

Public Meeting Notice

Cary Park District
Board of Commissioners
Committee of the Whole
May 9, 2024
7:00 p.m.
Community Center
255 Briargate Road
Cary, Illinois



AGENDA

- I. Call to Order
- II. Roll Call, Pledge of Allegiance
- III. Matters from the Public, Commissioners and Staff
- IV. Approval of Minutes
 - A. April 11, 2024.
- V. Directions Items
 - A. For Direction to the Board for Consideration
 1. Revision, Policy 4-008, Employee Performance Appraisals.
 2. New, Policy 4-014, Minor and Vulnerable Adult Abuse Prevention.
 3. FY2024-25 Executive Director Work Initiatives.
 4. FY2024-25, Board of Commissioners, Annual Meeting Schedule.
 5. Ordinance O-2024-25-02, an Ordinance Authorizing the Sale or Conveyance of Personal Property Belonging to the Cary Park District.
- VI. Discussion Items
 - A. For Discussion/Information Only
 1. Comprehensive Master Plan Update – 2025.
 2. Signage, Community Center Park.
- VII. Adjournment

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

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
April 11, 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, Raica.

Public Present: Mike Linsner, Jenay DiOrio, Mike DiOrio, Laura Tuman

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, none.

Under Matters from Staff, Jones informed the Board a hard copy of the Preliminary FY2024-25 Budget and Ordinance packet was placed at their seats tonight to give them extra time to review the information prior to next week's Special Meeting. Jones provided an update on the Intergovernmental Agreement the Board directed staff to create with the McHenry County Sheriff's Office last summer for the use of the Community Center parking lots. Jones stated staff needs to work directly with the County on this rather than the Sheriff's Office and will continue to work on completing this task. Jones added the Park District has already developed a great working relationship with the Sheriff's Office.

The minutes from the March 14, 2024 COW meeting were presented for approval.

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

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

The first Direction Item was Cost Share Agreement, Lions Park Paving Project, Aptar Group, Inc. and Cary Park District. Jones stated a hard copy of the memo and agreement for this item were placed in front of the Board at the start of the meeting. He began by reminding the Board of Aptar's participation in the Lions Park Paving project thus far and their agreement to contribute financially to the project for the shared access drive, as well as work with the Park District to develop a new Memo of Understanding and usage agreement after the project is complete since the last documents are from the mid-80's. Jones reviewed the agreement and fees, highlighting the specifics about the payment arrangement in Section 5,

and the new usage agreement in Section 7. He added the Park District Attorney has also reviewed the agreement. Frangiamore asked a question in regard to the 20% cost Aptar is responsible for. Jones briefly walked through the equation listed and reminded the Board this is for the areas they are going to use, which is the main access road and the left turn lane at Silver Lake Rd. Stanko stated the total is a reasonable amount for Aptar to contribute to the project. He referred to Section 7 and expressed concerns with the last sentence. Stanko suggested adding language such as “provided both parties continue to actively participate in negotiations”. Frangiamore agreed that portion is left open ended and additional language should be added. Renner asked if information related to any maintenance that happens on that shared access drive is in the agreement. Jones responded no, that is something that would be addressed in the new usage agreement, this is just the cost sharing agreement for the project. Jones stated he will take the Board’s feedback to Attorney Puma and return with additional information at the April Board Meeting.

Frangiamore moved to recommend Board of Commissioners approval of a Cost Share Agreement for the Improvements to the Access Driveway serving Lions Park and Aptar Group, Inc. Second by Renner.

Stanko asked why the Board should approve this agreement if the language is not satisfactory. Jones reminded the Board they are not approving the agreement tonight, and if someone is to vote “no” on it this evening, it will be placed on the April Board Meeting agenda as an Action Item rather than on the Consent Agenda, where further discussion and review can take place before they choose to approve it.

Roll call vote: Yes – Renner, Frangiamore, Victor. No – Stanko. Motion carried.

The second Direction Item was Professional Services Agreement, HR Green, Foxford Hills Golf Club, Drainage Improvement Project. Jones stated after HR Green’s presentation to the Board in February, staff requested a scope of professional services to move the project forward from its current state, into final design development, documents to bid the project, permitting, bidding and identification of a contractor to perform the work. He further stated HR Green has provided staff with an agreement and scope of services in a lump sum amount of \$10,200. Jones added once the project has been bid and a contractor has been approved, a final agreement with HR Green for Construction Engineering Services will be necessary.

Frangiamore moved to recommend Board of Commissioners approval of an agreement with HR Green for Professional Engineering Services for a lump sum of \$10,200. Second by Stanko.

Stanko asked for clarification on what “lump sum” means and why is it not an “not to exceed” amount. Jones responded this is a smaller project and HR Green provided a schedule breakdown with the fees. Stanko asked for confirmation this amount is already included in the project total that is budgeted for FY24-25 and that staff feels comfortable with the overall cost budgeted. Jones responded yes to both.

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

The third Direction Item was Revision, Policy 1-001, Development of Policies. Jones stated within current policy direction from the Board, there is guidance on review of existing policies at regular intervals as a best practice. He further stated staff has identified a gap in the information required for

recording on policies, which if added would improve adherence to the guidance to review existing policies at regular intervals. Jones referred the Board to a copy of the current policy template in their packet, highlighting the date of approval, date of revision, and date of rescinded. He explained adding a date of review is suggested to identify the policy was reviewed, determining the policy to be appropriate in current form, which would not trigger a change to any of the other recorded dates. Jones stated adding a review date will also assist future Boards, administrators, and staff members with completing reviews at regular intervals.

Frangiamore moved to recommend Board of Commissioners approval of Policy 1-001, Development of Policies and Policy 1-001, Attachment A, as revised. Second by Stanko.

Frangiamore suggested in addition to having a review date, it would make sense to identify if the Board or staff completed the review of the policy. Jones agreed and confirmed there will be some sort of identification added as well. Stanko asked what happens to a policy once it is rescinded. Jones responded that the rescinded policy is removed from the current policy files available to staff and Board, but is filed within the agencies master policy files.

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

The fourth Direction Item was FY2024-25, Executive Director Work Initiatives. Jones stated each year, the Board approves a set of work initiatives for the Executive Director, which provides direction, focus, and is used as a facet of the performance evaluation of the Executive Director. He further stated the Executive Director is responsible for providing an update on the progress related to the work initiatives in July, October, February, and a final time in April. Jones reviewed the list of work initiatives with the Board.

Stanko moved to recommend Board of Commissioners approval of FY2024-25 Executive Director Work Initiatives. Second by Renner.

Renner stated he felt this was an appropriate list and has no questions or additions. Frangiamore asked for confirmation the revenue generated at Foxford Hills Golf Club will go towards paying for things such as the new fleet of golf carts. Jones responded yes. Frangiamore stated he would like to have further conversation with Jones on the work initiatives before it moves forward. Stanko asked if items can be added or removed from the list throughout the year. Jones responded yes, the Board has the authority to do so. Stanko recommended adding a line regarding the installation of a sign at Community Center Park. Frangiamore stated he also wanted to add language in regard to additional signage on other Park District properties and suggested adding this to the list as its own line, rather than adding onto the line about Cary-Grove Park. Renner asked if the item listed in the work initiatives related to the sign at Cary-Grove Park was something previously discussed and agreed upon. Jones responded there was discussion when Sunburst Bay Aquatic Center (SBAC) was being developed and constructed to eventually add new signage at the entrance of Cary-Grove Park as it is now a campus setting including not only SBAC but soccer fields. Stanko agreed the additional language about park signs should be its own line in the list. Victor stated she would like to have further conversations with Jones on some items, as well as include Commissioner Carasso in the discussion. Victor recommended this item be tabled until the May Committee of the Whole meeting. The Board concurred with this recommendation and requested Stanko withdraw his motion.

Stanko withdrew motion and Renner withdrew his second of the same.

Stanko moved to table the Executive Director FY 2024-25 Work Initiatives to the May Committee of the Whole meeting of the Board of Commissioners. Second by Frangiamore.

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

At 7:59 PM, a motion was made by Renner to enter Closed Session for the purpose of A. Appointment, Employment, Compensation, Discipline of Specific Employees (5 ILCS 120/2 (1)). Second by Frangiamore.

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

Victor reconvened open session at 9:00 PM.

Victor summarized Closed Session by stating the Board discussed the Appointment, Employment, Compensation and Discipline of Specific Employees.

Victor asked for a motion to adjourn.

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

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

Meeting adjourned at 9:02 PM.



Daniel C. Jones, Secretary
Park District Board of Commissioners

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Vicki Krueger, Director of Finance and Administration
Meghan Tillson, Human Resources Manager
Date: May 9, 2024



RE: Revision, Policy 4-008, Employee Performance Appraisals

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board of Commissioners approves new policy and revisions to existing policy.

Background

In 2024, staff utilized a new tool to evaluate employees identified as Full Time and Part Time 1. The previous tool had been used for over twenty years. The updates to Policy 4-008 reflect language changes between the old tool and the new tool, now in use.

Staff Recommendation

Staff recommends revisions to Policy 4-008 as presented.

Motion(s) to Consider

Move to recommend Board of Commissioners approval of Policy 4-008, Employee Performance Appraisals, as revised.

Cary Park District
Board Policy Manual

Policy Name: **Employee Performance Appraisals**

Date Approved: 1/9/1990

Last Revision: ~~3/6/2003~~5/x/2024

Last Review: Board, 5/X/2024

Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to evaluate employees and appraise their performance on a ~~minimum of an annual basis, and~~ basis, at minimum, and provides employees with constructive feedback.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Executive Director is authorized to administer and implement a fair and objective method of conducting performance appraisals ~~on~~ for all employees.
2. Performance appraisals should take into consideration recommendations and objectives, accomplishments, job performance, communication and collaboration, leadership and mentorship, and professional development. ~~general work abilities, individual effectiveness in meeting the Park District's mission, goals and objectives, and performance of items identified within individual job descriptions.~~
3. Performance appraisals should only review and ~~take into account~~ consider employee work activity during the evaluation period and should not be used as a comparison to previous appraisals.

This policy revises and replaces Policy 4-008 in full.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Vicki Krueger, Director of Finance and Administration
Meghan Tillson, Human Resources Manager
Date: May 9, 2024



RE: New, Policy 4-014, Minor and Vulnerable Adult Abuse Prevention

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board of Commissioners approves new policy and revisions to existing policy.

Background

The Park District works daily with participants who are minors and participants who may be vulnerable adults (see policy definition). Persons whose roles require their work in these areas may be either employees or volunteers. All employees, and volunteers who work with minors, are subject to background checks and the Park District maintains Policy 4-015, Abused and Neglected Child Reporting (Mandated Reporter Requirements) and 4-024, Criminal Background Checks. For specific program areas, where employees or volunteer's role would be expected to interact with minors or vulnerable adults, training is provided related to appropriate conduct.

Policy 4-014, Minor and Vulnerable Adult Abuse Prevention proactively implements policy to promote behavior amongst its employees and volunteers that respects the boundaries of minor and vulnerable adult participants. It demonstrates the Park District's commitment to maintaining high standards of conduct and integrity. The guidelines, procedures and training programs implemented in concert with this policy will establish clear expectations for behavior, and accountability for those who engage in inappropriate conduct, while ultimately encouraging a culture of respect and professionalism amongst the employee and volunteer team of the Park District.

Staff Recommendation

Staff recommends Policy 4-014 as presented.

Motion(s) to Consider

Move to recommend Board of Commissioners approval of Policy 4-014, Minor and Vulnerable Adult Abuse Prevention.

Cary Park District
Board Policy Manual

Policy Name: **Minor and Vulnerable Adult
Abuse Prevention**

Date Approved: DRAFT
Last Revision:
Last Review:
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to support and promote an environment that respects and promotes boundaries of conduct between its employees and volunteers when working with minor and vulnerable adult participants.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. A minor is defined as a person who has not attained the age of 18 years and a vulnerable adult is defined as either an adult with disabilities aged 18 through 59 or a person aged 60 or older.
2. Employees and volunteers of the Park District who work with minors or vulnerable adults as part of their roles with the Park District should maintain the highest standards of conduct and make every effort to avoid the appearance or perception of impropriety with minor or vulnerable adults.
3. All interactions with minors and vulnerable adults should be in a manner that a reasonable person would not interpret as inappropriate.
4. Training which establishes appropriate boundaries of conduct and communication should be provided to volunteers and employees whose role requires them to engage directly with minor or vulnerable adult participants.

This policy is new.

Board President Signature: _____

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Date: May 9, 2024



RE: FY2024-25, ED Work Initiatives

Providing exceptional, recreation, parks and open space opportunities.

Introduction

Each year the Board of Commissioners approves a set of work initiatives for the Executive Director. The purpose of which is to provide direction, focus and for use as a facet of the performance evaluation of the Executive Director.

Background

This item was presented for Committee discussion and recommendation at the April 11, 2024 Committee of the Whole meeting. After discussion the Board determined that it wanted to wait to consider this item, and two Commissioners stated they wanted to speak to the ED about this item.

Feedback received from Commissioners since April 11, 2024 include the following items to be added to the FY2024-25 Work Initiatives.

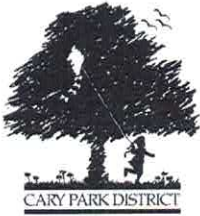
- Conduct space needs analysis and projection for programming and staff living spaces.
- Complete a five-year staff (position) projection.
- Develop implementation schedule to complete name/identification signage at unnamed/identified park properties.
- Improve emphasis on the beautification of facilities and parks.

Staff Recommendation

Staff has drafted the document for Committee discussion, review and recommendation.

Motion To Consider

Move to recommend Board of Commissioner approval of FY2024-25 Executive Director Work Initiatives.



DRAFT

TO: Board of Commissioners
FROM: Dan Jones, Executive Director
DATE: May 9, 2024

RE: Executive Director FY 2024-25 Work Initiatives

Future Planning, Current Development and Capital Projects

- Comprehensive Master Plan Update – Identify/RFQ consultant, Planning & Financial Review.
- Lions Park Parking Lot Replacement – Construct/Complete Construct.
- Sands Main Street Prairie Nature Preserve Vegetation Enhancement & Management Plan – Implementation.
- Conduct space needs analysis and projection for programming and staff living spaces.
- Complete a five-year staff (position) projection.

Community and Intergovernmental Relations and Park District Image

- Intergovernmental Agreement with McHenry County (Regional Training Facility) – Parking Lot Usage at Community Center.
- Complete reaccreditation of Park District under the Illinois Joint Distinguished Accreditation Program.
- Continued leadership of Local Government (Cary) Intergovernmental Coordinating Group.
- Recommendation/design of parkway signage at entrance to Cary-Grove Park.
- Develop implementation schedule to complete name/identification signage at unnamed/identified park properties.

Board and ED Relations

- Maintain weekly and as needed ED to Board communications.

Personal

- Co-Chair IPRA/IAPD Distinguished Accreditation Program and Chair Mentor Sub-Committee.
- Serve on IPRA Board of Directors as Northwest Region Representative.
- Renew Certified Park and Recreation Professional certification.

Administration and Management

- Complete the requirements necessary for the position of Executive Director as outlined in the Board approved job description for the position. <Annual>
- Continue building out of platforms that maintain historical records storage for Park District owned properties (carry over from FY2023-24).
- Update agency policy and procedure format to include “review date”.

Park and Facility Maintenance

- Community Center, South Exit – Repairs, ADA Walkway Improvements.
- Improve emphasis on the beautification of facilities and parks.

Recreation

- Transition of Summer Celebration at Lions Park to Stars n Strips Festival at Cary Grove Park.

Golf

- Achieve a positive operating income at FY end at FHGC. <Annual>
- Maintain paid rounds played number of between 30,000 and 32,000 at FHGC. <Annual>
- Construct drainage improvement project south side of driving range (north side of parking lot).
- Accept new fleet of 85 golf carts prior to 2025 season.

Financial

- None.

Safety and Risk Management

- Complete hiring of vacant SRM position (carry over from FY2023-24).

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Date: May 9, 2024



RE: FY2024-25 – Annual Meeting Schedule

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board is required to set and post an Annual Schedule of its meetings by law. The Board has moved the date of its annual meeting to June 2024, the currently posted schedule of meetings ends in May 2024, therefore the Board should approve its FY2024-25 Annual Meeting Schedule in May 2024.

Background

The annual IPRA conference (January 23-25) falls on the same week as a Board Meeting. As such the schedule has been adjusted accordingly.

The holiday of Thanksgiving (November 28) falls on the 4th Thursday the same day as a Board Meeting. As such the schedule has been adjusted accordingly.

The holiday of Christmas (December 25) is on a Wednesday. The 4th Thursday in December would be the 26th. As such the schedule has been adjusted accordingly.

Staff Recommendation

None.

Motion(s) to Consider

Move to recommend Board of Commissioner approval of the FY2024-25 Annual Meeting Schedule, as presented.

Cary Park District
Public Meeting Schedule
Fiscal Year 2024-2025

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 27, 2024	December 19, 2024 (3 rd Thursday)
July 25, 2024	January 16, 2025 (3 rd Thursday)
August 22, 2024	February 27, 2025
September 26, 2024	March 27, 2025
October 24, 2024	April 24, 2025
November 21, 2024 (3 rd Thursday)	May 22, 2025

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 13, 2024	October 10, 2024	February 13, 2025
July 11, 2024	November 14, 2024	March 13, 2025
August 8, 2024	December 12, 2024	April 10, 2025
September 12, 2024	January 9, 2025	May 8, 2025

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Providing exceptional recreation, parks and open space opportunities.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Sara Kelly, Deputy Director
Date: May 9, 2024



RE: Ordinance O-2024-25-02, Sale or Conveyance of Personal Property belonging to the Cary Park District.

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board of Commissioners approves disposal of personal property belonging to the Park District for equipment that was valued at \$500.00 or greater at time of purchase.

Background

On multiple occasions each fiscal year, staff brings a disposal ordinance to the Board for consideration.

In anticipation of the new budget year, several items from the Park & Facility Maintenance Department and Foxford Hills Golf Club are included on the disposal list. Due to the recent experience of increased delivery time to receive specific vehicles and equipment, some items have been added to the disposal list earlier than previous practice. Also included are computers, servers, monitors and miscellaneous computer equipment that has an older operating system, has reached the end of their useful life or no longer needed by the Park District.

Typically equipment is disposed via trade-in through a vendor, scrapped, electronic recycling or sold using a public auction platform of which there are two options staff has used based on the type and value of the disposal equipment.

Staff Recommendation

Staff recommends approval of Ordinance O-2024-25-02, Sale or Conveyance of Personal Property belonging to the Cary Park District.

Motion(s) To Consider

Move to recommend Board of Commissioners approval of Ordinance O-2024-25-02, An Ordinance Authorizing the Sale or Conveyance of Personal Property belonging to the Cary Park District.

Cary Park District

ORDINANCE 0-2024-25-02

AN ORDINANCE AUTHORIZING THE SALE OR CONVEYANCE
OF PERSONAL PROPERTY BELONGING TO THE CARY PARK DISTRICT

Published by:
Cary Park District
255 Briargate Road
Cary, Illinois 60013

May 23, 2024

ORDINANCE O-2024-25-02

**AN ORDINANCE AUTHORIZING THE SALE OR CONVEYANCE
OF PERSONAL PROPERTY BELONGING TO THE CARY PARK DISTRICT**

WHEREAS, 70 ILCS 1205/8-22 permits the Cary Park District to sell or convey personal property in any manner they may designate, with or without advertising a sale, when three-fifths of the members of the Board then holding office are of the opinion that such personal property is no longer necessary, useful, or for the best interests of the Park District to own; and

WHEREAS, the Cary Park District is the owner of certain items of personal property identified on the attached "Personal Property List"; and

WHEREAS, the now acting members of the Cary Park District Board of Park Commissioners have determined that said personal property is no longer necessary for, nor useful to, nor in the best interests to be owned by, the Cary Park District.

NOW THEREFORE, BE IT ORDAINED, by the President and Board of Park Commissioners of the Cary Park District, Cary, Illinois, as follows:

SECTION 1: That the conveyance of the personal property identified on the attached "Personal Property List" is hereby authorized.

SECTION 2: That the Executive Director of the Cary Park District be and hereby is authorized to sell or otherwise convey the personal property on the attached "Personal Property List".

BE IT FURTHER ORDAINED that this Ordinance shall take effect and be in full force from and after its passage.

Roll Call:

AYES: _____

NAYS: _____

ABSENT: _____

PASSED AND APPROVED THIS 23RD DAY OF MAY 2024

Melissa Victor, President
Board of Commissioners
Cary Park District

Attest: _____
Daniel C. Jones, Secretary
Cary Park District

Cary Park District
Ordinance O-2024-25-02

Personal Property List

Identification Tag #	Item Identification	Minimum Bid
000553	Brothers Copier	\$0.00
000604	Cybex Treadmill	\$0.00
000613	Cybex Treadmill	\$0.00
000702	Dell Vostro Desktop Computer	\$0.00
000694	Dell Vostro Desktop Computer	\$0.00
000689	Lenovo Thinkpad Laptop	\$0.00
000666	Dell Latitude Laptop	\$0.00
No tag	District-wide computer server	\$0.00
No tags	Misc. computer accessories & monitors	\$0.00
000020	Kenwood Two Way Radio, 800 Frequency	\$0.00
000094	Night Vision Camera w/Zoom	\$0.00
A00000033	Burnham Boiler	\$0.00
000014	Sony Digital Camcorder	\$0.00
000050	Switch Network	\$0.00
000350	Pocket PC w/Software	\$0.00
A00000034	Speco Surveillance System	\$0.00
No tag	Benchmark USA Pretzel Warmer Model 51012	\$0.00
No tag	Benchmark USA Pizza Warmer Model 51018	\$0.00
YHC60E3RHA0LH001B	Trane Roof Top Unit – West CC	\$0.00
TCD240E30CBA	Trane Roof Top Unit – Mid CC	\$0.00
000430	Bannerman 6 foot Aerator	\$300.00
000562	Kifco T180 Water Reel	\$200.00
000620	Woods SG100 Stump Grinder	\$0.00
000696	Z Master 5000 Riding Mower w/propane	\$2,000.00
No tag	Maintenace Furnace/AC Unit (FHGC)	\$0.00
001027	Club Car Utility Vehicle/Driving Range Picker (FHGC)	\$500.00
001035	Lastec Mower 4520 Articulator (FHGC)	\$1,500.00

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Date: May 9, 2024



RE: Comprehensive Master Plan Update - 2025

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Park District uses a Comprehensive Master Plan (CMP) to guide agency direction and Board of Commissioner decision making. CMP are designed as 10 year documents. The Park District last completed its current CMP in September of 2016. The Board of Commissioners has directed staff to begin the process to update the CMP in FY2024-25. Activities related to this project to be completed in FY2024-25 include, finding and contracting with a consultant, then begin the process of data and input collection, development of strategies or plan to provide direction. The final CMP document is anticipated to be approved by the Board of Commissioners in FY2025-26, target is Fall of 2025.

Background

A CMP process utilizes an outside consultant to seek and acquire input from a variety of sources, inventory and memorialize various items that make up the Park District, organize the findings into a readable format, assemble a list of directives and direction for the Board of Commissioners to discuss, review and accept/approve.

Components in the development of a CMP may include:

- a) Execution of a statistical survey (needs assessment), with a margin of error in the range of +/- 3% at the 95% confidence level (preferred);
- b) In person opportunity for public input (town hall, focus group);
- c) Opportunities for input from local groups/organizations (youth athletic programs, local government providers and service orgs <Chamber, Rotary>);
- d) Other opportunities for public input (on line tool, or ability for anyone can pop on and give input);
- e) Input meetings with staff;
- f) Input meetings with the Board of Commissioners;
- g) Park site reviews/exploration/inventory (in 2016 this was limited to five community parks);
- h) Program reviews/exploration/inventory;
- i) Marketing reviews/exploration/inventory;
- j) Financial review of Park District resources (existing and future) tied to implementing components of the CMP per Board of Commissioner direction (in 2016 this was completed by an outside consultant but separate CMP consultant);
- h) An Action Plan within the CMP to execute, laid out by year, in five year increments.

To select a consultant to assist the agency with this project, a Request for Proposal (RFP) should be issued for response by qualified interested firms. A time frame for this to occur would be as follows:

June 2024 – RFP available for response

July 2024 – Interviews/Review of respondent qualifications.

August 2024 – Recommendation to Board of Commissioners of consultant.

Committee Memo

September/October 2024 – Kick off project.

September/October 2025 – Acceptance/approval of final version of Comprehensive Master Plan Update by the Board of Commissioners.

Staff intends to issue a joint RFP with the Palatine Park District who is undertaking the same process, with the same desired components (noted on pg. 1) along the same time frame as the Park District. The idea behind a combination RFP is to seek economies of scale and therefore discounted fee potential from interested consultant firms. The RFP will allow for each agency to select their own firm, or if both select the same firm, hopefully a fee discount.

The selection process for a consultant should involve the Park District creating a team to review the respondents to the RFP, conduct a review of each with interviews and ultimately make a recommendation to the Board of Commissioners regarding a consultant. This was the approach taken in 2016 which worked well. The Board of Commissioners can appoint the review team members in June 2024.

Staff Recommendation

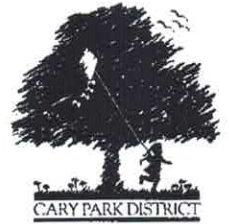
Staff recommends developing a Request for Proposals (RFP) that includes the components (post Board discussion) noted within the memo. The RFP be issued jointly with the Palatine Park District. A team of two Commissioners and two staff persons be appointed by the Board of Commissioners be organized to review the responses to the RFP and conduct interviews eventually making a recommendation on the selection of a consultant to the Board of Commissioners.

Motion(s) to Consider

None. This item is for Discussion Only.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Date: May 9, 2024



RE: Signage – Community Center Park

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board of Commissioners directed a discussion related to Community Center Park be placed on the agenda of its May 9, 2024, Committee meeting.

Background

Staff is unclear as to what the scope of the discussion of the Board may entail. Individual Board members have questioned why park sites such as Community Center Park do not have a park name sign like other parks within the system. Individual Board members have asked which other parks/properties do not have a name or identification signage. Individual Board members have asked what the process is related to the naming of parks/properties and/or type of signage placed at the sites.

To assist the Board with its discussion, staff will provide background on the above questions/inquiries.

In the very early 2000's, the Park District rebranded its park name/identification signage, to the signage present in parks today. Prior to this work, park name signage was wood slat signs, painted red with the park sign name installed using a router. The change to the new park signage began with a year over year replacement of the old signage which took an estimated 10+ years to complete. Parks/properties with old signage were the focus of the replacement program. Over this same time there was an explosion of residential subdivision development in Cary. Cambria, Sterling Ridge, Foxford Hills, Westlake, Cary Woods were all built, and land donation/park development occurred and signage for these park sites was part of this. The above are believed to be contributing factors as to why certain parks/properties have never been signed.

The parks/properties listing that follows are believed to never have had a name or identification signage: Cimmarron Park, Community Center Park, Devron Circle Park, Hillhurst Park, Kaper Park (South), Kiwanis (four parcels), Lyons Ridge Greenway (four parcels), Montana Park, Patriot Meadows Greenway (2 parcels), Sterling Ridge Greenway and Water Tower Prairie Park.

Other parks/properties have been determined to need additional name/identification signage due to its size and multiple points of entry. These include Cary-Grove Park (3 name signs) and upgrade to park name/wayfinding signage at entrance and Hoffman Park (2 name signs).

The Board policies listed below outline the process for naming park sites and the type of name/identification signage to be placed on a site.

- Policy 5-009, Naming and Renaming of Park Sites, Recreation Facilities, Site Amenities or Features.
- Policy 5-009a, Park Identification/Name Signs.

Staff Recommendation

Staff has no recommendations currently.

Motion(s) to Consider

None. This item is for Discussion Only.

Cary Park District
Board Policy Manual

Policy Name: **Naming & Renaming of Park Sites, Recreation
Facilities, Site Amenities or Features**

Date Approved: 02/28/2002
Last Revision: 03/27/2017
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to name park sites, recreation facilities, site amenities or features, and to utilize naming rights to recognize benefactors to the Park District.

Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. The Board of Commissioners should determine the name of a park site by full-majority vote at a regular-scheduled Board meeting.
2. Any newly acquired park site, recreation facility, site amenity or feature should be named, or an existing item can be considered for renaming, using the following factors:
 - a. Use of adjacent park site name.
 - b. Subdivision name.
 - c. Adjacent street name or crossing.
 - d. Common property name before acquisition.
 - e. Park name plus the functional title of the facility (ie. Lion's Park Picnic Shelter).
 - f. A name appropriate to the site as determined by the Board.
3. The Board may determine or the Executive Director may recommend to name or rename a park or recreation facility in some other manner that it so chooses on a case-by-case basis provided there is some outstanding honor or historic event that warrants the naming or renaming of such a park or facility, or part thereof, as needed.
4. Any newly developed recreation facility should be named, or an existing facility renamed, using any of the following factors:
 - a. Named under naming rights conditions as established within this Policy.
 - b. A name appropriate to the facility as recommended by the Executive Director and approved by the Board.
5. The Executive Director or assigned delegated should determine the specific dollar amount necessary for a cash or donation equivalent when required to name or rename a park site, recreation facility, site amenity, feature or any part thereof. In certain cases, the Executive Director may recommend a variance (higher or lower) to the amount established within this policy based on perceived values.
6. Named park sites and recreation facilities or parts thereof named after a benefactor should be designated as such for a period of not more than twenty (20) years, unless otherwise specified and recorded appropriately.

7. When determining whether to name or rename a park site, recreation facility, site amenity, feature or any part thereof, the Board or the Executive Director may choose to direct individual or corporate donors to The Park Foundation of Southeast McHenry County (dba The Cary Park Foundation) for investment and long-term management of any cash assets that can provide annual funding for the long-term maintenance and operation of parks and recreation facilities of the Park District. A written memo of understanding between the Park District and The Cary Park Foundation should be completed in each such instance.

This policy revises and replaces policy 5-009.r1 in full.

Cary Park District
Board Policy Manual

Policy Name: **Park Identification/Name Signs**

Date Approved: 07/27/2006
Last Revision: 03/23/2017
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to provide uniform park identification/name signs at the entrance to or within each park or parcel in a consistent manner.

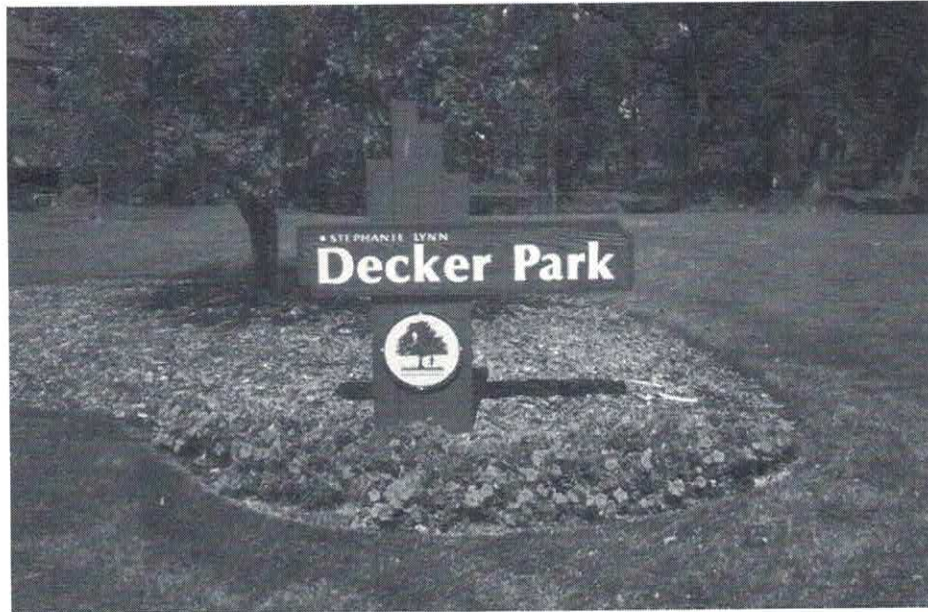
Specific Guidelines

The following items are considered specific guidelines associated with this policy and shall be assigned to corresponding procedures as developed:

1. Each named park should have a park identification/name sign at appropriate locations (as determined by the Executive Director or assigned delegate) within each park site.
2. Each named park should have a uniform park identification/name sign that is consistent with the category and size of a park as determined by the Executive Director or assigned delegate, as follows:
 - a. Neighborhood Park: Smaller sandblasted and painted sign on post(s), with logo (Attachment A).
 - b. Community Park: Larger sandblasted and painted sign on posts with agency logo (Attachment B). A community park may have one large sign and/or several smaller signs as best complements the park site.
 - c. Special Use Park: Sandblasted and painted sign on posts or stone monument with engraved or sandblasted name, with agency logo.
 - d. Linear Park/Greenway/ Trail: Smaller sandblasted and painted sign on post(s), with logo (Attachment A); or logo sign on steel post, placed at appropriate points (Attachment C).
 - e. Open Space-Detention: Smaller sandblasted and painted sign on post(s), with logo Attachment A); or logo sign on steel post (Attachment C).
3. Each un-named parcel of property owned by the Park District should have a logo sign on steel post (Attachment C) at an appropriate location on the site, as determined by the Executive Director or assigned delegate.
4. The Executive Director or assigned delegate is authorized to develop the sign size and style of the park name signs that are placed at each park site based on its category.
5. Park identification/name signs that present a unique signage style or size option (Attachment D) require review and approval by the Board of Commissioners.

This policy revises and replaces Policy 5-009a in full.

Attachment A



Examples of uniform “smaller” size park identification/name sign.

Attachment B



Example of uniform “larger” size park identification/name sign.

Attachment C



Example of uniform “logo sign” park identification/name sign.

Attachment D



Example of unique park identification/name sign requiring Board approval.