

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
March 14, 2024
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

Staff Present: Jones, Horn, Kelly, Hall, Krueger, Mach, Miles, Kane.

Public Present: Mike Linsner, Jenay DiOrio.

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

Victor asked if there were any Matters from the Public, Commissioners, and Staff.

Under Matters from the Public, none.

Under Matters from Commissioners, Renner shared he attended the Dog Egg Hunt earlier in the week and stated it was a very fun event. He also shared he attended the Mayor's Roundtable event with other members of the Board. Lastly, Renner mentioned he had the opportunity to co-present at the Great Lakes Park Training Institute in Indiana at the end of February on the design and construction of Pickle Ball Courts. Renner stated while co-presenting with Palatine Park District's Executive Director, he discovered how very little he knew about the operation side of pickle ball courts and the sport itself. He explained Commissioners don't often know how programs or facilities operate, but it is important for them to learn and understand what people in the community expect so they can help the Park District deliver the best recreational opportunities. Victor stated she also attended the Mayor's Roundtable and enjoyed seeing the Park District featured multiple times in the presentation. Victor shared she participated in a meeting with the Cary Citizens Police Academy and they expect to have at least 15 volunteers to assist with the Park District's Stars and Stripes Fest this summer at Cary-Grove Park. Victor also noted some upcoming events which included National Night Out on Thursday, August 8, 2024 and the Legislative Conference in May, which she will attend with Executive Director Jones.

Under Matters from Staff, none.

The minutes from the February 8, 2024 COW meeting were presented for approval.

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

Voice vote: Yes – 3. No – None. Abstain – 1. Motion carried.

The first Direction Item was Revision, Policy 6-001, Philosophy of Recreation Programs. Jones stated during preparations for the Park District Distinguished Accreditation review, staff identified the Philosophy of Recreation Programs policy was missing mention of being “inclusive”. He further stated the Park District already promotes an inclusive environment for participants and users, as well as being a member of the Northern Illinois Special Recreation Association, which provides program opportunities for those differently challenged and the agency recently updated its ADA Transition Plan which identifies reasonable accommodations to program, park and facility users. Jones stated staff has made modifications to the language in the policy and have added the word “inclusive” into the policy, along with a definition of the word. Jones also shared a member of the Park District staff, who is a Certified Therapeutic Recreation Specialist, reviewed the modifications and participated in the development of the language.

Frangiamore moved to recommend Board of Commissioners approval of Policy 6-001, Philosophy of Recreation Programs, as revised. Second by Stanko.

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

The second Direction Item was Revision, Policy 4-005, Full-Time Employee Salary and Wages Philosophy. Jones reminded the Board of the compensation strategy/study that was recently completed on all full-time positions by GovHR. He stated the previous version of this policy is no longer as useful as it once was in providing guidance on how to determine hiring ranges, wage ranges and adjustments in these areas to keep up with market pressures. Jones stated staff has revised the policy to reflect the approach taken by GovHR to complete their study and report; in which they included guidance on maintenance of the salary and wages moving forward.

Frangiamore moved to recommend Board of Commissioners approval of Policy 4-005, Full-Time Employee Salary and Wages Philosophy, as revised. Second by Stanko.

Stanko directed attention to #3 in the policy where it addresses developing a pool of comparable agencies for use in comparing wages and annual percent wage pools. He noted the previous version of the policy stated the Executive Director should find no less than six comparable agencies and better defined the standard of perimeters. Stanko stated he wanted to make sure there is enough information in the search for accurate value and assessment, therefore he would like that information in the new policy as well. Jones responded that defining the perimeters too tight can be challenging. Frangiamore added he agreed with Stanko’s reasoning, but can see how collecting the necessary information may become challenging if the perimeters are defined. Frangiamore asked a question in regard to #4, wondering if completing a review every five years of salary ranges is too long of a time period. Jones responded that this was GovHR’s recommendation. He added this is a lengthy process that will require a lot of staff time, therefore it is not a process staff will complete annually or bi-annually. Jones noted the option of hiring GovHR or another outside agency to complete the review is also an option, but overall, he stated he is comfortable with the five year time frame. Renner recommended adding that an outside agency, such as GovHR, completes the reanalysis every five years, opposed to do it internally. The Board agreed to add that language into the policy. Stanko reiterated the importance of changing the wording in #3 to state “the Executive Director should develop a pool of no less than six comparable agencies”. Frangiamore was not in favor of adding a specific number. Renner suggested adding “the Executive Director should endeavor to obtain no less than six comparable agencies”. Frangiamore and Victor

agreed with Renner's suggestion. Stanko stated he felt a specific number was important to have in there, but if the rest of the Board agrees to the other language, then that's what it will be. Jones confirmed the modifications the Board discussed.

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

The third Direction Item was Renewal, Intergovernmental Agreement between Cary Park District and Cary Community Consolidated School District 26 for Use of Facilities for Summer Day Camp and E.T. KidZone. Hall stated the Cary Park District has held an Intergovernmental Agreement (IGA) with District 26 since the 1980's to expand public recreation opportunities and activities through a cooperative use of each agency resources. She further stated the current IGA will expire June 30, 2024, therefore staff is recommending to renew the IGA for another three years. Hall stated both agencies have reviewed the document and no major changes were recommended.

Renner moved to recommend Board of Commissioners approval of the revised Intergovernmental Agreement between Cary Park District and Board of Education of Cary Community Consolidated School District 26 for Use of Facilities for Summer Day Camp and E.T. KidZone. Second by Frangiamore.

Stanko inquired about #2d on page 2 of the agreement. Hall reiterated there is a single fee structure, regardless if students are residents or non-residents of the Park District, and confirmed it has always been structured this way. Frangiamore asked if there has ever been issues with not being able to use a facility. Hall responded no, but there are times they have to relocate the E.T. KidZone program from the cafeteria to the library or another space due to events. Hall stated they also use the gym space, when available.

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

The first Discussion Item was FY 2024-25, Budget Preview. Jones stated in March, staff typically present a preview of the budget for the Board to review. Jones noted this is just a discussion item, no recommendation is necessary at this time, the full budget presentation will take place in April. Krueger introduced the budget preview documents. She started by reviewing the tax extension information, which the Park District will receive in April. Krueger reviewed the planned fund balance reductions in the Developer Donations Fund, Audit Fund, Insurance Fund, Cerf Fund, Special Recreation, and Cary Prairie Heritage Fund. Krueger presented information on the 10 Year Capital Projects Financial Projection schedule and the Capital Equipment Replacement Fund (CERF) schedules. She noted the CERF schedules are reviewed on an annual basis, which gives the opportunity to remove, replace and adjust items on the schedule. Renner made a recommendation to outline future expenses in regard to cart path maintenance and sand traps in the Foxford Hills Golf Club (FHGC) CERF. Jones noted maintenance for other paths the Park District owns don't appear on the maintenance schedules. Renner responded because this is a revenue generating facility, it should be considered since those can be large expenses. Frangiamore expressed concern about the considerably lower fund balance in years FY2031-32 and FY2032-33. Krueger responded staff is aware and already having conversations, and will develop plans to address that in the future. She also noted it has not been uncommon for the 9-10 years of the 10 year plan to require the future funding to be evaluated and managed. Jones reiterated the CERF schedules are reviewed often and it is not unusual to see that drop when looking 10+ years down

the road on the schedule. He stated since the CERF schedules have been implemented over 20 years ago, they have been shown to work and help the Park District stay on track. Krueger stated staff is budgeting in compliance with the new minimum wage rates. She also reviewed information in regard to the 26 full-time staff positions in the budget, which include budgeting for two full-time positions that were previously Part-Time 1 positions, and moving one position from Full-Time to Part-Time 1. Krueger added there is also additional money budgeted to account for some overlap between an employee who is retiring and the training of a new employee who will take over that position. Krueger highlighted some additional items that may appear in the FY2024-25 budget, which include a new financial system, Foxford Hills Golf Club: purchase of 85 golf carts and the drainage maintenance project, Americans with Disabilities Act (ADA) website improvements, Cary Prairie Heritage Fund, Community Center exterior maintenance repairs, roofing repairs, and the Comprehensive Master Plan. Lastly, Krueger reviewed the Debt Service Schedule. Frangiamore recalled past conversations about paying debt off early. He stated the rates the debt was issued are the lowest they will be and staff should review those past conversations again understanding that. Stanko asked for confirmation the Series 2019 Debt Certificate will be paid off in December 2024. Krueger confirmed that is correct. Frangiamore asked if staff is still exploring options for funding the 85 new golf carts planned for FHGC. Krueger responded staff has reviewed options and issuing debt rather than paying cash, the debt options come with a great amount of interest and fees, both expenses staff does not believe are necessary to incur. Therefore staff is continuing to recommend using the funds on hand for that purchase, which Krueger confirmed staff feels comfortable with doing. Victor asked for any more discussion, hearing none, the Board thanked Krueger for her presentation.

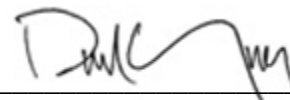
Victor reminded the Board she did send out the Executive Director Performance Review information and to let her know if they have any questions or issues receiving the information.

Victor asked for a motion to adjourn.

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

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

Meeting adjourned at 8:34 pm.



Daniel C. Jones, Secretary
Park District Board of Commissioners