



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

**MAY 2, 2019
6:30 p.m.**

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment on Agenda Items Only
4. Approval of April 4, 2019 Park & Recreation Board Meeting Minutes
5. Old Business
 - A. Facility Use Discussion
6. New Business
 - A. Capital Plan Discussion
 - B. Park Stewardship
7. Staff Reports
 - A. Egg Hunt Event Analysis
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.

Posted by: Laura Pekovic

Date: April 30, 2019

Time: 3:00 p.m.



**VILLAGE OF LAKE IN THE HILLS
PARKS & RECREATION BOARD MEETING
April 4, 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, Lupo and Chairwoman Tredore. Also present were Community Services Director Fred Mullard, Assistant Director of Parks & Recreation Megan Croy, President Russ Ruzanski, Trustee Suzanne Artinghelli, Administrative Specialist Laura Pekovic, and Customer Service Specialist Megan Schnaebele.

PUBLIC COMMENT ON AGENDA ITEMS—None

APPROVAL OF MINUTES

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

OLD BUSINESS—GOALS

Director Mullard spoke in regards to the Parks and Recreation Vision statement that is currently in the works. The Parks and Recreation Board's change was made to the "Relevant and Diverse: section. Member Wackerlin suggested that in the "Open to All" section that the Facebook reference be replaced with "Social Media". The Board was pleased with the finished Parks and Recreation Vision statement, and staff will use it as a guide to plan future events for the residents.

NEW BUSINESS—FACILITY USE DISCUSSION

Assistant Director Croy presented the topics of the Indian Trail Beach House and the Village-owned residential rental home at 9017 Haligus Road.

The home at 9017 Haligus will cease to be a rental in two years, and there was discussion between staff and the Board of a use afterwards. Chairwoman Tredore inquired about renovating the building to be another preschool facility. Staff indicated that it would be a costly challenge to bring the building in compliance with DCFS standards. Plus the building needs at least \$27K in roof and window repairs, and that demolishing the building would cost \$30K.

Director Mullard explained that if the home is demolished that could open the possibility of the Haligus Road corner to be straightened out in which future plans may include a stoplight at Miller and Haligus Roads. Member Anderson suggested constructing a much needed parking lot. There was discussion among the group about potential flooding, moving the dog park boundaries, parking, and traffic flow. Director Mullard indicated that now is the time to start thinking about what to do with the property so future improvements can be identified, planned, and budgeted. He also referred to the area's 2008 traffic study that indicated that straightening the curb could cost upwards of \$100K. President Ruzanski suggested the Board think about any short-term facility use options between the time the lease expires and the home is potentially demolished.

The Indian Trail Beach House is currently being used as a preschool. In September, 2019 those preschool classes will be moved to the Village Hall, leaving the building vacant at the end of May. There was discussion between staff and the Board on a future use of the building and land. Suggestions were a scout cabin, indoor bathrooms and indoor food storage for the shelter rental, a paddle boat/canoe rental facility, or demolishing it for use of more open space.

A decision about either property does not need to be made immediately. Assistant Director Croy suggested committee members go look at the beach house to think about possibilities. It can be addressed again at the next Parks and Recreation Meeting. Member Andrea indicated that he will not be in attendance at next month's meeting, and that he will email to Assistant Director Croy any ideas he may have.

STAFF REPORTS

Assistant Director Croy summarized the Family Bingo, Lunch with Parks and Recreation, and Hain House Analysis. The analyses will be used for future planning and budgeting. The Summer brochure will include instructional sports classes for younger children. A Counselor in Training program will be offered as a paid program for teens to learn to work with groups and be a good employee.

TRUSTEE LIAISON REPORT

Nothing to report

MEMBER COMMENTS

At Member Andrea's request, Director Mullard gave an update on the Sunset Park Turf Replacement Project. Due to the early 2018 winter, seeding was done. Alternatively, there will be tilling and slit and hydro seeding this spring. Staff is working with festival committees to allow for different festival configurations, such as moving the carnival to the parking lot, to allow the grass to grow. Member Sandage asked about park stewardship. The group consensus was that the program would start in May.

AUDIENCE PARTICIPATION

Russ Ruzanski announced that Planning and Zoning Committee member Diane Murphy was elected to the Village Board of Trustees. Therefore, that leaves an opening on the Planning and Zoning Board starting in May. He encouraged those interested in serving on the Board to contact him. He also announced Village Trustee Susan Artinghelli did not seek election, and he thanked her for her fantastic service on the Village Board.

ADJOURNMENT

Member Andrea made a motion to adjourn the meeting. Member Anderson seconded the motion. The motion was approved by a voice vote of 7-0. The meeting adjourned at 7:20 p.m.

Submitted by,
Laura Pečović
Administrative Specialist I



INFORMATIONAL MEMORANDUM

MEETING DATE: May 2, 2019
DEPARTMENT: Community Services
SUBJECT: Facilities

EXECUTIVE SUMMARY

With plans to move the Preschool Academy classroom to Village Hall, which is currently located at Indian Trail Beach, 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

None

ATTACHMENTS

None

SUGGESTED DIRECTION

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



INFORMATIONAL MEMORANDUM

MEETING DATE: May 2, 2019
DEPARTMENT: Community Services
SUBJECT: Capital Plan Discussion

EXECUTIVE SUMMARY

As planning and preparation for the 2020 budget begins, staff requests the Parks and Recreation Board review the current five-year capital proposals and needs for modification. Attached is the Capital Improvement Plan Fund that was included in the 2019 budget.

FINANCIAL IMPACT

None

ATTACHMENTS

None

SUGGESTED DIRECTION

Conduct an active discussion regarding 5 year capital plan projects.

Capital Improvement Plan Fund - 5 Year Schedule

Department/Division	Project/Capital Asset	2019	2020	2021	2022	2023	5 Year Grand Total
Total MIS		\$ 110,000	\$ 245,000	\$ 150,000	\$ 50,000	\$ -	\$ 555,000
Parks & Recreation	Turtle Island Improvements - Engineering	\$ 50,000	\$ -	\$ -	\$ -	\$ -	\$ 50,000
	Turtle Island Improvements - Construction	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 200,000
	Labuy Playground Replacement	\$ 75,200	\$ -	\$ -	\$ -	\$ -	\$ 75,200
	Indian Trail Beach Main Parking Lot Resurfacing	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ 25,000
	Replace Deck at 2 East Oak Street	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	Horner Park Pier Replacement	\$ 20,000	\$ -	\$ -	\$ -	\$ -	\$ 20,000
	Replace Field Rakes (2)	\$ 18,000	\$ -	\$ -	\$ -	\$ -	\$ 18,000
	Replace Parks & Recreation software (RecTrac/WebTrac)	\$ 15,000	\$ -	\$ -	\$ -	\$ -	\$ 15,000
	Village Hall Northeast Area Remodel	\$ 7,000	\$ 51,500	\$ -	\$ -	\$ -	\$ 58,500
	Turtle Island/OSLAD Grant Improvements - Engineering	\$ -	\$ 22,500	\$ -	\$ -	\$ -	\$ 22,500
	Turtle Island/OSLAD Grant Improvements - Construction	\$ -	\$ 200,000	\$ -	\$ -	\$ -	\$ 200,000
	Sunset Skate Park Equipment Replacement	\$ -	\$ 120,000	\$ -	\$ -	\$ -	\$ 120,000
	Carpenter Parking Lot Resurfacing	\$ -	\$ 71,300	\$ -	\$ -	\$ -	\$ 71,300
	Horner Playground Replacement	\$ -	\$ 64,000	\$ -	\$ -	\$ -	\$ 64,000
	Taylor Parking Lot Resurfacing	\$ -	\$ 28,000	\$ -	\$ -	\$ -	\$ 28,000
	Bark Park Perimeter Fencing Replacement	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
	LaBuy Parking Lot Resurfacing	\$ -	\$ 15,000	\$ -	\$ -	\$ -	\$ 15,000
	Taylor Skate Park Equipment Replacements	\$ -	\$ -	\$ 125,000	\$ -	\$ -	\$ 125,000
	Ford School Playground Replacement	\$ -	\$ -	\$ 103,000	\$ -	\$ -	\$ 103,000
	Nockels Parking Lot Resurfacing	\$ -	\$ -	\$ 45,650	\$ -	\$ -	\$ 45,650
	Dillow Playground Replacement	\$ -	\$ -	\$ -	\$ 107,000	\$ -	\$ 107,000
	Ryder Parking Lot East Resurfacing & Improvements	\$ -	\$ -	\$ -	\$ 50,000	\$ -	\$ 50,000
	Miller Road Bike Path Resurfacing	\$ -	\$ -	\$ -	\$ 37,000	\$ -	\$ 37,000
	Key Shelter #1 Replacement	\$ -	\$ -	\$ -	\$ 23,361	\$ -	\$ 23,361
	Jaycee Playground Replacement	\$ -	\$ -	\$ -	\$ -	\$ 62,000	\$ 62,000
Total Parks & Recreation		\$ 425,200	\$ 587,300	\$ 273,650	\$ 217,361	\$ 62,000	\$ 1,565,511



INFORMATIONAL MEMORANDUM

MEETING DATE: May 2, 2019
DEPARTMENT: Community Services
SUBJECT: Park Stewardship

EXECUTIVE SUMMARY

As discussed at the April 4, 2019 meeting, the Park Stewardship program will begin this month. Staff asks that each board member visit their assigned park prior to the meeting and be prepared to report their findings at the meeting. A checklist is attached to assist with your inspection. May park assignments are as follows:

<u>Park</u>	<u>Steward</u>	<u>Month</u>
LaBahn Hain House/Nockels Park	Mike Cairns	May
Larsen Park	John Andrea	May
Leroy Guy Park	Diane Tredore	May
Lynn Dillow Park	Nicole Sandage	May
Nature's View Park	Brad Wackerlin	May
Normandy Park	Wendy Anderson	May
Plote Field	Mike Lupo	May

FINANCIAL IMPACT

None

ATTACHMENTS

1. Park Stewardship Checklist
2. 2019 Park Stewardship List

SUGGESTED DIRECTION

Each member shall present the findings of their assigned park and lead any discussion as necessary.

Park Name: _____ Member _____

A. Entrance and Overall Appearance

- Entrance signs free of weeds and well-maintained
- Has a professional and inviting image

B. Playground Area

- Playground wood chips covering all landing areas of play equipment
- Play equipment free of graffiti
- Play equipment paint fade, chip or broken
- Play area free of weeds

C. Athletic Fields / open space

- Free of garbage
- Free of weeds
- Turf appears to have been mowed
- Turf condition poor, fair, good, excellent

D. Shelters and Picnic areas

- Picnic shelter free of garbage and graffiti
- Grills and garbage cans cleaned
- Picnic tables appear to be functional

E. Are there any amenities that might make this park more desirable?

F. Did anyone using the park have any comments or suggestions?

G. Additional Comments:

2019 List of Parks for Stewardship

<u>Park</u>	<u>Steward</u>	<u>Month</u>
LaBahn Hain House/Nockels Park	Mike Cairns	May
Larsen Park	John Andrea	May
Leroy Guy Park	Diane Tredore	May
Lynn Dillow Park	Nicole Sandage	May
Nature's View Park	Brad Wackerlin	May
Normandy Park	Wendy Anderson	May
Plote Field	Mike Lupo	May
Richard Taylor Park & Skate Park	Mike Cairns	June
Rolling Hills Park	John Andrea	June
Ryder Park	Diane Tredore	June
Stoneybrook Park	Nicole Sandage	June
Sunset Park	Brad Wackerlin	June
Turtle Island	Wendy Anderson	June
Avalon Park	Mike Lupo	June
Barbara Key Park	Mike Cairns	July
Bark Park	John Andrea	July
Ken Carpenter Park	Diane Tredore	July
Celebration Park	Nicole Sandage	July
Cattail Park	Brad Wackerlin	July
Echo Park	Wendy Anderson	July
Ford School Park	Mike Lupo	July
Butch Hagele Beach	Mike Cairns	August
Horner Park	John Andrea	August
Indian Trail Beach	Diane Tredore	August
Edward Wm Hynes Park	Nicole Sandage	August
Jaycee Park	Brad Wackerlin	August
Linda Fischer Park	Wendy Anderson	August
LaBahn Hain House/Nockels Park	Mike Lupo	August
LaBuy Park	Mike Cairns	September
Larsen Park	John Andrea	September
Leroy Guy Park	Diane Tredore	September
Lynn Dillow Park	Nicole Sandage	September
Nature's View Park	Brad Wackerlin	September
Normandy Park	Wendy Anderson	September
Plote Field	Mike Lupo	September
Richard Taylor Park & Skate Park	Mike Cairns	October
Rolling Hills Park	John Andrea	October
Ryder Park	Diane Tredore	October
Stoneybrook Park	Nicole Sandage	October
Turtle Island	Brad Wackerlin	October
Jaycee Park	Wendy Anderson	October
Linda Fischer Park	Mike Lupo	October



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

Dates of Interest: **Saturday, May 18, Public Works Open House**

Saturday, June 22, Pub in the Park

Parks Project Status

The LaBuy playground replacement is still on schedule. Kids Around the World was planning to remove the existing equipment this past Monday, but that has been delayed due to weather. The new equipment is scheduled for delivery next week and installation will begin shortly afterwards.

The new scoreboard at Plote Field has been installed and is fully operational. The second phase of the lighting project was completed by Fitzgerald last week.

The Park Clean Up Day scheduled for Saturday, April 27 was impacted by snow. Groups that were scheduled will be advised to clean their assigned park at their convenience.

Recreation Project Status

The annual Easter Egg Hunt event was held at Village Hall on Saturday, April 13. A complete event analysis is attached.

AARP provided free tax services at Village Hall for nearly 160 seniors this year. Appointments were held on Monday and Friday mornings and finished on April 12. We intend to work with AARP on this service again in 2020.

The Summer brochure was delivered to residents in early April and registration for programs has begun.

The People for Parks Foundation donated \$3,006 for the Division to purchase a new public address system. The new system is easier to transport and offers Bluetooth capability and multiple microphone use.

A Funtasticamp informational parent night was held on Friday, April 26 at Village Hall. Nine new families attended to receive details of summer camp. Registration for summer has already begun and there are already 60 enrolled.

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 100.18.50.72.04 **\$1,119.50**

Indirect Expenses

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

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 %

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.

