

Cary Park District

Information Directory 2023-2024



Cary Park District Information Directory

The Cary Park District was approved by voter referendum on October 30, 1971. As a park district, the Cary Park District's purpose is to acquire and maintain land and facilities for park and recreation purposes, and organize and supervise planned recreation programs. The District's mission is providing exceptional recreation, parks and open space opportunities.

Created as a separate unit of government, the Cary Park District is a municipal corporation and local taxing authority for its stated purpose. It is authorized by legislation to levy and collect taxes, and to establish local policy, ordinances, and resolutions to enact and complete its purpose. It serves approximately 21,450 people in the villages of Cary, Trout Valley, part of Oakwood Hills and Lake in the Hills, and unincorporated McHenry County. The Cary Park District's annual budget for the fiscal year beginning May 1, 2023 and ending April 30, 2024 is \$13,195,496.

The Cary Park District Board of Commissioners governs the agency's affairs. There are five members on the Board, and they are elected for six-year terms of office, without compensation, pursuant to the provisions of the Park District Code found in 70 ILCS 1205 (1995). The Board of Commissioners approves policies and plans for the operations of the Park District. Cary Park District Board of Commissioners includes:

<u>Name</u>	<u>Term</u>
Phil Stanko	2025
Melissa Victor	2025
Jill Carasso	2027
Michael Renner	2027
Keith Frangiamore	2029

The Board meets regularly on the second and fourth Thursday of each month at 7:00 pm at the Community Center, 255 Briargate Road, Cary, Illinois, 60013. A copy of Fiscal Year 2023 – 24 Public Meeting Schedule is attached.

A staff of 25 full-time and approximately 140 part-time employees conducts the business of the agency. An organizational chart is attached to identify the Cary Park District's functional subdivisions.

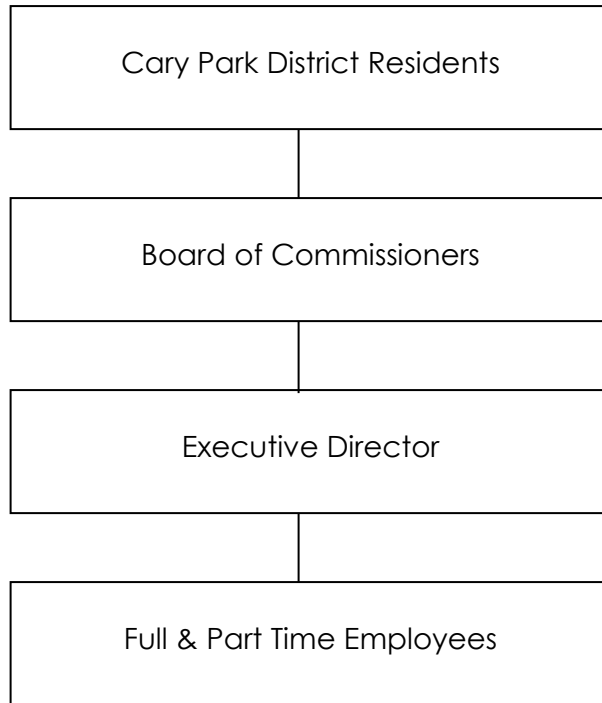
The Cary Park District operates six facilities: five that are owned and one that is leased. They include: the Community Center/Administrative Offices, 255 Briargate Road; Sunburst Bay Aquatic Center, 1201 N. First Street; Cary Park District Preschool, 100 Cary-Algonquin Road; Maintenance Garage, 1200 Silver Lake Road; Foxford Hills Golf Club, 6800 S. Rawson Bridge Road; Administrative Annex, 855 Feinberg Court, Suite 113 (leased).

Citizen advisory task forces and citizen advisory committees are created as necessary and meet to assist the Board of Commissioners in developing policies and planning parks and recreation facilities. An advisory task force is a group formed to provide advice on a single, defined purpose to the Board or Board Committee. Once completed, this group is disbanded. An advisory committee is a group formed to provide advice on a routine basis to the Board in a particular area of the District's operation. Bylaws are developed and approved for the group by the Board of Commissioners. Members are appointed to a specific length of term according to the bylaws. Action by this committee occurs in the form of an approved recommendation of advice on policy matters to the Board of Commissioners. Neither type of group has fiscal authority or operating responsibility and the Board determines the final policy action taken.

Park Information

<u>Name</u>	<u>Location</u>	<u>Acres Owned</u>	<u>Acres Leased</u>
Administrative Annex	855 Feinberg Court, Suite 113		Office Space
Bristol Park	S. Rawson Bridge at Bristol Way	0.5	
Bristol Park Trail Access	Bristol Park east of S. Rawson Bridge Rd.	0.66	
Brittany Park	Adare Dr. at Ardmore Dr.	2.3	
Cambria Park	Between Collins Dr. & Geneva Ct.	1.53	
Cambria Park OSD	Between Collins, Geneva, & Mulberry	8.83	
Candlewood Park	Pin Oak Cr. at Jr. High Walk	4.9	
Cary-Grove Park	Galway Dr. at Ardmore Dr.	82.9	
Cary Oaks Park	Haber Rd. at Pearson Rd.	4.3	
Cary Veterans Park	Route 14 at Crystal St.	6.2	
Chalet Hills Park	Brittany Dr. at Dauphine Ct.	.7	
Cimarron Park	On Hampton near Ivanhoe Ln.	3.4	
Community Center Park	Glen Garry Rd. and Briargate Rd.	6.1	
Decker Park & Trails	On Mink Tr. at S. Rawson Bridge Rd.	8.9	
Devron Circle	Devron Circle at High Rd.	0.2	
Fox Trails Park	S. Fox Trails Dr. at Knollwood Dr.	1	
Foxford Hills Golf Club	6800 S. Rawson Bridge Road	120	
Greenfields Park	W. Main St. at Boxwood Ln.	6.1	
Hampton Park	W. Main St. at Hampton St.	1.8	
Hillhurst Park	E. Main St. at Sands Main Street Prairie	3.4	
Hillside Prairie Park	Hillhurst Dr. S. of Carl Sands Dr.	7.7	
Hoffman Park	E. of Rt. 31 and N. of Fox Trails Sub.	287.27	
Jamesway Park	Margaret/W. James Way at Elden	3.1	
Jaycee Park	Silver Lake Rd. at Cary-Algonquin	15.5	
Kaper Park	Georgetown Dr. at Cimarron Dr.	15.5	
Kiwanis Park	Silver Lake Rd. at Adare Dr.	3.6	
Knotty Pines Park	Three Oaks Rd. east of Three Oaks Park	2.4	
Lions Park	Silver Lake Rd. north of Three Oaks	105.4	
Montana Park	Montana Dr. at Bristol Way	.5	
New Haven Park & OSD	New Haven Dr. at Augusta	5.48	
Parcel # 20-07-477-013	SW of Spruce Tree Drive	.14	
Parcel # 20-07-477-018	NE of Spruce Tree Drive	.14	
Saddle Oaks Park	Cove Dr. at Saddle Oaks Dr.	1	
Sands Main Street Prairie	East Main St. Rd., east of Decker Dr.	80	
Sunburst Bay Aquatic Center	1201 N. First Street (within Cary-Grove Park)		
Three Oaks Park	Three Oaks Rd. at Edison Lines	2.2	
Val Budd Park	High Rd. beyond Deveron Cr.	1	
Water Tower Prairie Park	High Rd. at Deveron Cr.	5.7	
Wentworth Park	Wentworth Circle	.5	
West Lake Park	Prairie View Parkway at Wellington Lane	1.62	
White Oaks Park	Dove Way and Catkins Way	.5	

Functional Subdivisions of the Cary Park District



Freedom of Information Requests

The Cary Park District will disclose public records in compliance with the Freedom of Information Act (FOIA). The following is a list of records that are available through a FOIA request; however it is not an all-inclusive list. Some of the information on this list is currently available on the District website, carypark.com.

A request for any of the following should be completed using a FOIA request.

- Accident reports
- Audit reports (external)
- Bids for equipment or services
- Cancelled checks, bank statements, deposit slips
- Cash receipts control
- Employee manuals
- Intergovernmental agreements
- Plats of survey for parks
- Safety manuals
- Applications for Use of Park District Facilities/Equipment
- Annual Treasurer's Receipts and Distribution Reports
- Board and committee meeting reports
- Cash records
- Check stubs and copies
- Contracts for construction projects
- General ledger and journals
- Insurance policies
- Monthly financial statements
- Paid bills and invoices
- Policies
- Vendor files
- Every request that will require information to be compiled
- Every request that includes ten copies or more to be compiled and copied

The following are available for public inspection at any time during regular Administrative Office hours. Copies of these items may also be requested.

- Ordinances
- Resolutions
- Orders & Agreements
- Minutes of Board, Committee, Advisory Committee & Advisory Task Force Meetings
- FOIA Requests, Notices of Completions & Denials

Freedom of Information Officer:

Katie Hughes
Director of Communications & Marketing

Freedom of Information Requests

Procedure for Requesting Information

1. Requests must be submitted in writing and may be submitted in person or mailed to Cary Park District, Attention: FOIA Officer, 255 Briargate Road, Cary, IL 60013; or by email to khughes@carypark.com; or by fax to 847-639-6290 to the Attention of the FOIA Officer.
2. Persons making the request may use the form available from the Cary Park District or may submit their own written request. Forms are available at the Community Center at 255 Briargate Road, Cary, IL 60013 or on the District's website, www.carypark.com. After accessing the website, click on 'About Us', then 'Freedom of Information'. Procedures and a form for requesting information can be found there.
3. All requests should include the following information for the person making the request: full name, address, phone number, a detailed description of the records sought, date of request, and whether or not the request is for a commercial purpose.
4. Within 5 business days after the date the District receives the request, the FOIA officer will review and respond to the request. In certain circumstances specified in the Act, the FOIA officer may extend the time for a response for an additional 5 business days from the date of the original due date or such additional time as the person making the request and the FOIA officer agree.
5. The District may, in accordance with the Act, deny any request that is exempt from disclosure. If any of the materials requested are exempt under the Act, you will be notified in writing of these exemptions. Any denial, or partial denial, of your request may be appealed to the Public Access Counselor's office within the Office of the Attorney General of the State of Illinois.
6. If the requested document is maintained in an electronic format the Cary Park District will, if feasible, provide it in that format. For hard copies, the fee will be \$.15 per page/per side after the first 50 pages for standard black and white. Costs for color or oversize copies, certified copies, or recording media may be more and will be the actual cost incurred by the District.
7. Records may be inspected at the Cary Park District, 255 Briargate Road, Cary, IL 60013.

Cary Park District
Freedom of Information Act (FOIA)
Request for Information



Date: _____

From: _____

Name of Individual

Name of Agency or Organization

Street Address City State Zip

Telephone – include area code Email – for email responses

Description of records requested.

Please indicate the format you wish to receive the above requested records.

_____ Inspect _____ Copied _____ Emailed _____ Certified

Please indicate the purpose for requesting the above records.

_____ Noncommercial Purpose _____ Commercial Purpose _____ Other (please specify) _____

Signature of requestor

For Office Use Only

Request received by: _____ Date: _____ Time: _____

Response due by: _____ Date: _____ Time: _____

Additional time requested by: _____ Date: _____ Time: _____

Information provided by: _____ Date: _____ Time: _____

Denial sent by: _____ Date: _____ Time: _____

Information Given/Sent (circle one) to: _____ Date: _____ Time: _____

Method of delivery: _____ Mail _____ Email _____ Other _____

Authorized by: _____

Notes: _____

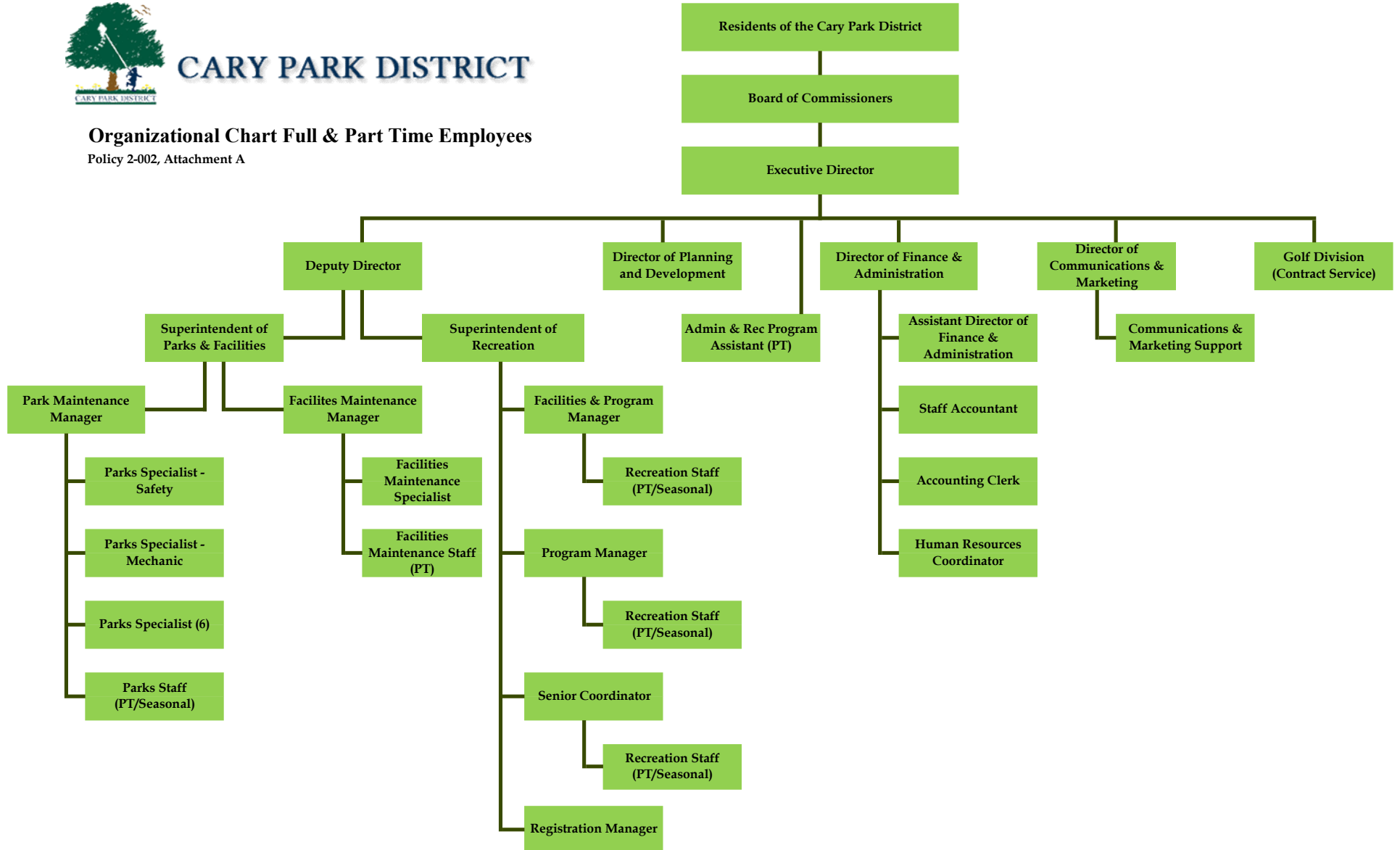
Additional cost for copies over 50 pages, color or oversize copies, certified copies, or recording media. \$ _____



CARY PARK DISTRICT

Organizational Chart Full & Part Time Employees

Policy 2-002, Attachment A



Cary Park District
Public Meeting Schedule
Fiscal Year 2023-2024

All regularly-scheduled Board and Board Committee Meetings are held at the Cary Park District Community Center, 255 Briargate Road, Cary, Illinois unless otherwise posted.

Board Meetings

The regularly-scheduled Board Meeting of the Board of Commissioners occurs on the 4th Thursday of each month at 7:00 p.m. unless otherwise noted or posted as follows:

June 22, 2023	December 21, 2023 (3 rd Thursday)
July 27, 2023	January 18, 2024 (3 rd Thursday)
August 24, 2023	February 22, 2024
September 28, 2023	March 28, 2024
October 26, 2023	April 25, 2024
November 30, 2023 (5 th Thursday)	May 23, 2024

Board Committee Meetings

Unless otherwise posted, regularly-scheduled Committee of the Whole Meetings occur as follows:

Committee of the Whole, 2nd Thursday of each month at 7:00 p.m.

June 8, 2023	October 12, 2023	February 8, 2024
July 13, 2023	November 9, 2023	March 14, 2024
August 10, 2023	December 14, 2023	April 11, 2024
September 14, 2023	January 11, 2024	May 9, 2024

Note: In compliance with the Americans with Disabilities Act, this and all other meetings of the Cary Park District are located in facilities that are physically accessible to those who may have disabilities. If additional reasonable accommodations are needed for persons who qualify under the Act as having a "disability", please contact the Cary Park District Executive Director during normal business hours at 847-639-6100 at least 48 hours prior to any meeting so that such accommodations can be provided.

Providing exceptional recreation, parks and open space opportunities.