

Cary Park District Board of Commissioners

Committee of the Whole Meeting

July 9, 2026, 7:00pm

Community Center, 255 Briargate Rd. Cary, IL

Matters From the Public During Meetings – Board Policy 1-005d

1. The Board will hold Matters from the Public as part of any public open meeting.
2. Individuals interested in making comment will be asked to provide their name and asked to provide their address and/or their city/village of residence at the time they are recognized to comment during a public meeting. An individual who declines to provide their name, address or city/village of residence shall be allowed to comment.
3. Each individual indicating their interest to participate in Matters from the Public will be allowed up to five minutes to complete their comments. The Board may reduce this time limit if the need is so determined by majority vote of those present. The maximum amount of time that the Board will hear matters from the public at a meeting is thirty (30) minutes at a meeting. If members of the public are unable to comment due to time constraints, they should be encouraged to submit written comments or to attend another meeting when they may address the Board.
4. Individuals who have specific questions, or are interested in particular aspects of the District's operations or projects which may not appear on the published agenda should be encouraged to contact the Executive Director to review their questions or specific information.
5. The Matters from the Public portion of the agenda is for public comment only. It is improper for the Board to comment or respond to comments made during Matters from the Public.
6. The Board can temporarily modify or suspend these guidelines during a meeting if so determined by a majority vote of those present.

Regular, Special and Committee of the Whole Meetings

Regular and Special Board Meetings -- The Board may take final action on any matter posted to the Consent or Action Items portions of the agenda in a Regular or Special Board Meeting. Items posted under Discussion Items may not have final action considered.

Committee of the Whole Meetings – The Committee of the Whole is a recommending body only and no final action may be taken on any agenda item at a Committee of the Whole Meeting. Matters discussed and recommended during a Committee of the Whole Meeting are considered “draft(s)” until included on an agenda at a Regular or Special Board Meeting for final action.

Public Meeting Notice

Cary Park District
Board of Commissioners
Committee of the Whole
July 9, 2026
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. June 11, 2026.
- V. Directions Items
 - A. For Direction to the Board for Consideration
 - 1. Purchase, 2026 Ventrac Tractor.
 - 2. Review/Revision, Executive Director Position Job Description.
 - 3. Renewal, Intergovernmental Agreement Renewal for the Use of Facilities by and between Community High School District 155 and Cary Park District.
 - 4. Selection, Landscape Architect, Implementation of FY2026-27 Action Plan, CMP Update 2025.
- VI. Discussion Items
 - A. For Discussion/Information Only
 - 1. None.
- 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.

Providing exceptional recreation, parks and open space opportunities.

Cary Park District
Board of Commissioners
Committee of the Whole Meeting
June 11, 2026
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

Staff Present: Jones, Horn, Kelly, Mach, Nackers, Raica, Baker.

President Frangiamore called the meeting to order at 7:10 PM.

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

Under Matters from the Public, none.

Under Matters from Commissioners, Carasso shared she has received a lot of positive feedback from families regarding the Inspiration Dance Studio (IDS) recitals and program. Frangiamore and Victor attended the IDS recital and shared it was very well done.

Under Matters from Staff, none.

The minutes from May 14, 2026, Committee of the Whole meeting was presented for approval.

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

Frangiamore asked for any discussion.

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

The first two Direction Items were Resolution R-2026-27-03, Recognizing July 2026 as National Park & Recreation Month and Resolution R-2026-27-04, Recognizing July 17, 2026, as Park & Recreation Professionals Day.

Carasso moved to recommend Board of Commissioner approval of Resolution R-2026-27-03, Recognizing July 2026 as National Park & Recreation Month and Resolution R-2026-27-04, Recognizing July 17, 2026, as Park & Recreation Professionals Day. Second by Victor.

Baker stated July has been designated as National Recreation and Parks Month, and July 17, 2026, as Park and Recreation Professionals Day by the National Recreation and Park Association (NRPA).

Baker shared this year's theme, which is "The Power Of", and highlighted how the Marketing department plans to recognize Park & Recreation Month and Park & Recreation Professionals Day through the website, social media, etc.

Frangiamore asked for discussion. Hearing none, he asked for a roll call vote.

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

The third Direction Item was FY2026-27 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. Jones further stated the Executive Director is responsible for providing an update on the progress related to the work initiatives in July, November, February, early March, and a final time in April. Frangiamore asked for discussion. Victor and Stanko stated they had no modifications to recommend. Carasso expressed the importance of the initiatives aligning with the Executive Director performance evaluation when the time comes. Frangiamore stated he does not agree with two of the items being included, which belong more in the Executive Director job description rather than the work initiatives, but felt that is a change that can be made next year. Stanko expressed concern striking out the item related to staff work zone improvements and additions (Community Center and Maintenance Facility). Stanko and Renner requested the item be reworded and left on the list, as it is top priority and staff should continue to search for potential spaces. Carasso disagreed. After further discussion, majority of the Board agreed to leave the item on the list but directed Jones to reword the initiative based on the feedback provided.

Renner moved to recommend Board of Commissioner approval of FY2026-27 Executive Director Work Initiatives as revised. Second by Victor.

Frangiamore asked for discussion. Hearing none, he asked for a Roll Call vote.

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

The fourth Direction Item was Ordinance O-2026-27-02, Park Rules and Regulations. Kelly stated the Park District should review the Park Rules and Regulations Ordinance every five years and was last reviewed in 2020. Kelly further stated staff and Attorney Puma have reviewed the documents and made several revisions. Kelly walked the Board through the revisions. Frangiamore asked for discussion. Stanko recommended additional language be added to page 17 section #23, referring to any Park District property that is altered or damaged due to encroachment, be paid for at the owner's expense. Kelly responded she would need to cross reference the policy and language used in other violation documents.

Renner moved to recommend Board of Commissioners approval of Ordinance O-2026-27-02 Park Rules and Regulations. Second by Stanko.

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

The fifth Direction Item was Replacement, 2020 Chevy Traverse. Mach stated the 2020 Chevrolet Traverse 4WD has a replacement timeline of five years and \$43,694 was allocated for its replacement within the Capital Equipment Replacement Fund (CERF). Mach stated staff are recommending a 2027

Chevrolet Equinox AWD RS at a price of \$39,742.94. Mach added the Traverse would remain in the agency fleet and replace the vehicle currently used by Recreation and Administrative staff.

Carasso moved to recommend Board of Commissioner approval for the purchase of a 2027 Chevrolet Equinox AWD RS at the Sourcewell Cooperative price of \$39,742.94 from Holz Chevrolet, Hales Corners, WI. Second by Renner.

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

The sixth Direction Item was Replacement, Saddle Oaks Park Playground. Raica stated the project moved through public review to final design completion, with traditional replacement costs estimated at \$338,036. Raica further stated after evaluating cooperative purchasing methods, and with support from peer districts and attorneys, staff recommend using the Sourcewell Contract 101625-LSI with Landscape Structures, Inc. for a total project budget of \$222,795. Raica added construction is planned to begin in September, with a completion date of December 1.

Carasso moved to recommend Board of Commissioner approval of the Saddle Oaks Park Playground purchase and construction in the amount of \$192,087 from Landscape Structures, Inc. Delano, Minnesota, through the Sourcewell Parks, Recreation & Athletics Contract 101625-LSI and Board of Commissioners approval of an all-in budget of \$223,000 which includes a construction contingency and owners FFE expenses. Second by Renner.

Renner asked if staff have considered using alternative playground surfaces. Raica responded he has researched options and visits and had conversations with other park districts that have alternative surfaces. Ultimately, the Park District is not ready to move forward with an alternative surface due to the maintenance upkeep and inability to complete any repairs in house. Jones noted a conference session he attended where representatives of the Chicago Park District spoke and stated that despite having over 100 alternative surface playgrounds, their preference is wood chips due to the ease and low cost of maintenance.

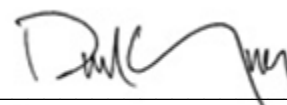
Roll Call vote: Yes – Stanko, Renner, Carasso, Victor, Frangiamore. No – None. Motion carried.

Frangiamore stated the Discussion Item, Resident Inquiry to Purchase Property – Linear Trail Parcel, Lyons Ridge, is to be removed from the agenda and as there is no longer a reason to discuss it.

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

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

Meeting adjourned at 8:45 PM.



Daniel C. Jones, Secretary
Park District Board of Commissioners

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Sara Kelly, Deputy Director
Noah J. Mach, Superintendent of Park and Facility Maintenance
Date: July 9, 2026



RE: Purchase, 2026 Ventrac Tractor w/ boom mower attachment

Providing exceptional, recreation, parks and open space opportunities.

Introduction

The Board of Commissioners approves purchases of more than \$29,999. This equipment purchase was identified in the FY2026-27 budget as part of the Capital Equipment Replacement Fund schedule with funds totaling \$65,000.

Background

The Park & Facility Maintenance Department has seen growth and changes to operational strategy over the course of several years. Staff have identified the need to shift the way job tasks are accomplished along with the equipment used to complete those tasks throughout the agency. As part of this change, the need for a novel piece of equipment that is flexible and reduces manpower has been identified. Similar to the current tractors in our fleet, this Ventrac Tractor would have a 10-year life expectancy before needing to be evaluated for replacement. The purchase includes a base tractor unit with cab, and articulating boom mower attachment. In the future, other attachments can be purchased that facilitate the completion of job tasks in all seasons and will be included in the operating budget or CERF schedule.

Staff have sourced this Ventrac Tractor through Reinders, Inc. in Mundelein with a Sourcewell Cooperative Purchase contract (#112624-TTC) for the price of \$61,705.35. This price includes the base tractor unit with cab and boom mower attachment.

Staff Recommendation

Staff recommend the purchase of a 2026 Ventrac Tractor with boom mower attachment from Reinders, Inc., Mundelein, IL.

Motion To Consider

Move to recommend Board of Commissioner approval for the purchase of a 2026 Ventrac Tractor with boom mower attachment in the amount of \$61,705.35 from Reinders, Inc, Mundelein, IL.



Prepared For:

Cary Park District

Sold & Serviced by:

Spartan Turf Products - Mundelein
Ryan Maier
911 Tower Rd
Mundelein, IL 60060



4520 TRACTOR

4520 TRACTOR

Model Comparison

	4520K VANGUARD Big Block	4520P KAWASAKI DFI	4520Y KUBOTA Diesel	4520N KUBOTA	4520Z KUBOTA
Stock Codes	39.51219	39.51216	39.51217	39.51225	39.51215
California Model Stock Code		39.51221		39.51227	
Accessory Kit: Front fenders, foot pegs, 4 rear weights, weight transfer	Optional	Standard	Standard	Standard	Standard

Engines

Engine	Vanguard M54	Kawasaki FD851D DFI	Kubota D902	Kubota WG972 EFI	Kubota WG972-GL
Max Operating Speed	3600 rpm	3600 rpm	3600 rpm	3600 rpm	3600 rpm
Horsepower	31	31	25	32.5	32.5
Peak Torque	47 ft lb (64 nm)	47 ft lb (64 nm)	42 ft lb (57 nm)	51 ft lb (69 nm)	51 ft lb (69 nm)
Displacement	896cc	824cc	898cc	962 cc	962cc
Cylinders	2	2	3	3	3
Engine Oil	Ventrac Full Synthetic 10W30				
Cooling	Air	Liquid	Liquid	Liquid	Liquid
Fuel Type	Gasoline	Gasoline	Diesel	Gasoline	Gasoline
Fuel Capacity	6 gal (22.7 L)	6 gal (22.7 L)	6 gal (22.7 L)	6 gal (22.7L)	6 gal (22.7 L)
Fuel Economy ^{^^}	1.6 gal/hr (6 L/hr)	1.2 gal/hr (4.5 L/hr)	1.1 gal/hr (4 L/hr)	1.2 gal/hr (4.5 L/hr)	1.5 gal/hr (5.7 L/hr)
Slope Rating (continuous/intermittent)	25°/30°	30°/30°	20°/30°	20°/30°	20°/30°
Alternator	50 Amp	30 Amp	60 Amp	60 Amp	60 Amp

Dimensions

Weight with standard hitch	*1385 lb (628 kg)	1620 lb (735 kg)	1705 lb (773 kg)	1700 lb (771 kg)	1690 lb (767 kg)
Weight with accessories kit	1610 lb (730 kg)	N/A	N/A	N/A	N/A
Weight with 3-point hitch	1690 lb (767 kg) w/ accr kit	1700 lb (771 kg)	1785 lb (810 kg)	1780 lb (807 kg)	1770 lb (803 kg)
Length with standard hitch (ROPS up)	81.5 inches (207 cm)				
Length with 3-point hitch	92 inches (234 cm)				
Width	48.5 inches (123 cm)				
Width with wheel extensions	54.5 inches (138.5 cm)				
Width with duals	73 inches (185.5 cm)				
Wheelbase (front axle to rear axle)	45 inches (114 cm)				
Height (ROPS up)	68 inches (173 cm)				
Height (ROPS down)	54 inches (137 cm)				
Turning Radius (single tires, standard position)	39 inches (99 cm)				
Turning Radius (position 2)	54 inches (137 cm)				
Turning Radius (position 3)	68 inches (173 cm)				
Oscillation amount (@ wheel)	7.5 inches (19 cm)				
Ground Clearance	5 inches (13 cm)				

^{^^} Fuel Economy tested with HM602 mower for comparison purposes.

Application conditions & attachment will affect fuel economy.

All specifications subject to change without notice or obligation



The Ventrac 4520 tractor was built with you in mind. From the advanced electrical system, redesigned frame, more safety and comfort features; the 4520 offers the reliable performance, astounding versatility and comfortable handling you have come to expect.

Like all Ventrac tractors, the 4520 utilizes All Wheel Drive and an articulating chassis with a low center of gravity to provide superior traction, braking, stability, and security on tough terrain and slopes without disturbing turf when turning.

Over 30 Ventrac Mount Attachments

Choose from over 30 professional grade Ventrac Mount attachments to transform your Ventrac into a productivity powerhouse. This incredibly rugged and dependable machine is a wise business investment for golf courses, schools and universities, parks, street maintenance departments, commercial mowing services, contractors, wineries, farms, property management associations, estate owners and anyone needing one machine to do it all.

STANDARD FEATURES

- Pre-Wired Plug & Play Wiring Harness
 - Premium Comfort Seat
 - Advanced Electronic Instrument Panel
 - 6 Function Warning Gauge & Alarm
 - Conveniently Located PTO Belt Tensioner
 - On-board Diagnostic System
 - Sealed Electrical System
 - Thermostatically Controlled Oil Cooler
 - Battery Disconnect Switch with Circuit Breaker
 - Automotive Style Parking Brake
 - Universal PTO Switch
 - S.D.L.A. Operator Controls
 - Weight Transfer System*
- *Optional on 4520K, standard on other 4520 Models
- USB Charger

Optional Accessories:

- Turf Tires, Chains
- Category 1 3-Point Hitch
- Cold Weather Cab
- Additional Lighting & Signaling Packages
- Electrical Power Outlets
- Digital Slope Indicator
- Dual Wheel or Wheel Extensions for Slope

Visit www.ventrac.com/accessories for full list.



4520 TRACTOR (cont.)

Electrical

Battery	475 CCA (Group 51R)
Voltage	12 volts
Battery Disconnect	Standard, with 150A System Circuit Breaker
Fuses	Sealed, Mini Fuse and J-Case styles

Drivetrain

Hydraulic Pump	Danfoss DDC-20
Pump Drive	Direct Drive (Double U-Joint Drive-shaft)
Hydraulic Motors	MPIM
Transaxles	Peerless 2600 series
Axles	Peerless 40mm (forged) with integrated forged hub
Hydraulic Oil Cooler	Aluminum w/ Thermostatically controlled Electric Fan
Hydraulic Oil Filter (Suction)	25 micron
Hydraulic Oil Filter (Pressurized)	10 micron

Hitch and PTO

Front Hitch	Ventrac Mount System
Electric PTO clutch with Brake	Ogura GT3.5 (250 ft lb) (339 nm)
Rear Hitch	2 inches Receiver
3-Point Hitch	Optional Category 1 3-Point Hitch

Tires

Standard (All Terrain)	22x12-8
Optional Turf	22x11-10

Travel Speed (F/R)

Low Range	5 mph (8 kph) forward / 4 mph (6 kph) reverse
High Range	10 mph (16 kph) forward / 8 mph (13 kph) reverse

Instruments, Gauges, and Alarm

Gauges	Tachometer, Speedometer, Hour Meter, Engine Temperature (liquid cooled engines only), Fuel Level, Volt Meter
Indicator Lights ^ Activates Audible Alarm	Parking Brake, Engine High-Temp^, Hydraulic Oil High Temp^, Low Voltage^, Low Oil Pressure^
Switches	Key, PTO, and Lights
Lights	
Head Lights	(4) LED 1000 Lumen
Tail Lights	(2) Red LED Lights

Controls

Forward Reverse	S.D.L.A. (Speed, Direction, Lift, and Auxiliary) Handle; Optional Foot Pedal
Attachment Lift	S.D.L.A. (Primary Handle)
Auxiliary Hydraulics	S.D.L.A. (Secondary Handle)
Throttle	Dash Mounted
Front Hitch Lock	Column Mounted (Accessible from Seat)
PTO Belt Tensioner	Front Mounted, Automatic Tension Controlled
Weight Transfer	5 position
High/Low Range	Single Lever, Column Mounted
3 Pt Controls (Optional)	Lift + 2 sets of Auxiliaries
Steering	Power Steering

Other Features

Tool Box	Optional
Cup Holder	Standard
Seat	Deluxe High Back Seat (arm rests and suspension seat optional)

ROPS

Folding ROPS	Standard
Heavy Duty Off-Road Seat Belt	Standard

All specifications subject to change without notice or obligation

Max Slope Rating (in any direction)

	Single Tires	Dual Wheels
4520* w/Front Attachment (unless specified otherwise below)	20°	30°
4520 w/Cab	10°	Not Recommended
4520 w/Spreader	10°	Not Recommended
4520 w/RV602	10°	15°
4520 w/KH500	5°	Not Recommended
4520 w/MA900	10°	18°

*Attachments, accessories, and tire configuration may reduce the 4520 power unit's maximum angle of operation. Refer to applicable operator manuals for maximum angle of operation of equipment.



Standard



Duals

ENGINE RATINGS

Model #	4520K	4520P	4520Y	4520N	4520Z
Engine	B&S Vanguard Model 54	Kawasaki FD851D	Kubota D902	Kubota WG972 EFI	Kubota WG972-GL
Fuel	Gas	Gas (DFI)	Diesel	Gas	Gas
Max Slope Intermittent Use***	30° (58%)^	30° (58%)	30° (58%)^	30° (58%)^	30° (58%)^
Max Slope Continuous Use***	25° (47%)	30° (58%)	20° (36%)	25° (47%)	20° (36%)

*** For slope operation over 20°, Wheel Extensions are required for up to 25° or Dual Wheels are required for up to 30°



Digital Slope Gauge
Recommended for operation on slopes.



Intermittent Use Defined

^ The engine may operate between 20° and 30° for up to 10 minutes. If 10 minutes is reached, the engine must be returned to 20° or less to assure proper oil lubrication. After returning to 20° or less, the intermittent cycle can be repeated. The 4520P Kawasaki DFI engine is rated for 30° continuous operation and does not have this requirement.

All specifications subject to change without notice or obligation





VENTRAC



BOOM MOWER

MA900

BOOM MOWER

Model	MA900
Stock Code	39.55170
Overall Height	87 1/2" (222.3 cm)
Overall Length	58" (147.3 cm)
Overall Width	63" (160 cm)
Weight	880 lbs (399.2 kg)
Cutting Width	39" (99.1 cm)
Material Cut Diameter	1/2" (13 mm)
Vertical Reach (from ground)	142" (361 cm)
Horizontal Reach (outside of single wheels)	115" (292 cm)
Horizontal Reach (outside of dual wheels)	103" (262 cm)
Max Flat Top Cut (from ground)	82" (208 cm)

All specifications subject to change without notice or obligation



Standard Features:

- Out front design increases visibility
- Maintains head angle when extending or retracting boom arms
- 39" (99.1 cm) double action sickle bar
- Head angle ranging from 45° below horizontal to 90° vertical (135° total range)
- Ability to operate on 10° slopes when used with power unit equipped with single wheels or 18° slopes when used with power unit equipped with dual wheels

Accessories:

- 12V Front Kit 4500
- Dual Front Auxilliary Hydraulic Kit 4500
- Spool Float Hydraulic Valve Kit 4500
- Mid Weight Bar Kit 4500
- Suitcase Weight - 42 lbs w/box





DUAL WHEEL KIT
70.4067

DUAL WHEEL KIT

Stock Code	70.4067	70.4068	70.4069
Full Description	Kit, Duals Field Trax Black	Kit, Duals Turf Master	Kit, Duals Bar Tire
Product Type	Accessory	Accessory	Accessory
Weight	80lbs per axle	80lbs per axle	80lbs per axle
Tire Type	All Terrain Standard	Turf	Bar
Additional Tractor Width	24in (12"/Tire)	24in (12"/Tire)	24in (12"/Tire)
Width with Single Tires	48in	49in	47in
Width with Dual Tires	70in	72in	68in

All specifications subject to change without notice or obligation



Dual Wheels are available for the 4520 and 4500 tractors. They are designed to increase stability, traction, and safety on slopes. Dual wheels are also great for reduction of soil compaction on delicate ground. Once the dual hubs have been installed on each wheel, the duals can be quickly mounted and dismounted. Duals are recommended for sandy soils or where a broad distribution of tractor weight is desired, including when driving sideways on slopes greater than 20 degrees (not to exceed 30 degrees). Duals are only one of numerous considerations for safety on slopes; speed, terrain, irregularities, and stopping the unit are other serious factors to consider for safe operation of the tractor.

NOTES:

Do NOT use dual wheels when using the Ventrac VERSA-Loader. Engine manufacturers' maximum angle of operation is 250 for continuous use (all directions) and 300 intermittent use*. Do NOT use with Wheel Extensions

* Intermittent use is up to 10 minutes on the slope, then return to level ground before returning to the slope. Exceeding the rated angle of operation may result in engine damage.



Pairs well with Tire Chains
(70.4227)



VENTRAC

V-PLUS WARRANTY

All new Ventrac tractors and attachments purchased in the United States and Canada are covered by Ventrac's V-Plus Warranty, so you can purchase with confidence! Under the V-Plus, we will repair, replace, or adjust any part manufactured by Venture Products, Inc. that is defective in material and/or workmanship.

2-Year Commercial Limited Warranty

SSV/3000/4000 series tractors and attachments

- 2 years with **unlimited** hours

Engine Warranty*

Covered by engine manufacturer

- Briggs 3/LC = 2-year w/ 3rd major parts only
- Briggs V-twins = 3-year
- Kawasaki V-twins = 3-year
- Kubota 3 cylinder = 2-year or 2000 hours** with 3rd year major parts only or 3000 hours**

*Please refer to the engine manufacturer's warranty statement included in your owner's manual.

** Whichever occurs first

Exclusions

Replacement parts - limited to 90 days



Limitations and Conditions

Ventrac equipment, including defective parts, must be returned to your authorized Ventrac dealer within the warranty period. The warranty extends to the cost to repair or replace (as determined by V.P.I.) the defective part. The expense of pickup and delivery of equipment, service call drive time or any transportation expense incurred for warranty repair is the responsibility of the owner. Proof of purchase may be required. Warranty work must be completed by an authorized Ventrac dealer.

This warranty extends only to Ventrac turf equipment operated under normal conditions and properly serviced and maintained. The warranty does not cover repair of damage due to normal use, wear and tear, maintenance services, repair of damage related to abuse, neglect, accident or use of the turf equipment which is not in accordance with operating instructions in the operator's manual, or damage resulting from repair of Ventrac turf equipment by person or persons other than an authorized Ventrac service dealer or the installation of parts other than genuine Ventrac parts or Ventrac recommended parts.



Pricing Quote

Quote #: 108094-1006
Contract #: 112624-TTC

Date Quoted: July 1, 2026
Quote Expires: July 31, 2026

Prepared For:

Cary Park District

Prepared By:

Spartan Turf Products - Mundelein
Ryan Maier
911 Tower Rd
Mundelein, IL 60060

Customer's Sourcewell Membership ID: 116254

Thank you for the opportunity to quote the following Ventrac product(s) for your review. I have added the items that we feel would best serve your needs. Please feel free to contact me with any questions.

QTY	Model #	Description	Sourcewell	Total
1	4520N (39.51225)	Ventrac Tractor: KN, 4520N Kubota WG972 EFI <i>Included Standard: Weight Transfer, SDLA Hand Controls, 4 Rear Weights, Front Fenders, Foot Pegs</i>	31,138.80	31,138.80
1	70.4161	Accessory: 12V SWITCH & PLUG Kit, 12V Front 4520/4500	356.40	356.40
1	70.4179	Accessory: 12-VOLT REAR PLUG Kit, 12V Rear 4520	167.20	167.20
1	MA900 (39.55170)	Attachment: MOWERS - BOOM MA, MA900 Boom Mower	17,419.60	17,419.60
1	70.4164	Accessory: DUAL FRONT HYD AUX Kit, Dual Front Hyd Aux 4520/4500	572.00	572.00
4	47.0115	Accessory: ADDITIONAL WEIGHTS Weight, Suitcase - 42 LBS w/Box	110.00	440.00
1	23.0212	SPOOL FLOAT KIT Service Kit, 4 Pos Spool W/Detent	83.35	83.35
1	KW454 (70.2018)	Accessory: CAB Cab, KW454 for 4500/4520	8,448.00	8,448.00
1	70.8272	Accessory: Kit, Cab Hazard and Turn Lights KW454	374.00	374.00
1	70.8161	Accessory: Kit, Cab Strobe Light	360.80	360.80
1	70.8273	Accessory: Kit, Cab Windshield Washer KW454	264.00	264.00
1	70.2018-1	Accessory: Kit, Defrost Fan KW454	255.20	255.20
1	70.2014-51	Accessory: CAB HEATER KIT 4500/4520 Y&Z Kit, KW452/KW454 Heater Install 4500/4520 N,Y,&Z	334.40	334.40
1	70.4067	Accessory: DUAL WHEEL KIT Kit, Duals Field Trax Black	1,491.60	1,491.60

TOTAL USD \$ 61,705.35

Committee Memo

To: Committee of the Whole
From: Meghan Tillson, Human Resources Manager
Date: July 9, 2026



RE: Job Description – Executive Director

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board of Commissioners approves the job description of the Executive Director position. During the most recent performance appraisal of the Executive Director, the Board of Commissioners expressed a desire to review and update the job description of the Executive Director position.

Background

A best practice of the agency is to review the job description of the Executive Director position every 5 years. The last review was conducted in February 2024, and no changes were made by the Board of Commissioners as a result.

The Executive Director position job description is an attachment to Policy 2-001, Executive Director Job Description, Authority and Responsibility. Per Policy 2-001 the Board of Commissioners is responsible to establish and approve the Executive Director position job description. Policy 2-001 has been included should the Board of Commissioners wish to review or reference it.

Human Resources Manager Tillson reviewed the job description from a legal and human resources perspective and made the changes highlighted.

Staff Recommendation

Staff recommends: 1) numerous language changes to reflect an executive-level position within an organization; 2) revisions under Personnel Management as follows #6, b. Director of Finance and Administration to Director of Finance and Technology; d. Administrative and Recreation Program Assistant to Administrative and Project Specialist; e. Director of Marketing and Communications to Human Resources Manager; 3) updates to Position Qualifications to align with current industry standards and expectations; 4) revisions of Skills and Abilities, including renaming this section Competencies and aligning it with established Competencies for full-time staff.

Motion(s) to Consider

Move to recommend Board of Commissioners' approval of the job description for the position of Executive Director, as revised.

Cary Park District
Board Policy Manual

Policy Name: **Executive Director Job Description,
Authority & Responsibility**

Date Approved: 7/8/1999
Last Revision: 9/28/2000
Last Review: Staff, 7/1/2024
Date Rescinded:

Policy Statement

It is the policy of the Cary Park District to employ an Executive Director as the chief administrator to administer and implement policies and procedures, direct daily operations, and plan for the future operations of the District. The Executive Director is authorized to conduct the activities of the District according to the policies as approved by the Board. The Executive Director is authorized to interpret these policies and implement procedures to assure the success of the District's operation.

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 shall establish and approve the Executive Director's job description.
2. The Board shall conduct an annual performance appraisal of the Executive Director.
3. The Board shall establish the annual salary, merit increase or bonus compensation for the Executive Director.
4. The Board and Executive Director shall establish an agreeable list of Board-Executive Director responsibilities & authority guidelines, and review the guidelines on an annual basis.
5. The Executive Director shall faithfully represent the position of the Board of Commissioners wherever necessary.
6. The Executive Director shall establish procedures, direct daily operations and plan for the future operations of the District within approved budget guidelines.
7. The Executive Director shall establish the organizational operating structure of the District and hire personnel within approved policy and budget guidelines.
8. The Executive Director and authorized delegates shall employ competent staff to carry out the operations of the District.
9. The Executive Director and authorized delegates shall legally expend funds of the District in accordance with the approved budget and purchasing policy guidelines.
10. The Executive Director and authorized delegates shall administer and implement the comprehensive master plan and strategic plans as approved by the Board.
11. The Executive Director is authorized to establish and enact interim rules and regulations as needed.

This policy revises 2-001.r1 in full.

Board President Signature: David Gervais

**Redline Copy of Proposed
Final Version**

Created: >1999
Last Revision: ~~February 2024~~
Last Review: ~~February 2024~~
Approved: ~~February 22, 2024~~

CARY PARK DISTRICT

Job Description

Job Title: Executive Director

Category: Full Time, Exempt Classification

Level: Not applicable

Department: Administration

Reports To: Board of Commissioners

BASIC FUNCTION

The Executive Director is responsible for the overall ~~general leadership and direction and of the~~ administrative and ~~operational functions~~ operations of the Cary Park District (“Park District”) including parks, recreation programs, facilities, and ~~finance-financial~~ and personnel management. The Executive Director works ~~closely in close partnership~~ with the Board of Commissioners (“Board”) in creating and establishing the Board-approved governing policies of the Park District, and interpreting those policies as operating procedures. The Executive Director implements the Board-approved mission and vision of the Park District ~~on a daily basis~~ through comprehensive master planning, strategic planning, goals, and objectives. The Executive Director serves as ~~the Park District’s representative in all media contact~~ the primary spokesperson and official representative of the Park District in all media relations and public communications.

ESSENTIAL DUTIES

Administration

- ~~1. Implement the mission, vision and long-range goals of the Park District and assure its success.~~
- ~~2.1. Advance and operationalize the Park District’s mission, vision, and long-range strategic goals to ensure sustained organizational success.~~
- ~~3. Work closely with the Board in developing Park District philosophy and policy, and maintain accurate and effective Board policy management system.~~
- ~~4.2. Collaborate closely with the Board of Commissioners to shape Park District philosophy and policy, while maintaining a comprehensive and effective Board policy management system.~~
- ~~5. Develop and draft Board policy as required or assigned and direct policies through appropriate channels for Board consideration and final disposition.~~
- ~~6.3. Lead the development and drafting of Board policy as required or assigned, and guide policy through established processes for Board review, consideration, and final action.~~
- ~~7. Interpret Board policy; develop and administer standard operating procedures for daily operations based on approved Board policies.~~
- ~~8.4. Provide interpretation of Board policy and guide the establishment of standard~~

operating procedures to guide daily operations.

~~9. Communicate with all Board members on matters of importance; communicate with Board President on routine matters.~~

~~10.5. Communicate matters of importance to all Board Members; communicate routine matters to the Board President.~~

~~11. Prepare agenda and supporting written reports and studies for regular and special Board meetings.~~

~~12.6. Direct the preparation of the agenda and supporting items for regular and special Board Meetings.~~

~~13.7. Develop, interpret Champion and promote the park, recreation and leisure philosophies of the Park District.~~

~~14.8. Develop and implement administrative and operating procedures Drive the development and implementation of administrative and operational systems that improve the efficiency and effectiveness of the Park District organization.~~

~~15. Develop strategies and work plans to prepare and implement routine and special projects in park, recreation program and facilities operations.~~

Provide strategic leadership in planning and executing routine and special projects across park, recreation program, and facility operations.

Attend professional educational training and remain informed of current trends and issues ~~in related areas of responsibility impacting park districts.~~

~~16.9. Serve as Park District Board Secretary as appointed by the Board, and complete all duties as required of such position per the Park District Code.~~

Customer Service

~~1. Develop and implement customer service procedures that improve the overall satisfaction of customers using parks, recreation programs and facilities.~~

~~2.1. Provide strategic leadership for the design, implementation, and continuous improvement of a Park District-wide customer service and satisfaction training program.~~

~~3.2. Champion and drive agency-wide procedures and strategies that sustain exceptional levels of customer satisfaction across the Park District.~~

~~4. Administer Park District-wide employee customer service and satisfaction training program.~~

~~5. Administer strategies for maintaining a high level of customer satisfaction toward the agency throughout the Park District.~~

Public Relations & Marketing

~~1. Develop and implement~~ Provide strategic leadership in the development of public relations and marketing procedures that promote a positive community attitude and opinion perception of the Park District.

~~2. Develop and implement marketing procedures to increase Park District awareness about the park and recreation opportunities available to the community. Champion and drive marketing procedures that expand community awareness and engagement with the Park District's parks, programs, and recreational opportunities.~~

~~3. Administer~~ Oversee comprehensive marketing plans for the Park District.

~~4. Administer~~ Direct the management of a Park District-wide employee public relations training program.

~~5. Serve as~~ the primary spokesperson and official representative of the Park District in all media

relations and public communications. Park District representative in all media contacts.

6. Develop and maintain cooperative relationships with other governmental, civic and affiliated club administrators and leaders.
7. ~~Develop and implement efficient methods for external communications with park visitors and neighbors, recreation program and facility users, media and the general public as a whole.~~ Lead the Development and execution of comprehensive external communication strategies that effectively engage park visitors, program participants, neighbors, media, and the broader community.
8. ~~Develop and implement efficient effective methods for internal communications with the Board, full, part-time and seasonal employees, and volunteers. Lead the development and execution of internal communication methods for the Board, staff, and volunteers.~~
9. Serve as the Park District liaison with assigned community groups.
10. Represent the Park District at local ~~meetings~~, state, and national functions.

Financial Management

1. ~~Develop and implement~~ Provide strategic leadership in the development and implementation of financial management procedures that ~~improve ensure~~ the overall fiscal stability of the Park District's operations.
2. ~~Administer~~ Direct the preparation and presentation of the annual budget goals, fund/line-item budget detail, annual levy, and budget ordinances for Board approval.
3. ~~Administer~~ Direct the management of Park District-wide accounting, general ledger, cash receipts and deposit processing, accounts receivable and payables and payroll processing systems.
4. ~~Administer Park District wide purchasing program.~~
5. ~~Administer Park District investment program.~~
6. ~~Administer Park District wide fixed asset insurance program.~~
7. 4. Direct the management of the Park District-wide purchasing program, investment program, and fixed asset insurance program.
8. ~~5. Administer, research, develop and submit information for Park District grant applications. Provide strategic oversight for grant development and administration, including researching opportunities and directing the preparation and submission of grant applications.~~
9. ~~6. Administer completion of approved grant projects and accurate financial record keeping for reimbursement and audit purposes. Ensure successful execution and closeout of grant-funded projects, including accurate financial record keeping for reimbursement and audit purposes.~~

Safety and Risk Management

1. ~~Develop and implement~~ Provide strategic leadership in the development and implementation of a comprehensive safety and risk management program ~~procedures that improve ensures the overall~~ employee and customer/visitor patron safety ~~of the across all~~ Park District's operations.
2. Serve as, or ~~delegate designate~~, the PDRMA ~~Board of Director's~~ Membership Assembly representative for Park District.
3. ~~Administer comprehensive safety and risk management program.~~
4. 3. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
5. ~~4. Familiarity with and effective implementation of the~~ Employee Safety Manual.

- ~~6.5.~~ Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
- ~~7.6.~~ Responsible for providing all injury, illness and health information required by the Park District in its effort to assign tasks within an individual's capacity to prevent potential injury or illness.
- ~~8.7.~~ Responsible for notification of injury or illness relating to a task assignment as described within the Employee Safety Manual.

Personnel Management

1. ~~Provide strategic leadership in the development and implementation of~~ Develop and implement personnel management procedures that are ~~fair and objective equitable to both employer and employees,~~ and support ~~can successfully accomplish~~ the mission of the Park District.
2. ~~Administer all aspects~~ Maintain full authority and accountability of personnel management, ~~separate and apart from Board influence independent of Board involvement, and activities and within while operating within the~~ annually approved budget; ~~inform the Board of all pertinent personnel matters on a timely basis and ensuring timely communication to the Board on all pertinent personnel matters.~~
3. ~~Administer effective organizational structure for Park District operations; review, revise and~~ Design, implement, and continuously evaluate the Park District's organizational structure; present annually for Board approval.
4. ~~Administer full-time, part-time and seasonal employee salary and wage scales; administer full-time personnel salaries and wages merit pool for distribution. Oversee the development and administration of salary and wage scales for full-time, part-time, and seasonal staff; administer salary and wage merit pool for full-time staff.~~
5. ~~Administer~~ Ensure the development of full-time, part-time and seasonal job descriptions and revisions as appropriate.
6. Direct supervision of the following employees including but not limited to development, hiring, training, record-keeping, evaluating, and terminating supervised employees:
 - a. Deputy Director;
 - b. Director of Finance and ~~Administration~~ Technology;
 - c. Director of Planning ~~& and~~ Development;
 - d. Administrative and ~~Project Specialist~~ Recreation Program Assistant;
 - e. ~~Director of Marketing and Communications.~~ Human Resources Manager

Planning

1. ~~Develop and implement~~ Provide strategic leadership for the development and implementation of planning procedures that ~~improve~~ optimize the future scheduling and management of the Park District's operations.
2. ~~Develop and monitor progress~~ Oversee the implementation and ongoing evaluation of the Park District's Board-approved ten-year Comprehensive Master Plan.
3. Develop, implement and annually update a Board-approved 3-5 year strategic plan.
4. ~~Administer, develop, implement and review~~ Direct the development and execution of the Park District's annual goals and objectives work plan program.
5. ~~Administer~~ Oversee the administration of the Capital Improvement Fund and Equipment Replacement Fund.
6. ~~Administer~~ Provide strategic oversight of open space and land acquisition initiatives.

Park Grounds and Maintenance Management

1. ~~Develop and implement~~ Provide strategic leadership for the development and implementation of park grounds management procedures that ~~improve~~ optimize the overall park grounds available through the Park District's ~~operations~~.
2. ~~Administer all~~ Oversee the management and stewardship of Illinois Nature Preserves located within the Park District.
3. ~~Administer~~ Direct a comprehensive park delivery system.

Fleet Management

1. ~~Develop and implement~~ Provide strategic leadership for the development and implementation of fleet management procedures that ~~improve~~ ensure the efficiency of the Park District's fleet of vehicles and motorized equipment.
2. ~~Administer~~ Direct the administration of a comprehensive fleet management system.

Recreation Program Management

1. ~~Develop and implement~~ Provide strategic leadership for the development and implementation of program management procedures that ~~improve the overall~~ optimize recreation programs offered by or through the Park District's ~~operations~~.
2. ~~Administer~~ Oversee a comprehensive recreation program delivery system that meets the needs of all ~~citizens within~~ patrons of the Park District.
3. Serve as the NISRA Board of Director's representative for the Park District.

Recreation Facility Management

1. ~~Develop and implement~~ Provide strategic leadership for the development and implementation of facility management procedures that improve the overall recreation facilities available through the Park District's ~~operations~~.
2. ~~Administer~~ Oversee a comprehensive recreation ~~facilities~~ facility delivery system that meets the needs of all ~~citizens within~~ patrons of the Park District.

Concession Sales Management

1. ~~Develop and implement~~ Provide strategic leadership for the development and implementation of concession sales management procedures to ~~increase and improve~~ ensure the profitability of various in-house and contractual food and merchandise concessions.
2. ~~Administer~~ Oversee a profitable concession sales management delivery system.

POSITION QUALIFICATIONS

- Education: A master's ~~Bachelor's~~ degree in Parks, Recreation, Conservation, or Leisure Services Administration Recreation and Park Administration, resource management, business administration, public administration or related field. Master's Degree preferred.
- Experience: Minimum of five (5) years related Park District experience in a mid-management or administrative level. Minimum of 10 years of progressively responsible administrative experience in a park and recreation agency, park district, municipal department, or related field, including oversight of a large team of employees.

Certifications: Current participation as a Certified Park & Recreation Professional (CPRP) through a NRPA recognized professional certification program is also required. NRPA Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) and a valid driver's license.

SKILLS & ABILITIES COMPETENCIES

<u>Technical Skill:</u>	<u>Apply education, training and experience toward mastery of job requirements; seek additional training and education to continually improve performance.</u>
<u>Safety and Security:</u>	<u>Use good safety awareness, judgment and follow policies and procedures; report potentially unsafe conditions and use equipment, following manufacturer safety instructions.</u>
<u>Attendance/Punctuality:</u>	<u>Demonstrate consistent attendance and on-time arrival.</u>
<u>Dependability:</u>	<u>Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.</u>
<u>Planning/Organizing:</u>	<u>Prioritize and plan work activities and use time efficiently.</u>
<u>Judgment:</u>	<u>Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.</u>
<u>Professionalism:</u>	<u>Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.</u>
<u>Problem Solving:</u>	<u>Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.</u>
<u>Customer Service:</u>	<u>Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.</u>
<u>Interpersonal Skills:</u>	<u>Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.</u>
<u>Teamwork:</u>	<u>Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.</u>

Oral Communication: Listen and get clarification; and respond well to questions.

Organizational Support: Follow policies and procedures.

~~Memory Recall~~ ————— ~~Readily recalls details necessary to perform the job.~~

~~Mental Alertness~~ ————— ~~Learns new tasks quickly.~~

~~Scanning Accuracy~~ ————— ~~Demonstrates attention to detail.~~

~~Verbal Ability~~ ————— ~~Communicates clearly.~~

~~Composure~~ ————— ~~Remains calm in difficult situations. Demonstrates an ability to concentrate on key job expectations.~~

~~Character Strength~~ ————— ~~Is responsible and dependable. Completes assignments.~~

~~Emotional Maturity~~ ————— ~~Works independently. Accepts authority. Informs the supervisor of problems when necessary.~~

~~Interpersonal Skills~~ ————— ~~Demonstrates cooperation, courtesy and consideration when working with others.~~

~~Motivation~~ ————— ~~Seeks to continually improve performance.~~

~~Success Orientation~~ ————— ~~Sets personal standards for quality, quantity, and timeliness of work. Improves personal productivity.~~

PHYSICAL DEMANDS

Manual Dexterity: Work requires regular speed, high level of accuracy and adeptness to operate a limited range of equipment including computers, tablets and smartphones.

Physical Effort: Work requires handling light and simple weight materials or equipment requiring limited effort.

Working Conditions: ~~Ordinary office.~~ Most work is done under ordinary office conditions. At specific times work is done outdoors during special events and other activities with possible exposure to weather elements including heat and cold conditions.

Hazards Negligible. Little or no exposure to hazards.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and requirements.

Clean Copy of Proposed
Final Version

CARY PARK DISTRICT

Job Description

Job Title: Executive Director

Category: Full Time, Exempt Classification

Level: Not applicable

Department: Administration

Reports To: Board of Commissioners

BASIC FUNCTION

The Executive Director is responsible for the overall leadership and direction of the administrative and operational functions of the Cary Park District ("Park District") including parks, recreation programs, facilities, and financial and personnel management. The Executive Director works in close partnership with the Board of Commissioners ("Board") in creating and establishing the Board-approved governing policies of the Park District and interpreting those policies as operating procedures. The Executive Director implements the Board-approved mission and vision of the Park District through comprehensive master planning, strategic planning, goals, and objectives. The Executive Director serves as the primary spokesperson and official representative of the Park District in all media relations and public communications.

ESSENTIAL DUTIES

Administration

1. Advance and operationalize the Park District's mission, vision, and long-range strategic goals to ensure sustained organizational success.
2. Collaborate closely with the Board of Commissioners to shape Park District philosophy and policy, while maintaining a comprehensive and effective Board policy management system.
3. Lead the development and drafting of Board policy as required or assigned, and guide policy through established processes for Board review, consideration, and final action.
4. Provide interpretation of Board policy and guide the establishment of standard operating procedures to guide daily operations.
5. Communicate matters of importance to all Board Members; communicate routine matters to the Board President.
6. Direct the preparation of the agenda and supporting items for regular and special Board Meetings.
7. Champion and promote the park, recreation and leisure philosophies of the Park District.
8. Drive the development and implementation of administrative and operational systems that improve

the efficiency and effectiveness of the Park District.

9. Provide strategic leadership in planning and executing routine and special projects across park, recreation program, and facility operations.
10. Attend professional educational training and remain informed of current trends and issues impacting park districts.
11. Serve as Park District Board Secretary as appointed by the Board, and complete all duties as required of such position per the Park District Code.

Customer Service

1. Provide strategic leadership for the design, implementation, and continuous improvement of a Park District-wide customer service and satisfaction training program.
2. Champion and drive agency-wide procedures and strategies that sustain exceptional levels of customer satisfaction across the Park District.

Public Relations & Marketing

1. Provide strategic leadership in the development of public relations and marketing procedures that promote a positive community perception of the Park District.
2. Champion and drive marketing procedures that expand community awareness and engagement with the Park District's parks, programs, and recreational opportunities.
3. Oversee comprehensive marketing plans for the Park District.
4. Direct the management of a Park District-wide employee public relations training program.
5. Serve as the primary spokesperson and official representative of the Park District in all media relations and public communications.
6. Develop and maintain cooperative relationships with other governmental, civic and affiliated club administrators and leaders.
7. Lead the development and execution of comprehensive external communication strategies that effectively engage park visitors, program participants, neighbors, media, and the broader community.
8. Lead the development and execution of internal communication methods for the Board, staff, and volunteers.
9. Serve as the Park District liaison with assigned community groups.
10. Represent the Park District at local, state, and national functions.

Financial Management

1. Provide strategic leadership in the development and implementation of financial management procedures that ensure the overall fiscal stability of the Park District's operations.
2. Direct the preparation and presentation of the annual budget, fund/line-item budget detail, annual levy, and budget ordinances for Board approval.
3. Direct the management of Park District-wide accounting, general ledger, cash receipts and deposit processing, accounts receivable and payables and payroll processing systems.
4. Direct the management of the Park District-wide purchasing program, investment program, and fixed asset insurance program.
5. Provide strategic oversight for grant development and administration, including researching opportunities and directing the preparation and submission of grant applications.
6. Ensure successful execution and closeout of grant-funded projects, including accurate financial record keeping for reimbursement and audit purposes.

Safety and Risk Management

1. Provide strategic leadership in the development and implementation of a comprehensive safety and risk management program that ensures employee and patron safety across all Park District's operations.
2. Serve as, or designate, the PDRMA Membership Assembly representative for Park District.
3. Support, promote and make recommendations regarding all safety, health and loss control policies as adopted by the Park District.
4. Familiarity with and effective implementation of the Employee Safety Manual.
5. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
6. Responsible for providing all injury, illness and health information required by the Park District in its effort to assign tasks within an individual's capacity to prevent potential injury or illness.
7. Responsible for notification of injury or illness relating to a task assignment as described within the Employee Safety Manual.

Personnel Management

1. Provide strategic leadership in the development and implementation of personnel management procedures that are equitable and support the mission of the Park District.
2. Maintain full authority and accountability of personnel management, independent of Board involvement, while operating within the annually approved budget; and ensure timely communication to the Board on all pertinent personnel matters.
3. Design, implement, and continuously evaluate the Park District's organizational structure; present annually for Board approval.
4. Oversee the development and administration of salary and wage scales for full-time, part-time, and seasonal staff; administer salary and wage merit pool for full-time staff.
5. Ensure the development of full-time, part-time and seasonal job descriptions and revisions as appropriate.
6. Direct supervision of the following employees including but not limited to development, hiring, training, record-keeping, evaluating, and terminating supervised employees:
 - a. Deputy Director;
 - b. Director of Finance and Technology;
 - c. Director of Planning and Development;
 - d. Administrative and Project Specialist;
 - e. Human Resources Manager

Planning

1. Provide strategic leadership for the development and implementation of planning procedures that optimize the future scheduling and management of Park District's operations.
2. Oversee the implementation and ongoing evaluation of the Park District's Board-approved ten-year Comprehensive Master Plan.
3. Develop, implement and annually update a Board-approved 3–5-year strategic plan.
4. Direct the development and execution of the Park District's annual goals and objectives work plan program.
5. Oversee the administration of the Capital Improvement Fund and Equipment Replacement Fund.
6. Provide strategic oversight of open space and land acquisition initiatives.

Park Grounds and Maintenance Management

1. Provide strategic leadership for the development and implementation of park grounds management procedures that optimize the overall park grounds available through the Park District.
2. Oversee the management and stewardship of Illinois Nature Preserves located within the Park District.
3. Direct a comprehensive park delivery system.

Fleet Management

1. Provide strategic leadership for the development and implementation of fleet management procedures that ensure the efficiency of the Park District's fleet of vehicles and motorized equipment.
2. Direct the administration of a comprehensive fleet management system.

Recreation Program Management

1. Provide strategic leadership for the development and implementation of program management procedures that optimize recreation programs offered by or through the Park District.
2. Oversee a comprehensive recreation program delivery system that meets the needs of all patrons of the Park District.
3. Serve as the NISRA Board of Director's representative for the Park District.

Recreation Facility Management

1. Provide strategic leadership for the development and implementation of facility management procedures that improve the overall recreation facilities available through the Park District.
2. Oversee a comprehensive recreation facility delivery system that meets the needs of all patrons of the Park District.

Concession Sales Management

1. Provide strategic leadership for the development and implementation of concession sales management procedures to ensure the profitability of various in-house and contractual food and merchandise concessions.
2. Oversee a profitable concession sales management delivery system.

POSITION QUALIFICATIONS

Education: Bachelor's degree in Recreation and Park Administration, resource management, business administration, public administration or related field. Master's Degree preferred.

Experience: Minimum of 10 years of progressively responsible administrative experience in a park and recreation agency, park district, municipal department, or related field, including oversight of a large team of employees.

Certifications: NRPA Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE) and a valid driver's license.

COMPETENCIES

Technical Skill:	Apply education, training and experience toward mastery of job requirements; seek additional training and education to continually improve performance.
Safety and Security:	Use good safety awareness, judgment and follow policies and procedures; report potentially unsafe conditions and use equipment, following manufacturer safety instructions.
Attendance/Punctuality:	Demonstrate consistent attendance and on-time arrival.
Dependability:	Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notify appropriate person.
Planning/Organizing:	Prioritize and plan work activities and use time efficiently.
Judgment:	Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
Professionalism:	Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
Problem Solving:	Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
Customer Service:	Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
Interpersonal Skills:	Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.
Teamwork:	Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
Oral Communication:	Listen and get clarification; and respond well to questions.
Organizational Support:	Follow policies and procedures.

PHYSICAL DEMANDS

Manual Dexterity: Work requires regular speed, high level of accuracy and adeptness to operate a limited range of equipment including computers, tablets and smartphones.

Physical Effort: Work requires handling light and simple weight materials or equipment requiring limited effort.

Working Conditions: Most work is done under ordinary office conditions. At specific times work is done outdoors during special events and other activities with possible exposure to weather elements including heat and cold conditions.

Hazards Negligible. Little or no exposure to hazards.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and requirements.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
Sara Kelly, Deputy Director
Erica Hall, Superintendent of Recreation
Date: July 9, 2026



RE: Intergovernmental Agreement Renewal for the Use of Facilities by and between Community High School District 155 and Cary Park District

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board of Commissioners approves Intergovernmental Agreements.

Background

This is the third renewal of the Intergovernmental Agreement for use of facilities between Community High School District 155 and the Cary Park District.

This agreement will commence on September 1, 2026. The effective dates of the previous IGAs are as follows:

- February 16, 2016 through August 31, 2018.
- September 1, 2018 through August 31, 2022.
- September 1, 2022 through August 31, 2026.

The Park District and the School District have mutually determined that it would be in the best interests of the residents of their respective districts to use gym, auditorium, classroom, tennis court, parks, athletic fields and facilities during hours when not being used for School District and Park District purposes.

Staff from both agencies have reviewed the document and recommended the following changes or additions:

- Minor clean-up of wording & additional legal/insurance language.
- Addition of Hoffman Park and Walnut Hollow Disc Golf Course to the list of Cary Park District facilities.
- Addition of information for Foxford Hills Golf Club as it pertains to fees and availability for usage.
- Addition of information for SD155 stadium usage as it pertains to SD155 switching to artificial turf playing surfaces.
- SD155 will provide as much advanced notice as possible with the annual Cary-Grove High School summer construction schedule if it impacts access to tennis court, track and/or parking lot.
- The agreement will terminate on August 31, 2030.

SD155 staff will discuss the revised Intergovernmental Agreement at the Operations Committee meeting and/or Board of Education meeting on Tuesday, August 18.

Committee Memo

Staff Recommendation

Staff recommends renewal of the Intergovernmental Agreement with Community High School District 155 for another four years.

Motion to Consider

Move to recommend Board of Commissioners approval of the revised Intergovernmental Agreement between Cary Park District and Board of Education of Community High School District 155, McHenry County, for Use of Facilities.

**INTERGOVERNMENTAL AGREEMENT FOR THE USE OF FACILITIES
BY AND BETWEEN THE BOARD OF EDUCATION OF COMMUNITY HIGH
SCHOOL DISTRICT 155, MCHENRY COUNTY, ILLINOIS, AND
THE CARY PARK DISTRICT, MCHENRY COUNTY, ILLINOIS**

THIS AGREEMENT, made and entered into this 1st day of September, 2026, by and between the Board of Education of Community High School District 155, a unit of local government located in McHenry County, Illinois (hereinafter referred to as the "School District" and the Cary Park District, a unit of local government located in McHenry County, Illinois (hereinafter referred to as the "Park District").

WITNESSETH:

WHEREAS, the Illinois Constitution of 1970 and the Intergovernmental Cooperation Act of the State of Illinois, 5 ILCS 220/1 et seq, encourage cooperation between units of local government for matters of mutual concern; and

WHEREAS, the Park District and the School District have mutually determined that it would be in the best interests of the residents of their respective districts for the Park District to use gym, auditorium, classroom, tennis court and meeting room space during hours when schools are not being used for School District purposes, but are available for community recreation activities sponsored by the Park District; and

WHEREAS, the School District owns certain property adjacent to schools and has determined that the Park District's use of said property when school is not in session is in the best interest of the residents of their respective districts; and

WHEREAS, the Park District has determined that the Park District's use of certain Facilities at the schools for community recreational activities during such time periods when said facilities are available, will not interfere with the School District's delivery of educational services to its students and residents; and

WHEREAS, the Park District owns certain property and acknowledges that there is a need for the School District to utilize parks, fields and facilities, when school is in or out of session.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements as hereinafter set forth, the School District and the Park District agree as follows:

SECTION 1: The above-stated recitals are incorporated by this reference.

SECTION 2: PARK DISTRICT USAGE OF SCHOOL FACILITIES

Scope: The terms, provisions and considerations of this Section shall apply to the Park District's use of **School District's** indoor and outdoor facilities identified on Exhibit A attached hereto and made a part hereof (hereinafter referred to as the "School

Facilities") to conduct its recreational activities in or at School Facilities during non-school hours at no cost except as provided herein. It is understood that the Park District shall receive the first opportunity to use School Facilities during non-school hours when not in conflict with School District events or School District contracted events for students. For purposes of this Agreement, "non-school hours" shall be defined as follows:

- A. **Weekdays:** From 4:00 p.m. to 10:00 p.m., Monday through Friday throughout the school year.
- B. **Weekends:** Saturdays and Sundays from 8:00 a.m. to 5:00 p.m. throughout the school year. During this period the Park District shall reimburse the School District any and all costs **incurred by the School District** beyond regularly scheduled weekend work hours. For example, if custodial staff is required to work longer than scheduled due to a Park District activity, the Park District should reimburse the School District for those additional hours. From time to time there may also be days when the Park District desires to use School Facilities after 5:00 p.m. on weekends.
- C. **School Institute / Training Days:** Those days when school is not in session due to scheduled institute or training of staff or personnel from time to time throughout the school year. Hours during institute / training use shall be from 7:00 a.m. until 10:00 p.m. During this period the Park District shall reimburse the School District any and all costs **incurred by the School District** beyond regularly scheduled work hours.
- D. **Holidays:** That period of time when school is not in session from time to time throughout the school year. Hours during holiday use shall be from 7:00 a.m. to 10:00 p.m. During this period the Park District shall reimburse the School District any and all costs **incurred by the School District** beyond regularly scheduled work hours.
- E. **Summer:** That period of time during the months of June, July and August when school is not in session the Park District's use shall be from 7:00 a.m. to 6:00 p.m. as long as school maintenance personnel are on the premises. From time to time there may be days when the Park District desires to use School Facilities after 6:00 p.m. during the summer. During this period the Park District shall reimburse the School District any and all costs beyond regularly scheduled work hours. Outdoor School Facilities shall be available at no charge to the Park District if no School District **staff** are needed, **as determined by the School District**. Scheduled large maintenance projects such as roof repair, parking lot replacement, gym floor refinishing, etc. may impact the Park District's summer use of School Facilities. Both parties will work together to provide **as much** notice **as practicable** and alternative options when available if repairs are to occur.
- F. **Additional Reimbursement Understanding:** Should the Park District's use require specialized assistance, it is understood the Park District will reimburse the School District at cost. For example, if a lighting or sound technician is needed

for use of the **School District Auditorium**, the Park District should reimburse the School District at cost for these services.

SECTION 3: SCHOOL DISTRICT USAGE OF PARK DISTRICT PARKS AND FACILITIES

Scope: The parties agree that the School District shall be allowed to utilize the Park District facilities identified on Exhibit B and attached hereto and made a part hereof (hereinafter referred to as the “Park District Facilities”) at all times before, during and after school hours when not in conflict with scheduled Park District activities or Park District contracted events. The parties further acknowledge that the School District may use the Park District Facilities after regular School District hours for special sponsored activities upon advance written request to and approval by the Park District, provided that the School District event will not conflict with regular Park District activities or events.

Parks: All **parks that are included in the** Park District **Facilities** will be made available free of charge to the School District. During this period the School District shall reimburse the Park District for any and all costs **incurred by the Park District** beyond regularly scheduled work hours. For example, if an additional Park Maintenance staff person is needed to support a School District activity at a Park District Facility, the School District shall reimburse the Park District for its costs for that additional Park Maintenance staff person, but not for the Park Maintenance staff person already scheduled to be on duty.

Facilities: All Park District Facilities will be made available free of charge to the School District before, during and after school hours. During this period the School District shall reimburse the Park District for any and all costs **incurred by the Park District** beyond regularly scheduled work hours. For example, if **Park District** staff is brought in specifically to help with a golf class at Foxford Hills Golf Club Driving Range for a PE class, the School District shall reimburse the Park District for its costs for that staff.

SECTION 4: GENERAL USE CONDITIONS

- A. **Annual Calendar of Use:** For the purpose of meeting most of the general needs of the School District and the Park District, authorized representatives of the School District and the Park District shall meet at least annually, not later than April 30th of each year, to establish a schedule to the extent possible for the **scheduled** use of the School Facilities and Park District Facilities for the immediately following summer and following school calendar year. As the Park District has priority use of the School Facilities during non-school hours, other community organizations shall be permitted to schedule usage of the School Facilities only after all Park District activities have been scheduled. The School and Park District calendars may be subject to change due to weather and other emergencies outside the control of either party. Each party shall notify the other of any such changes as soon as practical.

Requests for Use/Permits

The Park District will issue a written permit to the School District outlining the details of each "use." The School District may desire additional use outside of that agreed upon in Section 4.A. Should this be desired the School District should submit a Park District Application for Field and/or Facility Use and approval by the Park District shall not be unreasonably withheld.

- B. **Periodic Review of Schedule:** The School District and the Park District recognize and acknowledge that this is a unique agreement providing for the optimum use of public facilities for the residents of both Districts. Therefore, it is recognized and acknowledged by both the School District and the Park District that there may be a need, from time to time, for periodic review and modification of the schedule after it has been set for a given school year.
- C. **Schedule Adjustments:** The School District and the Park District understand that there may be occasions when either party may need to utilize their own School Facilities or the Park Facilities in order to accommodate special uses by that particular District as the need arises. Therefore, except as otherwise provided in this Agreement, upon the minimum of ten (10) days written notification, either party may request a modification of the usage schedule set forth above. By mutual consent of the parties, the schedule set forth above may be modified, and such consent shall not be unreasonably withheld.
- D. **Rules Applicable to Each Party's Use of the Other's Lands:** In executing this Intergovernmental Agreement and accepting its benefits, each party agrees that it shall use the other party's facilities solely for those activities which it is properly authorized to provide. Each party agrees to abide by and to require its program participants to abide by the other party's regulations pertaining to the recreational use of its facilities. Both parties agree to abide by the other's "no-smoking" and "no-alcohol" policies, and any other internal policies currently in effect or subsequently adopted, which may now or in the future apply to each party's respective property and facilities.
- E. **Equipment and Property:** The parties agree that certain items of equipment and / or property may be utilized jointly for School District and Park District activities. If damage occurs to any such equipment or property and said damages arise solely as a direct result of other party's use, then the party responsible for the damage shall reimburse the other party for its costs to make necessary repairs or replacement to such equipment or property, normal wear and tear excepted. Any request for reimbursement by either party in this regard shall include a complete itemization of all damages sustained and costs incurred to repair or replace the equipment or property, including statements and/or bills for materials and services, and shall be forwarded as soon as practical after discovery of the damage or loss.
- F. **Indemnification:** School District covenants and agrees to save, defend, indemnify and hold harmless Park District, its elected and appointed officials, officers, employees, agents and the like, from and against any and all claims, demands, causes of action, suits, actions (at law or in equity), judgments, liability,

or expense, including but not limited to, reasonable attorneys' fees and court costs (at trial or on appeal) arising out of or in any manner pertaining to School District's use of the Park District Facilities or other activities upon or in the Park District **Facilities**, irrespective of whether required, optional or voluntary, as may be performed by School District or any elected or appointed official, officer, employee, agent, student, invitee, spectator, or the like, including but not limited to any personal injuries, death, and/or property damages.

Park District covenants and **agrees** to save, defend, indemnify and hold harmless School District, its elected and appointed officials, officers, employees, agents and the like, from and against any and all claims, demands, causes of action, suits, actions (at law or in equity), judgments, liability, or expense, including but not limited to, reasonable attorneys' fees and court costs (at trial or on appeal) arising out of or in any manner pertaining to the Park District's use of the School District Facilities or other activities upon or in the School District facilities, irrespective of whether required, optional or voluntary, as may be performed by Park District or any elected or appointed official, officer, employee, agent, invitee or the like, including but not limited to any personal injuries, death, and/or property damages.

The indemnification obligations contained in this Paragraph are subject to any defenses or limitations of liability permitted under the *Local Governmental and Governmental Employees Tort Immunity Act*, 745 ILCS 10/1-101, *et seq.*, or as otherwise provided by law.

- G. **Insurance.** During the term of this Agreement, each party shall provide the other with a Certificate of Insurance confirming that the other party has been named as an "additional insured" on a commercial general liability policy with combined single limits of at least \$3,000,000.00. The policy shall provide that any notice that the policy has been canceled or not renewed shall be provided to the other party at least 30 days prior to the cancellation date. For purposes of this Section, insurance may be provided through a self-insured intergovernmental risk pool or agency.

H. **Facility Requests:**

- a. For all sports related activities:

School Athletic Director or their designee is to provide requests to Park District Superintendent of Recreation or their designee. Park District Superintendent of Recreation or their designee is to provide requests to School Athletic Director or their designee.

- b. For all other facility requests:

School's Vice Principal's Office is to provide requests to Park District Superintendent of Recreation or their designee. Park District Superintendent of Recreation or their designee is to provide requests to School's Vice Principal's Office.

SECTION 5: MISCELLANEOUS PROVISIONS

- A. **Notices.** Any and all notices required hereunder to be sent to the School District shall be served in writing to the Superintendent of Community High School District 155 at the following address:

Dr. Neil Lesinski, Superintendent
Community High School District 155
One South Virginia Road
Crystal Lake, IL 60014

or by personal delivery of any such notice to the Administrative Offices of the School District during its regular business hours.

Any and all notices required hereunder to be sent to the Park District shall be served in writing to the Executive Director of the Cary Park District at the following address:

Mr. Dan Jones, Executive Director
Cary Park District
255 Briargate Road
Cary, IL 60013

or by personal delivery of any such notice to the Administrative Offices of the Park District during its regular business hours.

All mailed notices shall be deemed effective four (4) days following their deposit in the United States mail, postage prepaid, to the addressee.

- B. **Breach/Opportunity to Cure.** In the event of violation or breach of any covenant or restriction contained herein by either party ("Defaulting Party"), the other party ("Complaining Party") shall give written notice of such violation to the Defaulting Party. If the Defaulting Party shall fail to cure such breach within five (5) days after receipt of such written notice, except in case of emergency, the Complaining Party shall have the right to (a) institute an action to enjoin or abate such violation or breach, or (b) enter upon the Subject Premises, correct any such violation or breach, and hold the Defaulting Party, its successors or assigns, responsible for the cost thereof or (c) prohibit the use of the complaining party's facilities until the violation or breach is remedied. The Complaining Party shall have available all legal and equitable remedies to enforce the obligations hereunder of the Defaulting Party, its successors or assigns, in the event of the Defaulting Party is found to have breached any of its obligations hereunder, the Defaulting Party shall reimburse the Complaining Party for any costs or expenses incurred in connection therewith, including court costs and attorneys' fees.
- C. **Modifications.** The agreements, covenants, terms and conditions herein contained may be modified only through the written mutual consent of the parties hereto.

- D. **Term.** This Agreement shall commence on the date this Agreement is executed through August 31, 2030. During the final year, discussions shall take place to review the Agreement and the parties may elect to renew this Agreement in its current or a modified form on such terms as they shall find agreeable. Notwithstanding anything in this Agreement to the contrary, either party may terminate this Agreement upon ninety (90) days prior written notice to the other party.
- E. **Benefits Solely for the Parties.** This Agreement is intended solely for the benefit of the parties hereto, and nothing herein shall be construed, either expressly or implied, to extend rights or obligations in favor of any other person.
- F. **Invalidity.** The unenforceability or invalidity of any provision of this Agreement shall not render any other provision or provisions unenforceable or invalid.
- G. **Drafting.** No portion of this Agreement shall be construed against either party by virtue of a party or its attorneys drafting all or part of this Agreement as it is for the benefit of both parties.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year first above written.

BOARD OF EDUCATION OF
COMMUNITY HIGH SCHOOL DISTRICT 155
McHenry County, Illinois

CARY PARK DISTRICT
McHenry County, Illinois

By: _____
Its President

By: _____
Its President

Attest: _____
Its Secretary

Attest: _____
Its Secretary

Exhibit A

Community High School District 155 facilities available for use by the Cary Park District per the Intergovernmental Agreement:

Cary-Grove High School Outdoor Facilities: Tennis Courts, Outdoor Track

Cary-Grove High School Indoor Facilities: Gym Space (upper and lower),
Fine Arts Center,
Classroom(s), Meeting Space

Other facilities may be available for use by the Cary Park District at other Community High School District 155 sites/locations per this agreement based on request, availability and approval by Community High School District 155.

Stadium Facility Rentals:

- All Community High School District 155 sites/locations with artificial turf playing surfaces may be available for use by the Cary Park District subject to the then-current in-district rental rates and supervision policies.
- All Community High School District 155 sites/locations with artificial turf playing surfaces are excluded from intergovernmental fee waivers.

Exhibit B

Cary Park District facilities available for use by Community High School District 155 per the Intergovernmental Agreement:

Outdoor Locations/Facilities

Game/Practice Fields:

Lions Park:	Softball Fields – Lighted, Soccer Fields
Cary-Grove Park:	Lacrosse Fields, Soccer Fields
Kaper Park:	Lacrosse Fields, Soccer Fields
Kaper Park South:	Lacrosse Fields, Soccer Fields

Open Areas:

Sands Main Street Prairie:	Outdoor Education
Lions Park Sled Hill:	Athletic Training and Conditioning
Hoffman Park:	Outdoor Education and P.E. Classes

Special Use Facilities:

Foxford Hill Golf Club:	Golf Team, P.E. Classes
Sunburst Bay Aquatic Center:	Swim Team
Lions Park Rotary Bandshell:	Performing Arts Venue (outdoor)
Cary-Grove Park:	Overflow Parking for Football Games, Graduation and Other School Related Activities
Walnut Hollow Disc Golf Course:	Disc Golf, P.E. Classes, Cross Country Practices or Meets, Other Race Events

Indoor Locations/Facilities

Community Center:	Meeting Rooms/Spaces - Oak, Hickory, Maple, Ivy and Kitchen
	Dance Room (wood floor/mirrors/high ceiling/audio system)
	Group Fitness Room (wood floor/mirrors/audio system)

Foxford Hills Golf Club
Facility Rentals:

The Foxford Hills Golf Club may be available for use by the Community High School District 155 subject to availability and negotiated usage rates. The Foxford Hills Golf Club is a fee-based facility and is excluded from intergovernmental fee waivers.

Committee Memo

To: Committee of the Whole
From: Dan Jones, Executive Director
David Raica, Director of Planning and Development
Date: July 9, 2026



**RE: Landscape Architect Selection, Implementation of FY2026-27
Action Plan, CMP Update 2025**

Providing exceptional recreation, parks and open space opportunities.

Introduction

The Board of Commissioners approves professional services agreement of more than \$29,999.

Background

Comprehensive Master Plan Update 2025 in February 2026. The five-year action plan within the CMP document outlined work to be completed in FY2026-27. This work included: grant outlook, review Cary Grove Park site master plan and execute a study on locations and cost associated with hard courts, athletic field improvements and skate park location options. As part of the FY2026-27 budget \$75,000 was identified to complete this work.

Staff developed an approach to meeting these work items, which was to interview multiple landscape architecture firms then identify a scope of work to achieve the directives of the CMP. Staff provided the scope of work to two of the firms interviewed and requested a proposal to complete the work.

Staff conducted a scope review with JSD, Inc. in conjunction with its recommendation and that scope review was determined to be satisfactory.

Staff Recommendation

Staff recommend JSD, Inc., to perform the work as described in the proposal.

Motion to Consider

Move to recommend Board of Commissioner authorize the Executive Director to enter into an agreement with JSD, Inc. to complete a scope of work associated with advancing the action plan directives of Comprehensive Master Plan Update 2025.

255 Briargate Road
Cary, IL 60013



(847) 639-6100
carypark.com

JSD, Inc
1400 E. Touhy Avenue, Suite 215
Des Plaines, IL 60018

Lori Vierow/Sarah Drier:

In March/April 2026, the Park District spoke with you about your firm, and shared upcoming projects of the agency both in the immediate future, and potential beyond. The Park District is looking for a partner that will work with the Park District to implement items over time and assist the Board of Commissioners and staff with prioritization and the use of alternate funding resources (grants). Staff have selected two landscape architecture (LA) firms to share this information too, with the intention being to select one of the two firms after responses are received. Staff will be available and open to having conversations on the scope and deliverables with firms prior to a firm responding to this request.

The Park District desires the results of this scope of work, to set the Park District on a course to implement tangible outcomes as soon as FY2027-28, including the submittal of grant application(s) to offset project costs.

Background: From the conversations already had, the firm should be aware of the Park District recent activities, Comprehensive Master Plan Update 2025, Action Plan within the CMP Update 2025, upcoming projects for FY2026-27 to be executed by LA and staff for the Board of Commissioners benefit. The documents above as well as the park master plan identified in #1B below, may all be found at www.carypark.com. (See Action Plan, RED outline)

The direction to pursue these initiatives is a direct result of input from the public, Board of Commissioners and staff, all completed as part of the recently approved CMP Update 2025. Therefore, staff does not view the need for public engagement related to the items below. However, if public engagement beyond what's already been completed, is necessary to support a grant application, the agency is open to hearing this perspective.

The Park District has already engaged with Williams Architects to reconfirm/review a Recreation Center Feasibility Study completed in 2020. That Recreation Center is

255 Briargate Road
Cary, IL 60013



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accounted for in the 2020 Master Plan for Cary Grove Park. The firm selected will need to account for this work when performing #1B. (see Action Plan, GOLD outline)

Please respond as follows:

Fee: Provide a fee structure broken down in the parts noted in the following scope of work.

1A. Perform a study of potential locations throughout the agency park system for hard courts (tennis, basketball, pickleball), identify sites that make the most sense for the agency and community. Currently, the agency has NO hard courts. Also, identify alternate location(s) for the agency skate park and finally, review location of athletic field spaces with recommendations on modifications in locations, surfacing and lighting. As part of this work, the firm should explore potential locations based on many factors and not simply document a discussion of potential. For example, a study should go far enough to consider (at a high level) factors such as parking (existing or needed), site work (limited or considerable), location (relationship to other park users, proximity to neighbors), in addition to the affordability of a project based on resources of the agency.

1B. Cary Grove Park will be one potential location for items detailed in 1A. Because a site master plan already exists for this park, consider and/or reconfirm the 2020 Master Plan for Cary Grove Park and make recommendations for changes or modifications to the master plan.

2A. Provide detail on your firms past success obtaining client, common grants such as OSLAD or ITEP, as well as examples of “other” grants successfully obtained for clients. Grants targeted for potential initiatives described below are most desired.

2B. Identify grant opportunities to support the implementation of #1A, playground replacement at Cary-Grove Park, or other recommendations for changes or modifications to the site (see #1B). Identify and prioritize projects that would be successful project candidates for a grant application.

3. Present materials and information associated with items 1A, 1B, 2A and 2B to the Board of Commissioners in person, at a meeting of the Board. A firm may require a workshop or check-in meeting with the Board of Commissioners as part of its project execution; this is reasonable and if desired by firm should be identified in the response detail.

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Timeframe: Work to be completed between August 2026 and February 2027. (see Action Plan, RED outline); however, an earlier start would be entertained as well.

Respond: A response would be appreciated, NLT Friday, June 5. Please direct your response to Dan Jones at djones@carypark.com.

Questions/Discussion: Please contact David Raica at draica@carypark.com or 847.639.6100 x151. *Dan Jones will be available too, but only until May 15, then not again until June 4.*

Thank you and we look forward to hearing from you.

Dan Jones/David Raica

Cary Park District

255 Briargate Road
Cary, IL 60013



(847) 639-6100
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Year 1: 2026/2027

May Jun Jul Quarter 1	Aug Sep Oct Quarter 2	Nov Dec Jan Quarter 3	Feb Mar Apr Quarter 4
		Bid staff work zone improvements and additions	Bid staff work zone improvements and additions
Revisit; recreation center feasibility study (2020)/overall recreation space and program needs (new and current facilities)			
			Exploration Process, How To Meet Recreation Facility Needs (Legacy Facility, Comm Center, combo, other)
	Perform athletic field, sport/hard court, and skate park feasibility study and prioritization plan		
		Evaluate existing amenities from Cary-Grove Park Phase One for potential updates and re-confirm the master plan	(Grant Candidate) Determine phasing and potential funding opportunities for Cary Grove master plan
Implement Website Redesign/Refresh			
Implement ERP/Budget Software			
(Continue) Complete final design and bid Saddle Oaks Park playground replacement	Construct Saddle Oaks Park playground replacement	Develop concepts and gather public input for Foxford Hills Park playground replacement	Complete final design and bid Foxford Hills Park playground replacement
Construct preschool accessibility improvements		Develop concepts and gather public input for Cambria Park playground replacement	Complete final design and bid Cambria Park playground replacement

ies.

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Cary, IL 60013



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Year 2: 2027/2028

May Jun Jul Quarter 1	Aug Sep Oct Quarter 2	Nov Dec Jan Quarter 3	Feb Mar Apr Quarter 4
Construct renovate/expand Community Center staff work zone improvements			
Construct renovate/expand park maintenance building staff work zone improvements			
			Post Exploration Process, potential referendum if appropriate
			Evaluate success of dance program in current facility and extend lease if feasible
		Evaluate expansion of Foxford Hills Golf Club clubhouse, support amenities, ADA Transition Plan	Bid expansion improvements Foxford Hills Golf Club
Evaluate/Identify funding resources for sport/hard courts implementation			Complete final design and bid sport/hard courts.
(Continue) Complete final design and bid Foxford Hills Park playground replacement	Construct Foxford Hills Park playground replacement		
(Continue) Complete final design and bid Cambria Park playground replacement	Construct Cambria Park playground replacement		
(Grant Candidate) Develop concepts and gather public input for Skate Park replacement	Complete final design and bid Skate Park replacement		Construct Skate Park replacement
(Grant Candidate) Develop concepts and gather public input for Cary-Grove Park playground replacement	Complete final design and bid Cary-Grove Park playground replacement		Construct Cary-Grove Park playground replacement
	Develop concepts and gather public input for New Haven Park playground replacement	Complete final design and bid New Haven Park playground replacement	
	Develop concepts and gather public input for Cary Woods Park playground replacement	Complete final design and bid Cary Woods Park playground replacement	

ies.



CARY PARK DISTRICT

Request for Proposal Landscape Architecture Services

June 5, 2026



June 5, 2026



Mr. Dan Jones
Cary Park District
Executive Director
255 Briargate Road
Cary, IL 60013

RE: Request for Proposals

Dear Mr. Jones,

JSD is pleased to submit our response to the Cary Park District's request for landscape architecture planning services. We appreciate the opportunity to be considered as the District's landscape architecture partner and to support not only the immediate initiatives identified in the request for proposal, but also the ongoing planning, design, and implementation needs of the Cary Park District over time.

We understand the District is seeking a thoughtful and reliable partner to help move beyond planning and into implementation; identifying feasible project opportunities, aligning them with funding sources, and establishing a clear path toward near-term execution. Our team brings a practical, action-oriented approach that focuses on delivering realistic recommendations, supporting informed decision-making, and positioning projects for grant success.

JSD has extensive experience working with park districts and municipalities to plan and implement recreational improvements, including hard courts, skate parks, athletic fields, and park master plan enhancements. We also have a strong track record of securing competitive grant funding, including OSLAD and other state grant programs.

We are particularly excited about the opportunity to assist the Cary Park District with system-wide site evaluation, refinement of the Cary Grove Park Master Plan, and development of a targeted grant strategy that supports the District's goals for FY2027–28 and beyond. We trust you will find our qualifications match your project needs, and we look forward to further discussing our experience.

Thank you for your consideration. We look forward to the opportunity to work together and would welcome the chance to discuss our approach in further detail. Please feel free to contact me at #630-362-6681, if you have any questions or require any additional information.

Sincerely,

A handwritten signature in blue ink that reads 'Lori Vierow'.

Lori Vierow, PLA, ASLA, LEED AP BD+C
Practice Lead/Senior Landscape Architect
JSD Professional Services, Inc.
lori.vierow@jsdinc.com

Firm Profile



Mission: To enhance our communities through creative, passionate & inspired services

Since 1998, JSD Professional Services, Inc. (JSD), has grown from one office with two employees to eight offices across four states. Strategically placed to serve local, regional and national clients, JSD's staff includes civil and structural engineers, surveyors, planners, landscape architects, and development services specialists who are all focused on delivering exceptional services from project concept through ribbon cutting.

Our multi-disciplined approach provides our clients with a coordinated team of specialists who have a broad knowledge base in creative design, site evaluation, project financing, municipal entitlements, land survey documentation, site infrastructure, municipal infrastructure and construction.

REGIONAL OFFICES

Madison, WI

Wausau, WI

Milwaukee, WI

Appleton, WI

Chicago, IL

Coeur d'Alene, ID

Alexandria, MN

Minneapolis, MN

85+
TEAM
MEMBERS



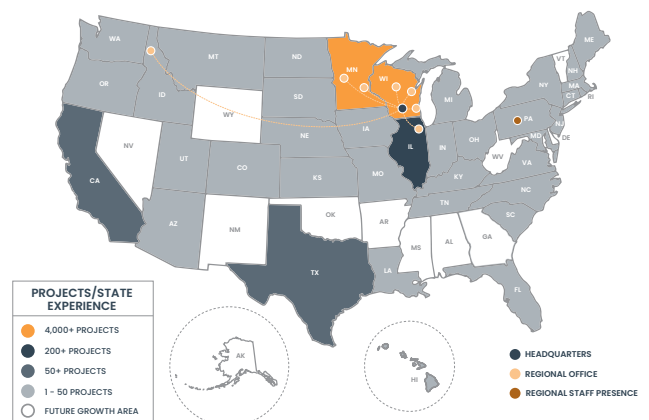
50+
INDUSTRY
AWARDS



SERVICES

- Civil Engineering
- Land Surveying & Mapping
- Landscape Architecture
- Planning
- Development Services
- Environmental Services
- Construction Services
- Transportation Engineering
- Structural Engineering
- Water Resources

NATIONAL PROJECT MAP



MISSION STATEMENT

“To enhance our communities through creative, passionate and inspired services.”

With a strong commitment to client satisfaction, JSD provides practical, cost-effective solutions for each project. We provide prompt, accurate and quality service from project inception to completion through the use of advanced technology and state-of-the-art field and office equipment. Our staff of highly qualified professionals is determined to maintain excellent communications and flexibility while being responsive to our clients’ ever changing needs.

COMMITMENT TO SERVICE

JSD Professional Services, Inc. (JSD) was established in 1988 as Jenkins Survey and Design and is a corporation. JSD’s reputation is built on trust, service, and true teamwork. At JSD we believe in providing unprecedented customer service. We believe the key to a successful project is communication and collaboration, which is evident by JSD providing professional services to some of the same clients for over 20 years. At JSD we believe that every member of the project team must take personal ownership and become a stakeholder.

EXCELLENCE

Our staff of highly qualified professionals are determined to maintain excellent communications and flexibility while being responsive to our client’s ever changing needs. JSD also maintains high standards in plan production having won numerous awards for drafting excellence. With a strong commitment to client satisfaction, JSD provides practical and cost-effective solutions for each project.

PROFESSIONAL AFFILIATIONS

JSD’s staff are actively involved in the following professional organizations: American Society of Landscape Architects, Illinois Association of Park Districts, Illinois Park & Recreation Association, Wisconsin Society of Land Surveyors, Wisconsin Chapter of the American Planning Association, American Institute of Certified Planners and the American Society of Civil Engineers.

Your **Project Manager** will be **Lori Vierow** and her contact information is as follows:

Chicago Regional Office
JSD Professional Services, Inc.
1400 E. Touhy Avenue, Suite 215
Des Plaines, IL 60018
#630-362-6681
lori.vierow@jsdinc.com

FIRM QUALIFICATIONS

For over 25 years, our staff has provided creative master planning, design services and construction documents for a variety of clients. Our team of professionals has successfully integrated this relationship with municipalities, local and regional public institutions, private non-profits and for profit organizations to develop, expand, renovate and improve recreational facilities and **create distinctive places that connect communities and engage people with the outdoors**. JSD's landscape architects consider all aspects of site development. From inception through completion, your project is based on a smart, savvy and sensible foundation. Our collaborative team brings the technical expertise, resources, and creativity required to develop innovative solutions. Each project is tailored to our client's objectives and budget, and is responsive to the environment in which it is located.

We believe that community based planning efforts result in inspired visions that connect people, places and environments. Places that people cherish and thrive in are ultimately achieved via rigorous and thoughtful dialog across disciplines. We are very familiar with park and recreation agency projects and how to work effectively with established design requirements and key stakeholders who are typically involved.

Our project team's relevant experience includes:

- Creative Play Areas
- Passive Recreation Parks
- Inclusive Playgrounds
- Urban Plazas/Memorials
- Comprehensive Master Plans
- Therapy Gardens
- Educational Gardens
- Municipal Review/Inspection Services
- Construction Documents
- Nature Trails & Greenways
- Splash Pads
- Athletic Fields/Court/Sports Facilities
- Native Area Restoration/Management
- Grant Writing & Administration
- Stormwater Basin Design
- Permitting
- Construction Observation
- Contract Administration

The JSD Team's planning approach is grounded in sound planning and design principles and community consensus building.



Project Team



PROJECT TEAM

Our outstanding team of professionals offers valuable insight and will contribute in-depth knowledge on key issues, conditions, opportunities, and influences affecting the future of the **Cary Park District**. Our Team's relevant experience includes extensive experience in comprehensive planning, master planning, recreation and athletic facility planning services, unique public involvement expertise, and the ability to meet aggressive schedules, as well as the preparation and management of an impressive array of public projects. From the development of recreation master plans and creative play areas, through the construction and implementation of a wide variety of project sites, our Team has consistently demonstrated their commitment to the successful outcome our client's objectives, time-line and budget.

The JSD Team's public sector clients include park and recreation agencies, school districts, and municipalities. We are very familiar with these types of projects and how to work effectively with established design requirements and key stakeholders who are typically involved.





LORI VIEROW, PLA, ASLA, LEED AP BD+C

Practice Lead/Senior Landscape Architect

lori.vierow@jsdinc.com

Ms. Vierow has over 30 years of experience in the development of master plans and construction documents for projects ranging from public parks, educational facilities, athletic field development and urban streetscapes, to residential, commercial and sustainable developments. She also has extensive experience coordinating project teams from the initial site analysis through project completion, as well as working with clients and communities to develop open space master plans and park master plans that are unique and tailored to fit each community. Ms. Vierow has been a member of JSD for the past 6 years.

EDUCATION

Iowa State University, Ames, IA
• Bachelor of Landscape Architecture, 1992

REGISTRATION

- Registered Landscape Architect: State of Illinois #157-001163
- Registered Landscape Architect: State of Wisconsin #774-14
- LEED AP BD+C #10318178

AFFILIATIONS

- American Society of Landscape Architects (ASLA)
- United States Green Building Council (USGBC)
- National Recreation and Park Association (NRPA)
- Illinois Park and Recreation Association (IPRA)

RELEVANT PROJECT EXPERIENCE

Parks & Recreation

- Kracklauer Park All-Inclusive Playground, Mundelein Park and Recreation District, Mundelein, IL
- Henry A Proesel Park, Village of Lincolnwood, IL
- Willoughby Farms Park Master Plan, Village of Algonquin
- Grosse Pointe Park, Vernon Hills Park District, Vernon Hills, IL
- Willow Trails Park, River Trails Park District, Mount Prospect, IL
- Washington Commons Park, River Forest Park District, River Forest, IL
- Leo Leathers Park, Mundelein Park & Recreation District
- Burning Bush Trails Park, River Trails Park District, Mount Prospect, IL
- Telulah Park Pickleball Complex, Appleton, WI
- Tennis/Pickleball Court Feasibility Study, Prospect Heights Park District, IL
- Lukken Property Master Plan, Mount Horeb, WI
- West Park, City of Morris, IL
- Pioneer Park, Broadview Park District, Broadview, IL
- Sunrise Park, Bensenville Park District, Bensenville, IL
- Schroeder Park, Broadview Park District, Broadview, IL
- Breiter-Palm Park, Bensenville Park District, Bensenville, IL
- Leo Leathers Park, Mundelein Park and Recreation District, Mundelein, IL
- Aspen Trails Park, River Trails Park District, Mount Prospect, IL
- Skate Park, Vernon Hills Park District, Vernon Hills, IL
- 16" Softball Fields, Park District of Forest Park, Forest Park, IL

Grant Writing

- Henry A. Proesel Park, Village of Lincolnwood, IL
- Grosse Pointe Park, Vernon Hills Park District, Vernon Hills, IL
- Tamarack Trails Park, River Trails Park District, Mount Prospect, IL
- Sunrise Park, Bensenville Park District, Bensenville, IL
- LaGrange Park UCC Property, Community Park District, La Grange Park, IL
- William G. Yena Park, Community Park District, La Grange Park, IL
- Sharp Park, Memorial Park District, Melrose Park, IL



SARAH DREIER, PLA, CPSI

Senior Landscape Architect

sarah.dreier@jsdinc.com

With more than 18 years of experience, Ms. Dreier fulfills the role of Landscape Architect for JSD's landscape architecture division, contributing her ability to a variety of projects throughout the office. She is a proven thinker, collaborator and leader with experience in both public- and private-sector clients, yielding skills that facilitate an enriched project process. Ms. Dreier provides creative ideas and design leadership to a range of planning and design projects at JSD.

EDUCATION

Iowa State University – Ames, Iowa

- Bachelor of Landscape Architecture, 2006

REGISTRATION

- Professional Landscape Architect: State of Illinois #157-001690
- Professional Landscape Architect: State of Indiana #LA22000003
- Certified Playground Safety Inspector: #41454-0421

AFFILIATIONS

American Society of Landscape Architects (ASLA) Illinois Chapter

RELEVANT PROJECT EXPERIENCE

Parks & Recreation

- Keith Mione Community Park/Dolan Recreation Center, Mundelein Park and Recreation District, Mundelein, IL
- Kracklauer Park All-Inclusive Playground, Mundelein Park and Recreation District, Mundelein, IL
- Constitution Park, River Forest Park District, River Forest, IL
- William G. Yena Park, Community Park District, La Grange Park, IL
- Apple Hill Park, Buffalo Grove Park District, Buffalo Grove, IL
- Longmeadow Park, Mundelein Park and Recreation District, Mundelein, IL
- Memorial Park, Community Park District, La Grange Park, IL
- Laschen Park, Vernon Hills Park District, Vernon Hills, IL
- Wedgewood Park, Prospect Heights Park District, Prospect Heights, IL
- Schroeder Park, Broadview Park District, Broadview, IL
- Burning Bush Trails Park, River Trails Park District, Mt. Prospect, IL
- Tamarack Trails Park, River Trails Park District, Mt. Prospect, IL
- Aspen Trails Park, River Trails Park District, Mt. Prospect, IL
- Skate Park, Vernon Hills Park District, Vernon Hills, IL
- Lake Park, Des Plaines Park District, Des Plaines, IL
- Washington Commons Park, River Forest Park District, River Forest, IL
- Heritage Park, Village of Homer Glen, IL
- Pioneer Park, Broadview Park District, Broadview, IL
- Orchard Park Splash Pad, Palos Heights Parks & Recreation Dept., IL
- Washington Commons Park, River Forest Park District, River Forest, IL

Grant Writing Experience

- Kracklauer Park, Mundelein Park & Recreation District, Mundelein, IL
- William G. Yena Park, Community Park District, La Grange Park, IL
- Schroeder Park Splash Pad/Pool, Broadview Park District, Broadview, IL
- Keith Mione Community Park/Dolan Recreation Center, Mundelein Park and Recreation District, Mundelein, IL
- Wedgewood Park, Prospect Heights Park District, Prospect Heights, IL



GWEN WINER

Landscape Designer I

gwen.winer@jsdinc.com

Ms. Winer is a Landscape Designer with experience in creating aesthetically pleasing and functional outdoor spaces. She is skilled in conceptualizing designs, budgeting, and collaborating with clients, company departments, and subcontractors. She has extensive experience working with city agencies in the Greater Chicago Area to obtain construction permits and adhere to building codes. Ms. Winer also has an extensive amount of knowledge in the project flow and management of large sites from the renderings and concept plans through the construction management final stages of a project.

EDUCATION

The Ohio State University,
Columbus, OH

- Bachelor of Landscape Architecture, 2021

AFFILIATIONS

- American Society of Landscape Architects (ASLA)

RELEVANT PROJECT EXPERIENCE

Parks & Recreation

- Stone Park Tot Lot, Memorial Park District, Stone Park, IL
- Grosse Pointe Park, Vernon Hills Park District, Vernon Hills, IL
- Sharp Park, Memorial Park District, Melrose Park, IL
- Sunrise Park, Bensenville Park District, Bensenville, IL
- Fischer Farm, Bensenville Park District, Bensenville, IL
- Keith Mione Community Park/Dolan Recreation Center, Mundelein Park and Recreation District, Mundelein, IL
- Longellow Park, Buffalo Grove Park District, Buffalo Grove, IL
- Tamarack Trails Park, River Trails Park District, Mount Prospect, IL
- William G. Yena Park, Community Park District, La Grange Park, IL
- Kracklauer Park All-Inclusive Playground, Mundelein Park and Recreation District, Mundelein, IL
- Tennis/Pickleball Court Feasibility Study, Prospect Heights Park District, IL
- Multi-Use Trail, Romeoville, IL
- Centennial Park Aquatic Center, Orland Park, IL
- Village Green, Calumet Park, IL
- Henry A Proesel Park, Village of Lincolnwood, IL
- High Point Elementary School, Orland Park, IL



ERIC DRAKAS, PE

Project Engineer I

eric.drakas@jsdinc.com

With over seven years of experience, Mr. Drakas' emphasis is in land development, specializing in site layout, grading, utilities, and stormwater management. He also has experience utilizing AutoCAD Civil 3D to prepare land development construction plans.

RELEVANT PROJECT EXPERIENCE

Parks & Recreation

- Lukken Property Master Plan, Mount Horeb, WI
- Plamann Park, Appleton, WI
- Grosse Pointe Park, Vernon Hills Park District, Vernon Hills, IL
- Willoughby Farms Park, Village of Algonquin, IL
- Beach Oak Park, Community Park District, La Grange Park, IL
- Pioneer Park, Broadview Park District, Broadview, IL
- Sunrise Park, Bensenville Park District, Bensenville, IL
- Sharp Park, Memorial Park District, Melrose Park, IL
- Kracklauer Park, Mundelein Park & Recreation District, Mundelein, IL
- Keith Mione Community Park/Dolan Recreation Center, Mundelein Park and Recreation District, Mundelein, IL
- Tamarack Trails Park, River Trails Park District, Mount Prospect, IL
- William G. Yena Park, Community Park District, La Grange Park, IL
- 16 Softball Fields, Park District of Forest Park, Forest Park, IL
- Telulah Park Pickleball Courts, Appleton, WI
- Henry A. Proesel Park, Village of Lincolnwood, IL
- Washington Commons All Inclusive Park, River Forest Park District, River Forest, IL
- Constitution Park, River Forest Park District, River Forest, IL
- Fantasy Park, Memorial Park District, Stone Park, IL

EDUCATION

University of Wisconsin-Madison,
Madison, WI

- Bachelor of Science in
Civil Engineering and
Environmental Engineering,
2017

REGISTRATION

Professional Engineer, 2023, WI,
100584-6



Fee Proposal

“It is a true pleasure to work with your landscape architects, Lori and Sarah. They are creative professionals who are obviously dedicated to landscape architecture. We always have fun conversation along with all the planning and organizing. They have been highly involved and communicative throughout and we enjoy working with them and JSD.”

Bret Fahnstrom
Executive Director
River Trails Park District

SCOPE OF WORK/PROJECT UNDERSTANDING

Our understanding of the scope of work is based on your Request for Proposal (RFP) as it relates to the Cary Park District's request for landscape architectural planning services. We appreciate the opportunity to build upon our previous discussions and support the Park District in advancing key initiatives identified in the 2025 Comprehensive Master Plan Update, the Action Plan, and the upcoming projects for 2026-2027

Our team understands that the Cary Park District is seeking a trusted, long-term partner to help translate planning efforts into implementable projects, supported by strategic funding and clear prioritization.

JSD understands the primary goals to include:

- Identification of **feasible and strategic locations** for new hard courts, a relocated skate park, and optimized athletic field configurations
- Reconfirmation and refinement of the **Cary Grove Park Master Plan (2020)** to align with current priorities and feasibility
- Development of a **targeted and realistic grant strategy**, including identification of high-probability funding opportunities
- Clear **prioritization of projects** that align with both community needs and funding competitiveness
- Preparation and delivery of **concise, decision-oriented materials** for Board presentation
- We recognize that the Park District has already completed robust public engagement and is seeking a process focused on **implementation rather than re-validation**.

The scope of work for these items is described in the following tasks.

APPROACH AND METHODOLOGY -----

TASK 1A SYSTEM-WIDE SITE EVALUATION

JSD will initiate the project with a high-level feasibility study of the Park District's park system per the results of the 2026 Comprehensive Master Plan, with a focus on hard court locations, alternate locations for a skate park, and a review of the Park District's athletic field spaces.

Our analysis will take a holistic approach considering parking and circulation, site constraints and anticipated construction complexity, neighborhood context, access and connectivity, and user experience. JSD will also assess the relative cost and potential impact of each option on the Park District's capital resources.

Walk & Talk Site Tour

JSD will host a collaborative tour of the parks with Park District staff to explore each park firsthand, reviewing potential hard-court location, parking, circulation, and amenities, while discussing opportunities to better support recreation, access, and user experience. Our review

will highlight the existing recreational amenities and site character, the pros and cons of each location, and opportunities to enhance play, gathering, and the overall park experience. Initial locations will include Lions Park, Hoffman Park, Kaper Park and Community Center Park.

Feasibility Report

JSD will prepare a visually engaging report that communicates key findings through clear diagrams, supporting imagery, and comparative analysis, highlighting each park and its respective opportunities. An Opinion of Probable Construction Costs (OPCC) will also be developed as part of the feasibility report for review by the Client.

Review Meetings

JSD will attend three (3) Staff working sessions to review ideas and refine priorities. We will review the Feasibility Report with the Client and discuss suggested revisions or additions.

TASK 1B**CARY GROVE PARK MASTER PLAN REVIEW**

Building upon the existing Cary Grove Master Plan, JSD will focus on refining, reconfirming, and enhancing the previously identified master plan rather than *undertaking a complete reimagining of the park*. This task is centered on clarifying the layout with the recreation center project and strengthening relationships between amenities, and elevating the overall park experience, while remaining aligned with the original vision and prior planning investments. JSD will collaborate with Williams Architects throughout the planning process.

JSD will review and reconfirm the 2020 Cary Grove Park Master Plan in coordination with the outcomes of Task 1A and the ongoing Recreation Center planning efforts.

This task will include:

- Identification of conflicts or opportunities related to the new program elements
- Recommendations for modifications to improve feasibility and alignment
- Integration of potential grant-eligible improvements (e.g., playground replacement, courts, site enhancements)

JSD will conduct an internal design charrette to develop two (2) Preliminary Master Plan Updates for the selected project area, supported by illustrative imagery exhibits. These concepts will build upon input and coordination with Park District staff and Williams Architects, ensuring alignment with project goals and prior planning efforts.

JSD will provide an Opinion of Probable Construction Costs (OPCC) for review by the Client.

Staff Review Meeting

We will review the Preliminary Master Plan Updates and Opinion of Probable Construction Costs with the Client and discuss suggested revisions or additions.

Final Master Plan Update

Following input received during the Client review meeting, JSD will refine the Preliminary Master Plan Updates into a cohesive Final Master Plan Update. The final plan will be developed as a color-rendered exhibit suitable for use in an OSLAD Grant application and other communication materials, if applicable. If the schedule aligns with grant deadlines, a public meeting can be included to support the grant requirement for community input.

JSD will also update the Opinion of Probable Construction Costs to reflect the refined design.

Deliverables:

- Two (2) Preliminary Master Plan Updates
- Two (2) Imagery Exhibits
- One (1) Final Master Plan Update
- One (1) Color Rendering

TASK 2A**GRANT SUCCESS & EXPERIENCE**

We understand that park districts need to stretch every local tax dollar to build the vibrant spaces their communities deserve. Our landscape architecture team eliminates funding guesswork by maintaining an incredible **98% success rate of grants being awarded**. We take the burden off your staff by handling the process from start to finish; bridging the gap between beautiful park design and winning applications. By matching your district's goals perfectly with what grantors want to see, we write the narrative that wins over the grant administrators and secures vital funding without adding stress to your team.

JSD has a strong track record of securing competitive funding for park districts and municipalities, including:

- OSLAD Grant (Open Space Lands Acquisition and Development)
- LWCF Grant (Land and Water Conservation Fund)
- CDBG (Community Development Block Grant)
- PARC grant (Park and Recreational Facilities Construction)
- DCEO and other state/federal funding programs
- Illinois Museum Grant
- Meet Me at the Park Play Spaces Grant Program
- USDA Urban and Community Forestry Grant - Morton Arboretum
- Tourism Attractions & Festivals Grant
- MLB Grant
- USTA Grant

TASK 2B**GRANT STRATEGY & PROJECT PRIORITIZATION**

JSD will identify grant opportunities to support the implementation of Task 1A, the playground replacement at Cary Grove Park, and the recommendations identified in Task 1B. Each park site will be evaluated and ranked based on its potential for a successful grant submittal.

Based on the results of Tasks 1A and 1B, JSD will:

- Identify and evaluate **grant opportunities aligned with proposed projects**
- Match projects to funding sources based on **eligibility and competitiveness**
- Develop a prioritized **implementation plan**
- Provide guidance on **timing, phasing, and application strategy**

TASK 3 BOARD PRESENTATION & COORDINATION

JSD will conduct one (1) project check-in/ workshop session with the Park Board during the development of Task 1A to review and refine the draft findings.

JSD will attend a regularly scheduled Park Board meeting to present the findings of Tasks 1A, 1B, 2A, and 2B. Using graphic-rich materials, JSD will share the vision, key findings, and recommendations with the Park Board of Commissioners.

GENERAL PROJECT UNDERSTANDING

1. This proposal **does not** include the following:
 - a. Surveying services.
 - b. Geotechnical coordination services.
 - c. Construction documents.
 - d. Preparation of contract front-end documents.
 - e. Tree survey.
 - f. Public engagement.
 - g. Any services beyond those specifically discussed herein.

COSTS

Based upon our understanding of the scope of work and the above-described tasks, we will perform the professional services for a lump sum fee, unless denoted as time and materials, as follows:

LANDSCAPE ARCHITECTURE SERVICES

Task 1A:	System-Wide Site Evaluation	\$ 15,000.00
Task 1B:	Cary Grove Park Master Plan Review	\$ 9,200.00
Task 2B:	Grant Strategy & Prioritization	\$ 5,500.00
Task 3:	Board Presentation & Meetings	\$ 3,500.00

This cost estimate has been developed based upon our understanding of the project as described in this proposal. Any changes to the scope of work, performance time, layout, or unanticipated site conditions may require a modification to this amount. Adjustments to the fee for extra services will be made through a written contract amendment. All contract amendments and any increases in costs or fees beyond the amounts set forth above must be pre-approved by the Client in writing.

The fees and terms set forth in this Proposal are valid for a period of 90 calendar days from the date of issuance. After this period, the proposal, including all pricing, is subject to review and may be revised at the sole discretion of JSD.

REIMBURSABLES

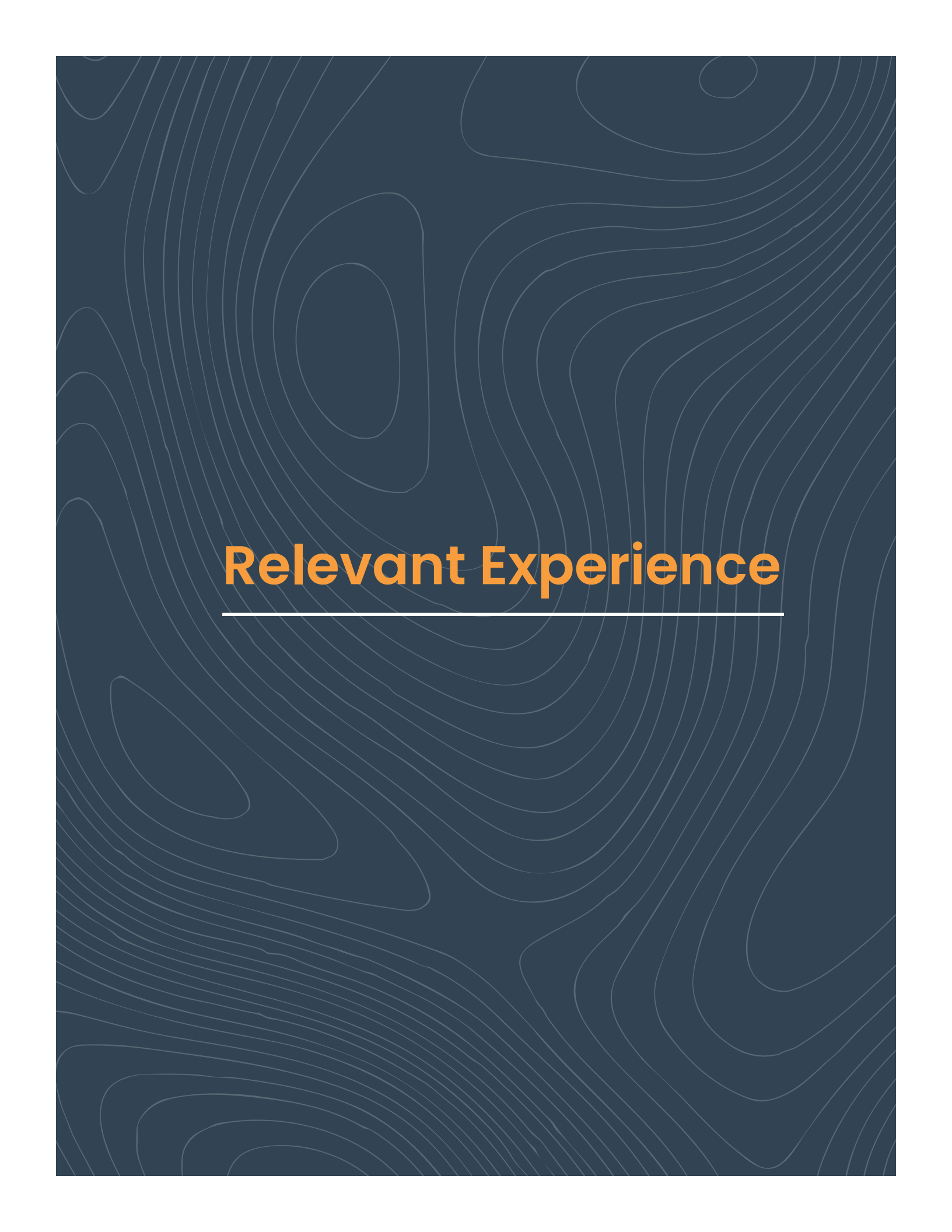
Project related expenses incurred by JSD during the execution of services rendered within the scope of work contracted, printing and copying expenses, express deliveries, courier services, and travel expenses, will be billed at our cost plus 10%.

AUTHORIZATION

Our services will be performed in accordance with the enclosed JSD Agreement for Professional Services upon acceptance of this proposal. Additional scope of services not included in this proposal will be agreed-upon by both parties, in writing, prior to proceeding. Invoice disputes must be made within 30 days of date of invoice.

Please indicate your acceptance of this proposal by signing and returning a copy of the attached JSD Agreement Professional Services to confirm our understanding of your needs and authorize us to proceed.





Relevant Experience

WHY THE JSD TEAM?

The JSD Team has been thoughtfully assembled to bring a creative perspective to the Cary Park District, supporting system-wide planning, evaluation, and implementation efforts that shape the future of its parks and open spaces.

Our team blends expertise in landscape architecture, planning, civil engineering, and surveying to craft spaces that are both inspiring and buildable. We approach each project as an opportunity to create meaningful, connected environments that balance active recreation with the character of each site, respond to community needs, and elevate the overall park experience.

Our process is rooted in design thinking ~ exploring possibilities, testing ideas, and refining solution, while remaining grounded in practicality, cost awareness, and long-term maintenance. The result is a series of thoughtful designs that not only guide decision-making, but spark momentum and deliver projects that create vibrant, lasting places for the community.

Willoughby Farms Park Master Plan

ALGONQUIN, IL



The Village of Algonquin engaged JSD Professional Services, Inc. in September 2024 to develop a Master Plan for Willoughby Farms Park. The Village's goal was to create a long-term vision for this community park — a destination that attracts visitors from both the surrounding neighborhood and the greater community, fostering an inclusive and engaging public space for all.

JSD led a comprehensive community engagement process involving Willoughby Farms subdivision residents, community members, Westfield Community School students, and Village staff. The outreach included an open house, focus group, and multiple community workshops to gather ideas and feedback. Residents also had the opportunity to participate through online surveys.

The Master Plan includes pickleball courts, restroom building, nature-themed creative play area, zip-line, multi-generational gathering plaza featuring an interactive water feature and a pergola with swings, an expanded parking lot with 18 additional stalls, a multi-use court including basketball, badminton, and futsal, walking paths, fishing stations, boardwalk, seating areas, expanded native planting areas, and enhanced shoreline habitat.

JSD's landscape architects prepared concept plans, imagery boards, renderings, and the final master plan and report, which was formally adopted by the Village in May 2025. The project also received a 2026 OSLAD grant authored and submitted by JSD. Construction is set to begin summer of 2026.

PARKS & RECREATION

CLIENT

Village of Algonquin

PROJECT SIZE

12.0 Acres

COMPLETION DATE

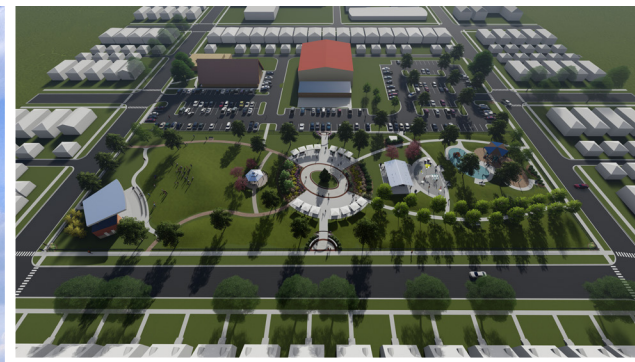
2025

SERVICES PERFORMED

- Surveying
- Landscape Architecture
- Grant Writing

PROJECT REFERENCE

Michael Kumbera
Deputy Village Manager/CFO
Village of Algonquin
michaelkumbera@algonquin.org



The Village of Calumet Park set out on an ambitious journey to re-imagine the green space surrounding its Parks and Recreation Center—transforming it into a vibrant community destination. The future vision of the Village Green stands as the heart of Calumet Park, offering recreational and cultural experiences that bring residents together throughout the year.

At the center of the design is an exciting children's play environment featuring a splash pad, large shelter, and play equipment for ages 2–12. South of the play area is a welcoming plaza which provides flexible space for farmers markets, holiday celebrations, and community events. Meandering walking paths connect visitors to a tranquil garden with a gazebo and the site of a future amphitheater—creating a seamless blend of active and passive recreation opportunities.

JSD partnered with TRIA Architecture to bring the Village's vision to life, leading the site planning and landscape architecture design for this transformative community space.

PARKS & RECREATION

CLIENT

Village of Calumet Park

PROJECT SIZE

6.0 Acres

COMPLETION DATE

2023

SERVICES PERFORMED

• Landscape Architecture

PROJECT REFERENCE

Ronald McGrath
Principal Architect
TRIA Architecture
630-363-6464
mcgrath@tria-arch.com



JSD provided landscape architecture and civil engineering services to the Mundelein Park & Recreation District; as well as prepared the OSLAD Grant submittal for Kracklauer Park. The Park District was awarded the funds in 2024 to redevelop the park.

The Park District had the dream of developing an all-inclusive playground at this popular destination park. JSD held multiple focus groups with families with children with disabilities and the Special Recreation Association of Central Lake County (SRACLC) to understand their needs and goals for the park. The community input was incorporated into the final design including double wide ramps for two wheelchairs. The park includes an accessible fishing station, Bocchia court, reconstructed tennis and pickleball courts, universally accessible play apparatus for children ages 2 to 12-years, pollinator garden, site furnishings, fencing to prevent eloping, and an interior network of paths that facilitate access throughout the park.

Kracklauer Park is in the Village's center, two blocks from SRACLC. This all-inclusive space eliminates the need to drive to another town and allows the Mundelein community to "all play together."

PARKS & RECREATION

CLIENT

Mundelein Park & Recreation District

PROJECT SIZE

2.6 Acres

PROJECT COST

\$1.2 Million

COMPLETION DATE

2022-2025

SERVICES PERFORMED

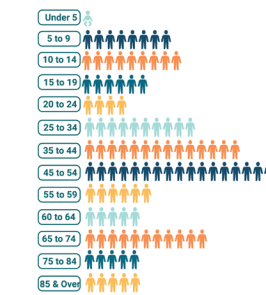
- Civil Engineering
- Landscape Architecture

PROJECT REFERENCE

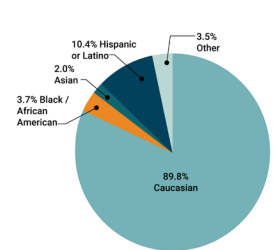
Ron Salski
Executive Director
Mundelein Park & Recreation District
847-388-5460
rsalski@mundeleinparks.org



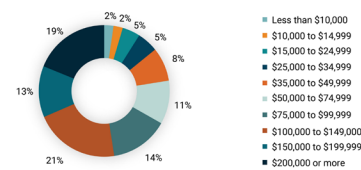
Population by Age



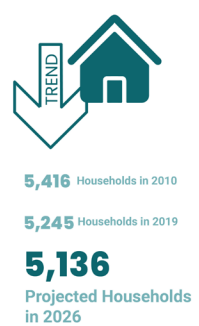
Diversity: Population by Race



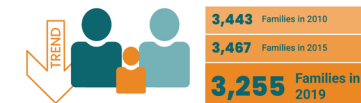
Income



Total Households



Families



COMPREHENSIVE PLAN

CLIENT

Community Park District of La Grange Park

COMPLETION DATE

2022

SERVICES PERFORMED

- Planning
- Landscape Architecture

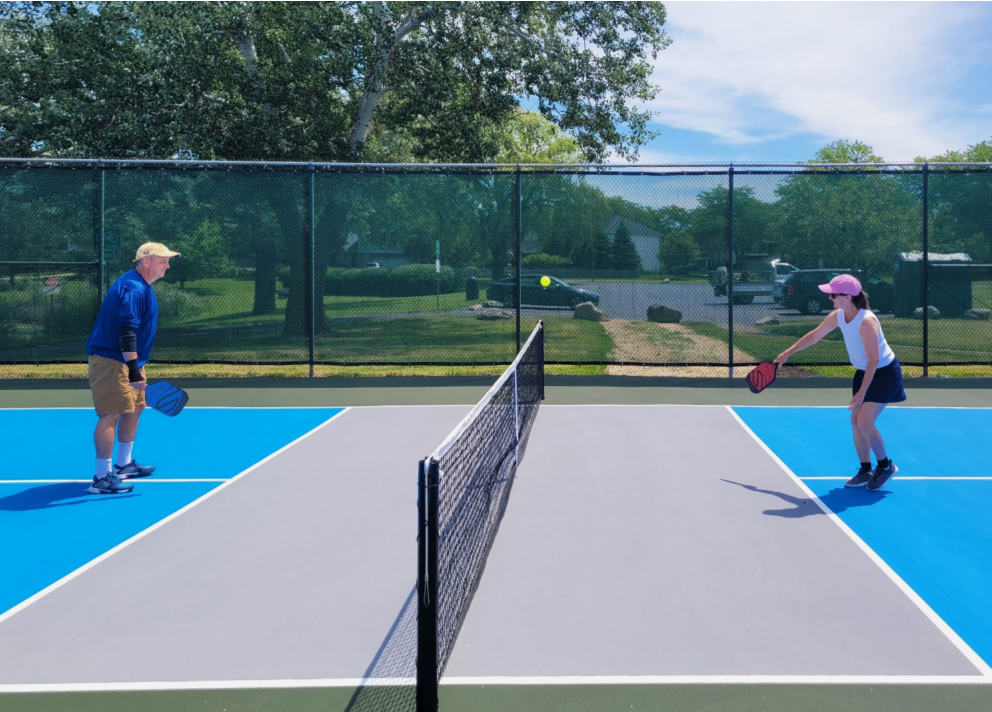
PROJECT REFERENCE

Jessica Cannaday
Executive Director
Community Park District of La Grange Park
708-354-4580
jcannaday@communityparkdistrict.org

The Community Park District (CPD) hired JSD to prepare a Comprehensive Master Plan. This plan will identify trends in parks and recreation, take a detailed look at the District and the community that it serves, and provide a five-year action plan created to support the Park District's mission and vision. Our creative team consists of ARCON Associates for facility assessment and master plan visioning; as well as Campfire Concepts for strategic operational planning, financial and programming assessment, and developing a statistically valid community-wide survey.

JSD's landscape architects are inventorying the existing parks with on-site assessments, analyzing community demographics trends with ArcGIS technology, as well as facilitating community-wide public engagement through in person and synchronous virtual public workshops. This culmination of research, as well as ARCON Associates' refined building planning diagrams and Campfire Concept's synthesized community data, will diagnose the needs of the community.

Using this information, JSD will assemble a final plan document including goals and measurable objectives for each key area of plan recommendations. This plan will serve as the official document to be used by the Park District as a guide regarding programming, facility, and maintenance improvements for its residents.



Maurice Noll Park is a 12-acre community park that's part of the Mundelein Park and Recreation District. It now features a playground, basketball, pickleball, and tennis courts, baseball fields, walking and jogging paths, trail access and fishing.

JSD provided landscape architecture and construction services for the redevelopment of the park's existing tennis courts and new adjoining pickleball courts. Our team prepared a preliminary site plan, preliminary construction cost estimates, construction documents for final bidding and supplied a list of qualified contractors.

PARKS & RECREATION

CLIENT

Mundelein Park & Recreation District

PROJECT SIZE

12 Acres

PROJECT COST

\$215,000

COMPLETION DATE

2023

SERVICES PERFORMED

- Landscape Architecture

PROJECT REFERENCE

Ron Salski
Executive Director
Mundelein Park & Recreation District
Executive Director
847-388-5460
rsalski@mundeleinparks.org



JSD's landscape architects, civil engineers and surveyors collaborated on the development of the new Skate Park for the Vernon Hills Park District. JSD led the public facilitation process, and prepared the final master plan and construction documents for the new venture, designed to innovatively allow people of all abilities to enjoy the fun! JSD worked with a renowned skate park designer to complete the final layout and design.

Our civil engineers assisted with the development of stormwater best-management-practices to mitigate the added impervious surface and meet village requirements.

The success of this project is a result of our team approach and in-house capability to integrate and collaborate with technical experts in site planning, landscape architecture, stormwater management and construction administration.

PARKS & RECREATION

CLIENT

Vernon Hills Park District

PROJECT SIZE

1 Acre

COMPLETION DATE

2020

SERVICES PERFORMED

- Surveying
- Civil Engineering
- Landscape Architecture

PROJECT REFERENCE

Matt LaPorte
Executive Director
Vernon Hills Park District
847-996-6930
mattl@vhparkdistrict.org



Colene Hoose Elementary School is a 16-acre legacy project which is a creative collaboration between Danish landscape architect Helle Nebelong, Bienenstock Natural Playgrounds & JSD Professional Services Inc. In addition, philanthropist Charlie Jobson and his foundation committed over \$5 million towards the development of the world-class natural playground campus.

The natural playground space is designed and constructed with a multitude of developmental lobes as well as outdoor gardening spaces and classrooms for a nature-based curriculum and outdoor learning.

JSD served as the landscape architect of record, and provided surveying, civil engineering, and landscape architecture services. Our team prepared the construction documents, technical specifications, and assisted with construction observation.

EDUCATION

CLIENT

Bienenstock Playgrounds

PROJECT SIZE

16 Acres

COMPLETION DATE

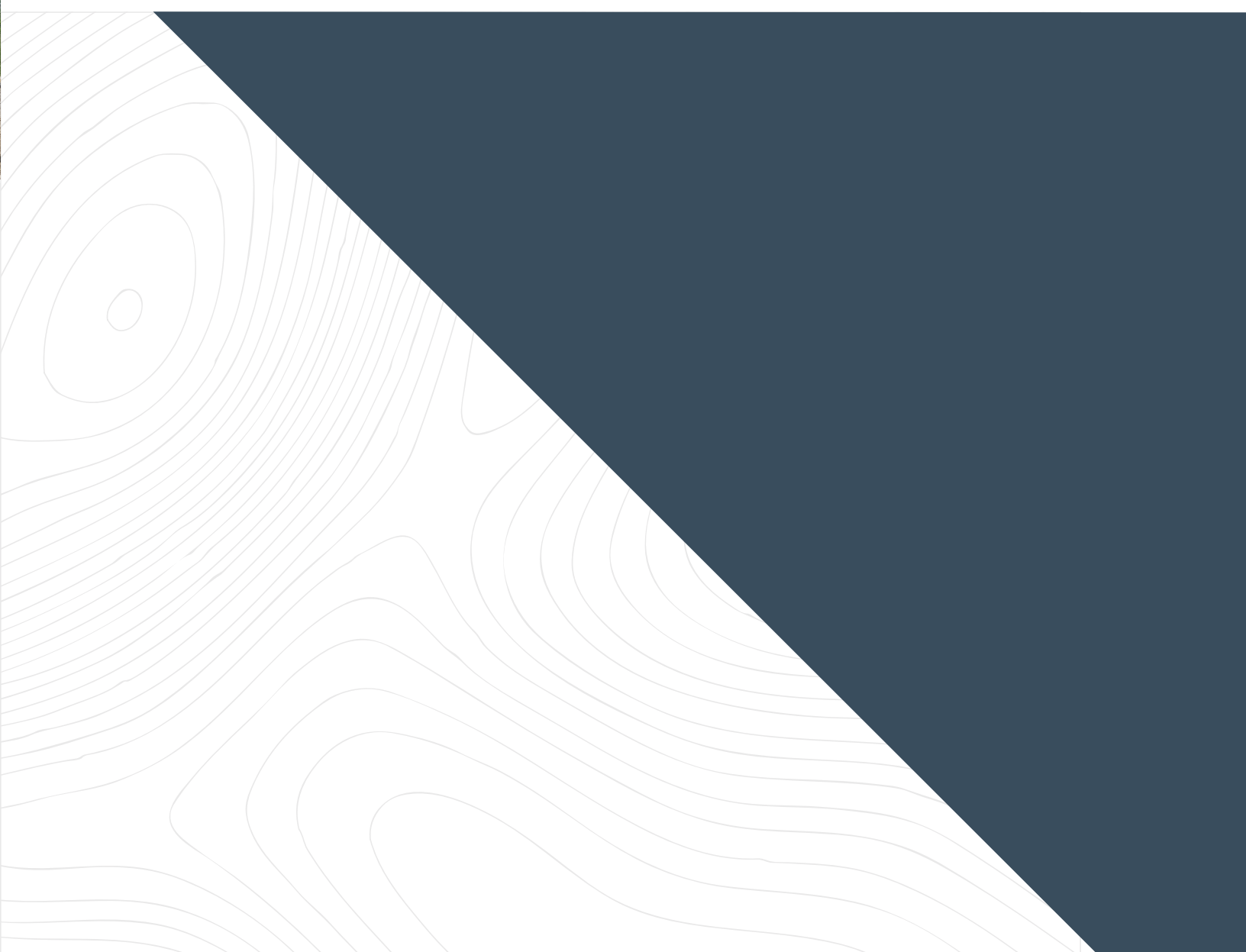
2022

SERVICES PERFORMED

- Surveying
- Civil Engineering
- Landscape Architecture

PROJECT REFERENCE

Adam Bienenstock
Founder & CEO
Bienenstock Playgrounds
800-306-3319



www.jsdinc.com



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June 23, 2026

#26-17461 Cary Park District

PROJECT SCHEDULE	
August 13 or 14	Kick-off Meeting and Walk & Talk Site Tour. (Task 1A)
August 17 – September 18	Develop draft feasibility report of site tour findings, including opinion of probable construction costs (OPCC), and imagery. (Task 1A)
Week of September 21	Meet with Park District staff to review the draft feasibility report. (Task 1A) Collaboration meeting with Park District staff and Williams Architects to discuss the Cary Grove Park Master Plan. (Task 1B)
September 24	Host a Park Board Workshop to review the draft feasibility report prior to a regularly scheduled Board Meeting. (Task 1A)
September 28 – October 9	Revise feasibility study per comments received. (Task 1A)
Week of October 12	Meet with Park District staff to review the Final Feasibility Report. (Task 1A)
September 28 – October 23	JSD prepares two preliminary master plans. (Task 1B)
Week of October 26	Meet with Park District staff to review the preliminary master plans. (Task 1B)
November 2 - 13	Revise per comments received and prepare Final Master Plan Update. (Task 1B)
November 16 – December 18	Prepare grant strategy and project prioritization report (Task 2B)

Week of January 4, 2027	Meet with Park District staff to review the draft grant strategy and project prioritization report. (Task 2B)
January 11 – 29, 2027	Revise per comments received and prepare Final Grant Strategy and Project Prioritization Report. (Task 2B)
February 25, 2027	Park Board Meeting Presentation and Plan Adoption (Task 3)