

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
September 8, 2022
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

Staff Present: Jones, Kelly, Raica, Krueger, Hall, Rogus, Barge.

Guests Present: Ian Lamp, Lamp, Inc. and Todd Abrams, WT Engineering.

Commissioner 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.

Under matters from the Public, there was no public present.

Under matters from Commissioners, Renner stated that he participated in a Distinguished Accreditation Review of the Freeport Park District and he then shared some takeaways from that experience with the Committee.

There were no matters from Staff.

The minutes from the August 11, 2022 COW meeting were presented for approval.

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

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

The first Direction Item was, Replacement 2013 F150 Super Crew 4x4. Rogus stated that the process to purchase vehicles and equipment has changed considerably in the past year. Rogus stated that in previous years the District would get quotes for vehicles from two joint purchase resources, the State bid and Sourcewell. He stated that the State bid has not been an option this year with no vehicles available. He stated the process for Sourcewell has also changed and only certain vehicle types are released, for example, F150 are available but F250 are not. Rogus stated that to get in line to have a chance at a vehicle, staff have to build a vehicle online and submit he build ticket to get in line. He stated that this does not guarantee you the vehicle and that build tickets are then selected. Rogus stated that the District was fortunate that its build ticket was selected. Rogus stated that the recommended replacement vehicle

is a 2023 Ford F-150 XL 4WD Super Cab. He stated that this vehicle is comparable to the 2013 model but there are options that are not offered or available, such as color and bed liner and line hooks. Staff is recommending the purchase of the 2023 year replacement vehicle.

Frangiamore moved to recommend Board approval for the purchase of a 2023 Ford F-150 XL 4WD Super Cab through Sourcewell Cooperative Purchase Program from National Auto Fleet Group, Watsonville, California in the amount of \$44,222.07. Second by Carasso.

Renner asked for discussion. Stanko asked where the funds received from the auction sale of the 2013 model are placed. Jones replied that those funds go back into the CERF fund. Stanko stated that some of those funds might be used to add some features after market, such as a bed liner, to the vehicle because if it will be used for 7 years this will be important to make it last that long.

Roll Call Vote: 5 – Yes. No – None. Motion Carried.

The second Direction Item was, Demolition/Removal of Community Pool Professional Services Proposals. Jones stated that as directed in the 2022 Action Plan, the removal of the old pool is to take place beginning in FY2022-23 and be completed in FY2023-24. Jones stated that Raica had sought proposals from five firms to develop the project scope and bid docs, three responded. Jones stated that WT Engineering was the only firm to visit the job site prior to submitting its proposal and was the only firm that has performed nearly this exact same job on two occasions prior. Jones stated that Lamp, Inc. has been a long time partner of the agency and has assisted the Park District in completing a number of community projects that have been excellent resources to the community.

Renner asked for questions or discussion prior to a motion. Frangiamore asked about the cost of the proposed services understanding that \$50,000 was budgeted on FY2022-23. Jones stated that this number is the startup costs for consultant services, testing, pre bid to post bid items that must be completed and that the construction side which will incorporate fees from consultant services is budgeted for FY2023-24. Stanko asked for clarification of language in Lamp proposal related to removal of equipment. Stanko inquired as to the plan for pool equipment located in the basement of the Community Center and its removal. Abrams replied that in similar projects the client has elected to leave the equipment in place and terminate its connections. Stanko stated he would like more information about the equipment and its removal. Renner asked about the termination of piping near the building and Abrams explained the approach to terminating these connections. Renner asked for clarification of language in the WT proposal related to estimating and storm water management calculations. Renner noted in two places he would recommend the removal language related to reimbursable expenses and limitations on liability both in the WT proposal. After discussion Renner asked for a motion.

Carasso moved to recommend Board approval of the proposal from Lamp, Inc. for Pre Construction Services, Direct Project Supervision, Additional General Conditions in an amount of \$72,885 and Construction Fee/Insurance in the amount of 5.45% of Construction Costs. Second by Stanko.

Voice Vote: Yes – 5, No – None. Motion Carried.

Stanko requested the word “amended” be added to the motion for WT Engineering proposal.

Stanko moved to recommend Board approval of the amended proposal from WT Group for Schematic Design, Design Engineering, Bid Documents and Construction Observation plus reimbursable expenses of \$47,700. Second by Carasso.

Renner asked for the date of the proposal to be added to the motion. Stanko agreed to this modification to his motion. The date of August 16, 2022 was included in the motion.

Voice Vote: Yes – 5, No – None. Motion Carried.

Carasso requested a short recess to the meeting. **Stanko moved to take a five minute recess. Second by Victor.**

Voice Vote: Yes – 5, No – None. Motion Carried.

The meeting recessed at 7:55pm.

Renner called the meeting back to order at 8:02pm.

The third Direction Item was, Proposed Revisions to Policy 3-003, Purchasing Authorization. Jones stated that in May 2022 the State changed the Park District code to change the non bid purchasing amount for Park District to \$30,000, raising it from \$25,000. Jones stated the changes to policy being recommended would bring the Park District into parallel with this change in the law.

Victor moved to recommend Policy Number 3-003.r4 Purchasing Authorization to the Board of Commissioners as presented for approval. Second by Frangiamore.

Voice Vote: Yes – 5, No – None. Motion Carried.

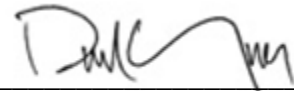
The first Discussion Item was, Executive Director Evaluation Tool and Timeline. Renner asked for input/comment from the Committee on changes to this process. After discussion the Board directed Jones to develop a policy to include the following items. Timeline – April Committee of the Whole (COW), Executive Director to provide Board final update of annual work initiatives; April Regular Board Meeting, Board President to distribute evaluation tool and support materials; May COW, Board members return completed evaluations to Board President; May Regular Board Meeting, Board meets to discuss and finalize performance evaluation of the Executive Director; One Week prior to June COW, President distributes final evaluation document to Executive Director; and June COW (additional Special Meeting to be conducted), the Board meets with the Executive Director to complete the performance evaluation. Other items to be included in the policy, the statements, “Board may request information from salary surveys and may use it in its determination of compensation”, “Executive Director to provide a five year salary history” and “the Evaluation Tool should be an Attachment to the policy”. Renner directed Jones to craft the policy and bring it back to the October Committee of the Whole for review.

Renner asked for a motion to adjourn.

Motion to adjourn the meeting by Victor. Second by Carasso.

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

Meeting adjourned at 8:35pm.



Daniel C. Jones, Secretary
Park District Board of Commissioners