



**PARKS
DEPARTMENT**

Town of Cicero Park Board Meeting Minutes

Date: 6/6/2024 at 5:00pm

Attendance: Dan Strong, Mary Devlin, Greg Bowman, Amy Wolfe

Parks Department: Jim Hunter, Sarah Millis

I. **Call to order:** Meeting was called to order by Superintendent Hunter at 5:00pm

II. **Introductions:** All individuals present introduced themselves.

III. **Appointment of Officers:** Ms. Devlin nominated Mr. Strong as Board President, Mr.

Bowman second the motion. Motion carried 4-0. Ms. Devlin nominated Ms. Wolfe to be

Board Secretary, Mr. Bowman second the motion. Motion carried 4-0.

IV. New Business

a. **Ordinance Establishing Park Board:** Superintendent Hunter discussed Ordinance NO 04-16-2024-02, covered voting procedures

b. **Sign MOU:** MOU discussion, Ms. Devlin motions for President Strong to sign MOU, Mr. Bowman seconds the motion. Motion carried 4-0.

c. **5 Year Master Plan:** Superintendent Hunter briefly discussed 5-year plan with board, all will be sent copies.

d. **Update to 5 Year Master Plan:** Superintendent Hunter advised the Board that due to creation of Park Board, an update will have to be made to the 5 Year Plan to reflect that. 5 Year Plan will have to be resubmitted back to the State.

e. **Creation of By-Laws:** Superintendent Hunter advised the Board to begin researching By-Laws and that the Board will need to create a set of them as well.



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- f. 2024 Budget:** A breakdown of the Budget was provided to the Board. Line items were briefly discussed, and Superintendent Hunter let the Board know that they can meet at the Parks Office if they would like a more in-depth discussion.
 - g. Facilities Agreement with RHI:** The Board was provided with the Facilities Agreement for RHI in order to familiarize themselves with it.
 - h. Park Board Meetings for Remainder of 2024:** Superintendent Hunter gave the dates for the Park Board Meetings for the rest of 2024.
 - i. 2024 Past, Present and Future Project List:** Superintendent Hunter will be emailing out list of 2024 projects.
 - j. Gas Tank Replacement:** Superintendent Hunter updated the board on the gas tank replacement at Red Bridge Park. Current plans are for the replacement to take place in the fall and winter. The Parks Department was given a grant by the State that could cover as much as 50% of the cost.
 - k. Upcoming Events:** Superintendent Hunter discussed the 4th of July, the Car Show, and Baseball events.
 - l. Friends of the Park:** Superintendent Hunter described the Friends of the Park group and the role they play for the Parks Department.
- V. Miscellaneous:** Mr. Bowman asked Superintendent Hunter about Baseball income and what the Parks receives from it. Superintendent Hunter advised that the Parks Department get 15% of concessions sales and a \$3,000 payment from HHASA. Ms. Devlin asked about the budget at the end of the year and how the funds work.



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Superintendent Hunter explained that Baseball Non-Reverting and Donation Funds roll over into the next year. All others go back into the main Park Fund. President Strong then covered the Ready Grant 2.0 that the Town has received for the Water and Sewer plant and how there is also a chance the Park will be receiving funding from this; the Town is waiting to hear back. Superintendent Hunter covered the Board term limits.

VI. **Motion to Adjourn:** Motion was made by Ms. Devlin, Mr. Bowman second at 6:07pm.

VII. **Signatures on MOU.**

VIII. **Signatures of Board**

AYE

NAY

_____ **Dan Strong** _____

_____ **Amy Wolfe** _____

_____ **Mary Devlin** _____

_____ **Greg Bowman** _____

Attest: _____

Jim Hunter, Parks Superintendent

Sarah Millis, Parks Administrative Assistant