Cary Park District
Board of Commissioners
Committee of the Whole Meeting
July 9, 2026
7:00 PM
Community Center
255 Briargate Road
Cary, IL

Minutes

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

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

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

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

Under Matters from the Public, none.

Under Matters from Commissioners, Stanko shared how nice it was to see a large neighborhood gathering at Bristol Park, which included a visit from the Fire Dept. Frangiamore commented on how great Stars n Stripes Fest was.

Under Matters from Staff, Jones provided additional comment regarding the success of Stars n Stripes Fest. Jones shared the upcoming Unplug Day event taking place at Kaper Park on July 11 from 10am-12pm.

The minutes from June 11, 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 – 4. No – None. Motion carried.

The first Direction Item was Purchase, 2026 Ventrac Tractor. Mach stated due to the growth and the change in operational strategy over the course of several years, staff identified the need for additional equipment to complete job tasks. Mach further stated as part of this change, staff is recommending the purchase of a Ventrac Tractor, which is a novel piece of equipment that is flexible and reduces manpower. Mach stated the purchase includes a base tractor unit with cab, and articulating boom mower attachment, but other attachments can be purchased in the future that facilitate the completion of job tasks in all seasons.

Carasso 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. Second by Stanko.

Frangiamore asked for discussion. Stanko shared he is very impressed with the item and how versatile it is. Hearing no further discussions, Frangiamore asked for a roll call vote.

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

The second Direction Item was Review/Revision, Executive Director Position Job Description. Tillson reminded the Board of their desire to review and update the Executive Director job description during the most recent performance appraisal for the Executive Director. Tillson stated it has been a best practice of the agency to review the job description every 5 years, with the last review taking place in February 2024. Tillson presented the revised job description, highlighting the proposed changes including language changes to reflect an executive-level position within an organization, revisions under Personnel Management, updates to job titles for various positions, updates to Position Qualifications to align with current industry standards and expectations, and revisions of Skills and Abilities, including renaming this section Competencies and aligning it with established Competencies for full-time staff.

Frangiamore opened the floor for discussion. Carasso stated she appreciates all the changes to the language used throughout the document and feels the Board can review the Executive Director position in a fairer and more equitable manner with these modifications. Stanko stated the proposed changes are a major improvement, although he had several recommendations regarding some of the new language. Victor echoed the previous comments regarding the improvements made. Frangiamore agreed with the changes presented and provided a few comments. Carasso stated she felt the changes Stanko recommended are already captured in other places within the document, therefore there is no need to add additional language. Tillson noted the "Competencies" section is based on information from the Park District Risk Management Association (PDRMA). Victor added she was in favor of the proposed language changes and felt the "Competencies" section was outlined nicely. Jones asked for confirmation that the Board would like staff to consider the feedback provided and bring back another draft for review in August. Frangiamore confirmed the direction.

The third Direction Item was Renewal, Intergovernmental Agreement Renewal for the Use of Facilities between Community High School District 155 and Cary Park District. Kelly stated the Intergovernmental Agreement with Community High School District 255 (SD155) will expire August 31, 2026, and the renewal of this agreement will become effective September 1, 2026, through August 31, 2030. Kelly further stated both agencies have reviewed the draft document and provided recommendations including minor language cleanup, addition of Hoffman Park and Walnut Hollow Disc Golf Course to the list of facilities, addition of Foxford Hills Golf Club to fees and availability for usage, addition of SD155 stadium usage, and notice of summer construction schedule.

Victor moved 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. Second by Carasso.

Frangiamore asked for discussion. Victor asked why the Cary-Grove Fine Arts Center was replaced with "school district auditoriums". Kelly responded that it allows for flexibility for usage at all schools and for other programs, other than just the dance recital. Stanko asked a question regarding the section on page 3, section 3, regarding "Parks". Kelly confirmed the school district will still be required to submit a rental application for any request, and staff will evaluate the request and could charge for the rental. Frangiamore and Carasso had no changes to recommend.

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

The fifth Direction Item was Selection, Landscape Architect, Implementation of FY2026-27 Action Plan, CMP Update 2025. Jones stated as part of the five-year Action Plan within the Comprehensive Master Plan (CMP) the Park District has planned to review the 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 well as explore potential grant opportunities. Jones updated that staff has interviewed multiple landscape architecture firms and provided two of them with a scope of work to achieve the directives of the CMP. Staff requested a proposal to complete the work and completed a scope review with JSD, Inc. that was determined to be satisfactory.

Carasso moved 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. Second by Stanko.

Frangiamore asked for discussion. Carasso stated she is appreciative of the work staff is putting into this, as well as reviewing potential grant opportunities. Stanko shared he is very excited for this next step in Action Plan. Victor and Frangiamore both echoed the previous comments.

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

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

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

Meeting adjourned at 8:06 PM.

Dan Jones, Secretary
Park District Board of Commissioners