff tonight. All items are presented are for discussion purposes only.

Krueger reviewed the Capital Equipment Replacement Fund (CERF). She explained that the projected fund balance is \$177,242 with a reduction of \$53,356 in FY 2020-21. Projects planned for completion in FY 2020-21 are presented on the Capital Equipment Replacement Fund (CERF) Schedule.

Krueger reviewed the IMRF/Social Security Fund. For the upcoming fiscal year, the IMRF fund will be increased by approximately \$10,000 and the levy request for social security will increase by \$25,000. These increases are to account for increased expenditures in both areas. The final rate for IMRF will be received in April, and staff will make adjustments when that is received. A projected reduction of \$3,993 would bring the ending projected fund balance to \$122,107.

Krueger explained the paving and lighting fund as well as the Cary Prairie Heritage Fund. The projected fund balance for the paving and lighting fund includes \$8,000 for mill and patching work as well as \$500 for crack filling supplies for work that needs to be done. In the Cary Prairie Heritage Fund, the budget includes \$4,500 for herbicide treatments at the prairie. The ending fund balance for the Cary Prairie Heritage Fund would be projected at \$30,808.

Krueger reviewed the Foxford Hills Golf Club (FHGC) Debt Acquisition. Previously the Board directed staff to continue to use the Corporate Fund to transfer funds to FHGC to make debt payments. This was done with the intent that FHGC would pay back the transferred funds. The estimated yearend balance for FHGC is \$2,677,316, and that includes the transferred funds from the Corporate Fund. The Corporate Fund has transferred a total of \$2,399,527 to the FHGC Fund, and an additional \$360,833 to fund replace capital equipment. The acquisition debt will be paid off on December 15, 2020. At that time, the Board will need do discuss the repayment of the transferred funds from the Corporate Fund.

Krueger explained the CERF fund. The funding of the CERF was increased by \$100,000 for the FY 2021-2022. This has been reflected on the CERF schedule. The CERF is projected to have a deficit in FY 2028-2029; however, the CERF is reviewed on an annual basis by staff and it is adjusted to best meet the needs of the Park District.

Krueger reviewed the 10 Year Capital Projects Financial Projection, CERF Schedule, and Debt Service Schedule. The first two schedules show a long term overview of the capital projects/equipment needs of the Park District and the third schedule shows the existing, and projected, outstanding debt obligations of the Park District through FY 2027-28.

Krueger explained she spoke with the Village of Cary, and no TIF's are scheduled to expire during the upcoming fiscal year.

Krueger stated there are currently 24 full-time employees of the Park District. The budget reflects an increase of \$38,703 to account for a 3% merit increase pool. The upcoming budget also takes into compliance the new minimum wage increase which went into effect on July 1, 2020. The fees in the Recreation Fund were adjusted to account for this increase as well as the amount of part-time seasonal staff for the Parks Department was decreased from eight to six.

Krueger explained that the budget includes approximately \$27,000 for the 50<sup>th</sup> anniversary celebration of the Park District.

Krueger stated the Outdoor Aquatic Park at Cary-Grove Park has been included in the budget. She stated it is likely that two debt programs will be issued to cover the cost of the project. One would be taken out in the upcoming fiscal year, and the other will be taken out in FY 2021-2022. Krueger explained that for the upcoming fiscal year, \$37,500 was budgeted for a new time management system called TimeClock Plus. By implementing this system, it will remove the need for paper time cards and digitize the system. This will result in staff being able to use their time more efficiently.

Krueger stated that \$5,000 was included in the budget for the development of a new Park District app. This app could be used in addition to the webpage, email, and social media already utilized by the Park District.

Krueger reviewed the IT budget. She explained that the Park District has already replaced 13 of the 26 computers purchased in May of 2014. The remaining computers will be purchased this upcoming fiscal year. A new server will be installed at FHGC and that is also included in this budget. IT Replacements. The Park District has been working with Version 2 to create a 5-year schedule of IT related items to be included in the CERF moving forward.

Krueger next reviewed contract services that will be included in the budget. Those contract services include outsourced mowing to improve the efficiency of Park Staff to spend time on the larger areas and let contracting services mow smaller locations. Overall, it will save time for the mowing crews and be more efficient in other areas that need to be maintained as well as mowing work. The other outsourced service will be custodial services. The budget includes \$24,000 for this service due to the difficulty in finding someone to hire for this position. There will be a decrease in the budget for part-time custodial hours as a result of this program.

Krueger stated that four items that are part of the Comprehensive Master Plan are also included in the upcoming budget. Those items are the Early Childhood Learning Center Completion, Hoffman Park Multi-Use Trail Project phase two and three engineering, Sands Main Street Prairie vegetative enhancement and management plan work, and the replacement of Knotty Pines Park playground.

Victor asked when voting would take place by the Board on the final budget, and Krueger explained that it would be done at the April Committee of the Whole meeting as recommendation and final approval in May after the budget has been posted for the required 30 days.

***Motion by Stanko to adjourn. Second by Murphy.***

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

Meeting adjourned at 8:25PM.

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Daniel C. Jones, Secretary  
Park District Board of Commissioners