



**PUBLIC MEETING NOTICE AND AGENDA  
PARKS AND RECREATION BOARD MEETING**

**APRIL 4, 2019  
6:30 p.m.**

**AGENDA**

1. Call to Order
2. Roll Call
3. Public Comment on Agenda Items Only
4. Approval of March 7, 2019 Park & Recreation Board Meeting Minutes
5. Old Business
  - A. Goals
6. New Business
  - A. Facility Use Discussion
7. Staff Reports
  - A. Family Bingo Night Analysis
  - B. Lunch with Parks and Rec Analysis
  - C. Hain House Performance Statistics
8. Trustee Liaison Report
9. Member Comments
10. 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.
11. 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.*



**VILLAGE OF LAKE IN THE HILLS**  
**PARKS & RECREATION BOARD MEETING**  
**March 7, 2019**

The Parks & Recreation Board meeting was called to order at 6:30 p.m. at the Lake in the Hills Village Hall. Those present were Members Andrea, Cairns, Wackerlin, Sandage, Anderson, and Chairwoman Tredore. Member Lupo was absent. Also present were Assistant Director of Parks & Recreation Megan Croy, Recreation Supervisor Kristi Brewer, Trustee Suzanne Artinghelli, Administrative Specialist Trevor Smith, and Recording Secretary Laura Pekovic.

**PUBLIC COMMENT ON AGENDA ITEMS**—None

**APPROVAL OF MINUTES**

A motion to approve the minutes of the Parks & Recreation Board meeting of February 7, 2019 was made by Member Andrea and seconded by Member Wackerlin. The motion was approved by a vote of 6-0.

**OLD BUSINESS**—There was discussion among the committee to change the wording of the Relevant and Diverse vision. It was clarified that it should include that the programs offered by Lake in the Hills Parks and Recreation will be relevant to the residents and reflect their diversity. Megan Croy indicated that she would reword to include the change and present to the committee at the next meeting.

**NEW BUSINESS—LaBuy Playground Replacement Bid Results.** Megan Croy reviewed the playground replacement bid submittals and results. They were recently shared with the Public Properties Division management. Their only feedback was concern about the warranty on the canvas top on the Burke 2 playground. Resident and committee feedback favored the Burke 1 playground and its features. The existing LaBuy Playground will be dismantled and taken by Kids Around the World to another country.

A motion was made by Member Wackerlin and seconded by Member Anderson to recommend to the Village Board to award a contract for the new LaBuy Park Playground Equipment and Installation Project to the Kenneth Company for the Burke 1 submittal in the amount of \$74,167.00. Members Sandage, Cairns, Andrea, Wackerlin, Anderson and Chairwoman Tredore voted yes. Motion was approved by a vote of 6-0.

**STAFF REPORTS**—Megan Croy summarized the staff report. Kristi Brewer recapped the teen job fair and hiring for summer camp staff. It was announced that former Preschool Lead Teacher and Daycamp Supervisor Michelle Steffey was promoted to Recreation Coordinator.

**ITEM FOR DISCUSSION—PAPER AGENDAS**—There was discussion regarding the future of having printed agenda packets for members during meetings. It was agreed upon by the committee that there would be some printouts available to the committee members.

**TRUSTEE LIAISON REPORT**— Nothing to report

**MEMBER COMMENTS**— Nicole Sandage complimented the Parks and Recreation staff on the successful Daddy/Daughter events.

**AUDIENCE PARTICIPATION**—Mr. Walter Weinert inquired as to why is the 5K race switched to May from April and why kids are not included in the race? Megan Croy indicated that based upon survey results, the race would include adults only, and the date was moved to May, when the weather could be more favorable for race conditions. Mr. Weinert also inquired if the Hawaiian dancers and bingo events would return to Indian Trail Beach. Megan Croy referred to the resident survey results indicating the desire for park parties at other Village parks, declining participation in those events, and weather dependency as the reason for the change.

**ADJOURNMENT**

Member Andrea made a motion to adjourn the meeting. Member Wackerlin seconded the motion. The motion was approved by a voice vote of 6-0. The meeting adjourned at 6:56 p.m.

Submitted by,  
*Laura Pečović*  
Recording Secretary



# INFORMATIONAL MEMORANDUM

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**MEETING DATE:** April 4, 2019  
**DEPARTMENT:** Community Services  
**SUBJECT:** Vision

## EXECUTIVE SUMMARY

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The National Recreation and Parks Association suggests that the organization have a vision statement that is inspirational, far-reaching, and states where the organization is going. The Parks and Recreation Board have worked with staff at each meeting to develop this vision statement which includes the following:

“OPEN TO ALL, RELEVANT AND DIVERSE, HEALTHY, GREEN, STRATEGIC AND PRODUCTIVE, SAFE, UNIQUELY LITH, TRANSPARENT, and A GOOD INVESTMENT.”

This vision has been designed to help guide staff and the Parks and Recreation Board in planning and decision making.

Based on Parks and Recreation Board feedback at the March 7, 2019 meeting, the wording was changed in the definition of RELEVANT AND DIVERSE to include that a wide range of programs will be offered to meet the needs of all resident groups.

## FINANCIAL IMPACT

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None

## ATTACHMENTS

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None

## SUGGESTED DIRECTION

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Conduct an active discussion regarding the final vision document



# Parks and Recreation Vision



## Open To All

Create greater access to quality programming and facilities for those who have been traditionally underserved by showcasing parks, facilities, and programs on Facebook, Village website, and seasonal brochures to create interest and increase awareness of Village services



## Relevant and Diverse

Build a wide range of programs to meet the diversity of today's residents with respect to age, ability, and cultural heritage.



## Healthy

Provide residents and non-residents structured and self-initiated opportunities to get outdoors, move their bodies, and enjoy leisure activities.



## Green

Be excellent stewards of the environment and resources through education and programs that favor the natural environment and actions that support long-term sustainability.



## Strategic and Productive

Apply due diligence in planning, executing, and evaluation all activities through clearly established goals, detailed program analysis, and efficient use of resources to meet the needs of the Village's residents.



## Safe

Create a culture where safety of participants and staff is a key consideration in event planning & operations, park and facility operation & maintenance, and staff & volunteer training. Prepare for potential natural and manmade hazards and maintain a reporting structure for observed defects.



## Uniquely LITH

Create programs that celebrate and differentiate Lake in the Hills from others by considering the traditions, historic, cultural, and natural beauty that is Lake in the Hills. Make the residents our primary source of ideas and feedback.



## Transparent

Use various and suitable media to ensure the broadest distribution of information to keep residents informed of programs, policies, schedules, and budgets. Be open to feedback to help keep programs active and relevant.



## A Good Investment

Strive to provide programs and facilities delivering mental and physical benefits that allow residents to invest in themselves. Structure fees and expenses to provide the highest benefit to the largest number of people.



# INFORMATIONAL MEMORANDUM

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**MEETING DATE:** April 4, 2019  
**DEPARTMENT:** Community Services  
**SUBJECT:** Facilities

## EXECUTIVE SUMMARY

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With plans to move the Preschool Academy classroom, which is currently located at Indian Trail Beach, to Village Hall, staff is investigating options for future use of the beach house.

On March 28, 2019 the Village Board approved to end the lease of the rental property at 9017 Haligus Road. effective August 30, 2020 when its current lease expires. Staff is evaluating future use of the property following the demolition of the home.

## FINANCIAL IMPACT

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None

## ATTACHMENTS

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None

## SUGGESTED DIRECTION

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Conduct an active discussion regarding opportunities for future use of Village properties.



**Village of Lake in the Hills  
Community Services Department  
Parks and Recreation Division  
Monthly Report – April 2019**

**Dates of Interest:**                   **Saturday, April 13, 10:00am – Easter Egg Hunt**

**Saturday, April 20, Park Clean Up Day**

**Parks Project Status**

The LaBuy playground replacement is still on schedule. We anticipate Kids Around the World will remove the existing playground within the next two to three weeks. Installation of the new equipment should begin late April/early May.

The main sign posts at the east and west entrance of Sunset Park were upgraded.

Two swing hangers were replaced at the Echo Park playground.

Overgrown landscaping was removed at Ken Carpenter Park. New daylilies will be planted to replace the junipers that needed to be removed.

The Plote Field storage shed received structural repairs and was also painted.

**Recreation Project Status**

Family Bingo Night was held at Village Hall on Friday, March 15. Ninety five participants enjoyed a pizza dinner, bingo and prizes, and desserts. A complete event analysis is attached.

The Lunch with Parks and Rec event for seniors was held on Thursday, March 21. Lunch was provided, and Synergy Home Care discussed available services. The group was also able to share ideas for future programming. A complete event analysis is attached.

AARP has been providing free tax services for seniors at Village Hall. Appointments are held on Monday and Friday mornings and will be finished on April 12.

The Summer brochure is completed and at the printer. Staff anticipates the brochure will be in resident mailboxes around the third week of April.

The Run thru the Hills/Cinco De Mile event scheduled for May 5 has been cancelled. In an effort to move the race to a date that may provide better weather and improved attendance, we inadvertently scheduled it for the same day at another popular race in Crystal Lake. Staff will evaluate options for the event in 2020. We are also in discussion with the People for Parks Foundation to plan a race similar to the Sunset 5K during the Sunset Festival.

**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**

<b>Operating Supplies</b>	<b>100.18.50.72.04</b>	<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>
Direct Expenses		
<u>Operating Supplies</u>	<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.

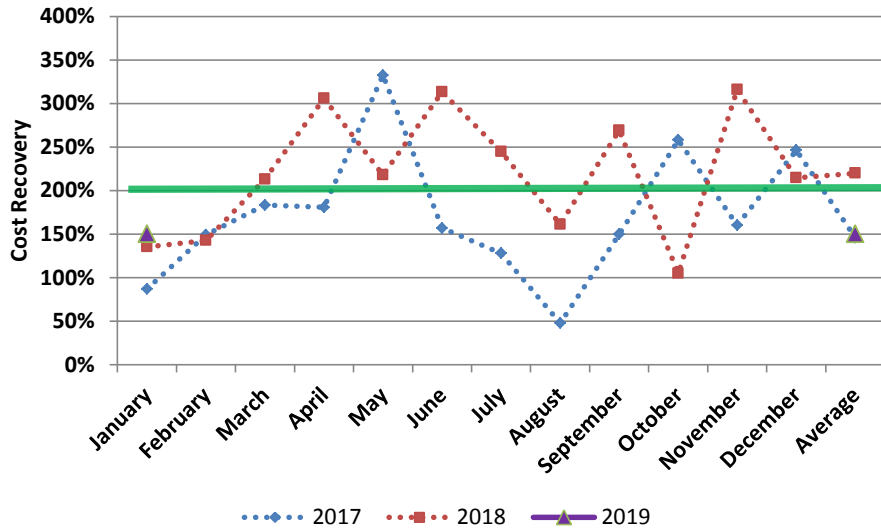
### **Observations**

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.

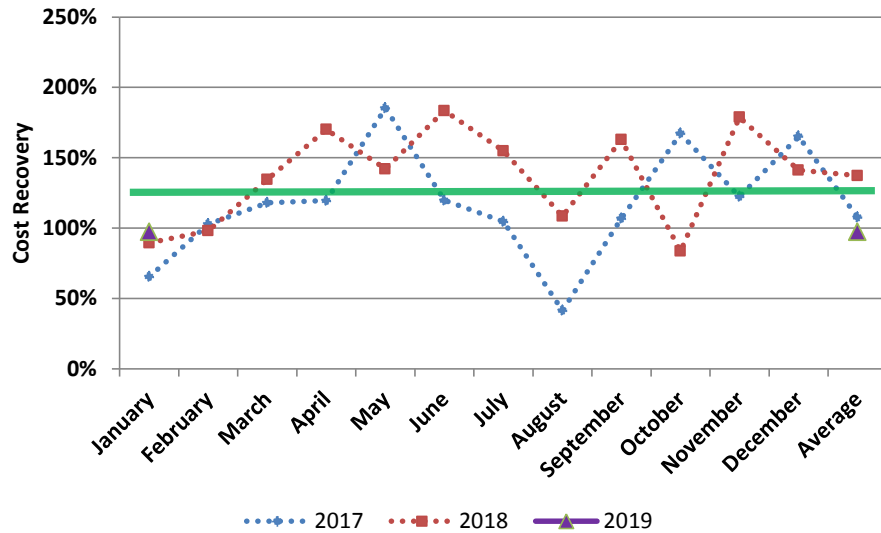
## Operating Cost Recovery



## Hain House Performance Statistics



## Total Cost Recovery



## Space Productivity

