

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
September 10, 2020
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

Board Members Absent: Murphy

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

Guests Present: Brad Porter, Lauterbach and Amen

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.

There were no matters from the public.

Frangiamore thanked staff and the Village of Cary for the time and effort put into the annexation agreement that will be considered this evening. It was great to see the intergovernmental cooperation between the Park District and the Village of Cary. He then thanked the Board for opening the pool this summer as well as staff for making putting in the hard work to get it open so quickly.

Stanko thanked staff for setting up the Oak Room for the first Rotary meeting since COVID.

Renner stated he is thankful to the finance department staff for doing such a great job with Park District finances over the years and making it a priority. Krueger thanked Frangiamore for his kind words and said she would share it with her staff.

Victor said it is nice to see the CAFR so well organized, and she thanked staff for all their hard work.

Jones stated that the NRPA Conference this year will be virtual. He asked if anyone was interested in registering to let him know. If a certain number of staff and Board Commissioners want to attend a discount will be available. Frangiamore, Stanko, Renner, and Victor said they are not interested in attending the conference this year.

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

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

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

The first Direction item discussed was Comprehensive Annual Financial Report, FY ended April 30, 2020.

Porter stated he is the audit Manager for the 2020 audit for the Park District. This evening he will be presenting the results of the audit to the Board. He said the input by staff this year was great, and he could not have been happier with the line of communication that was maintained throughout the entire audit process.

Porter explained based upon that audit, they have issued their unmodified opinion on the financial statements included in the Comprehensive Annual Financial Report (CAFR).

Porter stated once again, the CAFR will be sent to the Government Finance Officers Association (GFOA) for consideration in being awarded the *Certificate of Achievement for Excellence in Financial Reporting* for fiscal year ended April 30, 2020. The award is for a specific year's CAFR. The District has applied for and received this award for the last fourteen fiscal years.

Porter reviewed the CAFR highlights with the Board. He explained Foxford Hills Golf Club saw an increase in revenue of \$75,000 for the year. There was also a significant decrease this year in IMRF contributions by the Park District.

Porter explained there was no management letter this year. Last year there was a management letter with two existing comments, but the items were implemented for FY19. There were no new recommendations and the prior recommendations have been closed.

Victor, Renner, and Stanko did not have any questions for Porter.

Frangiamore stated that it is gratifying to see the steps taken by staff to mitigate the impact on the budget from COVID. He thanked Porter for the information.

Stanko moved to recommend Board acceptance of the Comprehensive Annual Financial Report for the Fiscal Year ended April 30, 2020. Second by Victor.

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

The second Direction item discussed was Purchase of Playground Equipment – Knotty Pines Park.

Jones explained that Raica has been working hard on this park replacement project. When a playground is replaced, it follows a process. The site is evaluated and then concepts are developed based on a site improvement standpoint. Park playgrounds are replaced every 20-25 years, and items such as ADA improvements often have to be addressed. An open houses also occur for these projects. Raica held an in-person open house as well as a virtual open house earlier this month. All of the neighbors that are adjacent of the playground were notified of the project. Raica collects feedback from the open house,

and then finalizes the design. He then prepares the bid docs and purchases the playground separately through a joint purchasing opportunity. This evening the purchase of the playground equipment will be discussed. The cost of the purchase of the playground is \$45,750. Once the bid occurs for the installation of the playground equipment that will be brought before the Board.

Stanko moved to recommend Board approval to purchase playground equipment to be installed at Knotty Pines Parks in an amount not to exceed \$45,750 from Landscape Structures, Inc. via the HGAC-Buy Program. Second by Victor.

Stanko asked how many people attended the open house Raica held, and Raica explained that due to COVID, there was nobody who attended. There were two respondents to the virtual survey. Raica explained the feedback received was similar to that of Hampton Park when it was replaced. Stanko asked about the landscaping, and Raica said the grading at the site has to be adjusted slightly. Stanko asked if any of the pines would be removed from the Park due to the density of the trees which causes mosquito issues. Raica said the pines could be looked at to allow for more airflow. Raica stated that some of the trees are on Village property, but he could talk to them about tree work.

Renner stated he is on the fence about improving this site due to the lack of utilization of the playground. He is concerned about the future of the park and usage if it is replaced.

Victor stated she agrees with Renner about this site and how well it is being utilized. She does acknowledge there is new growth coming to the area, so she is not certain as well what to do about the project.

Frangiamore stated that he has seen people using the site more in the past months, but he does not know if it is due to COVID. He feels the equipment is worn and needs to be replaced.

Jones explained that when the Comprehensive Master Plan was being worked on, replacing the playground at Knotty Pines was an item that was placed in it and discussed extensively as part of the Action Plan Update, which the Board approved. At that time, this action by the Board provided the direction to staff to move ahead with this project. The equipment at the site is 20-25 years old and needs to be replaced or removed from the park. Next year the playgrounds at Foxtrails and Brittany Woods Parks are scheduled to be replaced.

Renner stated that the Park District has a responsibility to provide parks in subdivisions, but he asked if there would ever be a time that a playground would not be replaced. Raica stated that would be something that would have to be discussed at the time depending on population needs. Jones stated that discussions reflective of this were carried out related to Knotty Pines during the Action Plan Update discussion.

Stanko stated the playground has been there for closer to 30 years, and the equipment is old. There is an aging population in the area, but the playground could still be used by grandchildren. This is an area that has a deficit of playground equipment, so it is needed. The Park District made a commitment to providing neighborhood parks, and if that commitment were to change, a discussion needs to be held to evaluate all neighborhood parks using a scientific analysis of utilization.

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

The third Direction item discussed was FY 2020-21, Executive Director Work Initiatives.

Jones explained each year the Executive Director provides the Board with a list of work initiatives. This is being presented later than usual due to COVID. This is an item that reviewed several times a year and then used during the Executive Director's yearly evaluation. This year the initiative is light, but addressing items from COVID and moving forward with the Outdoor Aquatic Facility is the main focus this year.

Victor moved to recommend Board approval of Work Initiatives for the Executive Director for FY 2020-2. Second by Stanko.

Victor had no items to discuss.

Renner stated he does not have anything specific to add to the document.

Stanko stated there are some items presented that are larger in scope than what is simply written on the page. He asked if strategies need to be provided in relation to reducing deficit due to COVID impact. Jones explained that there was already a significant change to improve the budget by stripping it down. Staff will continue to monitor the finances to see how things are moving forward.

Stanko stated this is a challenging year, and he is proud of staff for attempting different programming and ideas even if there is no return.

Frangiamore stated there are two major projects that are going on right now, but there is the uncertainty of COVID. This year the Executive Director Initiatives are more general, but that is okay due to the current state of things.

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

The last Direction item discussed was Annexation Agreement between Cary Park District and Village of Cary – Cary-Grove Park.

Jones stated he is proud this has been accomplished. A lot of credit needs to be given to staff and the Board for this accomplishment. This is the agreement that the Village Board approved and needs to be approved by the Park District Board. There is also an ordinance that needs to go with this, but it is being drafted by legal counsel and will be presented at the Board meeting at the end of the month.

Jones stated on page 6, item 5b discusses the possibility of a future right-of-way. All of the Board's expressed concerns over this particular item has been addressed in that paragraph. He explained this is a testament to how well the intergovernmental cooperation went between the Park District and the Village of Cary. The other item tightened up was the detention ponds and who will be responsible for the maintenance of these areas. Another change was item 19 where additional language was added in terms of litigation and any attorney fees that would be a result in a challenge to the agreement.

Jones explained the document is final as presented.

Victor moved to recommend Board approval of entry into an Annexation Agreement between the Cary Park District and the Village of Cary for Cary-Grove Park. Second by Renner.

Stanko stated on page 5, item 7, the agreement discusses “no impact donation shall be required”. He asked if the numbers indicate the section in the agreement, he is looking for 14 and it is just a little section on conflicts. Jones stated the numbers he is referring tie back to the Village of Cary Ordinance. Stanko asked if the agreement could be done separately at the Board meeting and not in the consent agenda. Jones stated since only four commissioners were present this evening it would be a separate action item on the Board meeting agenda.

Frangiamore stated the intergovernmental working relationship is impressive since this has been an ongoing item. He thanked the Village of Cary for their work on getting this done.

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

The first Discussion item was a Letter of Support Request, Village of Cary.

Jones explained the VOC is submitting for an ITEP Grant to do improvements to the downtown area and support off-road transportation uses. They asked for the Park District to provide a letter of support to submit the grant. The Park District has received many letters of support in the past from the VOC for various projects and grant submittals.

Renner stated he is familiar with the bike lanes on Cimarron drive. Why would they deviate from Main Street and go onto Krenz Avenue for the bike route? Raica stated it was a decision the Village made due to the traffic count on Main Street.

A straw poll was conducted by Frangiamore concerning the provision of a letter of support to the Village. The results were unanimous. Frangiamore stated the Board was in support of the letter and asked Jones to draft a letter for his signature.

The second Discussion item was Pro Forma Update – Outdoor Aquatic Facility Project.

Jones explained when the feasibility was done a cost analyst was done and there was a 74% return on investment each year. The Board has requested that as the project moved ahead this item be reviewed and improved upon. It was relooked at due to the Board’s request and Kelly presented the updated pro forma.

The first year there is a 96% cost recovery and by year 5 it will be a 100% recovery. The big item is there will be two bodies of water available, one for leisure, and the other for lap swim. This can help the Park District have additional programming take place. The bather load between both pools will be 800-1000 which will increase revenue. The numbers presented are conservative based on the market. By 2022 items such as minimum wage will be higher which will impact pro forma. Maintenance and capital replacements are included in the numbers being presented.

Hall explained the rates for 2021 are proposed, but they will be evaluated as staff continues to review the budget. She reviewed the various proposed rates for pool passes.

Kelly explained the biggest areas to attract are lessons, open swim, and concessions. She reviewed additional assumptions and comparisons. There would be limited discounting. More mid-season discounting will occur rather than discounts at the beginning of the season. Programs will be different and large special events will occur that will attract non-pass holders. The rental opportunities are also going to increase for leisure pool rentals and cabanas.

Kelly stated all of the pro forma information presented was worked with on Pros Consulting and Williams Architects. She then asked if there was any questions.

Victor thanked staff for their work and stated she is excited.

Stanko asked on page 4 activities was listed and one was adult only and 21 and up, and if there was a difference between the two. Kelly stated that they could be different age groups, not necessarily those only 21 and older.

Stanko referred to the pro forma on page 3 for the season pass student, the pro forma fee is what would be used for the new facility. The 2021 is for the current pool. On page 5 it shows an increase in fees for swim lessons. Kelly explained the Park District's current prices are well under the normal lesson prices compared to other facilities. Stanko is concerned that the Park District may create a cost that is unobtainable for those who have limited income. The goal is to be able to provide water safety skills when needed, and what is presented is the normal marketplace for those lessons. Staff stated they understand this concern and would continue to review fees for swim lessons.

Victor stated she agrees that the price for the Cary Park District swim lessons is very affordable compared to other places. She said the swim instructors at the Cary Park District are better than other local facilities.

Jones stated he had one additional item for discussion. The item relates to a follow up to when the Board had questions about connecting the existing building at Cary-Grove Park to water and sewer. The Board asked for costs and options for how it could be done. He explained the water service will connect from Adare and connect at First Street/Three Oak Rd. The sanitary line does not loop, it just extends into the facility. What is proposed is for in Phase 2 of the project, a stub of the sanitary line and a sleeve for the water line be installed. Running the two lines and making the connections at this time would cost \$75,000-85,000 plus another \$5,000 to do the connections and vacate existing septic that is already there. Jones stated that in total to do this would cost about \$100,000. Jones stated that this could be considered an alternate to the project but he would not include this as part of the base bid.

Renner said the water main on three oaks is on the south side of the street, and he questioned if it would be cheaper to from the south instead of north. He asked why not consider going to Three Oaks instead? Jones stated the engineers reviewed all the various options and provided is the best and most cost effective option in the opinion of the engineers.

Stanko stated it is a good idea to put the stubs in if it doesn't cost as much and it doesn't hurt anything. It makes good sense to put them in for future usage. He wants to use the land for athletic fields.

Renner moved to adjourn the meeting. Second by Stanko.

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

Meeting adjourned at 8:45 PM.

A handwritten signature in dark ink, appearing to read 'D. Jones', is written above a horizontal line.

Daniel C. Jones, Secretary
Park District Board of Commissioners