

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
February 9, 2023
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

Absent: Renner.

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

Guests Present: Ian Lamp & Tom McGrath, Lamp, Inc. and Chris Slykas, WT Group.

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

The Pledge of Allegiance was recited.

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

No matters from the Public.

Under matters from Commissioners, Stanko stated he was happy to attend the IAPD/IPRA Conference Luncheon in January and extended his congratulations to Jones for being recognized with the Honored Professional Award by the Illinois Association of Park Districts. Carasso added she also enjoyed attending conference. She stated the sessions she attended were informational and she enjoyed the conversations she was able to have with other professionals and Commissioners in the field. Frangiamore stated he enjoyed his Conference experience and is looking forward to sharing some of the information and resources he brought back with the Board and staff. Victor congratulated Jones on his award and shared how much she enjoyed the Conference and spending time with the Board and staff members.

Under matters from staff, Jones thanked everyone for their congratulations and stated that while he was the one to receive the award, it truly is a Cary Park District team recognition.

The minutes from the January 12, 2023 COW meeting were presented for approval.

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

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

The first Direction Item was Request to Bid - Community Pool Demolition Project. Jones introduced Ian Lamp and Tom McGrath from Lamp, Inc., as well as Chris Slykas from WT. Jones stated that staff would present an overview of the project parameters and McGrath, Lamp and Slykas would be able to answer questions. Jones reviewed the items that are to remain and what is to go when the pool is demolished and removed. Jones stated that conversations had already taken place with the new owner of the old Village Hall to the north, the McHenry County Sheriff and that they are aware of the project. Jones asked McGrath to present the cost of opinion developed by Lamp to complete the project. McGrath stated there is one trade package for bid, as the other work necessary in the project isn't sizable enough for additional trade packages. He briefly went through the different costs of the project.

Victor asked Commissioners to provide their feedback on the project. Stanko asked if portions of concrete could remain and made into a patio area or a new patio could be added to the space that will be vacated after the features of the old pool are removed. Stanko stated he believed a feature of this type may appeal to seniors or other users of the space as an additional outdoor option. Jones stated that keeping concrete already on site would be difficult and it would likely be in disrepair after the contractor equipment and other activities vacated the site. He stated that if this is a desire of the Board it should be a new item and would add cost to the project that should be considered. Carasso stated she does not want to postpone or delay any part of the project to add an extra patio area. Frangiamore stated he is not in favor of moving forward with this idea and does not see the need to pursue this at this time. He felt it would be wise to just move forward with the current plan and leave the space blank. Victor agreed with Frangiamore and would like to stay on track with original plan, but is open to having further discussion on a potential space for seniors to utilize in the future.

Frangiamore moved to direct staff to bid the Community Pool Demolition project and bring the results of the bid process direct to the Board of Commissioners for final consideration. Second by Carasso.

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

Stanko wanted to bring two items to the Board's attention before moving forward, related to their being new owners of the old Village Hall and Police Department building, adjacent to the pool. He noted at the south end of property, there are parking spaces that are on Park District property, which was previously used by Cary Police. Stanko wondered if the Park District should still allow parking spaces on the south side of the District's property to be used by the new owners or at least make them aware that the Park District could choose to remove those spaces in the future. Stanko also pointed out another location at the north end of property, where an island was installed by the Village of Cary years ago in the parking lot, which was previously a parking space and the same questions about the parking spaces in that area on District property. Stanko would like the Board to consider removing that island and reverting the space back to a parking space. Victor asked Jones if the McHenry County Sheriff Department is aware those two areas are District property. Jones stated yes, this was verbally discussed in the onsite meeting with the Sheriff. Frangiamore suggested a Memo of Understanding or some form of agreement be drafted and put in place regarding the parking spaces on both the south and north side of the property. After additional discussion, the Board directed Jones to draft and Intergovernmental Agreement or Memo of Understanding with the Sheriff related to the parking areas.

The second Direction Item was Draft-Policies 7-005 Photography and Videography, 7-004a Sponsored Social Media, 7-004b Social Media Comment and Terms of Use and 4-025 Personal Social Media. Jones stated an objective this year for staff was policy development, specifically in this area. He stated that Hughes has worked a great amount on these new policies along with Attorney Tappendorf from Ancel Glink. Jones noted the District is present on social media and information is communicated and shared through a variety of platforms. He noted pictures and videos have been taken in programs and event for many years to be used in marketing materials and as historical pieces. Jones stated Policy 7-005 focuses on obtaining consent and outlining how pictures and videos may be used and what is to be done with them after they are captured. Jones stated that the majority of what is in this policy has already been used for many years on registration forms, in our brochure, on our website, etc., but has never been outlined in a formal policy. Jones noted this information has been covered in annual staff training for many years now. Stanko asked a question related to the information covering contractors. Jones clarified the information written is related to contractors that the District works with to run programs. He stated that when the District does use contractors, these guidelines would apply to contractors when the program takes place in a District facility or park, but will not apply if a program takes place elsewhere. Victor asked if there is opportunities for staff to rent out a camera to take pictures in programs or events. Hughes reviewed the part in the policy that states “if a staff member would like photos or videos taken of their program, facility, or park a request may be made to the Park District Marketing Department”. Hughes also noted she does have a camera or other devices that can be used by staff if a Marketing staff member is unavailable.

In discussion for Policy 7-004a Sponsored Social Media, Jones identified a few of the social media platforms the District uses to convey information created and maintained by the park district to residents and the public. He stated the policy identifies who can create platforms and information posted to these platforms, who has to get permission to post and who gives that permission. Jones also noted there are references to other policies similar to this noted within this policy.

When reviewing Policy 7-004b Social Media Comment and Terms of Use, Jones stated the District’s Attorney highly recommended this policy be created as the District currently does not have anything similar in place. Jones noted this policy provides a framework for people who interact on District social media sites. Stanko asked why “content” was not included in the name of the policy. Jones stated this is meant to address reactions to content, the comments, which is why the policy is labeled as such. Carasso does not feel that is necessary to modify the name of the policy because of the wording in #1 under Specific Guidelines. Hughes clarified “content” is what the park district posts and comments refers to a reaction to the content posted.

Lastly, Jones reviewed Policy 4-025 Personal Social Media. He noted this policy speaks to the guidelines of appropriate use of social media for employees as it pertains to the District and covers potential discipline of employees for social media activities that negatively impact the reputation of the District or disrupt the workplace. He noted there is nothing in place that provides framework for employee social media presence that intersects with the District. Jones stated Human Resources Coordinator Tillson recommended this policy be placed under the Personnel Policies rather than Public Relations and Customer Satisfaction. Jones reiterated this information is already covered and included in annual staff trainings.

Carasso moved to recommend Board of Commissioner approval for Draft – Policies 7-005 Photography and Videography, 7-004a Sponsored Social Media, 7-004b Social Media Comment and Terms of Use, 4-025 Personal Social Media. Second by Frangiamore.

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

The third Direction Item was Invoice- Nadler Golf Car Sale, Inc., in the amount of \$98,400. This is a follow up to previous information provided to the Board in accordance with Policy 3-003. Under that policy staff communicated an emergency request to replace batteries in the entire fleet (80 golf carts) after it was noted in post season maintenance that not replacing batteries would cause issues in season as the carts would not be able to make multiple turns (rounds) each day. Jones noted that per Policy 3-003, 4/5th of the Board must provide verbal or email approval of an emergency purchase. He noted that all five Commissioners responded in the affirmative to completing this work. Jones stated that because the total amount exceeds the Executive Director's purchasing limit, the Board must vote approve this item.

Stanko moved to recommend Board of Commissioner approval for Invoice- Nadler Golf Car Sale, Inc., in the amount of \$98,400. Second by Carasso.

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

The fourth Direction Item was 2023 Action Plan Update. Jones noted the Board has now held multiple discussion on revisions to the 2022 Action Plan document. Since last discussion, at the direction of the Board, changes have been made to this document. Jones noted Community Center Renovate/Review was mistakenly placed in the wrong section of the document provided prior to the meeting, but has since been fixed and Commissioners were provided an updated copy prior to the meeting. Jones felt this updated document reflects the all of the Board's direction from previous discussions. Stanko asked if it would make sense to indicate the possibility of Sale of Property happening at any point in the date range of this document since it could be an ongoing item. Frangiamore stated the timeframes are guideposts for planning purposes and did not feel it needed to be changed. Stanko and Carasso were both in favor of making the change, Frangiamore and Victor were not in favor.

Frangiamore moved to recommend Board of Commissioner approval for 2023 Action Plan Update. Second by Carasso.

Voice Vote: 3– Yes. No – 1. Motion carried

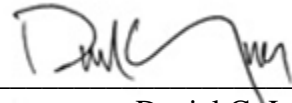
Victor asked for a motion to adjourn.

Motion to adjourn the meeting by Frangiamore. Second by Stanko.

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

Meeting adjourned at 8:31pm.

Approved

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

Daniel C. Jones, Secretary
Park District Board of Commissioners