



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

**Ad Hoc Board of Trustees and Parks & Recreation Board Public Meeting**

**August 20, 2020**

## **Call To Order**

The meeting was called to order at 7:03pm. Roll Call was answered by Trustees Huckins, Bojarski, Dustin, Murphy, Bogdanowski, Harlfinger, President Ruzanski, Chairwoman Tredore, Members Andrea, Donahue, Anderson, Wackerlin, Cairns, and Sivakumar.

Also present were Village Administrator Fred Mullard, Assistant Village Administrator Shannon Andrews, Recreation Superintendent Kim Buscemi, Recreation Supervisor Kristi Brewer, Recreation Coordinator Michelle Steffey, Recreation Coordinator Casie Peltz, Interim Community Development Director Ann Marie Hess, Interim Finance Director Wayde Frerichs, Interim Public Works Director Peter D'Agostino, Public Properties Superintendent Scott Parchutz, and Deputy Village Clerk Nancy Sujet.

President Ruzanski stated that the purpose of the meeting is to bring both Boards together to reach a common goal for the future of our parks and recreation programs. Everyone has opinions as individuals of what may be going well and what is missing. Anything we accomplish will benefit what the Village residents want and need in order to feel that they are getting their money's worth from the taxes they pay. It is also a good time for this meeting because we have a number of new members in different positions. We need to ensure the Village Board, Parks and Recreation Board and Village staff know how each of us contributes to the team and what we expect from each other. In respect of each other's time let's try to focus on the big picture concepts and avoid getting too deep into detail. There is quite a bit on the agenda and we have a lot of ground to cover. President Ruzanski expects there will more than likely be a significant number of topics that will require future research and coordination.

Village Administrator Mullard concurred with President Ruzanski that there is a lot to focus on and need to keep the meeting moving. Need to focus on common grounds on what the expectations are of the Village Board from the Parks and Recreation Board and staff.

Village Administrator Mullard introduced Recreation Superintendent Kim Buscemi.

## **Recreation**

### **A. Current Status Update:**

Recreation Superintendent Buscemi gave a brief update, including how staff is handling COVID-19 in regards to in-person and virtual programming. Superintendent Buscemi read the Parks & Recreation Mission.

### **B. General Expectations**

#### **Types of programs preferred**

**Senior Programs** – Village Administrator Mullard asked if there were any thoughts on this. What we are doing now, what we might change, and expectations we might have for the future. Trustee Murphy stated that everything is doing well. She has not heard of anything requested or needed. Trustee Harlfinger asked if staff has had any feedback from the seniors as to what they need. Trustee Huckins asked if there is one

staff person that focuses on senior events. Recreation Coordinator Steffey stated that she is the individual that handles the senior events and programming. Trustee Huckins asked if we reach out to the senior housing to see what they need. Superintendent Buscemi stated that we currently work with the senior housing. Trustee Huckins stated that we are becoming a senior community and we need to work with the senior housing developments. Superintendent Buscemi stated that they are looking into bringing some of the programs/events to the actual senior housing buildings. Trustee Harlfinger stated that we used to offer different programs for the seniors – taxes, wills, etc. He suggested working with different organizations. President Ruzanski stated that seniors love to play pickle ball, something to look into. Member Andrea stated this is not just for seniors. There are leagues for individuals over 40. Trustee Dustin asked if BINGO is still taking place. Superintendent Buscemi stated that it is currently on hold due to COVID-19. Discussion took place regarding BINGO and to see how this could continue even with COVID-19.

Member Wackerlin asked if the most recent survey that was completed could be sorted by age to see what seniors are looking for. Coordinator Peltz stated that age was not asked. Administrator Mullard stated that a Resident Survey will be going out soon and that will have a breakdown by age.

Trustee Huckins asked after COVID is over, he would like to see programs related to physical fitness for seniors. Trustee Bojarski stated that we have unique park areas that have walking paths and trails. We could include those trails for fitness programs. Larsen Park, etc. Trustee Murphy suggested that we put a “Did You Know” in the Parks & Recreation brochure regarding how many laps around the park equals how many miles, etc.

### **Virtual Programs**

Trustee Huckins asked if we have any virtual programs. Superintendent Buscemi stated that the Connor Kincade Fishing Derby was held virtual and this year was the biggest turnout since the event started. Coordinator Steffey explained how the virtually portion of the fishing process was handled. The Opening Ceremony and the Reward Ceremony were held on Facebook Live. The Awards Ceremony had over 550 views.

Member Anderson stated that she would love to see the senior programs/trips start up again as soon as we can. Trustee Huckins stated that the Parks Foundation does have funding available for special events.

Supervisor Brewer gave an update on the virtual camp programs. Places that campers were able to visit virtually. E-sports will be coming this fall and preschool will be provided via e-learning. Coordinator Peltz gave updates regarding story time and bingo held via social media. Trustee Murphy asked if virtual programming will still be needed even after COVID. Superintendent Buscemi stated yes. The cost is less, which could help attract individuals that normally would not have taken part in programs. Trustee Dustin asked about putting a virtual meeting with seniors. Smaller groups so that they can see each other on the computer and then one person from each group would update the other groups. Coordinator Steffey stated that we would need to get them set-up first and then we would be able to keep it going. Trustee Dustin stated it is a good way to keep the seniors together.

### **Special Events**

Trustee Huckins asked if special events are done with the preschool. Superintendent Buscemi stated yes. Coordinator Brewer stated we have had Funfairs, Literature night, Dr. Seuss night, etc. Trustee Huckins asked about Daddy Daughter. Coordinator Peltz stated that those are Community events not just our preschool students. Daddy Daughter is the most successful. We have added an afternoon event. This year

we had 45 attend the afternoon event and 200 attend the evening event. Trustee Huckins stated that there has been past conversations about partnering with the school districts within the village for events. He asked if we have reached out to the schools to use their auditoriums for events. Coordinator Peltz stated that the fees are too high. It would cause us to raise our fees. Supervisor Brewer stated that they are working with the school districts. Preschool was able to hold their Holiday event at Lincoln Prairie and were not charged for that event. Trustee Huckins stated that he could reach out to the Superintendent of Facilities with School District 300. Superintendent Buscemi stated it would be good to have an Intergovernmental Agreement with District 300, not just for the after school care, but to hold other programs at their schools. Supervisor Brewer stated that camp used to be held at District 158 buildings but their fee structure got too high to keep camp there and that is why it was moved to Village Hall. Member Anderson asked if we have considered a Field Day for a special program for the kids. Superintendent Buscemi stated yes.

### **Direction for child support programs (preschool and after school)**

#### **No longer a need just for afterschool care**

Superintendent Buscemi explained what Remote Learning Camp is and that it will be going until October 9, 2020 at Lincoln Prairie Elementary, the village is providing the staff and D300 is paying for the staff. The children are at the school all day and village staff is helping them with their e-learning. Trustee Huckins asked if the Village is prepared to carry the Remote Learning Camp beyond October 9, 2020. Superintendent Buscemi stated yes and it will be held at Village Hall. Discussion took place regarding the space that is available for the Recreation Division and lack thereof. He asked if we would be able to use the space at the school so that we could grow that program. Superintendent Buscemi stated that once things are back to normal, the afterschool program will still be held at Lincoln Prairie but there is still limited space at Village Hall for additional programs/classes.

Trustee Bogdanowski stated that the Village Board is committed to doing something additional with Parks & Recreation, but we don't know what that is. What are the resources that are needed. The Village Board does not know what those resources should be. Trustee Bogdanowski feels that nothing more can be done with the current space that is available. Maybe the village needs to spend a little more money to use the schools and expand our programs. Member Anderson confirmed that the village would be looking for more indoor space and not an outdoor area. Member Anderson asked if there was a program that could be created and supported to help families with daycare/home e-learning that can't be there during the day to help their child. Member Sivakumar asked about reaching out to residents in the community like herself that have the computer and space and nothing but time on their hands. Member Andrea stated that it becomes a liability to have people go to private homes. Member Sivakumar stated not at her home but online virtually to help them. Member Anderson stated that they are needing someone there in person to help with the children.

Discussion took place on how to help the parents that have to work from home, but still need help with their children and e-learning. Supervisor Brewer stated that we are trying to continue the program after October 9, 2020.

Member Andrea asked if the Village has considered adding an annex to Village Hall like a multi-purpose room for Parks and Recreation. Trustee Harlfinger stated that when the space needs analysis for the Police Department took place and moving them to Village Hall that is when the Village Board realized that there was no space for Parks and Recreation. The project has been stopped until the decisions about Parks and Recreation are decided. Member Andrea stated something like a Field House that can handle multi events. Trustee Harlfinger stated that buildings are expensive, but those decisions are made by the Village Board and/or go out to the community for a referendum to fund building a new building or purchasing an existing

building. We can also use the School Districts since the residents already pay taxes to those entities. Trustee Murphy stated that we need space, however that happens. Trustee Huckins stated that conversation needs more time and we could put it on the agenda for the next Strategic Plan meeting. Administrator Mullard suggested creating a committee, with staff and Board, to discuss space. Trustee Huckins stated that conversations need to happen with the school districts and businesses to utilize the space they have available.

Discussion took place regarding the support that is needed for teachers and parents regarding e-learning during COVID.

### **Need for supplement socialization and enrichment programs**

No discussion took place.

### **Recreation growth through facilities**

Discussion took place earlier in the minutes.

### **Collaborative efforts with other agencies**

Administrator Mullard stated that Recreation staff have been working with the Conservation District, Library Districts, and other Park Districts. He then asked if anyone had any further thoughts. Trustee Huckins asked if there have been any challenges with the different districts that they may need help from the Board. No concerns from staff. Administrator Mullard then asked about businesses. Coordinator Peltz stated that it is getting more challenging to get businesses to support an event or program. Trustee Huckins stated that we seem to go to the same businesses. Coordinator Peltz stated that the businesses want to come and sell their business. Supervisor Brewer stated that it is hard to find businesses to fund Senior Dinners. The return for businesses is just not there. Trustee Harlfinger said it may be time to talk to the businesses, and non-for-profits again. Trustee Huckins stated that it is hard to keep going to the same businesses over and over. Superintendent Buscemi asked if the Board has any contacts that would be great. Sometimes just finding the connection is what is needed. Trustee Harlfinger asked if there was any specific businesses, Superintendent Buscemi stated any businesses would be great. President Ruzanski stated that the village is also using social media and the Resident Insider to encourage residents to shop Lake in the Hills. Member Anderson suggested a Business Expo. It was stated that the Algonquin/Lake in the Hills Chamber conducts a Business Expo at the High School. Trustee Huckins thought it would be a great idea for the Village to have one with the businesses so that they can also see what we offer to our residents. It was suggested to add this to Strategic Planning.

### **How can we better partner with local businesses**

Discussion took place above.

### **Should we continue printing a brochure during this rapidly changing environment**

Administrator Mullard asked for thoughts on the printing of the brochure. He stated that the village is one of the few villages in the area that is still printing the brochure. Member Anderson suggested a flyer that says visit the website for the brochure. Trustee Huckins stated that registration is online, that people will go there. Trustee Harlfinger stated that there are plenty of marquees within the village to advertise. Member Anderson stated that they have to login to register online so they can just view the brochure online. Member Sivakumar suggested posting information on Facebook. The Parks & Recreation brochure will not be printed anymore.

## **C. Financials**

### **Desired rate of return**

**Short term** – Administrator Mullard asked if there are any thoughts on rates of return, significant loss to the village, what programs can be offered, etc. Trustee Huckins asked if we continue to monitor our comparables to make sure we are inline regarding programs that we offer. Superintendent Buscemi stated that we not. She asked if the philosophy of the Village is to break even with programs/events that we offer. Superintendent Parchutz stated that the Bark Park has a net income of \$16,000 a year. The Affiliate Agreements are doing fine. The YAA pays about \$12,000 per year to the village and the village incurs about \$7,000 in mowing costs per year, so there is a profit of about \$5,000 per year. Capital Improvements were not taken into account with these numbers. We also have the garden plots that cost \$20 a year. But the village does need to maintain them. Trustee Huckins asked about what are the capital improvements. Superintendent Parchutz stated fences, park benches, etc.

Administrator Mullard stated that we have preschool and after school programs that people need and rely on but cannot necessarily afford. Trustee Huckins stated that The Parks Foundation has not received any scholarship requests. There is money available, as long as they meet the criteria. Trustee Huckins asked if participation is not there for a specific program is the program than cancelled. Superintendent Buscemi stated yes. There is a minimum number of people that need to be registered in order to run the program. Trustee Huckins asked if we are breaking even or losing on the programs. Administrator Mullard stated that the Recreation programs are about a 65% rate of return. That 65% of expenses are covered by revenues. The Park rate of return is about 20%. Trustee Huckins asked when was the last time Recreation program fees were reviewed. Administrator Mullard stated that staff is starting to look into that more now.

Discussion took place regarding the impact on staff if programs were increased. Trustee Huckins asked if we are working with the other districts to offer classes. Superintendent Buscemi stated yes. Trustee Huckins asked if we could work with the other districts so that we can offer more classes but not necessarily need more staff. Administrator Mullard stated that we have done that in the past. Trustee Huckins asked about working with Businesses. Administrator Mullard stated that if a business charges \$25.00 for a class, we can offer it but will need to charge \$30.00 for the class to cover our costs. People may initially register with us, but then realize they can pay less if they register directly with the business. We supply the advertising but lose the revenue. Trustee Huckins suggested that we work with the business. An example is that the class costs \$100, we offer the business that we can bring 10 people to your class and we will pay you \$80.00 per person. We then turn around and charge the people \$100.00 so that we can cover our costs for the class. Just a suggestion on how it could be handled with a business or other organization.

### **Long term**

Discussion took place above.

### **Focus for support from the People for Parks Foundation**

Discussion took place above.

## **Parks**

### **A. Current status update**

Superintendent Parchutz provided an update on playground replacement, which is 20 years. Parking lot & court replacement, which is 15 to 25 years.

## **B. General Expectations**

**Is there a need for park standards** – Administrator Mullard asked if there were any thoughts on park standards moving forward. Member Anderson asked for clarification. Administrator Mullard gave an example: should a small neighborhood park contain a playground, picnic table, water fountain, etc. Chairwoman Tredore asked about specific equipment. Administrator Mullard stated that brings us into the second question about diversity within the playgrounds. Chairwoman Tredore stated that it would be very boring if all parks were the same/identical, each park needs to be different. She provided examples of how her grandchildren refer to the different parks within Lake in the Hills. They have their own name for each park specific to what they love about each park. There is a need for a handicap area, autism, wheel chair. Inclusive outdoor area. This is what we are looking for at Larsen Park. The color needs to be different at each park. Trustee Huckins stated this is the kind of input the Board needs from the Parks & Recreation Board. Member Wackerlin stated that they invite the families/kids that live in the area that the park is being replaced, and the kids are always looking for something different. The Parks & Recreation Board is looking for autism, wheel chair accessible, handicap etc. for Larsen Park. Member Anderson stated that the closest park that has all of those things is in Elgin.

Discussion took place regarding the wheelchair accessibility, not just a transfer section. The space needed for full handicap accessibility including parking area. Chairwoman Tredore stated that they are also looking for a splash pad at Larsen Park. Some of these items costs more money. President Ruzanski stated that the Rotary Club is always looking for these types of projects.

Member Anderson suggested a sledding hill, athletic course, BMX. Administrator Mullard stated that the 2021 Budget will have professional expenses to help with the plan. Discussion took place on how quickly and what is the timeframe for Larsen Park to be completely developed. The Board stated that it does not need to be rushed, but it should not take an extremely long time either. Maybe completely developed in the next 3 to 5 years. Trustee Huckins suggested that the Parks & Recreation Board have a strategic planning meeting. Trustee Bogdanowski stated that it should be more of a short term project than a long term project, at least to get it started. Trustee Bojarski brought up looking for specific grants and plan around them. The Board would like to see something started and functional within a year or two, based on finances. Trustee Harlfinger stated that there needs to be a water item, keep the Food Pantry and something for the Larsen Family. Discussion took place regarding the development of a Master Plan.

### **Should we be standardizing playground layouts or encouraging diversity**

Discussed took place above.

## **C. Specific Expectations**

**Lake development** – Trustee Huckins asked if any of the lakes will be dredged soon. Administrator Mullard stated that Woods Creek Lake needs to be dredged again. Interim Public Works Director D’Agostino stated that Reach 11 funding will be available in 2021. Then Reach 12 will be completed and then the lake will be dredged. Administrator Mullard stated that the creek beds will be fixed first, then the lake will be last. Trustee Huckins asked if there were any repairs completed with the recent drawdown. Interim Director D’Agostino stated that it was a partial drawdown. Full drawdown will be in November. Member Wackerlin asked if more boat slips are available. Interim Director D’Agostino stated that they sell out every year. Member Wackerlin asked if there would be more available with Turtle Island. Interim Director D’Agostino stated that they were temporarily moved from Turtle Island and the same number will be moved back when the project is completed.

Administrator Mullard asked if there were any thoughts on the beaches. Trustee Harlfinger asked whether we need to staff beaches again. Trustee Huckins stated that maybe in 2021 we start staffing the beaches again. Discussion took place as to who should be monitoring the beaches. Trustee Bogdanowski stated that we need to look at why it was decided initially to stop staffing the beach. Why was that decision made. Trustee Harlfinger suggested that we check with the Fire Departments to provide CPR Classes to certify our Lifeguards. Trustee Bogdanowski wants to make sure that the decision is the correct decision and not just based on the unique circumstances this summer. One concern is the number of non-residents using the beach. Staff will look into staffing the beaches.

### **Larson Park development**

This was discussed under item B. General Expectations.

### **Sunset Park Development**

Administrator Mullard stated that staff will be looking at the Master Plan. Member Anderson stated that the elevation on the ball parks needs to be looked at because the fields are flooding. Superintendent Parchutz stated that the YAA is looking at that. Member Anderson asked that the bathrooms come back. Administrator Mullard stated that they were removed due to the contractors tearing up the bike path when they would clean them out. Member Anderson also asked for lighting at the park, saying it would open up the door for a lot of opportunity. Trustee Dustin stated that they could be turned off at a certain time.

## **D. Financials**

### **Funding sources for capital improvement**

**Grants** – Director Mullard stated that grants are a high priority. Currently funding is out of Special Service Areas and the General Fund. Unless the Board provides specific direction, staff will continue to follow that process. Should we consider designating a specific funding source, no decision tonight. Discussion took place regarding funding via taxes to the Huntley Park District from Lake in the Hills residents and if the Village should receive some kind of funding from the Huntley Park District. Has discussion ever taken place between the Village and the Park District.

### **General Fund or SSAs**

No discussion took place.

### **Dedicated revenue source**

No discussion took place.

**Contribution from the Huntley Park District** – Trustee Huckins stated that nothing comes back to the Village. Administrator Mullard asked if there is support from the Board to reach out to the Huntley Park District to help Lake in the Hills funding. He also stated that residents can petition to be removed from the Huntley Park District. Retention areas should be paid by the Huntley Park District. Trustee Harlfinger stated that he is not sure what else we can do. We have asked in the past and they will not do anything. Trustee Bogdanowski stated that a serious conversation needs to happen. Some of our 33 parks are within the Huntley Park District boundaries. We need to have a conversation with them. Trustee Harlfinger asked if it should be staff to staff or elected official to elected official. Trustee Bogdanowski stated staff to staff with the Boards support. Trustee Huckins asked if staff could put a plan together first. Facts and figures, then meet with them. Further discussion took place regarding the taxes that residents pay to the Huntley Park District and concluded with staff putting a plan together and bringing it to the Village Board.

### **Rate of return for affiliate groups**

Discussion took place earlier in the minutes.

Administrator Mullard asked what expectations the Village Board has for the staff and Parks & Recreation Board. Trustee Huckins stated communication between the Parks & Recreation Board to the Village Board. Need to hear from the Parks Board once a quarter or every other month attend a Village Board meeting. Member Andrea stated that is a great idea because then the Parks & Recreation Board knows they are being heard.

Member Andrea asked for an update on Lakewood Bike Path. Interim Director D'Agostino stated in early December there will be a virtual meeting. Phase 1 in 2021 and Phase 2 in 2022. There will be grants for funding. Member Andrea asked when can we expect it to be completed. Trustee Huckins stated 2025.

Administrator Mullard thanked everyone for attending and suggested that that there be an Ad Hoc meeting every 2 to 3 years with the Village Board and the Parks & Recreation Board.

### **Audience Participation**

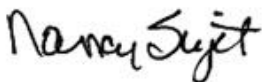
Resident Mr. Francisco asked the Village Board to refrain from using the phrase "fell on deaf ears". He stated that there are grants available for the Master Plan and for various classes, lessons, etc. He suggested having virtual lessons, concerts, etc.

He also stated that there is a vibrant Indian and Indian American community and he sees them play a lot of cricket at the basketball court at Sunset Park and it would be nice to have a cricket court. Trustee Harlfinger stated that we have one. Trustee Harlfinger also asked him if he would consider serving on a committee, he stated yes.

### **Adjournment**

Motion to adjourn meeting was made by Trustee Bogdanowski and seconded by Trustee Huckins. All in favor by voice vote. There being no further business to discuss, the Ad Hoc Village Board and Parks & Recreation Board meeting was adjourned at 9:28pm.

Submitted by,



Nancy Sujet  
Deputy Village Clerk