



PUBLIC MEETING NOTICE AND AGENDA  
COMMITTEE OF THE WHOLE MEETING

JULY 21, 2020  
7:30 P.M.

AGENDA

1. Call to Order
2. Pledge of Allegiance
3. Audience Participation  
The public is invited to make an issue-oriented comment on any matter of public concern not otherwise on the agenda. The public comment may be no longer than 3 minutes in duration.
4. Staff Presentations
  - A. Administration
    1. Request for Waiver of Sign Regulations and Enforcement for Joanna Krzepakowska/Keller Williams Success Realty – Meadowbrook Subdivision
    2. Informational Item concerning 2019 Parks & Recreation Review
  - B. Finance
    1. Resolutions Designating Various Financial Institutions as Designated Depositories – Authorized Signers/Officials
  - C. Public Works
    1. Ordinance Transferring the existing Access Agreement with Athans Company to Athans Holdings, LLC.
    2. Ordinance Approving a Ground Lease with Blue Skies Flying Services – PAP-50
    3. Ordinance Amending Minimum Aviation Fuel Pricing
5. Board of Trustees
  - A. Trustee Harlfinger
  - B. Trustee Huckins
  - C. Trustee Bogdanowski
  - D. Trustee Dustin
    1. Planning and Zoning Commission Liaison Report
  - E. Trustee Bojarski
  - F. Trustee Murphy
    1. Parks and Recreation Board Liaison Report
6. Village President
  - A. Appointment – Village Treasurer – Wayde Frerichs (Thursday)
  - B. Appointment – Parks & Recreation Board – Tara Donahue (Thursday)

7. Audience Participation

8. Adjournment

MEETING LOCATION  
Lake in the Hills Village Hall  
600 Harvest Gate  
Lake in the Hills, IL 60156

The Village of Lake in the Hills is subject to the requirements of the Americans with Disabilities Act of 1990. Individuals with disabilities who plan to attend this meeting and who require certain accommodations so that they can observe and/or participate in this meeting, or who have questions regarding the accessibility of the meeting or the Village's facilities, should contact the Village's ADA Coordinator at (847) 960-7410 [TDD (847) 658-4511] promptly to allow the Village to make reasonable accommodations for those persons.

Posted by: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_



# REQUEST FOR BOARD ACTION

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**MEETING DATE:** July 21, 2020

**DEPARTMENT:** Administration

**SUBJECT:** Request for Waiver of Sign Regulations and Enforcement for Joanna Krzepkowska/Keller Williams Success Realty

## EXECUTIVE SUMMARY

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Attached please find a letter from Joanna Krzepkowska, resident and realtor for Keller Williams Success Realty, requesting enforcement activities be suspended to allow the erection of temporary signage in the right-of-way at the intersections listed below, within the Village boundaries, from July 24, 2020, until August 10, 2020, to advertise participation in a neighborhood garage sale to take place from August 6 through August 9, 2020, in the Meadowbrook subdivision.

1. Lakewood Road and Miller Road
2. Lakewood Road and Ackman Road
3. Miller Road and Haligus Road

## FINANCIAL IMPACT

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None.

## ATTACHMENTS

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1. Letter

## RECOMMENDED MOTION

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Motion to suspend enforcement activities from July 24, 2020, until August 10, 2020, to allow the installation of temporary signage at the intersections referenced above for the neighborhood garage sale to take place from August 6 to August 9, 2020, in the Meadowbrook subdivision.

July 9<sup>th</sup> 2020

Village of lake in the Hills

600 Harvest Gage

Lake in the Hills, IL 60156



Dear Village of lake in the Hills Board of Trustees:

Joanna Krzepkowska Realtor at KWSR would like to place banners/ signs for upcoming Meadowbrook community garage sale to attract more participants at the corners of:

1. Lakewood Rd and Miller Rd
2. Lakewood Rd and Ackman Rd
3. Miller Rd and Haligus Rd

The signs will be no greater than 32 square feet each and will not be placed in the right-of-way in such a way as to block the lines of sight for traffic entering the intersection. I'm asking for a 2-week period before the event that will be happening on August 6-9.

Sincerely,

Joanna Krzepkowska





# INFORMATIONAL MEMORANDUM

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**MEETING DATE:** July 21, 2020  
**DEPARTMENT:** Administration  
**SUBJECT:** 2019 Parks and Recreation Review

## EXECUTIVE SUMMARY

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Earlier this year, staff promised the Village Board an update on the Parks and Recreation programs. Staff will present an overview of the results of the 2019 programs for your consideration. Attached for your consideration are three items. First is a summary of the 2019 recreation programming planned. This table gives information about how and when programs were planned plus attendance figure for each. The second item is the series of post-event analyses conducted for 2019 recreation events. The analyses show how well each program met its planned objectives and things to consider at the next offering. The third item is a comparison of our parks and recreation facilities and programs compared to others nationwide.

## FINANCIAL IMPACT

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None.

## ATTACHMENTS

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1. Summary of 2019 Recreation Programs
2. Event Analysis for 2019 Recreation Programs
3. 2020 National Parks and Recreation Association Review

## SUGGESTED DIRECTION

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Staff would like to receive any guidance or comment concerning the future of parks or recreation activities within the Village.

## Village of Lake in the Hills 2019 Recreation Programs

Offerings	Category	Instr.			Season			Age Range					Registration				Attendance			
		Employee	Contracted	Co-Op	Winter/Spring	Summer	Fall	0-2 yrs	3-5 yrs	6-12 yrs	13-17 yrs	18-54 yrs	55 yrs and older	Minimum Met	Maximum Met	Waitlist Taken	Canceled	Resident	Non-Resident	Unknown
Afterschool Program (Lincoln Prairie)	After School	x			x		x		x	x					x			31	34	
Kidz Day Off: Spring Break Camp	Camp	x			x			x	x						x			32	11	
FuntastiCamp	Camp	x				x		x	x					x				166	92	
Summer Explorers Preschool Camp	Camp	x				x		x						x				28	11	
Kidz Day Off: Winter Break Camp	Camp	x					x	x						x				12	8	
Egg Hunt	Community Event	x			x			x	x	x				x						954
Teen Job Fair/Employment Expo	Community Event	x			x					x	x	x	x	x						48
Outdoor Movie Series	Community Event	x				x		x	x	x	x	x	x	x						505
Neighborhood Park Fun Days/Park Party	Community Event	x				x		x	x	x	x	x	x	x						255
Flurry Festival	Community Event	x					x	x	x	x	x	x		x						711
Community Blizzard	Community Event	x					x	x	x	x	x	x	x	x						14
House Decorating Contest	Community Event	x									x	x	x	x			10			
Storytime at the Splash Pad	Community Event			x		x		x	x	x				x						24
Ballroom Dancing	Cultural Arts		x		x	x				x	x	x				x				
Voice Builders	Cultural Arts		x			x		x	x					x					20	
DIY Lunchtime Picassos	Cultural Arts			x			x	x								x				
Preschool Academy	Education	x			x		x	x							x			86	32	
Lunch and Learn	Education	x			x			x								x				
Math, Science Literacy Enrichment	Education	x			x			x								x				
Teen Employability Skills Camp	Education	x				x				x				x				3	1	
Readiness Camps - S.T.E.M.	Education	x				x		x						x				9	11	
Characters of Character	Education	x				x		x								x				
Holocaust Museum	Education	x										x				x				
Cantigny Park	Education	x										x	x					8	2	
Kid Rock 1, 2 & 3	Education		x		x	x	x	x								x		19	1	
Tot Rock	Education		x		x	x	x	x							x			4	3	
Magic Class	Education		x		x	x	x		x	x				x				8		

## Village of Lake in the Hills 2019 Recreation Programs

Offerings	Category	Instr.			Season			Age Range					Registration				Attendance			
		Employee	Contracted	Co-Op	Winter/Spring	Summer	Fall	0-2 yrs	3-5 yrs	6-12 yrs	13-17 yrs	18-54 yrs	55 yrs and older	Minimum Met	Maximum Met	Waitlist Taken	Canceled	Resident	Non-Resident	Unknown
Babysitter Training (ARC)	Education		x			x	x				x			x				3	1	
Intro to Songwriting	Education		x			x				x	x					x				
Babysitter Boot Camp - 2 Day	Education		x			x				x				x				5	1	
AARP Drive Safety	Education		x			x							x	x				2	4	
Chair Yoga	Fitness & Wellness		x		x	x	x					x	x	x				7		
Run thru the Hills 5k/10k Race	Fitness & Wellness		x		x					x	x	x	x			x				
Teen Yoga	Fitness & Wellness		x			x					x					x				
Yoga	Fitness & Wellness		x			x						x	x	x				125	34	
Kids Yoga	Fitness & Wellness		x				x			x						x				
Triathlon	Fitness & Wellness			x		x				x	x	x	x	x				14	246	
Redtail Golf/ Membership Discount	Membership			x		x	x			x	x	x	x	x						
Village of Algonquin/Pool Pass Discount	Membership			x		x						x	x	x				1		
Ice Fishing Tournament	Outdoor	x			x					x	x	x	x		x					32
Pond Hockey Tournament	Outdoor	x			x						x	x	x			x				
Keepin' It Reel: Bass & Pike Derby	Outdoor	x				x				x	x	x	x	x						10
Nature Hikes w/MCCD	Outdoor			x	x					x	x	x	x			x				
Connor Kincaid Fishing Tournament	Outdoor			x		x				x	x	x	x	x				90	21	
Volunteer Program	Service	x			x	x	x				x	x	x	x						84
Park Clean Up Day (Spring & Fall)	Service	x			x		x				x	x	x	x		x				
Dear Santa: Letter Writing	Service	x					x				x	x	x	x				14	13	
AARP Tax-Aide	Service		x		x								x		x					310
Daddy Daughter Day	Social	x			x					x	x	x	x		x			40	24	
Daddy Daughter Night	Social	x			x					x	x	x	x			x		119	48	
Elgin Theatre Company War of the Worlds	Social	x			x								x			x				
Windy City Bulls Game	Social	x			x								x			x				
Grand Victoria Casino	Social	x			x								x		x			7		
Batter Up! All Star Potluck Luncheon	Social	x				x							x			x				

2026?

## Village of Lake in the Hills 2019 Recreation Programs

Offerings	Category	Instr.			Season			Age Range						Registration				Attendance		
		Employee	Contracted	Co-Op	Winter/Spring	Summer	Fall	0-2 yrs	3-5 yrs	6-12 yrs	13-17 yrs	18-54 yrs	55 yrs and older	Minimum Met	Maximum Met	Waitlist Taken	Canceled	Resident	Non-Resident	Unknown
Meet & Greet Summer Fling	Social	x				x							x				x			
Lunch with Parks & Rec	Social	x				x							x	x				24	11	
Hollywood Casino	Social	x				x							x		x			7	3	
Tiki Terrace Hawaiian Dinner Show	Social	x				x							x	x				7		
Senior Serenity Wednesdays	Social	x				x							x	x						12
Mom & Son Date Night	Social	x					x	x	x	x			x					38	7	
Multi-generation Preschool Program	Social	x					x						x	x				4		
Holiday Light Cruise Lake Geneva	Social	x					x						x			x		7		
Lake Geneva Cruise & Shopping	Social	x					x						x		x			20	6	
Potawatomi Casino	Social	x					x						x		x			8	5	
Breakfast with Parks & Rec Event	Social	x					x						x		x			23	3	
Far Out! Woodstock is back!	Social	x					x						x		x			25	3	
Lake in the Hills Senior Club	Social		x		x	x	x						x	x						33
Family Bingo Night	Special Event	x			x			x	x	x	x	x	x		x			72	32	
Back-2-School Skate Park Contest	Special Event	x				x			x	x	x			x				8	4	
Summer Sunset Fest: Family Bingo	Special Event	x					x	x	x	x	x	x	x							106
Letter from Santa	Special Event	x					x	x						x				56	22	
Noon Year's Eve Party	Special Event	x					x	x						x				19	20	
Bubble Soccer Tournament	Special Event	x						x	x	x	x	x				x				
Santa Paws at Bark Park	Special Event	x						x	x	x	x	x				x				
Woofstock Social at Bark Park	Special Event	x						x	x	x	x	x				x				
Holiday Lights Bus Tour	Special Event	x						x	x	x	x	x				x		37	4	
Buddy Baseball/NISRA Programs	Special Rec Sports			x		x			x	x	x		x							
Tot/Adult T-ball	Sports		x			x	x						x					15		
Tot/Adult Soccer	Sports		x			x	x						x					14	3	
Soccer Skills	Sports		x			x	x		x				x					1		
Junior T-Ball	Sports		x			x		x								x				



## Village of Lake in the Hills 2019 Recreation Programs

Offerings	Category	Instr.			Season			Age Range					Registration				Attendance			
		Employee	Contracted	Co-Op	Winter/Spring	Summer	Fall	0-2 yrs	3-5 yrs	6-12 yrs	13-17 yrs	18-54 yrs	55 yrs and older	Minimum Met	Maximum Met	Waitlist Taken	Canceled	Resident	Non-Resident	Unknown
Tot Multi-sport & games	Sports		x			x			x	x							x			
Junior Golf	Sports		x			x			x	x			x					3		
Pee Wee Soccer	Sports		x			x			x				x					23	1	
Beginner Golf Camp	Sports		x			x				x						x				
Cheerleading Camp	Sports		x			x				x						x				
Track and Field Camp	Sports		x			x				x						x				
T-Ball Skills Clinic	Sports		x			x				x			x					26	2	
Open Water Swim	Sports		x			x					x	x	x	x						85
Volleyball Camp	Sports		x			x					x					x				
Multi-sport/Total Sports	Sports		x				x		x	x			x					15	2	
Tot/Adult Sports	Sports		x				x		x							x				
Tot/Adult Ninja Warriors	Sports		x				x		x							x				
Mini Ninja Warriors	Sports		x				x		x				x					15	1	
Floor Hockey	Sports		x				x			x						x				
Junior Ninja Warriors	Sports		x				x			x						x				
Let's Go Girls Sports	Sports		x				x			x			x					3		
Softball League	Sports			x		x						x	x	x						230
<b>TOTALS</b>			53	36	9								50	13	5	30	1313	747	3413	

# Daddy Daughter

## Event Analysis

February 9, 2019

### Program Description

Advertised Descriptions:

*DAY: Join us for a special afternoon offering as we follow the rainbow to the magical land of unicorns for a day of special activities perfect for little girls and young ladies ages 3 and up.*

*This special afternoon offering is available for the girls who might want something a little more casual and calmer than the louder, active atmosphere of the evening session. Our team of talented face painters will be on hand to transform the girls into glittery unicorns. We will also enjoy a selection of games and crafts, fun and colorful desserts, and plenty of photo ops.*

*NIGHT: Join us for this evening event as we follow the rainbow to the magical land of unicorns for a day of special activities perfect for little girls and young ladies ages 3 and up.*

*The evening session of this special day is active, loud, and a little dressier than our afternoon session. We will rock out with a fun, interactive selection of age-appropriate music and enjoy some games, desserts, and photo ops.*

*BOTH: \$15 Res/ \$18 NR, per person. Fee is per person and includes all activities, snacks, beverages and one entry to win the 6 ft. unicorn sprinkler displayed in the Village Hall lobby. Child(ren) must be accompanied by at least one adult ("dad" label is not required). Please do not arrive more than 15 minutes prior to posted start time. Registration deadline is Monday, February 4. A \$5 late fee will be assessed to registrations taken after this date.*

*We cannot guarantee a food allergy-free environment or modification to the menu.*

### Cost

\$15 R / \$18 NR, \$5 late fee starting 2/7 (extended from original write up)

### Target Audience

Girls ages 3 + with Dad (or adult chaperone)

### Marketing

The event was marketed in the seasonal brochure, on our website, on our Facebook page, Village marquee signs, via press release and listed on several on-line community calendars. In addition, banners were made by PW and placed Sunset Park near Miller Rd Parking lot, Miller Rd and Randall Rd at Ken Carpenter Park, Harvest Gate and Algonquin Rd, N Lakewood and W Algonquin Rd, and at Village Hall. We purchased a 6ft unicorn sprinkler to display in the lobby with event signs then drew a name from the roster (on Facebook live) as the winner of the unicorn.

## Budget

**Revenue** \$ **3,575.00**

### Direct Expenses

**Contractual Services** **100.18.50.60.24** \$ **1,464.08**

DJ - Xcite Music \$ 275.00

**Operating Supplies** **100.18.50.72.04**

Food \$ 359.04

Decorations \$ 233.13

Giveaways \$ 378.19

face painting \$ 66.23

crafts \$ 110.95

games \$ 41.54

**Indirect Expenses** \$ **1,397.16**

#### Staff

hours \$/hour

Recreation Coordinator 9 \$22.95 \$ 206.55

Marketing Coordinator 9 \$23.29 \$ 209.61

Recreation Supervisor 9 \$31.00 \$ 279.00

Asst. Director 9 \$40.00 \$ 360.00

Preschool Staff 9 \$17.50 \$ 157.50

Preschool Staff 9 \$11.50 \$ 103.50

BTB Staff 9 \$ 9.00 \$ 81.00

**Cost Recovery** **125%**

## Sponsorships / Donations

We received the following donations:

- Treats 4 You – 2 boxes of decorated sugar cookies
- Nothing Bundt Cakes – 7 dozen bundtini cakes
- Sweet Cakes – 4 dozen mini cupcakes
- Konrad's Bakery – 3 trays of mini butter cookies

We also teamed up with Moretti's to offer attendees lunch / dinner specials.

## Volunteers

We had several volunteers sign up for both sessions of the event. We ordered pizza for staff and volunteers in between events.

## **Participation**

We hosted 64 Dads and Daughters at the daytime event and 168 at the evening event for a total of 232. In past years we only registered the daughters for the event so it was difficult to get an accurate total count. It caused a little confusion in 2019 registration, we had to contact several families who only registered the daughters to get the dad to register and pay.

## **Participant Feedback**

A survey was emailed out to 104 households on February 19, and remained open until March 4. We had 31 responses. Of the respondents, 89.66% would recommend this event to a friend.

<https://www.surveymonkey.com/results/SM-QBDMPM2TV/>

## **Observations**

Staff preparation time is significant for this event, as it involves decorating all of Village Hall, setting up / cleaning in between events, and food preparation.

The event ran smoothly and participant feedback at the event was very positive overall.

## **Recommendations**

We will definitely keep both the afternoon and evening sessions.

We could possibly take a few more in the evening, maybe 165 (an increase from 150).

Several survey respondents mentioned missing the dinner portion of the evening. In order to do this, fee would need to be raised, participation would be more limited, and more staff would be needed. I do not believe it is necessary in order to have a successful event. The participants would not appreciate the increase in fees.

With the increase in evening participants, the dessert area should be scheduled for 2 or 3 time slots which the participants would get assigned to at check in.

Signs at the door that state "no day of event registration".

**Event Analysis  
Family Bingo Night  
March 15, 2019**

**Program Description**

Advertised Descriptions:

How Lucky Are You?

Join us for a fun, family friendly night. We will play games of chance, build leprechaun traps, enjoy a pizza dinner, and end the night with Bingo. Will you be lucky enough to win some prizes?

**Cost**

\$16 R family of 4, \$2 each extra person over 2 yrs

\$20 N family of 4, \$3 each extra person over 2 yrs

**Target Audience**

Families

**Marketing**

The event was marketed in the seasonal brochure, on our website, on our Facebook page, Village marquee signs, via press release, resident insider, and listed on several on-line community calendars. In addition, banners were made by PW and placed Sunset Park near Miller Rd Parking lot, Miller Rd and Randall Rd at Ken Carpenter Park, Harvest Gate and Algonquin Rd, N Lakewood and W Algonquin Rd, and at Village Hall.

**Budget**

**Revenue** **\$397.00**

**Direct Expenses**

<u>Operating Supplies</u>	<u>100.18.50.72.04</u>	<b>\$428.45</b>
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**Indirect Expenses** **\$419.64**

<u>Staff</u>	hours	\$/hour	
Recreation Coordinator	3	\$22.95	\$68.85
Recreation Coordinator	3	\$22.64	\$67.92
Marketing Coordinator	3	\$23.29	\$69.87
Recreation Supervisor	3	\$31.00	\$93.00
Asst. Director	3	\$40.00	\$120.00

**Cost Recovery** **47%**

## **Sponsorships / Donations**

We emailed over 200 local businesses, placed a request in the Chamber of Commerce newsletter, and posted on Facebook to solicit for donated prizes. We received the following donations:

Lucas Orthodontics - Movie night basket (\$50 AMC gift cards, candy)

Yumz - Five \$5 gift cards

Colonial Café - Five \$5 gift cards

## **Volunteers**

We had 4 high school volunteers sign up and 3 show up. They were a huge help and did a great job.

## **Participation**

We had a total of 95 people (22 Families, 2 Individuals) register and attend the event. The max number of families was set at 25, which is a good number to stick to for space reasons.

## **Participant Feedback**

The attendees were all smiles during the event. No one voiced any concerns to staff.

## **Observations**

The event ran smoothly and participant feedback at the event was very positive overall. Maybe 90 minutes instead of 120 will be sufficient in the future, the kids started getting restless toward the end of the event.

We ordered 30 pizzas, but had at least 7 left over so fewer pizzas next time.

## **Recommendations**

Without the donation of prizes, this event is difficult to run at an affordable fee. We may need to physically go to businesses to request donations in the future.

**Event Analysis**  
**Lunch with Parks & Rec**  
**March 21, 2019**

**Program Description**

Advertised Descriptions:

Lunch with Parks & Rec

Come on down to Village Hall to join the Parks & Recreation staff for lunch! We can catch up, play games and enjoy a provided lunch! This will give you a chance to ask questions about Village happenings, as well as express ideas regarding events, programs and trips!

**Cost**

Free

**Target Audience**

Adults 55 & better

**Marketing**

The event was marketed in the seasonal brochure.

**Budget**

<b>Revenue</b>		<b>\$0</b>
<b>Direct Expenses</b>		
<b>Operating Supplies</b>	<u>100.18.50.72.04</u>	<b>\$107.21</b>

**Indirect Expenses**

<u>Staff</u>	hours	\$/hour
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**Cost Recovery** **0%**

**Sponsorships / Donations**

Synergy Homecare came and spoke to the seniors about their company.

**Volunteers**

N/A

**Participation**

We had a total of 17 senior registered and 12 attended the event.

**Participant Feedback**

The attendees liked the event and appreciated the fact that we were interested in what they had to say. No one voiced any concerns to staff.

### **Observations**

The event ran smoothly and participant feedback at the event was very positive overall.

### **Recommendations**

The next lunch event, I would have the sponsor help with some of the cost of the event.



**Event Analysis**  
**Easter Egg Hunt**  
 April 13, 2019

**Program Description**

“Hop over to the Lake in the Hills Village Hall for our Annual Easter Egg Hunt. We will have eggs filled with candy, small toys, or tickets to win prizes. Our bunny will also be on hand for plenty of photos! This FREE event is held outside, rain or shine, and starts promptly at 10 a.m. Age groups will be separated so everyone has equal opportunity to gather their eggs (limit of 12 per child). Please arrive early to find parking.”

**Fees**

Free

**Target Audience**

Families with children under 10 years old

**Marketing**

The event was marketed in the seasonal brochure, the Village’s website, Facebook page, marquee signs, and Resident Insider. In addition, banners were made by Public Works and placed Sunset Park Near Miller Road, Miller Road and Randall Road at Ken Carpenter Park, Harvest Gate and Algonquin Road, North Lakewood and West Algonquin Road, and at Village Hall. Banners were made with a generic “this Saturday” date so they can be reused.

We also did a Facebook Live video the day before the event that was viewed 992 times and shared by 8 people. The video was organized by and featured some of our BTB participants with the Easter bunny.

**Budget**

**Revenue** **\$0**

**Direct Expenses**

**Operating Supplies** **\$1,119.50**  
 100.18.50.72.04

**Indirect Expenses**

**Staff** **\$259.14**  
 hours \$/hour

Recreation Coordinator 3 \$22.95 \$68.85

Recreation Coordinator 3 \$22.64 \$67.92

Marketing Coordinator 3 \$23.29 \$69.87

Preschool Coordinator 3 \$17.50 \$52.50

**Cost Recovery**

0 %

## **Sponsorships / Donations**

We did not solicit for donations for the event because we had just asked for Daddy Daughter and Family Bingo. We get so few responses, we cannot ask the same businesses every month when we have an event.

## **Volunteers**

We had five volunteers for three hours the week prior to the event to stuff the eggs used in the 0-2 area. There were 14 high school volunteers signed up to work the day of the event, 9 showed up. There were more than enough here for the jobs we had.

## **Participation**

One of the volunteers was set at the start of the walkway with a clicker, he logged 954 people pass through.

## **Participant Feedback**

The attendees were all smiles during the event. No one voiced any concerns to staff. As families were waiting in line to get photos with the bunny, we had volunteers ask and tally an informal survey asking if they were a resident and if they planned to go to any other egg hunts in the area. Results are:

Resident: 59

Non Resident: 29

Other Egg Hunts ?:

None: 68

Huntley: 10

Algonquin: 4

The following communities each had 1 family interested in attending: Crystal Lake, Gilberts, YMCA, McHenry

## **Observations**

It was a mild, sunny day. The first family showed up a little after 9:30 a.m. The egg hunt itself took about 2 minutes. The line to take photos with the bunny was done by 11 a.m.

## **Recommendations**

- Signage for photos with the bunny
- Invite the Village Board President to kick off the event
- Start in January to find an event sponsor
- Make age group areas bigger
- The 50 prize eggs don't seem to add much value to the event (families don't come specifically for this) so it is recommended eliminating them and using the funds toward more eggs.

**Event Analysis**  
**Movie Night at the Airport**  
**6/18/19**

**Program Description:**

Advertised Description: The Village of Lake in the Hills in conjunction with the Algonquin Area Public Library is offering a FREE family movie night at Lake in the Hills Airport on June 18. We will be playing Ralph Breaks the Internet. Gates will open at 7pm and the movie will begin at dusk. Bring your chairs and blankets. Snack food will be available for purchase.

**Fees:** Free to enter, Concessions being sold for .50 / 1.00

**Target Audience:** Families

**Marketing:**

Regular marketing avenues were used (brochure, resident insider, web site, Facebook). The most interest was generated through the sharing of the Facebook event post through resident / neighborhood groups.

**Budget:**

<b>Revenue</b>	Concession sales		<b>\$</b>
<b>Direct Expenses</b>			
<b>Operating Supplies</b>	<b>100.18.50.72.04</b>		<b>\$637.92</b>
<b>Indirect Expenses</b>			
<b>Staff</b>	hours	\$/hour	<b>\$235.17</b>
Recreation Coordinator	5	\$22.95	\$114.75
Recreation Coordinator	3	\$22.64	\$67.92
Preschool Coordinator	3	\$17.50	\$52.50
<b>Cost Recovery</b>			<b>%</b>
Movie: \$333 / Porta potties: \$225 / Concessions: \$79.92			

**Sponsorships / Donations / Partnerships:**

This event was offered in conjunction with the LITH Airport and the Algonquin Library.

Kona Ice was contracted to sell during the event, it was very popular.

**Volunteers:**

Requested, but none signed up. The library had a volunteer that assisted with concession sales. The LITH PD Explorers were on hand assisting with parking.

**Participation:** We had 505 in attendance. It was the first warm (no rain) summer nights, which drew a bigger crowd. Although advertised that gates would not open until 7pm, several families showed up between 6:20 – 6:40pm. For safety purposes, we had to keep them off the event site until the set up vehicles were finished and removed.

**Participant Feedback:** Everyone seemed to enjoy the location and the movie. No suggestions or negative comments were brought to my attention.

**Recommendations:**

Expanded concessions – glow sticks

**Event Analysis**  
**2019 Park Parties**  
**6/12, 6/25, 7/16, 8/7**

**Program Description:** Advertised Description:

**MAKING A COMEBACK IN 2019!**

Our 2019 Neighborhood Park Parties were planned based on the January summer programs and events survey results. These are the top vote-getting locations and entertainment options chosen by you! We hope you enjoy these FREE events! Please bring a lawn chair or picnic blanket.

If your organization is interested in hosting a game or activity, please [contact us](#).

**Fees:** Free

**Target Audience:** Families w/ younger kids

We planned the events to meet different audiences, 2 night time events for working parents and 2 day time events for stay at home parents. We used the results of the January 2019 survey to determine the locations and entertainment for the events.

**Marketing:**

Traditional avenues of marketing were used to promote the events; brochure, flyers, web page, online community calendars, Resident Insider, Messenger, marquee signs, and Facebook.

**Budget:** There was \$4000 under contracted services for Park Parties in the 2019 budget.

<u>Entertainment</u>		<u>\$2085</u>
6/12	Wendy & DB	\$450
6/25	RC Juggles - Magician	\$427.50
7/16	RC Juggles - Balloons	\$427.50
8/7	Zoo	\$430
	Kona Ice	\$225
	Vessy Mink	\$125

**Sponsorships / Donations:** We received a 10% discount from RC Juggle Entertainment on 2 of the parties for giving them an ad in the summer brochure.

**Volunteers:**

6/12 - 2 volunteers requested, 0 signed up. One summer Rec Crew participant stayed to help with the event.

6/25 - 2 volunteers requested, 0 signed up.

7/16 - 2 volunteers requested, 0 signed up.

8/7 - 2 volunteers requested, 0 signed up. Two summer Rec Crew participants came to help

**Participation:**

**6/12 Wendy & DB:** We had to move the party to Village Hall due to inclement weather. About 40 people attended.



**6/25 RC Juggles - Magician:** Held at Barbara Key Park, we had around 30 people attend.



**7/16 RC Juggles – Balloons:** Held at Sunset Park Shelter, we had around 35 people attend.



**8/7 A Zoo to You / Kona Ice / Vessy Mink:** Our Back to School Park Party was held at Leroy Guy park and hosted about 150 people.



**Participant Feedback:** The overall mood of each event was very positive. The entertainers were very interactive with the children. Parents were thankful for the events. Everyone seemed happy and glad to be there.

After the event at Barbara Key a resident came up to staff and asked about shelter rentals, as she had never been to the park before and was impressed with it.

The event at the Sunset shelter was hard to find for some people. We walked the park prior to the beginning of the entertainment and found some parents at the splash pad shelter and at the park because they couldn't find the location. Some trees and natural areas around the sunset shelter need to be groomed a little better to allow the shelter to be seen from the parking lot.

We did a Facebook live video during the set up / beginning of the final park party and a couple of the parents at the end of the event told us they forgot about it until they saw that online and it prompted them to come over. Having access to this tool without having to go through Administration would be very helpful in promoting our events throughout the year.

### **Recommendations:**

Staff recommends that we offer 1 bigger event per month in the future. The last party with the singer, zoo and Kona Ice was most attended so a similar set up with different entertainment each month might draw bigger crowds. We would need to hold them at places that have access to electricity or obtain a portable generator.



**Event Analysis**  
**Back-2-School Skate Park Contest**  
**July 28, 2019**

**Program Description**

Advertised Descriptions:

Back-2-School Skate Park Contest

The Sunset Skate Park of Lake in the Hills comes alive with the thrill of competition. Snacks and beverages will be provided and music will be played to help the crowd cheer on the skaters. All skate contestants will be guaranteed one qualifying one- minute run for the crowd and judges. Top scorers from the first run will then skate in a second and final deciding run. T-shirt given to registered participants, first come first served. Sizes vary. Registrations are accepted on a first-come, first served basis or until division is full. Pre- registration is recommended. Waiver must be signed by a parent or guardian. Helmets are required. There are three skill levels for each division; registration for residents begins at 8:30 am and opens up to everyone at 9am.

**Cost**

\$10.00 per person

**Target Audience**

Ages 8+

**Marketing**

The event was marketed in the seasonal brochure.

**Budget**

<b>Revenue</b>			<b>\$120.00</b>
<b>Direct Expenses</b>			
<b>Operating Supplies</b>	<b>100.18.50.72.04</b>		<b>\$214.01</b>
<b>Indirect Expenses</b>			<b>\$186.32</b>
<b>Staff</b>	hours	\$/hour	
2 part-time staff	8	23.29	
<b>Cost Recovery</b>			<b>30 %</b>

**Sponsorships / Donations**

N/A

**Volunteers**

N/A

## **Participation**

We had a total of 12 people attend the event. We did have a lot of people there as spectators.

## **Participant Feedback**

The attendees were all smiles during the event. Participants voiced that they loved this event but really didn't know about it or where to register.

## **Observations**

The event ran smoothly and participant feedback at the event was very positive overall.

## **Recommendations**

I would use a different approach to the marketing. This group is not looking at our brochure. Hang banners by the skate park and in local skate shops. Have skate shops sponsor the event.

Beginner- 1<sup>st</sup> Place- Ben Arbotante  
2<sup>nd</sup> place- Ralphie Mendez  
3<sup>rd</sup> place- Giovanni Salerno



Intermediate- 1<sup>st</sup> Place- Jeyden Thekker  
2<sup>nd</sup> place- Sean SEbastian  
3<sup>rd</sup> place- George Moody



Advanced- 1<sup>st</sup> Place- Joshua Schoen  
2<sup>nd</sup> place- Matt Valentine  
3<sup>rd</sup> place- Thomas Rutledge



## **Bike Division**

Beginner- 1<sup>st</sup> Place- No entries

2<sup>nd</sup> place- No entries

3<sup>rd</sup> place- No entries

Intermediate- 1<sup>st</sup> Place- Trevor McGehee

2<sup>nd</sup> place- Jimmy Meese

3<sup>rd</sup> place- No entries



Advanced- 1<sup>st</sup> Place- No entries

2<sup>nd</sup> place- No entries

3<sup>rd</sup> place- No entries

## **Skateboard Division**

Beginner- 1<sup>st</sup> Place- No entries

2<sup>nd</sup> place- No entries

3<sup>rd</sup> place- No entries

Intermediate- 1<sup>st</sup> Place- No entries

2<sup>nd</sup> place- No entries

3<sup>rd</sup> place- No entries

Advanced- 1<sup>st</sup> Place- No entries

2<sup>nd</sup> place- No entries

3<sup>rd</sup> place- No entries



# Recreation Program or Event Analysis

## PROGRAM INFORMATION

**PROGRAM TITLE:** FuntastiCAMP Summer Day Camp      **PLAN CREATION DATE:** August, 2019  
**NAME OF INSTRUCTOR:** Village of Lake in the Hills      **LITH REPRESENTATIVE:** Kristi Brewer  
**OFFERING CATEGORY:** 1) Established 2) LITH Rec Division Staff 3) If Co-op; whom: N/A  
**SEASON OFFERED:** Summer Only [June-August]

**COST PER PARTICIPANT:**  
1 Day \$60 R / \$ 70 NR      2 Day \$90 R / \$100 NR      3 Day \$130 / \$140 NR  
4 Day \$154 R / \$164 NR      5 Day \$165 / \$175 NR

**ADDIT'L PARTICIPANT COSTS:** \$15 extra shirt; \$20 late fees

**PROGRAM DESCRIPTION:** The summer day camp program, first implemented in 2002, is designed for children entering Kindergarten through 6th grade. Camp offers a weekly field trip, pool trip, and park trip, along with on-site activities. Campers can join their friends and play games, take field trips, enjoy arts/crafts and more. Our purpose is to provide a safe, caring, creative and challenging recreationally based environment to help encourage children to develop to their fullest potential intellectually, emotionally, socially, and physically..

<u>Day(s) of the Week</u>	<u>Start Date(s)</u>	<u>No. of Classes</u>	<u>Start Time</u>	<u>End Time</u>	<u>Facility/Space Utilized</u>
Mon/Tue/Wed/Thur/Fri	June 3, 2019	50	6:30am	6:00pm	LITH Village Hall

## PROGRAM ANALYSIS

**PURPOSE OF PROGRAM:** Programs offered for youth during the summer season or non-school contact weekdays, providing multi-faceted recreational activities and day-long experiences.

- Provides the camp experience for campers that are too young, anxious about being away from home, or whom have outgrown traditional daycare programs.
- Allows for a greater partnership between the program and the camper's parents surrounding the growth and skill building that takes place at FuntastiCAMP.
- Provide the opportunity for youth to come together, live and work together, build "community" with each other, and relate to adults in a non-competitive setting.
- Campers transfer behaviors (positive, socially-appropriate and environmentally responsible behaviors, healthy and active lifestyles, recreation skills) to settings and activities beyond.
- Openness to a wider range of environments, people, activities, and routines.
- Social skills (communication, conflict resolution, making friends).
- Skills and attitudes for lifelong physical activity.

**TYPE OF PROGRAM/SERVICE:** 1) Youth Camp/Clinic 2) Youth Special Interest 3) N/A

**TARGET MARKET(S):** (1) Grade School K-6 [5-12 yrs], (2) N/A, (3) N/A

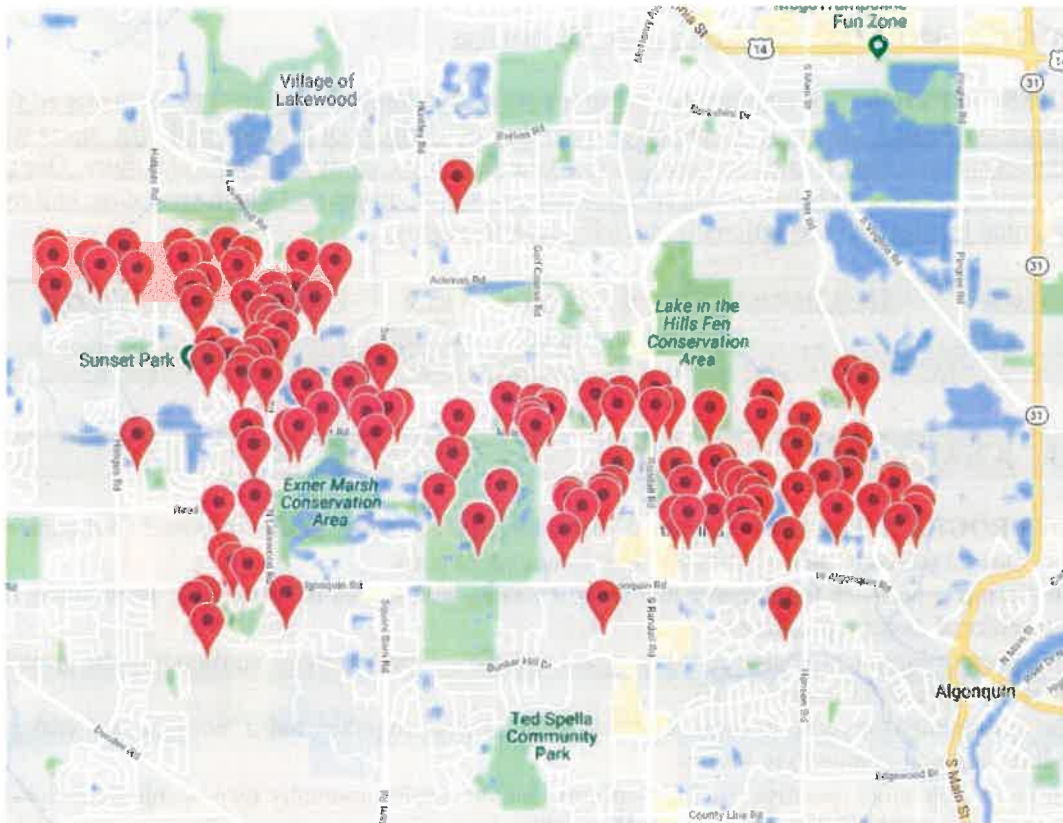
**HOW NEED IN LITH IS DETERMINED:** Previous enrollment. Requested by community. Community Outreach.



## Recreation Program or Event Analysis

Human Resources	Financial	Facility Resources	Knowledge Base	Marketing & Recruitment
<ul style="list-style-type: none"> <li>Core and seasonal staff</li> <li>Volunteers</li> <li>P&amp;R Board</li> <li>Partnerships</li> <li>Public Works</li> </ul>	<ul style="list-style-type: none"> <li>Camper fees</li> <li>Annual budget review</li> <li>Annual comparable community / program fees review</li> </ul>	<ul style="list-style-type: none"> <li>Village Hall               <ul style="list-style-type: none"> <li>Lower Level, Exterior patio, pavilion</li> <li>Community Room</li> </ul> </li> <li>Community parks</li> <li>Pavilions &amp; trails</li> <li>Splash pad</li> <li>Garden plot/PW</li> <li>Lake access</li> </ul>	<ul style="list-style-type: none"> <li>Village oversight and guidance</li> <li>Program framework based on industry standards</li> <li>staff certification and training</li> </ul>	<ul style="list-style-type: none"> <li>Previous participants</li> <li>Word of mouth</li> <li>Social media</li> <li>Program brochure</li> <li>Website</li> </ul>

### 2019 HOUSEHOLD LOCATION MAP:



### OVERALL ENROLLMENT

	2019	2018*	2017		2019	2018*	2017		2019	2018*	2017
<b>Residents</b>	166	165	117	<b>New residents</b>	70	67	No Data	<b>Returning residents</b>	96	No Data	No Data
<b>Non-Residents</b>	92	93	215	<b>New non-residents</b>	121	52	No Data	<b>Returning non-residents</b>	41	No Data	No Data

\*2018 Camp Program consisted of 11 weeks; 2018 program was 10 weeks

Note: 2017 date does not include CIT program for comparable data. 2017 season had two locations [Village Hall & Reed Rd. Campus]; maximum capacity was lower in 2018 than in 2017.



## Recreation Program or Event Analysis

### FINANCIAL

		2019	2018	2017
<b>TOTAL REVENUE</b>		<b>\$204,764.43</b>	<b>\$ 191,919.56</b>	<b>\$ 259,272.87</b>
<b>Expenses</b>				
	<b>Salaries and Wages</b>			
50.04	Recreation Supervisor	\$ 24,640.00	\$ 22,400.00	\$ 21,714.00
50.04	Front Desk Staff	\$ 1,440.00	\$ -	\$ 1,109.76
50.12	Payroll (Inc. FICA)	\$ 96,395.12	\$ 98,903.00	\$ 146,479.00
	<b>Professional Medical</b>			
60.16	Staff Physical/Drug Screen	\$ 2,416.00	\$ 2,175.00	\$ 5,406.00
	<b>Professional Other</b>			
60.24	Field Trips	\$ 19,764.14	\$ 17,820.00	\$ 27,226.41
60.24	Pool Trips	\$ 6,164.00	\$ 8,250.00	\$ 10,275.00
	<b>Utilities Telephone</b>			
62.20	Mobile /Wifi	\$ 180.00	\$ 174.00	\$ 174.00
	<b>Printing and Copying</b>			
63.12	Camp Brochure	\$ 190.00	\$ 324.00	\$ 250.00
	<b>Rentals</b>			
63.16	Bus Transportation	\$ 16,929.62	\$ 16,706.00	\$ 25,859.00
63.16	D158 School Rental	\$ -	\$ -	\$ 5,420.00
	<b>Supplies, Parts &amp; Software</b>			
70.24	When to Work/Scheduler	\$ 315.00	\$ 315.00	\$ 315.00
70.24	Registration Software	\$ 10,356.00	\$ 10,000.00	\$ 10,442.00
60.24	Credit Card Processing Fees	\$ 6,000.00	--	--
	<b>Operating Supplies</b>			
72.04	Camp Supplies, games & athletic equipment	\$ 9,798.11	\$ 5,906.62	\$ 7,518.00
72.04	CPR/First Aid Supplies	\$ 1,390.00	\$1,100.00	\$ 1,485.00
	<b>Operating Supplies Uniforms</b>			
72.16	Uniforms	\$ 1,089.32	\$ 1,200.00	\$ 1,724.70
<b>TOTAL EXPENSE</b>		<b>\$ 197,067.31</b>	<b>\$ 185,273.62</b>	<b>\$ 265,397.87</b>
<b>NET REVENUE</b>		<b>\$ 7,697.12</b>	<b>\$ 6,645.94</b>	<b>\$ (6,125.00)</b>



**COMMUNITY FEEDBACK**

	2019	2018	2017
<b>Surveys</b>			
Surveys sent out	191	188	225
Return rate	23%	32%	37%
<b>Results</b>			
Program met our expectations	86.1%	97.3%	95.6%
Program was a good value	88.9%	87.0%	91.3%
Our child had fun at Camp	87.8%	95.0%	91.3%
Activities offered were age appropriate	97.2%	100.0%	97.8%
We definitely plan to attend Camp next year	61.1%	61.5%	69.0%
Curbside pick-up and drop-off was somewhat or very important	89.0%	94.0%	N/A

**Comments from HomeRoom App** [private social media page]



Laura said:

"This was our first experience with camp and my boys loved it! All the counselors were great and lots of memories were made. We'll be back next summer for sure!"  
5 days 22 hours ago



Meredith said:

"Everyone was Amazing! Thank you, for everything."



Beata said:

"Thank You for everyone for FuntastiCamp....Wiktoría and Nicole love it Thank You"



**Comments from Survey Monkey**

- Take field trips to places we've never been.
- We are in Huntley but we selected for several reasons costs, drop off and pick up curb option, staff much better and activities.
- 6:30 drop off and love the car pick up lane!
- My child was bored:/
- The trips were initially the main reason I chose LITH over Huntley Camp.
- We use the after school program with Crystal Lake during the school year and wished she was with yours year round! Counselors are exceptional, iPad check in and out is much more secure and my child had much more fun!
- It's a great camp, but my son isn't into sports. Maybe more onsite activities that aren't all sports related for boys.

**OVERVIEW & RECOMMENDATIONS**





## Recreation Program or Event Analysis

### 2019 Overview

- Unable to fill Camp Supervisor position for summer; assistance from Preschool Supervisor and Recreation Supervisor was required. This significantly impacted the workload for both positions. Camp Counselor applicants limited again for this hiring season [following the national trend according to the *American Camping Association*].
- Camp was well organized and the impact to Village Hall daily operations was marginal.
- Program start time began ½ hour earlier than in prior years.
- FuntastiCAMP participated in maintaining a camp garden plot at Public Works; parent's survey: 50% enjoy this.
- Campers learned to make butter, recycled paper and refrigerator pickles.
- Added on-site wrap-up camp option due to parent/camper enrollment demand.
- Implemented opt-in for text messaging service to improve communications with parents.
- Partnered with LITH Police Department and LITH 3CK Airport for camper presentations.
- Partnered with LITH Preschool Academy for visit with two classroom hatched ducklings.
- HomeRoom App [private social media app] usage increased by 40% and was utilized as an additional communication tool.
- FuntastiCAMP preview nights successful in answering parent questions prior to registering.
- Implemented all grade-level camp activities calendar/schedule.
- Curbside drop-off/pick-up remains an added benefit.

### 2020 Recommendations

- Hold program at Village Hall again in 2020 but also seek out future alternative locations that provide cost effective accommodations.
- Research methods and trends for recruitment of seasonal employees.
- Develop a multi-year plan outlining priorities for the FuntastiCAMP Program.
- Develop a sports equipment and games replacement plan & research pricing items that are more durable.
- Conduct a community needs assessment every 3-5 years to include to:
  - 1. Demographic trends
  - 2. Public's perception of availability and access to summer day camp programs.
  - 3. Best methods used by the Village to inform the community of services and programs.



**Mom & Son Date Night  
Event Analysis  
October 18, 2019**

**Program Description**

Advertised Descriptions:

Say "Aloha" to an evening of fun with your favorite little man! Snacks, ice cream bar, games, crafts, photos and dancing will make the night one to remember! Dress in your most festive outfit for a chance to win a prize!

**Cost**

\$12 R / \$14 NR

We offered a discount of \$5 off per couple for Preschool families and \$6 per person fee to Village Employees.

**Target Audience**

boys ages 3 + with Mom (or adult chaperone)

**Marketing**

The event was marketed in the seasonal brochure, on our website, on our Facebook page, Village marquee signs, via press release and listed on several on-line community calendars. In addition, banners were made by PW and placed Sunset Park near Miller Rd Parking lot, Miller Rd and Randall Rd at Ken Carpenter Park, Harvest Gate and Algonquin Rd, N Lakewood and W Algonquin Rd, and at Village Hall. Flyers were put in all preschool student backpacks. We offered discounted rates to Preschool and Village employee families.

**Budget**

**Revenue** **\$ 551.00**

**Direct Expenses**

<b>Operating Supplies</b>	<b>100.18.50.72.04</b>	<b>\$ 348.16</b>
Food	\$ 106.51	
Decorations	\$ 134.76	
Crafts & games	\$ 106.89	

**Indirect Expenses** **\$ 438.28**

<u>Staff</u>	hours	\$/hour	
Recreation Coordinator	4	\$23.62	\$94.48
Recreation Coordinator	4	\$23.00	\$92.00
Asst. Director	4	\$40.00	\$160.00
Customer Service	4	\$22.95	\$91.80

**Cost Recovery**

**70%**

## **Sponsorships / Donations**

We did not solicit for donations for this event due to time constraints.

## **Volunteers / Staff**

We had 5 volunteers show up. Four staff members worked the event.

## **Participation**

We had 46 people register for the event.

## **Participant Feedback**

A survey was emailed out to 24 households on October 21, and remained open until October 31. We had 10 responses. Of the respondents, 100% would recommend this event to a friend. The comments on the event were very positive. Full survey results can be found at V:\Parks & Recreation\\_Secure\Special Events\Mom & Son Date Night\2019

## **Observations**

The event ran smoothly and participant feedback at the event was very positive overall. We will definitely offer the event again next fall.

## **Recommendations**



# Flurry Fest Event Analysis

## December 14, 2019

### Program Description

Advertised Description:

*Please join us for our annual holiday celebration at Village Hall. Community Partners will be on hand leading games, crafts and providing snacks. Photo opportunities galore with your favorite Frozen characters, and the man of the season... SANTA!*

*This FREE community event is being brought to you by the Parks and Recreation Division and Home State Bank.*

*\* Please bring a non-perishable donation item for the Algonquin/Lake in the Hills Interfaith Food Pantry.*

### Cost

Free

### Target Audience

Families

### Marketing

The event was marketed in the seasonal brochure, on our website, on our Facebook page, Village marquee signs, via press release and listed on several on-line community calendars. In addition, banners were made by PW and placed Sunset Park Near Miller Rd Parking lot, Harvest Gate and Algonquin Rd, N Lakewood and W Algonquin Rd, and at Village Hall.

### Budget

<b>Revenue</b> (Home State Bank Sponsor)	<b>\$750</b>
<b>Direct Expenses</b>	
*includes food, decorations, giveaways, entertainment, misc. supplies	\$1590.94
<b>Indirect Expenses</b>	
Staff Time	
Recreation Coordinator – 25 hours x \$23.62/ hr	\$590.50
Recreation Coordinator – 10 hours x \$22.64 / hr	\$226.40
PS Supervisor – 4 hours x \$18.32/ hr	\$73.28
F/T Staff – 1 staff x 4 hours x \$32/ hr	\$128.00
1 staff x 4 hours x \$40 / hr	\$160.00
PS Staff – 2 staff x 4 hours x \$12/ hr	\$96.00
PW – labor & equipment for set up/ monitoring/ removal	\$1115.75
<b>Total direct &amp; indirect expenses =</b>	<b>\$3980.87</b>

*Cost recovery = 18%*

## **Volunteers**

10 volunteers showed up to assist with the event. Two volunteers from the Lake in the Hills / Algonquin Food Pantry also assisted with the food drive while handing out some logo items to those that donated.

## **Participation**

This year's event saw the largest number of participants we've ever had at this event with 711.

## **Participant Feedback**

Even with the large crowd, spirits were bright. Lots of happy faces greeted Olaf, Anna, Elsa and Santa. The Frozen theme was very popular with the movie just being released.

## **Observations**

Staff preparation time is significant for this event, as it involves decorating all of Village Hall. The event ran smoothly and participant feedback at the event was very positive overall.

## **Recommendations**

If another large crowd is expected in the future, using the multipurpose area downstairs would help spread out the crowd.

**Event Analysis**  
**Letters from Santa**  
**Dear Santa: Letter writing**  
**December, 2019**

**Program Description**

Advertised Descriptions:

**Letter from Santa**

Sign up each child to receive a hand written letter and envelope customized for them from Santa. Register each child that would like to receive a letter. Must register by December 2.

**Dear Santa: Letter writing**

Help Santa prepare to respond to the many letters he has received. All materials will be provided. There will be a brief orientation at each session to assist letter writing and envelope decorating. Light refreshments served. Come to one or all the sessions. Pre-registration is required; amount of letters to write will vary depending on amount of letters needed.

**Cost**

Res \$1/ NR \$5

Free to LITH Preschool Academy students only.

**Target Audience**

Children of any age- to receive letter

Seniors/volunteers – to write the letters

**Marketing**

The event was marketed in the seasonal brochure.

**Budget**

**Revenue** **\$59.00**

**Direct Expenses**

Operating Supplies **\$74.42**  
**100.18.50.72.04**

**Indirect Expenses** **\$ 110.00**

<u>Staff</u>	hours	\$/hour
Recreation Coordinator	5	\$22.00

**Cost Recovery** **32%**

## **Sponsorships / Donations**

N/A

## **Volunteers**

We had 24 high school volunteers sign up and 18 show up. We had 5 seniors sign up to volunteer. There was 4 different days they could sign up to volunteer. They were a huge help and did a great job.

## **Participation**

We had a total of 78 children register to receive a letter from Santa.

## **Participant Feedback**

No one voiced any concerns.

## **Observations**

Each letter writing session ran smoothly. For the first one with 15 volunteers, pizza was ordered for the first session which was 15 volunteers and for 3 hours. The other sessions have water and snacks.

## **Recommendations**

Ideas for next year:

- Examples of how to address an envelope for the high school volunteers.
- Earlier notice to Parents on the Fillable PDF
- Music, Cookies, Cocoa, Coffee for Writing Group

**Noon Years Eve**  
**Event Analysis**  
**December 31, 2019**

**Program Description**

Advertised Description:

3...2..1 Happy Noon Year! Join us for a special sendoff to 2019! We will take silly pictures, dance, craft and play as we wait for the Noon hour countdown. Pre-registration is required by December 27.

We had 7 stations set up in Village Hall.

1 – decorate a party hat – as you enter

2- selfie Station – in front of old P&R area

3 –bingo- community room

4 – make a snack cup – multipurpose room

5 – coloring sheets – upstairs and downstairs

6 – make a noise maker– multipurpose room

7 – dancing & countdown – multipurpose room

Cotton candy toast and cupcakes were in the multipurpose room after the countdown

**Cost**

R \$10 / NR \$12

**Target Audience**

Kids 8 and under

**Marketing**

The event was marketed in the seasonal brochure, on our website, on our Facebook page, Village marquee signs.

**Budget**

<b>Revenue</b>		<b>\$430</b>
<b>Direct Expenses</b>		
-includes food, decorations, misc. supplies		\$286.08
<b>Indirect Expenses</b>		
Staff Time	Recreation Coordinator – 8 hours x \$23.62/ hr	\$188.96
	Recreation Coordinator – 4 hours x \$22.64/ hr	\$90.56
	P/T Staff – 1 BTB staff x 2 hours x \$9.25/ hr	\$18.50
	F/T Staff – 1 staff x 1.5 hours x \$32/ hr	\$48
	1 staff x 2 hours x \$40/ hr	\$80

**Total direct & indirect expenses = \$712.10**

*Cost recovery = 60%*

**Sponsors / Donations**

We had no sponsors or donations for this event.

**Volunteers**



8 volunteers were used for this event.

### **Participation**

We had 39 children registered, all but 1 attended. We also had 2 children of a staff member attend.

### **Participant Feedback**

There were a lot of smiling faces at the event. The children had a good time at each of the stations and with the dancing.

### **Observations**

Staff preparation time was significantly reduced from previous years with the elimination of the balloon drop. We increased the time to 1.5 hours and up the fee by \$1 based on last year's recommendation. It did not affect registration.

The event ran smoothly and participant feedback at the event was very positive overall.

### **Recommendations**

Staff plans to evaluate this event for 2020. There are other holiday themed ideas staff would like to try but with the full December calendar and limited staff, we might consider alternating years for this event.

We can set the max at 60 for next offering of the event as long as the multipurpose room is used for part of the event space.

# 2020

NRPA AGENCY PERFORMANCE REVIEW

## Lake in the Hills (Village of) Parks & Recreation



**NRPA** National Recreation  
and Park Association

*Because everyone deserves a great park*

## Using Data to Drive Optimal Decision Making

You have many questions about how to best lead your parks and recreation agency. The questions may be about budget size, optimal staffing or revenues generated from agency activities. Perhaps you are looking towards the future and seeking opportunities where your agency can better serve its community while also outperforming its peers elsewhere in the U.S.

In your hands is one resource that can assist you with answering these many questions. The customized Parks and Recreation Agency Performance Report shows you how your community's parks and recreation services compare to those of its peers throughout the U.S. The data in this report comes from what your agency and other agencies entered in [NRPA's Park Metrics](#) website and compares specific measures of parks and recreation efficiency and effectiveness against thousands of other parks and recreation agencies across the country. Use this report to make informed decisions about your parks and recreation agency. Capitalize on your strengths and address your weaknesses – and increase the positive impact of your parks and recreation offerings on those in the community you serve.

Of course, data itself does not provide complete answers to your many questions. But combined with the collective knowledge of yourself, your team, your external partners and other resources, the insights contained within this report are an important step to lead your agency into the future.

## About this Report

Earlier this year, your agency submitted operational information into the National Recreation and Park Association's (NRPA) *Park Metrics* website by completing your Agency Performance Survey. Thanks to the participation of park and recreation agencies throughout the U.S., NRPA is providing the field with key data on the management and operation of park and recreation agencies. The [Agency Performance Review](#) is a customized look at your agency in comparison to all agencies that responded to the survey and a subset of agencies that serve a similar population density (the online NRPA Park Metrics system allows you to create much more detailed data aggregations to **compare your agency to agencies that meet specific criteria of your choice**). The results contained in this report offer broad “yardsticks” on your agency's management and operations, allowing you to gauge your agency's strengths, weaknesses and improvement opportunities.

The aggregated data contained in this report was derived from 2017 – 2019 data in the *NRPA Park Metrics* database as of February 2020. As the NRPA Park Metrics system is available 24/7/365, the data can and will change throughout the year. [NRPA Park Metrics](#) allows you to run reports on-demand, based on real-time data, so the reports you create will always be based on the most current data available. To run additional reports, simply login to your account and go to the “Reports” tab to use *Agency Performance Reports* or *Agency Performance Dashboards* to drill-down into the full data set to compare your agency alongside agencies that meet your search criteria in areas such as Jurisdiction Population, Budget Size, State, Population Density, etc.

For a broader view of park and recreation agency benchmark and performance data, check out the *2020 NRPA Agency Performance Review* and its accompanying interactive tools. This report is the most comprehensive resource of data and insights for park and recreation agencies in the United States. The report and interactive tools present *NRPA Park Metrics* data from 2017 through 2019 with 24 figures that highlight critical park and recreation metrics on park facilities, programming, responsibilities of park & recreation agencies, staffing, budget and agency funding. [Explore the 2020 NRPA Agency Performance Review.](#)

## Using this Report

The *Agency Performance Report* is designed to assist you in evaluating your own agency's results relative to other *Agency Performance Survey* participants. The information in this report is designed to be a tool for helping you to better evaluate your agency and its offerings. Spotting significant differences between your own figures and the composites can be the first step toward identifying improvement opportunities. Please keep in mind:

1. A deviation between your figures and figures in the report is not necessarily good or bad. It merely indicates additional analysis may be required. As a rule, the larger the difference, the greater the need for further investigation.
2. In situations where large deviations do exist, it may be helpful to go back and calculate the same measure over the past several years to identify any trends that may exist.
3. The information in this report should be used as a tool for informed decision making rather than absolute standards. Since agencies differ as to their location, size, and other factors, any two agencies can be successful yet have very different experiences with regard to certain measures.

If you have any questions or comments about this report, please contact Greg Manns of Industry Insights at [gmanns@industryinsights.com](mailto:gmanns@industryinsights.com) or 614-389-2100 x108.

## 2020 NRPA Agency Performance Review Key Findings



Agencies that ban the use of tobacco products at parks and facilities

**76%**

Full-Time Equivalent Employees (FTEs) Per 10,000 Residents:

**8.1**



Operating Expenditures Per Capita:

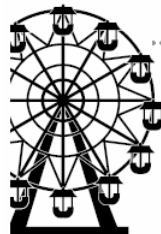
**\$81.19/year**



**54%**

of park and recreation agencies deliver STEM programming to children and young adults

Manages **11.0** miles of walking, hiking, running and biking trails



**88%**

of park and recreation agencies offer themed special events to the public

Residents Per Park:

**2,281**



Revenue-to-Operating Expenditures:

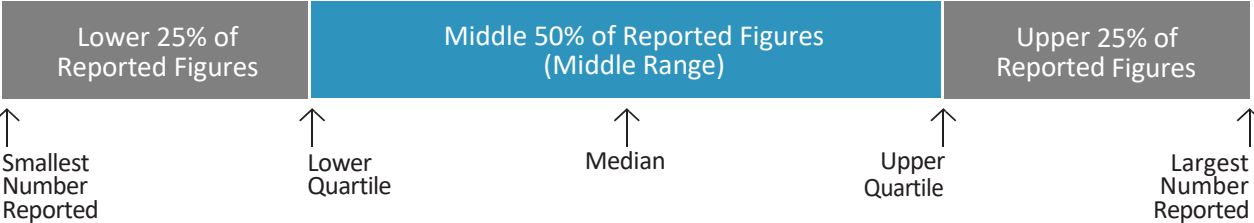
**25.9%**



# Interpreting the Numbers

Most of the results included in this study are reported on the basis of medians rather than arithmetical averages or means. Unlike the mean, the median is not distorted by a few unusually high or low values that may exist in the sample due to special circumstances. The “median” value represents the mid-point of the data for a particular measure, with one-half of the respondents reporting figures above it and one-half below. Each median was computed independently based on the agencies that reported for that item. As a result, mathematical relationships do not always exist when different ratios are used together in the calculation.

Figures reported were not used unless they were in accordance with the survey instructions and definitions. In cases where the number of respondents was considered inadequate for the computation of a meaningful figure, “ISD” appears in the tables.



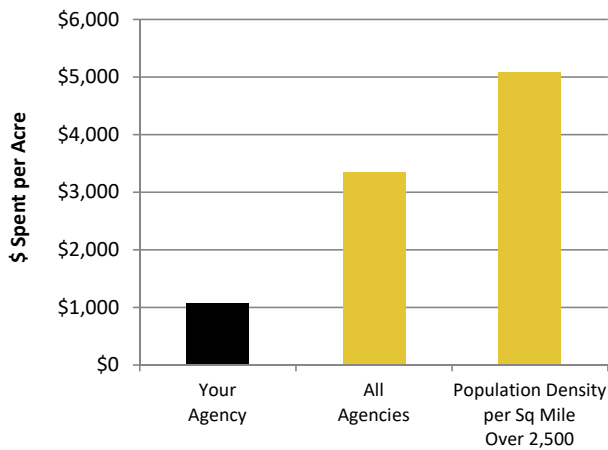
*If you see “no data” in the table of data under a graph, you haven’t answered the required Agency Performance Survey questions to generate this comparison.*

## Definitions

- Median (or 50th percentile):**  
The center value of the total distribution of the data that was reported (e.g., it is the value at which 50% of the responses are above and 50% are below). This measure is less likely than an average to be distorted by a few outlying responses.
- Lower Quartile (or 25th Percentile):**  
The observation point below which 25% of the responses lie (e.g., 25% of the respondents reported a figure less than this amount and 75% a figure higher than this amount).
- Upper Quartile (or 75th Percentile):**  
The observation point below which 75% of the responses lie (e.g., 75% of the respondents reported a figure less than this amount and 25% a figure higher than this amount).

# Executive Summary

## Park Operating Expenditures per Acre of Parkland



	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
Lower Quartile		\$1,641	\$2,767
Median	<b>\$1,066</b>	<b>\$3,342</b>	<b>\$5,084</b>
Upper Quartile		\$6,408	\$10,138

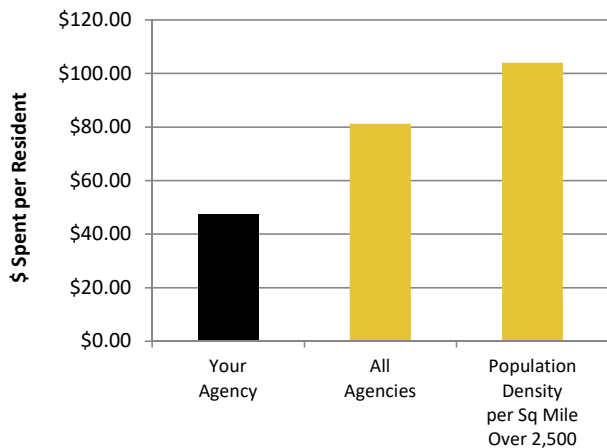
Two metrics that can be used to gauge whether a community is adequately funded to manage, operate, and maintain its parks and recreation areas are “park related operating expenditures per acre of parkland managed” and “operating expenditures per capita.” The first metric, operating expenditures per acre, is calculated by dividing total park related operating expenditures by total parkland acres managed by the agency. The second metric, operating expenditures per capita, is calculated by dividing total operating expenditures by the population of the jurisdiction served by the agency.

Operating expenditures include all of the costs to provide parks and recreation services to the community, including personnel salaries, benefits, utilities, equipment, and materials. Operating expenditures may also include debt service if it is paid out of the annual operating budget, as well as any expenditures incurred as part of a special or enterprise fund (such as a golf course) managed by the public agency.

It is important to note that operating costs can vary widely between communities due to differences in parks and recreation facility standards, types of equipment, repair and replacement schedules, types and topography of parkland, degree of maintenance required, levels of use, and other variables. Operating costs and efficiencies can also vary with the number of acres managed and/or the size of the population served. For example a community that manages extensive conservation lands will have a lower ratio of expenditures/acre than a community that primarily manages developed parkland.

Communities that benchmark operating expenditures should conduct follow-up research to analyze and document the specific reasons for differences in operating expenditures. For example it may be helpful to find a similar agency in Park Metrics (formerly PRORAGIS), then visit and photograph the facilities at benchmarked communities, and meet with agency staff to document key differences in facility quality or levels of maintenance. It may also be helpful to determine if a community is serving a larger population than its own residents. Elected officials, managers, and residents may be more supportive of increased operation budgets if they clearly understand the reasons for variations in funding between communities, and/or the implications of different funding levels.

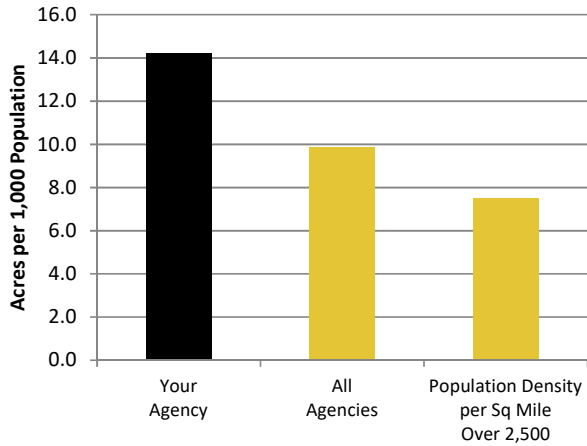
## Operating Expenditures Per Capita



	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
Lower Quartile		\$45.97	\$64.05
Median	<b>\$47.40</b>	<b>\$81.19</b>	<b>\$103.94</b>
Upper Quartile		\$149.60	\$178.05

## Are you adequately funded?

## Acres of Parkland per 1,000 Population



	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
Lower Quartile		5.1	4.6
Median	14.2	9.9	7.5
Upper Quartile		17.1	12.9

Do you have enough parkland?

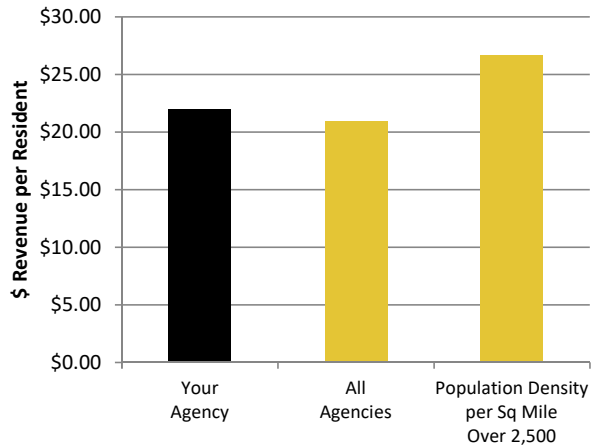
The “acres of parkland per 1,000 population” metric is the most common technique for determining whether a community has “enough” parkland. It is also known as a community’s “acreage level of service (LOS).” There is no standard acreage LOS in the United States, and LOS can vary widely due to a community’s history, culture, demographics, density, development patterns, and other factors. For example the acreage LOS of communities within the Park Metrics (formerly PRORAGIS) database ranges from less than 2 acres per 1,000 citizens to over 100 acres per 1,000 citizens.

An often-asked question is “what should be counted in an acreage LOS?” Unfortunately there is no standard answer. Some communities include public golf courses and beaches, while others include publicly accessible lakes and wetlands. Some cities and counties also include public parkland owned by other agencies, such as state parks and national forests. Some communities also count private recreation areas, owned and managed by homeowners associations, because these areas help meet residents’ local recreation needs. Since the primary purpose of acreage LOS is to determine a community’s need for parkland, it is recommended that communities only count developable, publicly accessible parkland within their jurisdiction.

Open space lands that are undevelopable, such as privately owned open spaces, private golf courses, or private beaches; or open space lands that are permanently protected such as wetlands, water bodies, or protected conservation lands, cannot be used in calculations to determine how much open space is needed for future community needs for facilities such as parks, playgrounds, athletic fields, or community recreation centers. Privately owned parkland is not open to the public, and could be sold or redeveloped. Public parkland owned by another jurisdiction (such as state or county-owned land within a municipality) should be counted only for the population served by that jurisdiction.

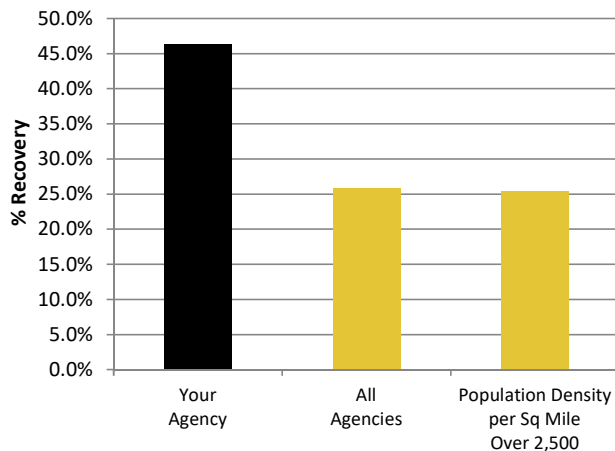
Acreage LOS should be used in conjunction with other needs assessment techniques to gauge a community’s need for additional parkland. For example a community may conclude that it is not necessary to acquire additional parkland after comparing its acreage LOS to other communities. However other needs assessment techniques such as surveys, focus group meetings, and population projections may indicate that residents’ needs are not being met, and additional parkland may be required.

## Revenue per Capita



	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
Lower Quartile		\$6.45	\$9.27
Median	<b>\$21.97</b>	\$20.93	\$26.68
Upper Quartile		\$50.27	\$59.45

## Revenue as a % of Operating Expenditures (Cost Recovery)



	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
Lower Quartile		12.3%	13.4%
Median	<b>46.3%</b>	25.9%	25.4%
Upper Quartile		44.0%	45.9%

Revenues (also known as “annual direct revenues”) include all of the monies generated directly from parks and recreation classes, programs, memberships, concessions, permits, rentals, and other non-tax sources. Revenues do not include funding from taxes, grants, foundations, bonds, assessments, or other indirect sources.

Two metrics that can be used to track revenues, and/or compare revenue generation to other agencies, are “revenue per capita” and “revenue as a percentage of total operating expenditures.” The first metric, revenue per capita, is calculated by dividing the total revenues generated by the agency by the population of the jurisdiction served by the agency. The second metric, revenue as a percentage of total operating expenditures (also known as “cost recovery”), is calculated by dividing the total revenues generated by the agency by the total operating expenditures of the agency.

In addition to using these metrics for revenue tracking and benchmarking, they can also be used to establish cost recovery policies and goals. There are no industry standards for cost recovery; for example, some communities have established different cost recovery policies for senior, adult, and youth programs, while others have established overall cost recovery goals as a percentage of operating expenses. NRPA Park Metrics (formerly PRORAGIS) can help agencies to determine reasonable and realistic cost recovery goals based on data from other agencies.

How much are you making?



## Agency Effectiveness Ratios

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
1. Operating expenditures per capita	\$47.40	\$81.19	\$103.94
2. Revenue per capita	\$21.97	\$20.93	\$26.68
3. Total revenue to total operating expenditures	46.3%	25.9%	25.4%
4. Total tax expenditures per capita	\$25.43	\$57.97	\$72.91
5. Park operating expenditures per acre of parkland	\$1,066	\$3,342	\$5,084
6. Operating expenditures per acre of parkland	\$3,330	\$8,434	\$15,726
7. Operating expenditures per acres of parks and non-park sites	\$3,330	\$7,160	\$12,414
8. Operating expenditures per FTE	\$71,597	\$97,093	\$99,981
9. FTE's per 10,000 population	6.6	8.1	10.4
10. Acres of parks per 1,000 residents	14.2	9.9	7.5
11. Number of residents per park	943	2,281	2,232
12. Number of acres per park	13.4	21.2	15.4
13. Number of participants per program	7	50	36
14. Ratio of fee programs to all programs	28.4	85.6	86.9
15. Ratio of building attendance to park attendance	10.0	44.8	50.0

## Agency Operations: Operating Budget

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>1. Agency's total annual operating expenditures</b>			
<i>Number of Responses</i>		904	293
Lower Quartile		\$1,487,022	\$3,560,234
Median	\$1,385,409	\$4,342,495	\$8,049,385
Upper Quartile		\$11,833,313	\$19,875,624
<b>2. Percentage of agency's total operating expenditures for the following categories:</b>			
<i>Number of Responses</i>		823	261
Parks	32.0%	44.1%	39.9%
Recreation	68.0%	42.9%	47.1%
Other	0.0%	13.0%	13.0%
<b>3. Percentage of agency's total operating expenditures for the following categories:</b>			
<i>Number of Responses</i>		852	274
Personnel services	56.0%	54.4%	57.0%
Operating expenses	44.0%	37.9%	36.7%
Capital expense not in CIP	0.0%	5.3%	4.5%
Other	0.0%	2.4%	1.9%
<b>4. Percentage of agency's total operating expenditures from the following sources:</b>			
<i>Number of Responses</i>		830	261
General Fund Tax Support	54.0%	60.0%	60.5%
Dedicated Levies	0.0%	7.5%	6.7%
Earned/Generated Revenue	46.0%	24.2%	23.5%
Other Dedicated Taxes	0.0%	2.7%	3.5%
Sponsorships	0.0%	1.0%	0.8%
Grants	0.0%	2.3%	2.3%
Other	0.0%	2.3%	2.8%
<b>5. Agency's total annual non-tax revenues</b>			
<i>Number of Responses</i>		840	268
Lower Quartile		\$279,882	\$642,695
Median	\$642,000	\$1,000,000	\$1,947,096
Upper Quartile		\$3,692,728	\$5,694,417

## Capital Budget

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>1. Agency's total capital budget for the next 5 years and total capital budget for the fiscal year:</b>			
<b>a. Capital budget for next 5 years</b>			
<i>Number of Responses</i>		713	229
Lower Quartile		\$1,000,000	\$1,757,922
Median	\$1,565,511	\$5,000,000	\$8,307,803
Upper Quartile		\$16,600,500	\$23,265,800
<b>b. Capital budget for the fiscal year</b>			
<i>Number of Responses</i>		788	253
Lower Quartile		\$159,900	\$595,000
Median	\$196,000	\$1,063,144	\$2,045,000
Upper Quartile		\$4,388,750	\$8,200,000
<b>2. Agency's current year's capital budget expenditures from the following sources:</b>			
<i>Number of Responses</i>		130	48
Bonds (general obligation and/or revenue) tied directly to the park and recreation agencies		14.3%	17.8%
Bonds (general obligation and/or revenue) tied to my jurisdiction (e.g., city, town, county)		12.0%	15.4%
Federal and/or state grants		7.3%	9.2%
Nonprofit group grants/fundraising (e.g., friends groups, foundations)		1.9%	0.8%
Private sector grants/gifts raised directly by the park and recreation agency		1.0%	0.8%
General fund tax support		43.1%	36.2%
Other		20.5%	19.9%
<b>3. Percentage of agency's current fiscal year's capital budget designated for the following purposes:</b>			
<i>Number of Responses</i>		714	234
Renovation	100.0%	55.1%	62.3%
New Development	0.0%	32.1%	27.8%
Acquisition	0.0%	7.2%	6.5%
Other	0.0%	5.6%	3.4%
<b>4. Value of deferred maintenance projects your agency faces:</b>			
<i>Number of Responses</i>		238	81
Lower Quartile		\$0	\$0
Median		\$500,000	\$1,112,000
Upper Quartile		\$5,877,500	\$16,000,000
Average		\$17,678,231	\$34,855,658
<b>5. Dollar value of authorized general obligation bonds and revenue bonds authorized for the agency this year</b>			
<b>a. Value of general obligation bonds authorized</b>			
<i>Number of Responses</i>		636	203
Lower Quartile		\$0	\$0
Median	\$0	\$0	\$0
Upper Quartile		\$257,500	\$1,341,769
<b>b. Value of revenue bonds authorized</b>			
<i>Number of Responses</i>		579	176
Lower Quartile		\$0	\$0
Median	\$0	\$0	\$0
Upper Quartile		\$0	\$0

## Personnel

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>1. Number of funded employees at your agency:</b>			
<b>a. Number of full-time employees</b>			
<i>Number of Responses</i>		837	274
Lower Quartile		9	16
Median	3	25	37
Upper Quartile		71	106
<b>b. Number of non-full-time employees</b>			
<i>Number of Responses</i>		792	264
Lower Quartile		25	55
Median	53	88	150
Upper Quartile		232	374
<b>c. Total annual hours worked by non-full-time employees</b>			
<i>Number of Responses</i>		730	244
Lower Quartile		7,696	18,850
Median	34,000	33,373	68,645
Upper Quartile		113,584	167,201
<b>d. Total number of full-time equivalent employees (FTEs)</b>			
<i>Number of Responses</i>		836	273
Lower Quartile		14.0	30.7
Median	19.4	41.9	79.1
Upper Quartile		124.2	198.7
<b>2. Percentage of total full-time equivalents (FTEs) involved in the following operational areas:</b>			
<i>Number of Responses</i>		783	257
Administration	10.0%	17.6%	15.4%
Operations/Maintenance	7.0%	45.1%	43.0%
Programmers	83.0%	31.4%	36.5%
Capital Development	0.0%	2.9%	2.3%
Other	0.0%	3.1%	2.8%
<b>3. Number of volunteers and number of annual hours worked by the volunteers at the agency</b>			
<b>a. Number of volunteers</b>			
<i>Number of Responses</i>		736	246
Lower Quartile		30	91
Median	20	175	300
Upper Quartile		745	1,227
<b>b. Total hours worked by volunteers</b>			
<i>Number of Responses</i>		671	230
Lower Quartile		876	1,356
Median	500	4,116	7,549
Upper Quartile		18,635	25,106
<b>4. Percentage of agency's that have staff covered by collective bargaining (i.e., are union members)</b>			
<i>Number of Responses</i>		821	275
Yes		37.6%	50.6%
No	X	62.4%	49.5%

## Workload

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>1. Number of individual parks or non-park sites the department/ agency maintains and/or has management responsibility over:</b>			
<b>a. Total number of parks</b>			
<i>Number of Responses</i>		802	260
Lower Quartile		10.0	16.0
Median	31.0	20.0	31.0
Upper Quartile		44.8	66.3
<b>b. Total park acres</b>			
<i>Number of Responses</i>		777	251
Lower Quartile		173.4	206.5
Median	416.0	437.1	518.2
Upper Quartile		1,394.0	1,433.9
<b>c. Total number of non-park sites</b>			
<i>Number of Responses</i>		802	260
Lower Quartile		0.0	0.0
Median	0.0	2.0	2.5
Upper Quartile		10.0	12.0
<b>d. Total acres of non-park sites</b>			
<i>Number of Responses</i>		777	251
Lower Quartile		0.0	0.0
Median	0.0	8.0	4.0
Upper Quartile		115.0	88.3
<b>Total number of parks + non-park sites</b>			
<i>Number of Responses</i>		802	260
Lower Quartile		13.0	19.8
Median	31.0	27.0	40.0
Upper Quartile		60.0	90.3
<b>Total acres of parks + non-park sites</b>			
<i>Number of Responses</i>		777	251
Lower Quartile		200.0	250.0
Median	416.0	530.0	627.0
Upper Quartile		1,733.1	1,902.0
<b>2. Number of acres of developed and undeveloped open space for which the agency has management responsibility or maintains:</b>			
<b>a. Developed</b>			
<i>Number of Responses</i>		704	226
Lower Quartile		80.9	100.0
Median	0.0	253.0	350.8
Upper Quartile		787.0	935.4
<b>b. Undeveloped</b>			
<i>Number of Responses</i>		698	226
Lower Quartile		25.0	25.3
Median	0.0	150.0	149.5
Upper Quartile		605.9	594.2
<b>3. Total number of trail miles managed or maintained by the agency</b>			
<i>Number of Responses</i>		745	232
Lower Quartile		3.0	4.8
Median	7.0	11.0	12.9
Upper Quartile		32.0	32.0

## Workload (continued)

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>4. Number of buildings and the square footage of the buildings operated by the agency:</b>			
<b>a. Number of operated buildings</b>			
<i>Number of Responses</i>		738	242
Lower Quartile		3	4
Median	3	6	8
Upper Quartile		17	19
<b>b. Square footage of operated buildings</b>			
<i>Number of Responses</i>		606	201
Lower Quartile		20,259.0	45,687.0
Median	9,000.0	66,966.5	103,150.0
Upper Quartile		200,000.0	264,470.0
<b>5. Number of programs the agency offers annually and the number of people (i.e., contacts) served by these programs:</b>			
<b>a. Total number of programs offered</b>			
<i>Number of Responses</i>		686	222
Lower Quartile		49	118
Median	704	187	433
Upper Quartile		929	2,000
<b>b. Number of fee based programs</b>			
<i>Number of Responses</i>		668	217
Lower Quartile		25	71
Median	200	120	300
Upper Quartile		637	1,666
<b>c. Total program contacts (estimate as necessary)</b>			
<i>Number of Responses</i>		646	208
Lower Quartile		2,500	8,250
Median	4,908	15,000	27,375
Upper Quartile		61,792	71,305
<b>6. Number of contacts (e.g. participants, users) of the agency's parks and facilities per year:</b>			
<b>a. Total building facility contacts</b>			
<i>Number of Responses</i>		566	185
Lower Quartile		6,476	32,915
Median	5,000	66,041	180,000
Upper Quartile		304,750	517,000
<b>b. Total park facility contacts</b>			
<i>Number of Responses</i>		566	185
Lower Quartile		10,000	15,000
Median	50,000	100,000	150,000
Upper Quartile		549,939	780,522
<b>c. Total facilities and parks contacts</b>			
<i>Number of Responses</i>		566	185
Lower Quartile		40,731	125,000
Median	55,000	270,184	505,000
Upper Quartile		1,060,327	1,456,882

## Agency Responsibilities

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>1. Agency Responsibilities</b>			
a. Operate and maintain park sites	X	95.6%	95.7%
b. Operate and maintain indoor facilities		87.6%	92.5%
c. Operate, maintain, or contract golf courses		33.5%	40.7%
d. Operate, maintain, or contract campgrounds		18.0%	12.6%
e. Operate, maintain, or contract indoor swim facilities/water parks		30.6%	36.0%
f. Operate, maintain, or contract outdoor swim facilities/water parks	X	65.3%	69.8%
g. Operate, maintain, or contract tennis center facilities		52.0%	55.0%
h. Operate, maintain, or contract tourism attractions		34.3%	30.9%
i. Provide recreation programming and services	X	92.8%	95.7%
j. Operate and maintain non-park sites		65.1%	69.8%
k. Operate, maintain, or manage trails, greenways, and/or blueways (TGB)		77.1%	78.1%
l. Operate, maintain, or manage special purpose parks and open spaces	X	71.9%	74.5%
m. Manage or maintain fairgrounds		5.0%	2.9%
n. Maintain, manage or lease indoor performing arts center		17.0%	22.3%
o. Administer or manage farmer's markets		18.6%	21.9%
p. Administer community gardens	X	41.0%	53.6%
q. Manage large performance outdoor amphitheaters		33.0%	36.7%
r. Administer or manage professional or college-type stadium/arena/racetrack		9.1%	11.2%
s. Administer or manage tournament/event quality indoor sports complexes		18.1%	21.2%
t. Administer or manage tournament/event quality outdoor sports complexes	X	55.7%	59.4%
u. Conduct jurisdiction wide special events		77.4%	85.3%
v. Have budgetary responsibility for your administrative staff		83.1%	86.3%
w. Include in its operating budget the funding for planning and development functions		67.5%	71.2%
x. Operate, maintain or contract marinas		4.6%	4.3%
y. Maintain or manage beaches (inclusive of all waterbody types)		8.6%	8.6%

## Facilities

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>1. Median jurisdiction population per facility or activity areas within facilities</b>			
a. Recreation centers		31,141	35,724
b. Community centers		28,939	35,341
c. Senior centers		60,513	87,955
d. Teen centers		64,000	88,416
e. Stadiums		66,972	81,965
f. Ice rink		53,000	58,425
g. Arena		57,711	103,000
h. Performance amphitheater		62,475	106,021
i. Nature centers		109,796	114,392

## Facilities (continued)

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>2. Median jurisdiction population per outdoor facility</b>			
a. Playgrounds	1,538	3,750	3,669
b. Totlots		11,173	9,843
c. Community gardens	29,228	29,273	30,287
d. Basketball courts	7,307	7,400	7,420
e. Multiuse courts -basketball, volleyball	4,871	19,814	18,719
f. Tennis courts (outdoor only)	7,307	5,004	4,900
g. Diamond fields: baseball - youth	3,248	6,779	7,922
h. Diamond fields: baseball - adult	9,743	19,518	26,000
i. Diamond fields: softball fields - youth		11,511	14,806
j. Diamond fields: softball fields - adult	29,228	13,510	15,633
k. Skate park	14,614	49,500	61,035
l. Dog park	29,228	45,899	58,183
m. Ice rink (outdoor only)	14,614	18,526	30,112
n. Rectangular fields: multi-purpose		8,150	8,969
o. Rectangular fields: cricket field	29,228	133,045	94,000
p. Rectangular fields: field hockey field		27,418	64,950
q. Rectangular fields: football field	9,743	26,771	35,200
r. Rectangular fields: lacrosse field		27,500	39,514
s. Rectangular fields: soccer field - adult		12,446	16,536
t. Rectangular fields: soccer field - youth	3,654	7,325	9,046
u. Overlay field		14,887	24,354
v. Multipurpose synthetic field		49,493	51,793
<b>3. Median jurisdiction population per golf facility</b>			
a. Driving range stations		21,891	16,992
b. Regulation 18-hole courses		83,813	92,252
c. Regulation 9-hole courses		116,155	137,550
d. Executive 9-hole courses		160,238	189,000
e. Executive 18-hole courses		155,000	254,000
f. Par 3; 18-hole courses		98,548	103,695
g. Par 3; 9-hole courses		126,672	199,520
<b>4. Median jurisdiction population per swimming facility</b>			
a. Aquatics centers		50,000	61,735
b. Swimming pools (outdoor only)		35,837	42,400
c. Indoor competitive swimming pools: 50 meters		129,825	167,500
d. Indoor competitive swimming pools: 25 meters		60,852	70,257
e. Other indoor competitive swimming pools		90,638	125,000
f. Indoor separated diving well		77,500	80,625
g. Total indoor competitive swimming pools		54,986	61,735
h. Indoor pool designated exclusively for leisure (i.e. non-competitive)		66,882	77,295
i. Therapeutic pool		89,078	96,820

## Activities

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>1. Percentage of agencies offering the following activities:</b>			
a. Health and wellness education		81.2%	89.7%
b. Safety training		72.2%	77.9%
c. Fitness enhancement classes		82.1%	91.7%
d. Team sports	X	87.4%	92.5%
e. Individual sports		73.8%	79.5%
f. Running/cycling races	X	34.6%	37.2%
g. Racquet sports		67.4%	75.5%
h. Martial arts	X	59.9%	76.7%
i. Aquatics		71.3%	80.2%
j. Golf		47.2%	55.7%
k. Social recreation events	X	86.7%	91.3%
l. Cultural crafts		61.2%	75.5%
m. Performing arts	X	64.1%	79.5%
n. Visual arts		59.5%	74.7%
o. Natural and cultural history activities		59.1%	70.0%
p. Themed special events	X	88.0%	92.9%
q. Trips and tours	X	62.5%	77.1%
<b>2. Percentage of agencies offering the following Out-of-School Time (OST) activities:</b>			
a. Summer camp	X	83.4%	92.5%
b. Before school programs		20.2%	27.0%
c. After school programs	X	56.6%	64.1%
d. Preschool	X	36.4%	49.2%
e. Full daycare		7.9%	10.0%
f. Specific teen programs		65.2%	77.6%
g. Specific senior programs	X	78.1%	86.2%
h. Programs for people with disabilities	X	62.0%	70.6%
i. STEM programs		54.0%	61.9%



## Policies

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>Does your agency have a policy barring the use of all tobacco products in its parks and at its facilities and grounds?</b>			
Number of Responses		597	192
Yes, at all locations	X	48.6%	52.6%
Yes, at select locations		26.3%	28.1%
No		24.1%	18.8%
N/A		1.0%	0.5%
<b>Does your agency have a policy that allows the consumption of alcohol by legal-aged adults on its premises?</b>			
Number of Responses		599	194
Yes, at all locations		18.4%	15.0%
Yes, at select locations	X	49.4%	61.9%
No		30.2%	21.7%
N/A		2.0%	1.6%
<b>Does your agency sell alcoholic beverages to legal-aged adults on its premises (sold either by the agency or by a concessionaire authorized by the agency)?</b>			
Number of Responses		599	195
Yes, at all locations		5.3%	6.7%
Yes, at select locations		41.4%	49.7%
No	X	51.4%	42.6%
N/A		1.8%	1.0%
<b>Does your agency provide healthy food options in its vending machines?</b>			
Number of Responses		594	193
Yes, at all locations		15.8%	23.3%
Yes, at select locations		31.8%	38.3%
No	X	24.4%	20.2%
N/A		28.0%	18.1%
<b>Does your agency provide healthy food options at its concession stands?</b>			
Number of Responses		591	188
Yes, at all locations		14.7%	19.2%
Yes, at select locations		37.4%	39.4%
No	X	23.9%	17.0%
N/A		24.0%	24.5%
<b>Does your agency charge a parking fee at its parks or facilities?</b>			
Number of Responses		600	194
Yes, at all locations		0.3%	0.0%
Yes, at select locations		13.5%	16.0%
No	X	83.3%	80.9%
N/A		2.8%	3.1%
<b>Does your agency charge an admission fee to enter its parks?</b>			
Number of Responses		602	195
Yes, at all locations		0.7%	0.0%
Yes, at select locations		14.3%	12.8%
No	X	82.1%	83.1%
N/A		3.0%	4.1%

## Jurisdiction Information

	Your Agency	All Agencies	Population Density per Sq Mile Over 2,500
<b>1. Agency/department's jurisdiction type</b>			
<i>Number of Responses</i>		1,053	329
Borough		0.4%	0.3%
Village	X	1.9%	2.1%
City		54.3%	71.7%
Town		12.0%	5.5%
Township		2.6%	1.8%
County		14.9%	3.7%
State		0.2%	0.3%
Special District		9.1%	9.1%
Regional/Metro Authority		0.3%	0.0%
Independent District/Authority		2.5%	3.7%
School District		0.7%	0.6%
Military Department		0.5%	0.3%
Tribal Lands/Reservation		0.0%	0.0%
Other		0.8%	0.9%
<b>2. Country</b>			
<i>Number of Responses</i>		1,053	329
United States	X	99.1%	99.7%
Canada		0.5%	0.3%
Mexico		0.2%	0.0%
Other		0.3%	0.0%
<b>3. Jurisdiction's total annual operating and capital budget</b>			
<b>a. Jurisdiction annual total operating budget</b>			
<i>Number of Responses</i>		1,005	315
Lower Quartile		\$2,411,206	\$5,787,312
Median	\$1,723,245	\$12,895,729	\$25,499,975
Upper Quartile		\$72,241,955	\$138,480,360
<b>b. Jurisdiction annual capital budget</b>			
<i>Number of Responses</i>		968	305
Lower Quartile		\$333,700	\$1,045,340
Median	\$196,000	\$2,337,000	\$6,863,703
Upper Quartile		\$16,812,944	\$32,554,490
<b>incorporated jurisdiction the agency serves</b>			
<b>a. Square mileage of incorporated jurisdiction</b>			
<i>Number of Responses</i>		1,022	329
Lower Quartile		11.0	7.9
Median	10.3	28.5	14.3
Upper Quartile		99.2	37.0
<b>b. Population of jurisdiction</b>			
<i>Number of Responses</i>		1,036	329
Lower Quartile		18,000	30,000
Median	29,228	42,428	61,914
Upper Quartile		109,694	147,682



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# REQUEST FOR BOARD ACTION

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**MEETING DATE:** July 21, 2020

**DEPARTMENT:** Finance

**SUBJECT:** **Resolutions - Designating Various Financial Institutions as Designated Depositories - Authorized Signers/Officials**

## EXECUTIVE SUMMARY

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The Village maintains several bank and investment accounts at multiple financial institutions, which vary in use from daily operating accounts, water billing collection accounts, State of Illinois revenue deposit accounts, and diversified investment accounts. Adequate Federal Deposit Insurance Corporation (FDIC) collateralization of funds is also achieved through the use of various financial institutions, which provides deposit insurance up to \$250,000 for all types of deposits received at an insured bank.

The Village President, Village Clerk, Village Administrator and Village Treasurer are the authorized signers/officials on all Village accounts and any two signatures are required to execute financial transactions (e.g. signing a payroll check or withdrawing funds). The financial institutions listed in the Resolutions are currently authorized as designated depositories; however, the authorized signers need to be updated for each institution due to recent change in Village Treasurer. Wayde Frerichs will be added as the Village Treasurer authorized signer/official. The Village President, Village Clerk and Village Administrator require no change at this time.

## FINANCIAL IMPACT

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None.

## ATTACHMENTS

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1. A Resolution Designating First National Bank as An Authorized Depository.
2. A Resolution Designating Home State Bank, N.A. as An Authorized Depository.
3. A Resolution Designating Illinois State Bank as An Authorized Depository.
4. A Resolution Designating U.S. Bank as An Authorized Depository.
5. A Resolution Designating Fifth Third Bank as An Authorized Depository.
6. A Resolution Designating Illinois Metropolitan Investment Fund as An Authorized Depository.
7. A Resolution Authorizing the Use of PMA Financial Network, Inc. and PMA Securities Inc. in Securing Investments.

## RECOMMENDED MOTION

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Approve the seven Resolutions updating the authorized signers/officials at each financial institution subject to approval of appointment of the Village Treasurer.

**VILLAGE OF LAKE IN THE HILLS**

**Resolution No. 2020-\_\_\_\_\_**

**A Resolution Designating First National Bank as  
An Authorized Depository**

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois that First National Bank be and is hereby designated a depository in which the funds of this Corporation may be deposited by its officers, agents and employees, and the Village President, Village Clerk, Village Administrator, and Village Treasurer shall be and each of them is hereby authorized to endorse for deposit for negotiation any and all checks, drafts, notes, bills of exchange and orders for the payment of money, either belonging to or coming into possession of the Corporation. Endorsements for deposit may be by the written, stamped or facsimile endorsements of the Corporation without designation of the person making the endorsements.

BE IT FURTHER RESOLVED, that the Village President, Village Clerk, Village Administrator, and Village Treasurer (any two) of this Corporation are authorized to sign any and all checks, drafts, and orders including those drawn to the individual order of any such officer and/or other person signing the same without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the use of said checks, drafts, orders or the proceeds thereof.

BE IT FURTHER RESOLVED, that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by the said Bank but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that said Bank shall be saved harmless from any loss suffered or liability incurred by it in so acting after such revocation or termination without such notice.

I FURTHER CERTIFY, that the following named persons are officers of said Village, duly qualified and now acting as such:

Village President:	Russ Ruzanski
Village Clerk:	Cecilia Carman
Village Administrator:	Fred Mullard

Village Treasurer:

Wayde Frerichs

Passed this 23rd day of July, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23RD DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk, Cecilia Carman

Published:

**VILLAGE OF LAKE IN THE HILLS**

**Resolution No. 2020 - \_\_\_\_\_**

**A Resolution Designating Home State Bank, N.A.  
As An Authorized Depository**

NOW THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois that Home State Bank, N.A. be and is hereby designated a depository in which the funds of this Corporation may be deposited by its officers, agents and employees, and the Village President, Village Clerk, Village Administrator and Village Treasurer shall be and each of them is hereby authorized to endorse for deposit for negotiation any and all checks, drafts, notes, bills of exchange and orders for the payment of money, either belonging to or coming into possession of the Corporation. Endorsements for deposit may be by the written, stamped or facsimile endorsements of the Corporation without designation of the person making the endorsements.

BE IT FURTHER RESOLVED, that the Village President, Village Clerk, Village Administrator and Village Treasurer (any two) of this Corporation are authorized to sign any and all checks, drafts, and orders including those drawn to the individual order of any such officer and/or other person signing the same without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the use of said checks, drafts, orders or the proceeds thereof.

BE IT FURTHER RESOLVED, that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by the said Bank but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that said Bank shall be saved harmless from any loss suffered or liability incurred by it in so acting after such revocation or termination without such notice.

I FURTHER CERTIFY, that the following named persons are officers of said Village, duly qualified and now acting as such:

Village President:	Russ Ruzanski
Village Clerk:	Cecilia Carman
Village Administrator:	Fred Mullard
Village Treasurer:	Wayde Frerichs

Passed this 23<sup>rd</sup> day of July, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23RD DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk, Cecilia Carman

Published:



**VILLAGE OF LAKE IN THE HILLS**

**Resolution No. 2020-\_\_\_\_\_**

**A Resolution Designating Illinois State Bank as  
An Authorized Depository**

NOW THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois that Illinois State Bank be and is hereby designated a depository in which the funds of this Corporation may be deposited by its officers, agents and employees, and the Village President, Village Clerk, Village Administrator and Village Treasurer shall be and each of them is hereby authorized to endorse for deposit for negotiation any and all checks, drafts, notes, bills of exchange and orders for the payment of money, either belonging to or coming into possession of the Corporation. Endorsements for deposit may be by the written, stamped or facsimile endorsements of the Corporation without designation of the person making the endorsements.

BE IT FURTHER RESOLVED, that the Village President, Village Clerk, Village Administrator and Village Treasurer (any two) of this Corporation are authorized to sign any and all checks, drafts, and orders including those drawn to the individual order of any such officer and/or other person signing the same without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the use of said checks, drafts, orders or the proceeds thereof.

BE IT FURTHER RESOLVED, that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by the said Bank but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that said Bank shall be saved harmless from any loss suffered or liability incurred by it in so acting after such revocation or termination without such notice.

I FURTHER CERTIFY, that the following named persons are officers of said Village, duly qualified and now acting as such:

Village President:	Russ Ruzanski
Village Clerk:	Cecilia Carman
Village Administrator:	Fred Mullard

Village Treasurer:

Wayde Frerichs

Passed this 23<sup>rd</sup> day of July, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23RD DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk, Cecilia Carman

Published:

**VILLAGE OF LAKE IN THE HILLS**

**Resolution No. 2020- \_\_\_\_\_**

**A Resolution Designating U.S. Bank (Custodian for the Illinois Funds) as An Authorized Depository**

NOW THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois that U.S. Bank, including its subsidiaries, assigns, and successors in interest (Custodian for the Illinois Funds) be and is hereby designated a depository in which the funds of this Corporation may be deposited by its officers, agents and employees, and the Village President, Village Clerk, Village Administrator and Village Treasurer shall be and each of them is hereby authorized to endorse for deposit for negotiation any and all checks, drafts, notes, bills of exchange and orders for the payment of money, either belonging to or coming into possession of the Corporation. Endorsements for deposit may be by the written, stamped or facsimile endorsements of the Corporation without designation of the person making the endorsements.

BE IT FURTHER RESOLVED, that the Village President, Village Clerk, Village Administrator and Village Treasurer (any two) of this Corporation are authorized to sign any and all checks, drafts, and orders including those drawn to the individual order of any such officer and/or other person signing the same without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the use of said checks, drafts, orders or the proceeds thereof.

BE IT FURTHER RESOLVED, that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by the said Bank but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that said Bank shall be saved harmless from any loss suffered or liability incurred by it in so acting after such revocation or termination without such notice.

I FURTHER CERTIFY, that the following named persons are officers of said Village, duly qualified and now acting as such:

Village President:	Russ Ruzanski
Village Clerk:	Cecilia Carman
Village Administrator:	Fred Mullard

Village Treasurer:

Wayde Frerichs

Passed this 23rd day of July, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23RD DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk, Cecilia Carman

Published:

**VILLAGE OF LAKE IN THE HILLS**

**Resolution No. 2020-\_\_\_\_\_**

**A Resolution Designating Fifth Third Bank as  
An Authorized Depository**

NOW, THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois that Fifth Third Bank be and is hereby designated a depository in which the funds of this Corporation may be deposited by its officers, agents and employees, and the Village President, Village Clerk, Village Administrator, and Village Treasurer shall be and each of them is hereby authorized to endorse for deposit for negotiation any and all checks, drafts, notes, bills of exchange and orders for the payment of money, either belonging to or coming into possession of the Corporation. Endorsements for deposit may be by the written, stamped or facsimile endorsements of the Corporation without designation of the person making the endorsements.

BE IT FURTHER RESOLVED, that the Village President, Village Clerk, Village Administrator, and Village Treasurer (any two) of this Corporation are authorized to sign any and all checks, drafts, and orders including those drawn to the individual order of any such officer and/or other person signing the same without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the use of said checks, drafts, orders or the proceeds thereof.

BE IT FURTHER RESOLVED, that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by the said Bank but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that said Bank shall be saved harmless from any loss suffered or liability incurred by it in so acting after such revocation or termination without such notice.

I FURTHER CERTIFY, that the following named persons are officers of said Village, duly qualified and now acting as such:

Village President:	Russ Ruzanski
Village Clerk:	Cecilia Carman
Village Administrator:	Fred Mullard
Village Treasurer:	Wayde Frerichs

Passed this 23rd day of July, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23RD DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST:

\_\_\_\_\_  
Village Clerk, Cecilia Carman

Published:

**VILLAGE OF LAKE IN THE HILLS**

**Resolution No. 2020- \_\_\_\_\_**

**A Resolution Designating Illinois Metropolitan Investment Fund  
as An Authorized Depository**

NOW THEREFORE, BE IT RESOLVED, by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois that Illinois Metropolitan Investment Fund be and is hereby designated a depository in which the funds of this Corporation may be deposited by its officers, agents and employees, and the Village President, Village Clerk, Village Administrator and Village Treasurer shall be and each of them is hereby authorized to endorse for deposit for negotiation any and all checks, drafts, notes, bills of exchange and orders for the payment of money, either belonging to or coming into possession of the Corporation. Endorsements for deposit may be by the written, stamped or facsimile endorsements of the Corporation without designation of the person making the endorsements.

BE IT FURTHER RESOLVED, that the Village President, Village Clerk, Village Administrator and Village Treasurer (any two) of this Corporation are authorized to sign any and all checks, drafts, and orders including those drawn to the individual order of any such officer and/or other person signing the same without further inquiry or regard to the authority of said officer(s) and/or other person(s) or the use of said checks, drafts, orders or the proceeds thereof.

BE IT FURTHER RESOLVED, that each of the foregoing resolutions shall continue in force until express written notice of its rescission or modification has been received by the said Bank but if the authority contained in them should be revoked or terminated by operation of law without such notice, it is resolved and hereby agreed for the purpose of inducing the said Bank to act thereunder, that said Bank shall be saved harmless from any loss suffered or liability incurred by it in so acting after such revocation or termination without such notice.

I FURTHER CERTIFY, that the following named persons are officers of said Village, duly qualified and now acting as such:

Village President:	Russ Ruzanski
Village Clerk:	Cecilia Carman
Village Administrator:	Fred Mullard

Village Treasurer:

Wayde Frerichs

Passed this 23<sup>rd</sup> day of July, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23RD DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk, Cecilia Carman

Published:



**VILLAGE OF LAKE IN THE HILLS**

**Resolution 2020-\_\_\_\_\_**

**A Resolution Authorizing the Use of  
PMA Financial Network, Inc. and PMA Securities, Inc.  
in Securing Investments**

Whereas, the Board of Trustees of the Village of Lake in the Hills deems it to be in the best interest of the Village of Lake in the Hills for its Treasurer to make use, from time to time, of investments which are legal under the applicable state statutes; and

Whereas, a list of authorized and suitable investments for the Village of Lake in the Hills is included in its Investment Policy that has been approved by the Board of Trustees of the Village of Lake in the Hills; and

Whereas, the Board of Trustees of the Village of Lake in the Hills deems it to be in the best economic and administrative interest of the Village of Lake in the Hills for its Treasurer to make use of, from time to time, PMA Financial Network, Inc. and PMA Securities, Inc. in securing such investments;

NOW, THEREFORE, BE IT RESLOVED by the President and Board of Trustees of the VILLAGE OF LAKE IN THE HILLS, McHenry County and State of Illinois, as follows:

SECTION 1: The foregoing recitals are incorporated herein as findings of the President and Board of Trustees of the Village of Lake in the Hills; and

SECTION 2: That the Treasurer shall make use of investments legal under the applicable state statutes and approved in the Village of Lake in the Hills' Investment Policy and that when needed, notice of any modifications made to the Investment Policy, from time to time, be provided by the Treasurer; and

SECTION 3: That monies of the Village of Lake in the Hills may be invested at the discretion of its Treasurer or those acting on behalf of the Treasurer through the intermediary (PMA Financial Network, Inc. and PMA Securities, Inc.); and

SECTION 4: That the Treasurer may acquire guarantees for prompt return of invested and deposited monies; and

SECTION 5: That the Village of Lake in the Hills may open a depository account and enter into wire transfer agreements, third party surety agreements, safekeeping agreements, collateral agreements, and lockbox agreements with Harris N.A. and other

institutions participating in PMA Programs for the purpose of transaction clearing and safekeeping or the purchase of insured certificates of deposit through PMA's Insured CD Program, and PMA Financial Network, Inc. and/or PMA Securities, Inc. are authorized to act on behalf of the Village of Lake in the Hills as its agent with respect to such accounts and agreements; and

SECTION 6: That the Treasurer or those acting on behalf of the Treasurer may execute documents, financial planning contracts, financial advisory contracts and other applicable agreements, as necessary, with PMA Financial Network, Inc. and PMA Securities, Inc. The following individuals, or their successors, currently holding the office or position are designated as "Authorized Officials" with full power and authority to effectuate the investment and withdrawal of monies, contracts, and agreements on behalf of the Village of Lake in the Hills:

Village President:	Russ Ruzanski
Village Clerk:	Cecilia Carman
Village Administrator:	Fred Mullard
Village Treasurer:	Wayde Frerichs

SECTION 7: This Resolution shall be in full force and effect upon its passage and approval.

Passed this 23rd day of July, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23RD DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk, Cecilia Carman

Published:



# REQUEST FOR BOARD ACTION

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**MEETING DATE:** July 21, 2020

**DEPARTMENT:** Public Works

**SUBJECT:** Athans Through The Fence Agreement Transfer Request

## EXECUTIVE SUMMARY

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The Athans Company entered into an agreement for access to the airport in August of 2010. The agreement allows Athans Company to utilize the airport from their private property adjacent to airport property. Since then, the structure of ownership within the company has changed and a new company, Athans Holdings, LLC, has taken over most of the assets. Athans Holdings, LLC has requested the Village transfer the access agreement to their name.

## FINANCIAL IMPACT

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Athans Company pays the Airport a monthly access fee of \$487.10.

## ATTACHMENTS

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1. Transfer Agreement
2. Ordinance

## RECOMMENDED MOTION

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Motion to transfer the existing access agreement with Athans Company to Athans Holdings, LLC.

**ACKNOWLEDGMENT AGREEMENT**  
**by and among**  
**THE ATHANS COMPANY, THE VILLAGE OF LAKE IN THE HILLS**  
**and ATHANS HOLDINGS, LLC**

This Acknowledgment Agreement (the “Agreement”) is entered into by and among the Village of Lake in the Hills, The Athans Company, an Illinois general partnership and Athans Holdings, LLC, an Illinois limited liability company, this 23rd day of July, 2020.

WHEREAS, the Village and The Athans Company entered into an Airport Access License Agreement on August 17, 2010, a copy of which is attached hereto as Exhibit A (the “License Agreement”).

WHEREAS, The Athans Company represents and warrants to the Village that, at the time that the License Agreement was entered into, The Athans Company was an Illinois general partnership consisting solely of two general partners, George Athans and Leonidas Athans, and that no other individuals, or entities became partners in The Athans Company through the date of this Acknowledgment Agreement.

WHEREAS, The Athans Company, as “Licensee” to the License Agreement, wishes to assign all of its interests, rights and obligations in and to the License Agreement to Athans Holdings, LLC.

NOW, THEREFORE, for good and valuable consideration received, the parties agree as follows:

1. **Recitals.** The parties agree that the warranties and representations set forth in the Recitals, as well as the Recitals themselves, are incorporated into this Agreement by this reference.

2. **Assignment of all Rights, Interests and Obligations.** The Athans Company hereby transfers all of its interests, rights and obligations in, under and set forth in the License Agreement to Athans Holdings, LLC. Hereafter, Athans Holdings, LLC shall be considered the “Licensee” pursuant to the License Agreement. Athans Holdings, LLC agrees that it is hereby assuming all interests, rights and obligations of The Athans Company in and to the License Agreement. The Village hereby acknowledges and agrees to such transfer of all interests, rights

and obligations under the License Agreement from The Athans Company to Athans Holdings, LLC.

3. **No representation by the Village.** The parties agree that the Village makes no representation as to whether or not this Agreement must be approved by IDOT or the FAA. The parties agree that this is the responsibility of the The Athans Company and Athans Holdings, LLC to investigate and determine same for themselves.

VILLAGE OF LAKE IN THE HILLS,  
an Illinois municipal corporation

THE ATHANS COMPANY, an Illinois  
general partnership consisting solely of  
George Athans and Leonidas Athans

By: \_\_\_\_\_  
Village President

By: \_\_\_\_\_  
Leonidas Athans, its general partner

Its: \_\_\_\_\_

ATHANS HOLDINGS, LLC, an Illinois  
limited liability company

By: \_\_\_\_\_  
Leonidas Athans

Its: Managing Member

VILLAGE OF LAKE IN THE HILLS

**ORDINANCE NO. 2020-\_\_\_\_\_**

***An Ordinance Approving an Acknowledgement of Assignment of  
Airport Access License Agreement by and among the Village of Lake in the Hills  
and The Athans Company and Athans Holdings, LLC***

**WHEREAS**, the Village of Lake in the Hills (or the “Village”), McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village’s home rule powers and functions as granted in the Constitution of the State of Illinois;

**WHEREAS**, the Village and The Athans Company entered into an Airport Access License Agreement on August 17, 2010 (the “License Agreement”); and

**WHEREAS**, The Athans Company represents and warrants to the Village that, at the time of the license agreement, The Athans Company was an Illinois general partnership consisting of solely two general partners, George Athans and Leonidas Athans, which remains the case through today; and

**WHEREAS**, the The Athans Company, as “Licensee” under such License Agreement, wishes to assign all of its interests, rights and obligations in and to the License Agreement to Athans Holdings, LLC; and

**WHEREAS**, The Athans Company, the Village and Athans Holdings, LLC have negotiated the terms and conditions of a proposed Acknowledgment Agreement, a true and correct copy of which is attached hereto as Exhibit A (the “Acknowledgment Agreement”) which, if adopted, would recognize the transfer of all of the rights, interests, and obligations of The Athans Company as “Licensee” or otherwise under the License Agreement to Athans Holdings, LLC.

**NOW, THEREFORE, BE IT ORDAINED** by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois, as follows:

**SECTION 1:** The Acknowledgment Agreement by and among The Athans Company, the Village and Athans Holdings, LLC is hereby approved and the Village President and Village Clerk are hereby authorized and directed to execute and attest, respectively, the Agreement.

**SECTION 2:** If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

**SECTION 3:** All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

**SECTION 4:** This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law and following the 30-day posting period, as required by State law.

Passed this 23rd day of July, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23<sup>RD</sup> DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk, Cecilia Carman

Published: \_\_\_\_\_



# REQUEST FOR BOARD ACTION

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**MEETING DATE:** July 21, 2020

**DEPARTMENT:** Public Works

**SUBJECT:** Airport Ground Lease for Hangar PAP-50

## EXECUTIVE SUMMARY

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The Lake in the Hills Airport Rules and Regulations require airport tenants to enter into applicable leases, licenses, or storage agreements for Village owned hangars. Mike Carzoli with Blue Skies Flying Services is requesting a new ground lease on Hangar PAP-50. This lease is for the period of July 24, 2020 to July 23, 2040. The lease includes an option to renew for four additional five-year terms.

Mr. Carzoli has signed the appropriate lease form and already has acceptable proof of insurance on file for other hangars he owns. A background check was previously completed and no issues were found by the Lake in the Hills Police Department.

## FINANCIAL IMPACT

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The Airport Fund will receive \$2,390.04 annually from the ground lease and another \$312 from electrical fees, subject to annual increases approved by ordinance.

## ATTACHMENTS

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1. Proposed Ordinance
2. PAP-50 Ground Lease

## RECOMMENDED MOTION

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Motion to approve the Ordinance and authorize the Village President and Village Clerk to sign the ground lease for Hangar PAP-50 with Blue Skies Flying Services.



VILLAGE OF LAKE IN THE HILLS

ORDINANCE NO. 2020-\_\_\_\_\_

**An Ordinance Authorizing the Approval of a Ground Lease  
between the Village of Lake in the Hills and Blue Skies  
Flying Services for PAP-50**

WHEREAS, the Village of Lake in the Hills, McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois, as follows:

SECTION 1: That the President is hereby authorized to enter into a Ground Lease between the Village and Blue Skies Flying Services for PAP-50 at the Lake in the Hills Airport:

SECTION 2: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 3: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 4: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Passed this 23rd day of July, 2020 by roll call vote  
as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23rd DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk, Cecilia Carman

Published: \_\_\_\_\_

VILLAGE OF LAKE IN THE HILLS  
LAKE IN THE HILLS AIRPORT GROUND LEASE

THIS GROUND LEASE (this “Lease”) made and entered into at Lake in the Hills, Illinois, this 23<sup>rd</sup> day of July, 2020 by and between the Village of Lake in the Hills, an Illinois municipal corporation (the “Lessor”) and Blue Skies Flying Services (the “Lessee”).

WITNESSETH:

WHEREAS, the Lessor does hereby let and lease to the Lessee the parcel of property depicted on Exhibit A attached to and by this reference incorporated into this Lease at the Lake in the Hills Airport (the “Airport”), which parcel of property is commonly known as:

**[PAP-50 ]**

Lot dimensions: 42’3” X 18’ by 16’5’ X 20’7” (The “Premises”).

ARTICLE 1: TERM; RENEWAL

1.01 This Lease shall commence on July 24, 2020, and shall continue for a period of 20 years and shall terminate July 23, 2040 (the “Initial Term”) unless sooner terminated as hereinafter provided.

1.02 The Lessee shall have the option to renew this Lease for four (4) additional terms of five years (the “Extension Terms”), which Extension Terms shall commence on the day immediately following the last day of the then existing Term, provided (i) that the Lessee notifies the Lessor in writing (the “Extension Notice”) at least 60 days prior to the expiration of the existing Term that the Lessee intends to renew this Lease for one of the Extension Terms; (ii) that the Lessee is not in default of any obligation or duty imposed upon it by this Lease; and (iii) that the Lessor may increase, modify, or otherwise alter, for the Extension Terms, the amount of rent paid by the Lessee. The Lessor shall notify the Lessee in writing of any rent increase (the “Rental Increase Notice”) within 30 days of receipt of the Extension Notice. In the event the Lessee determines that the rental increase is unreasonable, the Lessee shall have 10 days after Lessor’s delivery of the Rental Increase Notice to elect to terminate this Lease. In the event the Lessee elects to terminate this Lease pursuant to the terms of this Article 1.02, then the Lessee shall provide the Lessor with written notice (the “Termination Notice”) of its intention to do so no later than 10 days after the Lessor’s delivery of the Rental Increase Notice. In the event the Lessor does not receive the Termination Notice within the 10-day period of time, it shall be conclusively presumed that the Lessee has elected not to terminate this Lease

ARTICLE 2: USE

2.01 The Premises shall be used, occupied, and maintained by the Lessee for the sole purpose of supporting an Aircraft Hangar/Storage facility (the “Hangar”) for aircraft owned or leased by the Lessee and for lease for storage of other aircraft, and uses reasonably incidental thereto, and for no other purpose (the “Approved Uses”).

2.02 The Lessee shall not conduct any business activities or aviation-related activities other than the Approved Uses, unless the Lessee shall also have a separate and valid commercial activity agreement with the Lessor. The Lessee shall comply with (a) all applicable governmental laws, ordinances, codes, rules, and regulations and applicable orders and directions of public officers thereunder and (b) all requirements of carriers of insurance on the Premises respecting all matters of occupancy, condition, maintenance, and use of the Premises, whether any of the foregoing shall be directed to the Lessee or the Lessor, including but not limited to any environmental laws or regulations by any local, state, or federal government and the Airport rules and regulations.

2.03 The Lessee agrees to occupy the entire Premises and to properly maintain and operate the Approved Uses at all times during the term(s) of this Lease.

2.04 The Lessee shall be entitled to the non-exclusive use, in common with other users, of the public facilities of the Airport solely for the purpose of ingress and egress to and from the Premises. The Lessee shall not use the public areas for the transient or permanent tie-down of aircraft or for any purposes other than as expressly permitted by this Lease.

2.05 The Lessee shall, at the Lessee's own expense, comply with all present and hereinafter enacted environmental laws, including but not limited to the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. Section 9601 et seq., the Resource Conservation and Recovery Act, 42 U.S.C. Section 6941 et seq., Toxic Substances Control Act, 15 U.S.C. Section 2601 et seq., Safe Drinking Water Act, 42 U.S.C. Section 300 et seq., the Clean Air Act, 42 U.S.C. Section 7401 et seq., and the regulations promulgated thereunder and any other laws, regulations, and ordinances (whether enacted by the local, state or federal governments) now in effect or hereinafter enacted, that deal with the regulation or protection of the environment and hazardous materials. The Lessee shall not cause or permit any hazardous material to be used, generated, manufactured, produced, or stored on, under, or about the Premises. The Lessee shall not keep on the Premises any inflammables, such as gasoline, kerosene, naphtha, or benzine or other volatile chemicals or compounds or explosives or any other articles of intrinsically dangerous nature, except such materials and equipment commonly related to airplane maintenance. The Lessee further shall indemnify, defend, and hold harmless the Lessor from and against any and all liability, loss, damage, expense, penalties, and legal and investigation fees or costs arising from or related to any claim or action for injury or liability brought by any person, entity or governmental body, alleging or arising in connection with contamination of, or adverse effects on, the environment of the Premises.

### ARTICLE 3: RENT

3.01 The amount of rent payable to the Lessor (the "Rent") is set forth on the rent schedule ("the Rent Schedule") attached to and by this reference incorporated into this Lease as Exhibit B. The Rent, during the Initial Term and any Extension Term, is subject to an increased adjustment by the Lessor on an annual basis based on the following: the current year's Rent multiplied by the Consumer Price Index (the "CPI") for the Chicago Metropolitan Area, up to a maximum 10 percent increase over the current year's rent. The CPI to be used for the preceding calculation shall be the CPI available for the most recent 12 month period. The first month's Rent shall be paid upon the execution of this Lease and each month's Rent thereafter shall be paid in advance on or before the first day of a calendar month during the term(s) of this Lease.

Rent for any partial calendar month within the Term shall be prorated on a per diem basis assuming a 30-day month.

3.02 The Lessee agrees to pay all rent and any other amount owing hereunder on the due date thereof to the Lessor at its office at 600 Harvest Gate, Lake in the Hills, Illinois, or to such other person at such other address as the Lessor may from time to time designate in writing. The Lessee hereby agrees that the Lessee's obligation to pay such rent and other amounts shall be absolute and unconditional under all circumstances, including, without limitation, the following circumstances: (a) any setoff counter-claim, recoupment, defense, or other right that the Lessee may have against the Lessor, or anyone else for any reason whatsoever; (b) any damage to, loss, or destruction of the Premises or any interruption or cessation in the use or possession thereof by the Lessee for any reason whatsoever, unless directly caused by the negligent acts of Lessor; (c) any insolvency, bankruptcy, reorganization, or similar proceedings by or against the Lessee; and (d) any other event or circumstance whatsoever, whether or not similar to any of the foregoing. To the extent permitted by applicable law, the Lessee hereby waives any and all rights which it may now have or which at any time hereafter may be conferred upon it, by statutes or otherwise, to terminate, cancel, quit, or surrender any portion of the Premises hereunder except in accordance with the expressed terms hereof. If for any reason whatsoever this Lease shall be terminated in whole or in part by operation of law or otherwise, except in the event of termination without the fault of Lessee or termination upon change of ownership in accordance with Article 12 of this Lease, or dis-affirmed by the Lessee, all remaining rent payments which would have become due and payable in accordance with the terms hereof had this Lease not been terminated or dis-affirmed in whole or part shall become immediately due and payable. Each rent or any other payment made by the Lessee hereunder shall be final and the Lessee shall not seek to recover all or any part of such payment from the Lessor for any reason whatsoever.

3.03 The Lessee shall also pay the Lessor a late charge upon payment of Rent after the tenth day of any month in the amount of 10 percent of the amount owed. Payment of a late charge to the Lessor shall in no way interfere with the Lessee's obligation to pay Rent on the first day of each month. Payment by the Lessee of a late charge shall not be deemed a waiver of or otherwise limit the Lessor's remedies under this Lease.

#### ARTICLE 4: LESSOR'S RIGHT TO RELOCATE LESSEE

4.01 The Lessee acknowledges that at any time during the term(s) of this Lease, the Lessor may need to relocate the Hangar to another comparable location at the Airport (the "Relocation"). In the event the Lessor determines in its sole and absolute discretion that Relocation is necessary, the Lessor shall provide the Lessee with 30 days written notice of its intention to relocate. The Hangar will be relocated to another location that, in the sole discretion of the Lessor, is comparable to the Premises, and the definition of the "Premises" shall be revised to reflect the new location. The Lessor will pay for the following costs of Relocation: preparation of the new site, relocation of the Hangar and hangar facilities onto the new site, and all costs directly associated with the Relocation. The Lessee shall have no right to reimbursement from the Lessor for any costs incurred by the Lessee as a result of the Relocation, except for reasonable costs incurred by the Lessee as a result of Lessor's Relocation actions.

4.02 The Lessor shall not be responsible for theft, loss, injury, damage, or destruction of the Hangar or of any aircraft or other property on the Premises during the Relocation. The Lessee hereby releases and discharges the Lessor for the loss of or damage to the Lessee's property, except for that loss or damage arising out of the Lessor's negligence during the Relocation.

#### ARTICLE 5: CONDITION OF PREMISES; REPAIR

5.01 The Lessee has inspected the Premises and accepts the Premises in an "as is" condition. The Lessee acknowledges that its decision to enter into this Lease was based on its own knowledge and analysis and not on any representations by the Lessor, and the Lessee waives any and all claims against the Lessor in connections therewith. At the termination of this Lease, the Lessee shall, at Lessee's sole expense, remove the Hangar, including any foundation, and restore the Premises to a natural state, including grading and grass seeding.

5.02 The Lessee agrees, at its sole cost and expense, to repair, replace, or reconstruct the Hangar and other improvements located on the Premises that are damaged or destroyed by fire or other casualty, or required to be repaired, removed, or reconstructed by any governmental or military authority. Such repair, replacement, or reconstruction shall be accomplished within such time as may be reasonable under the circumstances after allowing for delays caused by strikes, lockouts, acts of God, fire, extraordinary weather conditions, or any other cause or casualty beyond the reasonable control of Lessee (the "Reasonable Time Period"). The design and specifications of such repair, replacement, or reconstruction shall be as determined by Lessee; but such work shall restore the Premises to not less than its condition prior to said need for repair.

#### ARTICLE 6: COVENANTS

The Lessee agrees to all of the following covenants:

(a) The Lessee shall not commit, suffer, or allow to be committed or suffered any acts of waste on the Premises, or commit or permit to be committed any acts which will in any way constitute a public or private nuisance or an unlawful or immoral act. Only the Approved Uses shall be permitted.

(b) All maintenance to the Hangar (b) other improvements or any repair of damages to same from any cause shall be the sole responsibility of the Lessee and shall be made in the Reasonable Time Period and at the Lessee's expense (unless such damage was caused by the negligence of the Lessor) and same shall comply fully with all applicable laws, ordinances, and other government regulations, codes, and directions.

(c) The Lessee shall not erect or install any sign of any kind anywhere in or on the Premises without the specific prior written consent of the Lessor. In addition, the Lessee shall not use any broadcast or audio advertising media, including but not limited to loudspeakers, phonographs, or radio or television broadcasts, in a manner visible or audible outside of the Hangar.

(d) The Lessee shall not install any exterior lighting or plumbing fixtures, shades, or awnings or exterior decoration or paintings or build any enclosures or audio or television antenna, loudspeakers, sound amplifiers, or similar devices on the roof or exterior walls of the Hangar without the specific prior written consent of the Lessor.

(e) The Lessee shall store all trash and garbage within proper receptacles in the Hangar and around the Premises. The Lessee shall not burn any trash or garbage of any kind in or about the Premises.

#### ARTICLE 7: REMEDIES

7.01 In the event of any default by the Lessee with respect to any of the events below and the Lessee's failure to cure said default within 10 days after written notice thereof by the Lessor, the Lessor may immediately terminate this Lease and/or the Lessee's right to possession hereunder, and pursue any other remedy available to the Lessor at law or in equity and including, without limitation, those remedies set forth at the end of this Article, upon the happening of one or more of the following events:

- (a) The making by the Lessee of an assignment for the benefit of the creditors without the written consent of the Village Administrator;
- (b) The operation or supervision of any business other than the Approved Uses conducted in the Premises by the Lessee, or by anyone else, except only with the prior specific written consent of the Lessor;
- (c) The levying of a writ of execution or attachment on or against the property of the Lessee;
- (d) The doing, or permitting to be done, by the Lessee of any act which creates a mechanic's lien or claim therefor against the Premises or any part of the Premises;
- (e) The failure of the Lessee to pay any Rent when due, which shall not be in lieu of any statutorily prescribed remedies for the Lessee's failure to pay Rent but shall be in addition thereto;
- (f) If the estate created hereby shall be taken in execution or by other process of law or if proceedings are instituted in a court of competent jurisdiction for the reorganization, liquidation, or voluntary or involuntary dissolution of the Lessee or composition for the benefit of a creditor or for its adjudication as a bankrupt or insolvent, or for the appointment of a receiver of the property of the Lessee for any purpose and said proceedings are not dismissed, and any receiver, trustee, or liquidator appointed therein discharged within 10 days after the institution of said proceedings;
- (g) Any failure of the Lessee to keep and perform fully any of its covenants under this Lease;

- (h) The abandonment of the Premises by the Lessee or the discontinuance by the Lessee of the proper maintenance and operation of the Approved Uses for a consecutive period of three months or longer;
- (i) If the Lessee is a corporation, the sale of any of the Lessee's stock pledged for any purpose, whether by virtue of execution or otherwise.

7.02 Upon the event of a default hereunder by the Lessee, the Lessor shall have the right to cure the default, at its option, by any means reasonably necessary. In such event, the Lessee shall reimburse the Lessor for all reasonable costs incurred by the Lessor in curing the default.

7.03 Upon the termination of this Lease or the Lessee's right to possession hereunder, the Lessor may re-enter the Premises using such force as may be necessary and in compliance with applicable law and remove all persons, fixtures, property and equipment therefrom and the Lessor shall not be liable for damages or otherwise by reason of re-entry or termination of possession of the term of this Lease. Upon termination of either the Lessee's right to possession or the Lease, the Lessor shall be entitled to recover immediately an amount equal to the minimum rent for the balance of the term less the amount of any minimum rental obtained from any other lessee for the balance of the term in the event the said premises are re-let. Upon and after entry into possession without termination of this Lease, the Lessor may, but need not, re-let the Premises or any part thereof for the account of the Lessee for such rent, for such time and upon such terms as the Lessor in its sole discretion shall determine.

#### ARTICLE 8: TAXES

The Premises is owned by the Lessor and is currently tax-exempt. Therefore, in the event the Lessee's operations on the Premises cause a tax to be assessed against, levied upon, or otherwise become payable in respect of the Premises or the use thereof, the Lessee shall pay all taxes relating to the Premises or to this Lease, including all real estate taxes, personal property taxes and leasehold taxes, unforeseen as well as foreseen, that are assessed against, levied upon and become payable in respect of the Premises or the use thereof during the term(s) of this Lease; provided, however, that in the event such taxes are imposed as a result of Lessor's actions under the Lease, then the Lessee shall not be responsible for said taxes. Such payment of taxes by Lessee shall be in addition to the payment of Rent.

#### ARTICLE 9: INSURANCE; INDEMNIFICATION

9.01 The Lessee shall, at Lessee's sole cost, during the entire term hereof, keep in full force and effect a policy of airport liability and property damage insurance with respect to the Hangar and the Premises or any other occupant of the Premises, in which the limits of public liability shall not be less than \$1 million per occurrence. The policy shall name the Lessor and its trustees, officers, employees, attorneys, legal representatives, and agents as additional insureds and shall contain a clause that the insurer will not cancel or change the insurance without first giving the Lessor 30 days prior written notice thereof. The insurance shall be with companies licensed to do business in the State of Illinois. The insurance shall be in a form reasonably acceptable to the Lessor and a copy of the policy and a certificate of insurance shall be delivered



to the Lessor prior to the commencement hereof. In the event the Lessee shall fail to procure said insurance, the Lessor may, but shall be under no obligation to, procure such insurance in which event the Lessee agrees to pay to the Lessor, as additional rent, the amount of premium therefore on the first day of the month following the month in which the Lessor notifies the Lessee of the amount of premium due hereunder.

9.02 The Lessee, shall at the Lessee's sole cost, during the entire term hereof, keep in full force and effect a policy for fire and property damage insurance with respect to the Hangar and all other Lessee property contained on the Premises, as well as all other improvements on the Premises, in such amount and form, and with such companies, as the Lessor may reasonably determine. The Lessee shall, from time to time, as requested by the Lessor, deliver certificates of such insurance verifying coverage to the Lessor.

9.03 Except only to the extent otherwise prohibited by law, the Lessee covenants and agrees to indemnify and hold harmless the Lessor and its trustees, officers, employees, attorneys, legal representatives, and agents from any and all losses, claims, damages, costs, or expenses, including attorney's fees, the Lessor may be required to pay as a result of acts and/or omissions of the Lessee or any agent of the Lessee.

#### ARTICLE 10: SUBORDINATION

The parties to this Lease desire that this Lease be prior in lien to all other documents, including mortgages, trust deeds, or other encumbrances that may hereafter be recorded against the Premises. Lessee agrees to subordinate any mortgage, trust deed, or other encumbrance that may hereafter be placed on the Premises, or to any advances to be made thereunder and to interest thereon and all renewals, replacements, and extensions thereof, to this Lease; and the Lessee agrees to execute any instrument or instruments which the Lessor may reasonably, at the Lessor's sole and complete discretion, require to effect such subordination, provided that the Lessee and its successors and assigns shall have the right to freely, peaceably, and quietly occupy and enjoy the full possession and use of said premises as long as the Lessee shall not be in default under this Lease, and subject to the Lessor's right to relocate the Lessee as set forth in Article 4 of this Lease. In the event of any mortgagee, trustee, or encumbrancer notifying the Lessee to that effect, this Lease shall be deemed prior in lien to said mortgage, trust deed, or encumbrance whether or not this Lease is dated prior to or subsequent to the date of said mortgage, trust deed, or encumbrance.

#### ARTICLE 11: IMPROVEMENTS; MECHANIC'S LIENS

11.01 This Section 11.01 is applicable if the Premises are unimproved as of the effective date of this Lease. During the term of this Lease, unless this Lease shall be sooner terminated in accordance with the terms hereof; the Lessee, at its sole cost and expense, shall construct or place on the Premises the Hangar and related improvements in accordance with the Lessee's plans and specifications as set forth in Exhibit C attached to and by this reference incorporated into this Lease (the "Plans"). The Hangar and related improvements shall be constructed in accordance with all applicable federal, state and local laws, codes, ordinances, and regulations and shall have the specific prior written approval of the Lessor.

11.02 All repairs, construction, modifications, alterations, or changes made by the Lessee to the Premises shall be done or contracted for only with the Lessor's specific prior written consent, which the Lessor may withhold for any reason that the Lessor deems sufficient. Notwithstanding anything to the contrary herein, no alterations to the Premises are allowed during the term(s) of this Lease except for the construction of the Hangar and related improvements. Any of the foregoing that the Lessee undertakes shall be done at the Lessee's sole cost and expense and none of the foregoing nor any other act shall be allowed or suffered which may create any mechanic's lien or claim for lien against the Premises. In the event any lien or claim for lien upon the Lessor's title or the Premises results from any act or neglect of the Lessee, and the Lessee fails to remove said lien or dismiss such claim for lien within 10 days after the Lessors notice to do so, the Lessor may, but need not, remove the lien or satisfy such claim for lien by paying the full amount thereof without any investigation or contest of the validity or amount thereof and the Lessee shall pay the Lessor promptly upon demand, and as additional rent, the amount paid out by the Lessor, including the Lessor's costs, expenses, and counsel fees.

#### ARTICLE 12: ASSIGNMENT OR SUBLETTING

The Lessee agrees not to assign, encumber, or in any manner transfer this Lease or any interest hereunder and not to permit the use or occupancy of the Premises, whether by license, concession or otherwise by anyone other than the Lessee without the specific prior written consent of the Lessor (which consent shall not be unreasonably denied); provided, however, that the Lessee may sublet the Premises for the remainder of the then existing Term with the prior written consent of the Lessor (which consent shall not be unreasonably denied) and subject to the terms of this Lease. Any assignment or subletting permitted hereunder shall not be deemed to relieve the Lessee of its obligation to pay rental and perform its other obligations hereunder. Consent by the Lessor of one assignment or one subletting or one use or occupancy of the Premises shall not constitute a waiver of the Lessor's rights under this Article as to any subsequent assignments, subletting, or use or occupancy. If the Lessee is a corporation or partnership, and if, during the term of this Lease, the ownership of the shares of stock or partnership interests which constitute control of the Lessee changes by reason of sale, gift, death, or otherwise, the Lessee shall provide the Lessor with written notice and confirmation of the new owner's intent to be bound by the terms of the Lease, along with evidence of the new owner's financial information to insure that the new owner is capable of performing the obligations set forth in this Lease. In the event the Lessor concludes, in the exercise of its discretion, that the new owner is not capable of performing the obligations under this Lease, the Lessor may at any time thereafter terminate this Lease by giving the Lessee written notice of such termination at least 30 days prior to the date of termination stated in the notice. Receipt of rent after such change of control shall not affect the Lessor's rights under the preceding sentence.

#### ARTICLE 13: UNTENANTABILITY

In the event that the Hangar shall be destroyed or so damaged by fire, explosion, windstorm, or other casualty as to be untenable, the Lessee shall within the Reasonable Time Period secure the Hangar and restore it in accordance with the terms of this Lease and rents due hereunder shall not be abated.

#### ARTICLE 14: SURRENDER OF PREMISES; HOLD OVER

14.01 At the expiration of the tenancy hereby created, whether by lapse of time or otherwise, or upon termination of the Lessee's right of possession, the Lessee shall immediately surrender possession of the Premises to the Lessor in good condition, and shall remove the Hangar and all other improvements therefrom. If such possession is not immediately surrendered, then the Lessor may immediately enter the Premises and possess itself thereof and remove all persons and effects therefrom using such force as may be necessary and in compliance with applicable law. If the Lessee shall fail or refuse to remove all of the Lessee's property from the Premises, then the Lessee shall be conclusively presumed to have abandoned the same, and title thereto shall thereupon pass to the Lessor without any cost either by set-off; credit, allowance, or otherwise, and the Lessor may at its option accept title to such property, or at the Lessee's expense may remove the same or any part thereof in any manner that the Lessor shall choose and store the same without incurring liability to the Lessee or any other person.

14.02 It is agreed and understood that any holding over by the Lessee of the Premises at the expiration or cancellation of this Lease shall operate and be construed as a tenancy from month to month at a rental of three times the current monthly rental, and in addition the Lessee shall be liable to the Lessor for all loss or damage on account of any holding over against the Lessor's will after the expiration or cancellation of this Lease, whether such loss or damage may be contemplated at this time or not. No receipt or acceptance of money by the Lessor from the Lessee after the expiration or cancellation of this Lease or after the service of any notice, after the commencement of any suit, or after any judgment for possession of the Premises, shall reinstate, continue or extend the terms of this Lease, or affect any such notice, demand, or suit or imply consent for any action for which the Lessor's consent is required or operate as a waiver of any right of the Lessor to retake and resume possession of the Premises and remove the structures.

#### ARTICLE 15: COSTS AND FEES

The Lessee shall pay upon demand all of the Lessor's costs, charges, and expenses, including fees of attorneys, agents, and others retained by the Lessor, incurred in enforcing any of the obligations of Lessee under this Lease or in any litigation, negotiation, or transaction in which the Lessor shall, without the Lessor's fault, become involved through or on account of this Lease. In the event it becomes necessary for either party hereto to file suit to enforce this Lease or any provision contained herein, the prevailing party in such suit shall be entitled to recover, in addition to all other remedies or damages provided for in this Lease, reasonable attorneys' fees and costs incurred in such suit at trial or on appeal or in connection with any bankruptcy or similar proceeding.

#### ARTICLE 16: SUCCESSORS AND ASSIGNS

The terms, covenants, and conditions hereof shall be binding upon, apply and inure to the benefit of the heirs, executors, administrators, successors in interest and assigns of; the parties hereto. No rights, however, shall inure to the benefit of any assignee or sub-lessee of the Lessee except only if such assignment or sublease has been specifically consented to by the Lessor in writing as provided herein.

## ARTICLE 17: REMEDIES CUMULATIVE

All rights and remedies of the Lessor enumerated in this Lease shall be cumulative and none shall exclude any other right or remedy allowed by law, and said rights and remedies may be exercised and enforced concurrently as often as occasion therefor arises.

## ARTICLE 18: ESTOPPEL CERTIFICATE

Each party agrees at any time and from time to time, upon not less than 20 days prior written request by the other, to execute, acknowledge, and deliver to the other a statement in writing certifying that this Lease is unmodified and in full force and effect and the date to which the rental and other charges have been paid in advance, if any, it being intended that any such statement delivered pursuant to this paragraph may be relied upon by any prospective purchaser of this leasehold or the fee, or mortgagee or assignee of any mortgage upon this leasehold or the fee of the Premises.

## ARTICLE 19: MISCELLANEOUS

19.01 The necessary grammatical changes required to make the provisions of this Lease apply to the past, present, and future and in the plural sense where appropriate and to corporations, associations, partnerships, or individuals, male or female, shall in all instances be assumed as though in each case fully expressed.

19.02 The laws of, but not the conflicts of law rules of, the State of Illinois shall govern the validity, performance, and enforcement of this Lease.

19.03 The headings of several articles contained herein are for convenience only and do not limit or construe the contents of the articles.

19.04 All of the covenants of this Lease are independent covenants. If any provisions of this Lease are found by a court of competent jurisdiction to be illegal, invalid, or unenforceable, then the remainder of the Lease will not be affected, and in lieu of each provision which is found to be illegal, invalid, or unenforceable, there will be added as part of this Lease a provision as similar to such illegal, invalid, or unenforceable provision as may be possible and be legal, valid, and enforceable.

19.05 Notwithstanding any other provision to the contrary herein, either Lessor or Lessee may, in its sole discretion, terminate this Lease upon 30 day's written notice to the other party.

## ARTICLE 20: NOTICES

Any notices required or desired to be given under this Lease shall be in writing and (i) personally served, (ii) given by certified mail, return receipt requested, (iii) given by overnight express delivery, or (iv) given by facsimile transmission, with any such facsimile transmission confirmed by next business day overnight express delivery. Any notice shall be addressed to the party to receive it at the following address or at such other address as the party may from time to time direct in writing:

**To the Lessee at:**

Blue Skies Flying Services  
8411 Pyott Road  
Lake in the Hills, IL 60156

**and to the Lessor at:**

Village of Lake in the Hills  
600 Harvest Gate  
Lake in the Hills, Illinois 60156  
Attention: Village Administrator

**with a copy to:**

Village of Lake in the Hills  
600 Harvest Gate  
Lake in the Hills, Illinois 60156  
Attention: Airport Manager

Express Delivery notices shall be deemed to be given upon receipt. Postal notices shall be deemed to be given three days after deposit with the United States Postal Service. Facsimile notices shall be deemed given upon the date of transmission, provided that compliance is made with the remaining obligations of this Article 20.

**ARTICLE 21: PRIOR AGREEMENTS**

This Lease replaces and supersedes any other written or oral prior agreement, arrangement, or understanding between the Lessee and the Lessor or its agent, which prior agreement(s) shall be considered null and void and of no further effect whatsoever as of the date hereof.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year above.

[LESSOR] VILLAGE OF LAKE IN THE HILLS

By: \_\_\_\_\_  
**Village President**

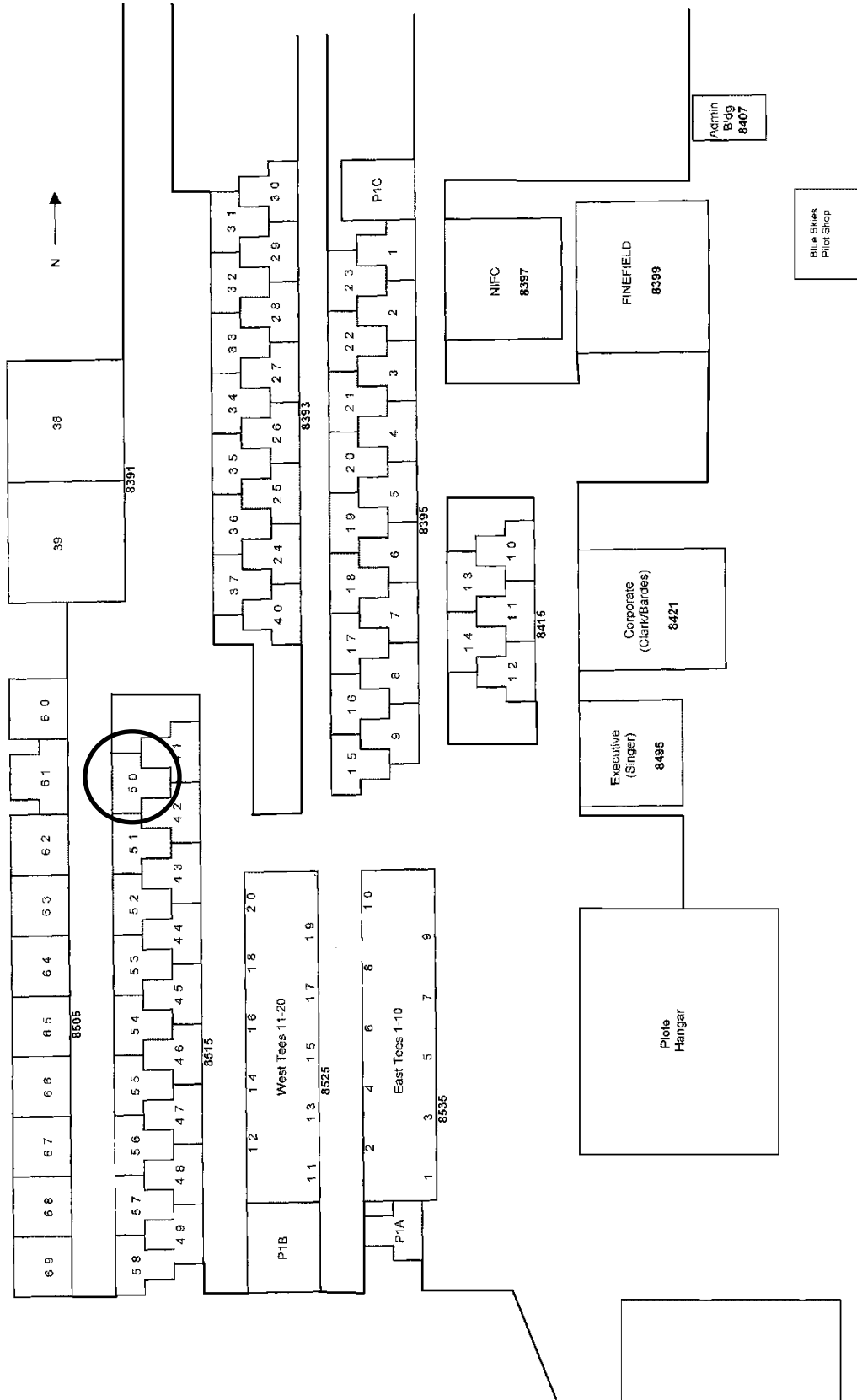
Attest: \_\_\_\_\_  
**Village Clerk**

[LESSEE] Blue Skies Flying Services

By: \_\_\_\_\_  
Mike Carzoli

Title: President

# EXHIBIT A PREMISES



**EXHIBIT B  
RENT SCHEDULE**

**Village Owned Facility Leases and Tie Downs**

<b>Description</b>	<b>Rate</b>	<b>Frequency</b>
Hard surface tie downs	\$90.00	Monthly
Grass tie downs	\$60.00	Monthly
East and West T-Hangar Building Leases	\$299.00	Monthly
Maintenance Hangar Building Lease	\$2,881.78	Monthly
8603 Pyott Road Building Lease	\$2,075.91	Monthly

<b>Description</b>	<b>Rate</b>	<b>Frequency</b>
Grass Tie Down	\$5.00*	Daily
Hard Surface Tie Down or Ramp Area	\$10.00*	Daily
T-Hangar	\$30.00	Daily

**Overnight Transient Storage**

\*\$5 or \$10 respectively of the overnight transient fees will be waived if the aircraft operator purchases at least 15 gallons of aviation fuel in conjunction with that overnight stay.

<b>Description</b>	<b>Rate</b>	<b>Frequency</b>
Square Hangars	\$12.42*	Cents per Month
T-Hangar Size A (39'3" x 14'8"; 16'6" x 14'7" approx..)	\$191.45	Monthly
T-Hangar Size B (42'3" x 18'; 16'5" x 20'7" approx..)	\$199.17	Monthly
T-Hangar Size C (46' x 21'; 19'6" x 23'8" approx..)	\$214.58	Monthly

**Land Leases**

\*Per square foot of land area occupied based on the outside perimeter of the structure (rounded to the nearest foot) unless otherwise specified in the lease.

**Private Hangar Electrical Service Fee  
Monthly Fee by Breaker Size and Configuration**

<b>Breaker Size (Amps)</b>	<b>Monthly Fee (USD)</b>	<b>Comments</b>
20	\$6	Single breaker serves 3 individual hangars
20	\$11	Single breaker serves 2 individual hangars
20	\$22	Fee per individual breaker
30	\$33	Fee per individual breaker
40	\$44	Fee per individual breaker
50	\$56	Fee per individual breaker
60	\$67	Fee per individual breaker

## **Disconnect/Reconnect – Electrical**

If a tenant makes a request to the Village to disconnect Village provided electrical service to a private hangar, the disconnection may be completed subject to review to ensure it is feasible to complete the request. If the request is approved the tenant will not be allowed to reconnect to the Village provided electrical service for a period of 12 months. The 12-month period shall start on the date the electrical is disconnected to the private hangar. After the 12-month period, the tenant can submit a request to reconnect to the Village provided electrical service. The Village will charge a fee of \$65.00 to reconnect the Village provided electrical service.

## **Non-Aeronautical Storage**

The following non-aeronautical storage lease rates shall be effective upon execution of a new lease:

<b>Area in Square Feet</b>	<b>Monthly Rental Rate</b>
10x10	\$33
10X30	\$75

## **Waiver to Late Fees**

If a late fee is assessed according to the lease, a request to waive the late fee may be considered by the Village Finance Department. The late fee may be waived in the event all of the following conditions are met:

1. A written request to waive the late fee must be presented to the Finance Department; and
2. The Finance Department must receive the written request to waive the late fee by the last business day of the month the payment was due and was not received until after the 10<sup>th</sup> of the same month; and
3. The tenant has displayed a good payment history during the preceding 12 months. A good payment history shall be defined as having a) no late fees posted to the account, and b) no late fee waiver requested for the account during the preceding 12 months and c) no returned payments associated with the account.



**EXHIBIT C  
PLANS**

Not applicable.



# REQUEST FOR BOARD ACTION

**MEETING DATE:** July 21, 2020

**DEPARTMENT:** Public Works

**SUBJECT:** Ordinance Amending Minimum Aviation Fuel Pricing

## EXECUTIVE SUMMARY

Arrow Energy of Saline, Michigan, is currently under contract to furnish and deliver two different types of aviation fuel to the Airport. The price per gallon that the Village pays to Arrow fluctuates based on a regional pricing index. Village staff then resells the aviation fuel it purchases from Arrow to aircraft owners at a markup that ensures that the Village is reimbursed for all costs associated with the resale of fuel and achieves a profit from the resale of fuel at its airport. The Village’s aviation fuel minimum markup is known as “Minimum Aviation Fuel Pricing” and is reviewed by Village staff each year and then brought before the Village Board for approval.

The Village’s costs associated with the sale of fuel at the airport fell slightly over the past year due to less-than-anticipated repairs needed and a reduction in overhead. The airport was able to eliminate a phone line in the office dedicated to credit card processing and replace it with a cloud-based system. Credit card fees will continue to be recovered only on transactions that utilize them at a rate of 3.35%. This fee is included in the per-gallon price presented to customers at the time of sale and represents the highest charge levied by a credit card company, American Express and AvCard. Sales tax for aviation fuel changed in late 2019 and is now 8.00%.

The proposed minimum markup of self-service fuel is provided below. This represents a \$.02 decrease in the price of 100LL and a \$.05 increase in the price of JetA, due to increases in tank maintenance costs as they surpass six years in age.

100LL Self Service Expenses per Gallon		Jet-A Self Service Expenses per Gallon	
Credit Card Access Fee	\$ .0034	Credit Card Access Fee	\$ .0034
Tank operating	\$ .0335	Tank operating	\$ .0678
Tank maintenance	\$ .0116	Tank maintenance	\$ .0993
Flowage fee	\$ .2850	Flowage fee	\$ .2850
<b>Total</b>	<b>\$ .3355</b>	<b>Total</b>	<b>\$ .4555</b>
<b>Minimum markup: Inventory cost +\$.3355</b>		<b>Minimum markup: Inventory cost +\$.4555</b>	

The proposed minimum markup for full service fuel is provided below. This represents a \$.02 drop for the 100LL truck and a \$.06 increase for the JetA truck. The JetA truck has required more maintenance over the last year than the 100LL truck.

100LL Full Service Expenses per Gallon		Jet-A Full Service Expenses per Gallon	
Credit Card Access Fee	\$ .0034	Credit Card Access Fee	\$ .0034
Truck operating	\$ .2450	Truck operating	\$ .1053
Truck maintenance	\$ .0781	Truck maintenance	\$ .2463
Flowage fee	\$ .5900	Flowage fee	\$ .5900
<b>Total</b>	<b>\$ .9165</b>	<b>Total:</b>	<b>\$ .9450</b>
<b>Minimum markup: Inventory cost +\$.9165</b>		<b>Minimum markup: Inventory cost + \$.9450</b>	

The cash/invoice discount of 3.35% for customers who pay using either cash or check will remain the same.

The Airport strives to maintain competitive fuel rates among other northern Illinois airports. The fee structure presented would accomplish just that. The Airport Manager monitors the aviation fuel pricing charged by neighboring airports and may increase pricing in order to increase revenues, but cannot charge less than the approved minimum sale price without approval from the Village Board.

## **FINANCIAL IMPACT**

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The sale of fuel remains the largest source of income for the airport with gross sales of \$488,709 in 2019. An adjustment to the minimum aviation fuel price ensures that the Airport is not losing money and continues to profit from the resale of fuel.

## **ATTACHMENTS**

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1. Proposed Ordinance
2. Minimum Fuel Price Final Draft

## **RECOMMENDED MOTION**

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Motion to approve an Ordinance establishing new minimum aviation fuel pricing.

VILLAGE OF LAKE IN THE HILLS

ORDINANCE NO. 2020 - \_\_\_\_\_

**An Ordinance Establishing Minimum Aviation Fuel Pricing  
Markups**

WHEREAS, the Village of Lake in the Hills, McHenry County, Illinois, is a home rule municipality as contemplated under Article VII, Section 6, of the Constitution of the State of Illinois, and the passage of this Ordinance constitutes an exercise of the Village's home rule powers and functions as granted in the Constitution of the State of Illinois.

NOW, THEREFORE, BE IT ORDAINED by the President and Board of Trustees of the Village of Lake in the Hills, McHenry County, Illinois, as follows:

SECTION 1: That minimum airport fuel pricing markups per gallon will be in effect as follows:

	<u>Self-Service</u>	
100LL	(Inventory cost + \$0.3355)*1.0335	
Jet-A	(Inventory cost + \$0.4555)*1.0335	
	<u>Full Service</u>	
100LL	(Inventory cost + \$0.9165)*1.0335	
Jet-A	(Inventory cost + \$0.9450)*1.0335	

SECTION 2: The Airport Manager may offer a cash discount not to exceed 3.35% of the price per gallon at the pump.

SECTION 3: If any section, paragraph, subdivision, clause, sentence or provision of this Ordinance shall be adjudged by any Court of competent jurisdiction to be invalid, such judgment shall not affect, impair, invalidate or nullify the remainder thereof, which remainder shall remain and continue in full force and effect.

SECTION 4: All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

SECTION 5: This Ordinance shall be in full force and effect upon its passage, approval and publication in pamphlet form (which publication is hereby authorized) as provided by law.

Passed this 23rd day of July, 2020 by roll call vote as follows:

	Ayes	Nays	Absent	Abstain
Trustee Stephen Harlfinger	_____	_____	_____	_____
Trustee Ray Bogdanowski	_____	_____	_____	_____
Trustee Bob Huckins	_____	_____	_____	_____
Trustee Bill Dustin	_____	_____	_____	_____
Trustee Suzette Bojarski	_____	_____	_____	_____
Trustee Diane Murphy	_____	_____	_____	_____
President Russ Ruzanski	_____	_____	_____	_____

APPROVED THIS 23RD DAY OF JULY, 2020

\_\_\_\_\_  
Village President, Russ Ruzanski

(SEAL)

ATTEST: \_\_\_\_\_  
Village Clerk, Cecilia Carman

Published: \_\_\_\_\_

# Airport Fuel Pricing Model

Jul-20

FIXED COSTS	100LL pricing		Jet-A pricing		FIXED COSTS
	Federal Taxes <i>(incl in cost/gal)</i>	0.194	Federal Taxes <i>(incl in cost/gal)</i>	0.244	
State Taxes <i>(incl in cost/gal)</i>	0.011	State Taxes <i>(incl in cost/gal)</i>	0.011		
Current inventory cost/gal	\$2.9462	Current inventory cost/gal	\$1.8648		
Sales tax	8.00%	Sales tax	8.00%		
Credit card fee	3.35%	Credit card fee	3.35%		
<u>Self Service</u>		<u>Self Service</u>			
Credit card access fee	\$0.0034	Credit card access fee	\$0.0034		
tank operating cost/gal	\$0.0335	tank operating cost/gal	\$0.0678		
tank maint cost/gal	\$0.0116	tank maint cost/gal	\$0.0993		
Self Service flowage fee	\$0.285	Self Service flowage fee	\$0.285		
<b>Total markups</b>	<b>\$0.3355</b>	<b>Total markups</b>	<b>\$0.4555</b>		
<b>Self Service min price</b>	<b>\$3.6630</b>	<b>Self Service min price</b>	<b>\$2.5899</b>		
<u>Full Service</u>		<u>Full Service</u>			
Credit card access fee	\$0.0034	Credit card access fee	\$0.0034		
truck operating cost/gal	\$0.2450	truck operating cost/gal	\$0.1053		
truck maint cost/gal	\$0.0781	truck maint cost/gal	\$0.2463		
Full Service flowage fee	\$0.590	Full Service flowage fee	\$0.590		
<b>Total markups</b>	<b>\$0.9165</b>	<b>Total markups</b>	<b>\$0.9450</b>		
<b>Full Service min price</b>	<b>\$4.3116</b>	<b>Full Service min price</b>	<b>\$3.1363</b>		