



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

May 6, 2021

6:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of March 4, 2021 Park & Recreation Board Meeting Minutes
4. Old Business
 - A. Park and Recreation Board Goals for 2021
5. New Business
 - A. Presentation – Northern Illinois Special Recreation Association (NISRA)
 - B. Informational Memorandum – Indian Trail Beach Facility
 - C. Informational Memorandum – Quarterly Village Board Report – June 10
 - D. Informational Memorandum – Basketball Court at Cattail Park
 - E. Informational Memorandum – Capital Budget Planning
6. Staff Reports
 - A. Recreation Staff Report
 - B. Parks Staff Report
7. Park Steward Reports
8. Village Trustee Liaison Report
9. Member Reports
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

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:



VILLAGE OF LAKE IN THE HILLS PARKS & RECREATION BOARD MEETING April 1, 2021

The Parks & Recreation Board meeting was called to order at 6:30 p.m. Those present were Members Wackerlin, Cairns, Anderson, Sivakumar, Donahue, Vice-Chairman Andrea and Chairwoman Tredore. Also present were Recreation Superintendent Kim Buscemi, Public Works Director Tom Migatz and Customer Service Specialist Tracey Padula.

APPROVAL OF MEETING MINUTES

Member Anderson made a motion to approve the March 4, 2021 minutes of the Parks & Recreation Board meeting. Vice-Chairman Andrea seconded. The motion was approved by a voice vote of 7-0.

OLD BUSINESS – None except Chairwoman Tredore did want to address an article from the past week regarding park inspections. There were inappropriate and uncalled for comments made against one of the Parks and Recreation Board members. Chairwoman Tredore requested that Superintendent Buscemi make name tags for each member to wear when making these visits. She also requested that an email go out to Village Staff along with the Police Department making everyone aware of the Parks Stewardship program. Superintendent Buscemi replied that both will be done in addition to working with the Communications Specialist to come up with something to be shared on social media that would highlight the Parks Stewardship Program.

NEW BUSINESS

A. Informational Memorandum Recreation Budget Summary for 2021 – Superintendent Buscemi informed the board that budget information was something that would be reviewed at the beginning of each year moving forward and then continued with the review of the 2021 recreation budget summary. Vice-Chairman Andrea needed clarification on the 56% cost recovery rate. Superintendent Buscemi explained cost recovery is different than margin percentages. The 56% cost recovery rate means 56% of expenses have been recovered by revenue. Vice-Chairman Andrea also wanted clarification on expenses. Superintendent Buscemi explained the program expenses reflect direct expenses to the program. The program expenses do not include indirect expenses. The indirect expenses appear in the administrative expenses. After discussion it was determined that the board thought they would see a combined Parks and Recreation overall number. Superintendent Buscemi said she would reach out to Parks and see if they could work on that together. Trustee Murphy wanted to know what the difference was between the expenses for program totals vs expenses for total w/adm expenses. Superintendent Buscemi shared some examples such as full time salaries, IMRF costs, healthcare costs, professional development, school training, professional dues such as NISRA, telephone, postage, brochure's etc. which come directly from the Recreation Budget. She also offered to get the board a more detailed budget but reminded them that the information can also be found on our website under Government/Financials.

B. Informational Memorandum Recreation First Quarter Program Statistics Report – Superintendent Buscemi presented and reviewed the first quarter program statistics report.

C. Informational Memorandum Park and Recreation Board 2021 Goals - Superintendent Buscemi shared the Park and Recreation 2021 goals. She then asked the board if they would like to come up with their own goal or goals that could be tracked for the remainder of the year. In December, those goals could be reviewed to see how they did and then a new set of goals could be created for 2022. After discussion the

board decided they would all give it some thought, add it to the agenda for the next meeting to review all suggestions and determine what goal or goals they would like to track for the remainder of 2021.

STAFF REPORT

A. Recreation Staff Report – Superintendent Buscemi advised the board she will put recreation magazines on the table for the board to take or read prior to the meetings. There are some great articles to share that might create ideas or discussion. She then reviewed her staff report.

PARK STEWARD REPORTS

A. Chairwoman Tredore – Visited Ford School Park in the morning so nobody was there to speak with. Layout is great and gazebo is wonderful. With this park being on the replacement list not sure how much money would be put into improvements. There were weeds coming up through the gazebo bricks, green paint touch-up is needed, screws and bolts were missing or need tightening on the beige ladder in between the slides. There was only one garbage can and she felt there should be two. One by the gazebo and one by the entrance.

B. Vice-Chairman Andrea – Visited Hagele Beach on a cold day and nobody was there. One drawback was no parking and not accessible for many of the people in the village but great for people in the immediate area. Everything was in good condition.

C. Member Anderson – Visited Edward William Hynes Park and said everything looked beautiful with the equipment being in excellent condition. There was a tree at the front that had been pulled out but she was not sure if it was going to be replaced. There were also a couple of dead shrubs needing to be pulled out and replaced. The day she visited there were a lot of bikes laying on the ground so the possibility of a bike rack would be a benefit. Second park visited was Celebration. The equipment is chipping paint and needs a lot of touch ups. Everything else looks good. One question that came up from a resident was why the village does not use rubber mulch. Director Migatz said that was something that could be looked into. But not only would it likely be a higher cost than what is currently used today, rubber mulch can maliciously be set on fire.

D. Member Cairns – Visited Indian Trail Beach but nobody was there. Everything looked good except there were some large rocks on the roof of the shelter. Also, some of the plywood looked to be rotting from the inside of the shelter. He asked the question as to what the status of the vacant building at the beach was. Chairwoman Tredore requested that Superintendent Buscemi check prior Parks and Recreation minutes because there was allot of discussion with ideas as to what that building could be used for. In addition, she also requested that the prior minutes on the Larsen Park replacement get pulled so both items could be added for review at the next meeting. All information and prior ideas can then be shared with the new parks and recreation members to bring them up to speed on work already started on both.

E. Member Donahue – First park visited was Echo Park. All the equipment looked beautiful with no problems. The landscaping all looked nice with the flowers and bushes all coming in. The benches are all well placed under the trees with the garbage cans right there too. What could be improved is the walkway into the park. It could use a new coat of asphalt. There was also some of the mulch going into the grassy areas so that might just be a spring clean-up thing. There was a family from the neighbor that stated they loved the park and one of the benefits was the large grassy area that could be used all types of activities like flying kites and playing soccer. One request they did have was different equipment geared more for the toddlers. The only other comment was that when multiple kids were on the spider merry go round it made allot of noise regardless of which direction it was going and vibrated allot. So parks might want to have someone check to make sure everything is tight and smooth. The second park she visited was Fischer Park.

Nobody was there the morning she visited and it was a little hard to find so maybe a sign on the walkway at the entrance would be beneficial. Walkways were all clear and beautifully landscaped. Only thing that might make park more appealing to the community would be to get some parking spaces right there because it is quite a walk coming from Sunset Park.

F. Member Sivakumar – Visited Jaycee Park on a Sunday night so there were not that many people. But on Saturday when she was at the car wash next door, there were lots of people enjoying themselves using all the equipment. Basketball courts, benches etc. were all full. Everything in the park looks like it needs to be replaced. This park is on the schedule for replacement in 2023 but they might want to look at pushing it up sooner if possible. Basketball surface had gouges along with chipped concrete and cracks. The playground equipment was in bad shape with some pieces being completely broken. All metal had rust and needed to be painted. Plus, the park could use another trash can. What would make the park better and more appealing would be some lights. Upon her visit it was a cloudy day around 4:30 and it seemed a little dark. The requests from last year for the Basketball Hoops looked great and kids seemed to be enjoying them.

G. Member Wackerlin – From the previous month he had the Bark Park and had visited it twice in the last month. Mostly positive responses with all the equipment in good working order. The only concerns that were shared were the need for another water station at the far end of the park and an additional shade shelter in the main dog area. Another question he asked while visiting the park was if there was an interest in seeing a dog wash added. Most said they would just like to see a rinse station for the dog's paws but had no interest in paying for a dog wash. He also visited Horner Park. All the equipment is new and the park was beautiful with no trash or graffiti. There was sufficient seating and trash cans. The fishing dock is also very nice. It was a cold night so nobody was at the park to talk to.

TRUSTEE LIAISON REPORT - Trustee Murphy asked Director Migatz for immediate follow up of the loose screws on the ladders between the slides at Ford School. She then thanked the board for all the work they do and commended the board on doing a great job. Pointed out that they are thoughtful and appreciate seeing them participating and volunteering at the events.

MEMBER REPORTS –

A. Chairwoman Tredore – Attended the March Village Board meeting and reviewed with them what had been discussed at the past three months Parks and Recreation Board meetings. She also addressed the young resident's request for the basketball court addition to Cattail Park. Even though the funds might not be there to keep this and the request for the Pickleball court in the back of their minds.

B. Vice-Chairman Andrea – Said thank you for the playground replacement plan and requested that an excel spreadsheet or some version be emailed to them. Director Migatz reminded them that the half sheet was included in this package but could provide the whole sheet. Vice-Chairman Andrea also suggested that topics like the vacant building at the beach and the Larsen Park project be kept on the agenda every month so they don't lose sight of where everything stands.

C. Member Anderson – Wanted to confirm if it was a possibility to do one of the Pickleball courts instead of both courts along with the half basketball court at Cattail. She feels the board really needs to figure out a way to make this happen as a group. Especially if we can add it onto one of the streets or parking lot resurfacing projects or just come up with other suggestions.

D. Member Cairns – Wanted to know if the political signs that are popping up around the Village and at Sunset Park are allowed. Residents have been asking him that question and he was not sure. Director Migatz answered code enforcement would address this type of problem and would bring it up to them.

E. Member Donahue – Just wanted to reaffirm one goal of the board is to make our parks accessible for everyone. Regardless of race, age or disability. They are meant to bring everyone together in a public space.

F. Member Sivakumar – Shared her negative resident encounter and just wanted to make sure this does not happen to any other member in the future.

G. Member Wackerlin – Wanted to make one last comment on his Horner Park visit that was personally important to him that he forgot to mention. There is a sign by the fishing dock on a pole saying Lake Use Permit is required. He would also like to see one of the fishing line recycling elements put on that same pole since that is a wildlife area.

AUDIENCE PARTICIPATION – Resident by the name of Walter wanted to know if any of the fests or races were going to happen this year. It was confirmed that the Summer Sunset Festival and Rib fest is planned for 2021 but as far as the race, it was unsure at this time. Pub in the Park would not be happening this year. Cecilia Carmen also took the opportunity to thank the board for supporting Member Sivakumar and to continue challenging themselves on making 2021 goals. She commented that as she sat and listened to all the board members sharing their inputs and reviews, she heard so many goals that are already being worked.

Member Anderson was looking at the Village website and under Parks and Recreation there is nowhere to click to see names and pictures of Board members. All members felt it would be a great addition to the website and Superintendent Buscemi agreed to look into.

STAFF REPORT

B. Parks Staff Report – Director Migatz reviewed the public properties report. He asked the board when they are doing their park inspections, if anything critical is found, please email him, Superintendent Parchutz or Superintendent Buscemi for immediate action. Also, make sure they are forwarding their completed forms to keep on record for review. Board members did not know the new Parks Steward form had been finalized and asked for that to be sent and printed for the next meeting. Director Migatz stated Parks is working on creating a fillable form that can then be emailed. Chairwoman Tredore then asked when tear down of Ford School is to begin. Director Migatz stated there was a projected start date of May 21, 2021. The board also suggested that date and updates on this project get posted online keeping everyone aware.

ADJOURNMENT

Vice-Chairman Andrea made a motion to adjourn the meeting. Member Cairns seconded the motion. The motion was approved by a voice vote of 7–0. The meeting adjourned at 8:10pm.

Submitted by,

Tracey Padula
Customer Service Specialist



INFORMATIONAL MEMORANDUM

MEETING DATE: May 6, 2021
DEPARTMENT: Parks and Recreation Divisions
SUBJECT: Indian Trail Beach Facility

EXECUTIVE SUMMARY

At the April 1, 2021 meeting, the Board requested that staff review past meeting minutes regarding possible uses of the Indian Trail Beach (“ITB”) facility. It was found that discussions took place at both the August and September, 2019 Parks and Recreation Board meetings. While the Board discussed ideas such as program space, boat rentals, a teen center and a greenhouse, they were most supportive of using the facility for rental space.

A further review more recently conducted by staff regarding the use of ITB for rentals resulted in the following concerns:

- 1) space is limited to only 20 people
- 2) current conditions of the space inside would require an investment in order to make it desirable for rentals
- 3) limited parking during the summer
- 4) limited desirable rental days (i.e. weekends), leaving it vacant during most week days,

Based on the above, staff would not recommend utilizing the facility as rental space at this time.

Staff also discussed using the space for recreational programming. Unfortunately, many of the same concerns above would apply. In addition, the limited space significantly restricts the types of programs that could be offered out of that facility and as such would limit potential revenue. Staff would not recommend utilizing the facility for recreational programming at this time.

At the Board’s request, Staff can continue to research boat rentals, a teen center or a greenhouse, but would like to suggest another option for the Board’s consideration.

With the expansion of the Village’s special events to include custom-made props and decorations, the Recreation Division began using two public storage units that were offered at no cost to the Village as a trade agreement for advertising space in our brochure. This collaboration has been in place for the past 2½ years, but is drawing to a close this fall. Staff believes the ITB building would be ideal to use for the storage of the displaced items. In addition, the space can

be used as a workshop for the craft items until time for the events. The building can be used for this purpose without making any changes to the existing structure and it will have a limited impacted on parking, however it will not be a revenue generating facility.

Staff is currently recommending the use of the facility for storage; however, we are seeking the Board's input on the preferred use of the facility.

FINANCIAL IMPACT

Monthly cost for the storage units:

\$174/ month = \$2,088/year

Rehabilitation estimates:

Replace floor	\$3,000
Painting	\$1,800
<u>Tables and Chairs</u>	<u>\$3,200</u>
Total estimate	\$8,000

ATTACHMENTS

None

SUGGESTED DIRECTION

Staff is seeking input from the Parks and Recreation Board as to whether to continue to explore alternative uses for the ITB facility or move forward with using it for storage until a future need is identified.



INFORMATIONAL MEMORANDUM

MEETING DATE: May 6, 2021

DEPARTMENT: Parks and Recreation Divisions

SUBJECT: Quarterly Village Board Report - June 10

EXECUTIVE SUMMARY

In advance of Member Andrea providing the quarterly report to the Village Board on June 10, the Parks and Recreation Board may take the opportunity to identify highlights from past discussions to bring forward to the Village Board.

FINANCIAL IMPACT

None

ATTACHMENTS

Attached are this year's agendas as a point of reference.



PUBLIC MEETING NOTICE AND AGENDA PARKS AND RECREATION BOARD MEETING

January 7, 2021
6:30 p.m.

REVISED AGENDA

Due to the Governor's order restricting gatherings of people, and in an effort to minimize the potential spread of COVID-19, the Village reserves the right to restrict attendance to the meetings. The Village encourages anyone who wishes to address the Village Board to submit a written statement to be read aloud at the meeting. Please submit such a written statement to Recreation Superintendent Kim Buscemi at KBuscemi@lith.org by 4pm on January 7, 2021. You may also join the meeting remotely by using your phone and dialing 1-669-224-3412, access code 131-235-621. When you join the meeting, please announce yourself as a member of the public. If you wish to comment, you will be allowed to do so during the Audience Participation portion of the meeting. Please be aware that the meeting will be recorded.

1. Call to Order
2. Roll Call
3. Approval of November 5, 2020 Park & Recreation Board Meeting Minutes
4. Old Business
5. New Business
 - A. Informational Memorandum – Future Board Meeting Structure
 - B. Informational Memorandum – Parks Stewardship
 - C. Request for Board Action – Resident Survey Results
6. Staff Reports
 - A. Recreation Staff Report
 - B. Parks Staff Report
7. Village Trustee Liaison Report
8. Member Reports
 - A. Chairperson Tredore
 - B. Member Andrea
 - C. Member Anderson
 - D. Member Cairns
 - E. Member Donahue
 - F. Member Sivakumar
 - G. Member Wackerlin

9. 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.

10. Adjournment

MEETING LOCATION

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

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Posted By:

Date:

Time:



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

**February 4, 2021
6:30 p.m.**

AGENDA

Due to the Governor's order restricting gatherings of people, and in an effort to minimize the potential spread of COVID-19, the Village reserves the right to restrict attendance to the meetings. The Village encourages anyone who wishes to address the Village Board to submit a written statement to be read aloud at the meeting. Please submit such a written statement to Recreation Superintendent Kim Buscemi at KBuscemi@lith.org by 4pm on February 4, 2021.

1. Call to Order
2. Roll Call
3. Approval of January 7, 2021 Park & Recreation Board Meeting Minutes
4. Old Business
5. New Business
 - A. Request for Board Action – Parks and Recreation Agenda Timeline
 - B. Request for Board Action - 2021 Playground and Skate Park Replacement
 - C. Informational Memorandum – Pickleball
 - D. Request for Board Action – Village Skating Rinks
 - E. Information Memorandum – Parks Project Update 2021
6. Staff Reports
 - A. Recreation Staff Report
7. Village Trustee Liaison Report
8. Member Reports
 - A. Chairperson Tredore
 - B. Member Andrea
 - C. Member Anderson
 - D. Member Cairns
 - E. Member Donahue
 - F. Member Sivakumar
 - G. Member Wackerlin

9. Audience Participation

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Posted By:

Date:

Time:



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

March 4, 2021

6:30 p.m.

AGENDA

Due to the Governor's order restricting gatherings of people, and in an effort to minimize the potential spread of COVID-19, the Village reserves the right to restrict attendance to the meetings. The Village encourages anyone who wishes to address the Village Board to submit a written statement to be read aloud at the meeting. Please submit such a written statement to Recreation Superintendent Kim Buscemi at <mailto:KBuscemi@lith.org> By 4pm on March 4, 2021.

1. Call to Order
2. Roll Call
3. Approval of February 4, 2021 Park & Recreation Board Meeting Minutes
4. Old Business
 - A. Request for Board Action – 2021 Playground and Skate Park Replacement Project
5. New Business
 - A. Informational Memorandum - Park Feature Friday Campaign Presentation
6. Staff Reports
 - A. Recreation Staff Report
 - B. Parks Staff Report
7. Park Steward Reports
8. Village Trustee Liaison Report
9. Member Reports
10. Audience Participation

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Posted By:

Date:

Time:



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

April 1, 2021

6:30 p.m.

AGENDA

Due to the Governor's order restricting gatherings of people, and in an effort to minimize the potential spread of COVID-19, the Village reserves the right to restrict attendance to the meetings. The Village encourages anyone who wishes to address the Village Board to submit a written statement to be read aloud at the meeting. Please submit such a written statement to Recreation Superintendent Kim Buscemi at <mailto:KBuscemi@lith.org> **By 4pm on April 1, 2021.**

1. Call to Order
2. Roll Call
3. Approval of March 4, 2021 Park & Recreation Board Meeting Minutes
4. Old Business - None
5. New Business
 - A. Informational Memorandum – Recreation Budget Summary for 2021
 - B. Informational Memorandum – Recreation First Quarter Program Statistics Report
 - C. Informational Memorandum – Park and Recreation Board 2021 Goals
6. Staff Reports
 - A. Recreation Staff Report
 - B. Parks Staff Report
7. Park Steward Reports
8. Village Trustee Liaison Report
9. Member Reports
10. Audience Participation

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Posted By:

Date:

Time:



INFORMATIONAL MEMORANDUM

MEETING DATE: May 5, 2021
DEPARTMENT: Public Works
SUBJECT: Basketball Court at Cattail Park

EXECUTIVE SUMMARY

The purpose of this memorandum is to apprise the Parks & Recreation Board as to actions taken to date to install a basketball court at Cattail Park.

As you will recall, Jake Daigle, an 11-year-old residing near Cattail Park made a strong argument in front of this body for additional recreational amenities at the park. He stated that he and his friends enjoy gathering at Cattail Park and asked if the Village would consider installing a basketball court so kids his age could meet and play a more structured game than is currently possible in the neighborhood. Responding to questions posed by the Board in response to Mr. Daigle's request, members of Public Works thanked Mr. Daigle for bringing the issue forward, described the five-year capital budget process, and promised to bring his request forward for consideration in the upcoming budget discussions as an initiative such as this is currently unfunded.

Following that, Chairperson Diane Tredore presented Mr. Daigle's request to the Board of Trustees at their March 11 meeting, asking if the Board could find a way to fund installation of a half-court during FY21. The Board of Trustees asked staff to research the potential for construction of that amenity to which staff provided an estimated cost of \$27,807.00 at the Committee of the Whole meeting on April 20th. Given that information, the Board of Trustees agreed that the letting of a Request for Proposal (RFP) was appropriate and asked that the RFP include the option for installation of a full court. Staff expects to have the results of the RFP in front of the Board of Trustees at the end of May.

To provide the Parks and Recreation Board with additional information regarding funding this issue, it is worthwhile to note the following. The ordinance governing Special Service Areas (SSA) allows the Village to charge the receiving SSA for capital improvements. However, the Village avoids charging the receiving SSA for an amenity constituting a regional draw, defined as that aspect of a park expected to attract users from outside the surrounding neighborhood. The rationale behind this practice is that those residents contributing to the SSA should only pay for those portions of a park not expected to draw others to it from outside the neighborhood. As such, a basketball court at Cattail Park would be chargeable to the General Fund and not the SSA. Staff had not planned for this amenity during preparation of the FY21 budget and installation, should the Board of Trustees approve it will require a budget adjustment.

FINANCIAL IMPACT

For discussion purposes, staff received a quote from Evans and Sons indicating a probable cost of \$27,807.00 that included procurement and installation of all materials necessary for a completed half-court with exception of site restoration consisting of soil and seed. Staff could later assess and determine if a backstop fence is necessary and budget for it in later years.

ATTACHMENTS

1. Quote from Evans and Sons Blacktop, Inc.
2. Layout exhibit

SUGGESTED DIRECTION

Staff seeks opinions from the Parks and Recreation Board as to the most appropriate location for a basketball court at Cattail Park should the Board of Trustees approve the installation. A potential location is provided in Attachment 2.



Lake in the Hills Village
Tom Vanenkevort
9010 Haligus Rd
Lake In The Hills, IL, 60156

Cell: 224-629-6175
Office: 224-629-6175
Date: 02/03/21

Email: tvanenkevort@lith.org

PROJECT NAME: Cattail Park Basketball Court
PROJECT LOC: SWC Albrecht Rd & Gladstone Dr, Lake In The Hills

Dear Tom, the following is the proposal you requested:
We hereby submit sizes, specifications and estimates for the following work as follows.

- SIZE= 2912 SF COURT (56' X 52' NORTH TO SOUTH, GOAL ON THE NORTH)
- EXCAVATE FOR HALF COURT BASKET BALL COURT, AND HAUL AWAY THE SPOILS
- INSTALL 8" STONE BASE
- PAVE WITH 3" ASPHALT IN TWO LIFTS, (1-1/2" BINDER & 1-1/2" SURFACE)
- ASPHALT MACHINE LAID AND COMPACTED WITH VIBRATORY ASPHALT ROLLERS.
- COLOR AND STRIPE HALF COURT BASKETBALL COURT. GREEN COLOR WHITE LINES.
- HAND TAMP EXPOSED EDGES.
- SUPPLY AND INSTALL BASKETBALL GOAL - GOOSENECK TYPE
- RESTORATION BY OWNER
- FENCE BY OWNER

We propose hereby to furnish materials and labor - complete in accordance with the above specifications for the sum of.....\$ \$27,807

Terms: 10% deposit with balance upon completion. The deposit may be waived upon prior credit approval. This proposal may be withdrawn if not Accepted within 15-days. In the event contract price is not paid per the agreement, Evans & Son Blacktop Inc. will collect 2% per month on any unpaid balance, until paid. If, Evans & Son Blacktop Inc. must engage in collection activities, the customer shall pay all reasonable attorney's fees incurred in the collection. Our work will be installed in a workman like manner and the workmanship is guaranteed for a period of one year from the date of installation. There will be no guarantee for cracking caused from movements and settlements beyond our control and work performed by others prior to our work are not covered under our guaranteed. For acceptance, please sign, date and return one copy of this proposal along with your deposit check to our office.

Respectfully Submitted,
EVANS & SON BLACKTOP INC.

Accepted By:

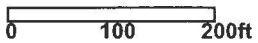
Howard A. Jones
Howard A. Jones
Vice President

Lake in the Hills Village
Date : _____

OUR WORKERS ARE FULLY INSURED SERVING YOUR COMMUNITY SINCE 1972



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Enter parcel (ex. 08-32-201-004) Search





INFORMATIONAL MEMORANDUM

MEETING DATE: May 6, 2021
DEPARTMENT: Parks and Recreation Divisions
SUBJECT: Capital Budget Planning

EXECUTIVE SUMMARY

Attached please find a summary of the 5 Year Capital Improvement Plan for the Recreation Division, the Parks Division and the Special Service Areas. This report provides a comprehensive list of known, planned expenditures that we have on record as of this date. You will notice that a majority of the expenditures relate to playground replacements and asphalt improvements. With the exception of Larson Park - Phase I, the lists by year do not currently include any new initiatives.

May 1 marks the launch of the Village's budget planning process for Fiscal Year 2022. The Capital requests will be the first deliverables due on May 31. This is the Park & Recreation Board's opportunity for input on expenditures or projects to consider for the current or future fiscal years. The Board is encouraged to use this time to openly discuss overall parks master planning.

In addition, Village Administrator Fred Mullard will be present at the meeting to provide a brief overview of the budget process and to answer any questions regarding the Capital Improvement Fund.

FINANCIAL IMPACT

None

ATTACHMENTS

Parks & Recreation 5 Year Capital Improvement Plan



STAFF REPORT

MEETING DATE: May 6, 2021

DEPARTMENT: Administration

DIVISION: Recreation

Dates of Interest:

- * May 3 Summer brochure available online
- * May 21 Teen Cornhole Bag Toss Tournament

Thank you to Board Members Wendy Anderson, Sai Sivakumar, Diane Tredore and Brad Wackerlin, and Trustee Diane Murphy for volunteering at the Bunny Trail on April 3!

Report submitted by Recreation Superintendent, Kim Buscemi

***REC2U.... Rolling thru the Hills:** The Recreation Division purchased a 2015 Ford Transit Cargo van as a budgeted capital item. It required a few minor cosmetic repairs. Staff had not budgeted any additional money to wrap the van. Fortunately, the People for Parks Foundation has agreed to donate \$3000 towards the wrap, which will provide for a nice, full wrap of the vehicle. Staff are in the process of solidifying a local company to design the wrap and install the wrap. "REC2U.... Rolling Thru the Hills" is a tag line that staff will be working with to develop a logo for the mobile recreation programs. Staff plan to begin using the van this summer. A variety of events for all ages are planned at various parks throughout the Village and will be listed in the summer brochure, due to be released on May 3. Some events will be free to residents and some events require a nominal fee.

New, starting this summer, events that are free to the residents of Lake in the Hills will include a \$2 fee for non-residents. All events and programs will require pre-registration to enable staff to continue to monitor number of participants and follow mitigation guidelines.

***People for Parks Foundation,** in addition to donating \$3000 for the van wrap, have graciously donated \$386 towards new card tables and games for the seniors. Thursday mornings is a new drop-in time for seniors to gather and play a variety of games. The smaller tables allow for smaller groups to play the different games.

Recreation Superintendent Buscemi met virtually with the Foundation members in April. It was discussed putting Foundation information on the Village's website scholarship application page. Buscemi thought it would be nice to include the Foundation's mission as well as a link to the People for Parks Foundation website for more information regarding their fundraising events. The Foundation members also offered an interest in playing a role in some of the Recreation Division's upcoming events.

*** Spotlight Park and Recreation Board:** With the assistance from the Communications Division, the Board will be spotlighted on the Parks and Recreation website page. A picture of the Board will be included, along with the park stewardship program and schedule, and a link to the Board meeting schedule. Social media posts spotlighting the Board will also appear later throughout the year.

*** D300 Recognition:** Our Recreation Division was honored to receive an Award of Appreciation from School District 300. The district recognized our staff members for their dedicated efforts to provide childcare options to community members throughout the different the COVID-19 pandemic.



Submitted by Recreation Supervisor, Kristi Brewer

*** Preschool Academy:** Remote Preschool Academy session three has been conducting a hybrid model, which provides for one-day of in-person instruction, and the remaining class days are conducted virtually. Session three will end on May 28 with a classroom graduation project.

2021/2022 Preschool Academy registration is open and is scheduled to be an in-person program starting in September 2021 with modifications dictated by state and local health department guidelines. Current enrollment is at eighteen students. Job opportunities for the fall program have been rescheduled to open at the end of May.

* **FuntastiCAMP:** Summer 2021 FuntastiCAMP day camp registration is open, and the program will begin June 1. Overall program enrollment is currently at ninety enrollments. Virtual parent nights are scheduled for April and May. Job interviews were conducted in April and hiring process will proceed into May. Camp Program Leader training is scheduled for the week of May 17 and all staff training the week of May 24.

* **Ready, Set, Go: Early Childhood Socialization:** Session three concluded in April with nine enrolled (Enrollment for sessions one and two was 6 and three 9).

* **Beyond the Bell Afterschool Program at Lincoln Prairie Needs Assessment:** A program interest survey was sent to those attending Lincoln Prairie Elementary school regarding fall afterschool programing. The survey gauged parents’ interest in the afterschool program for the 2021/2022 school year and will shape how the Village of Lake in the Hills will appropriately meet our community’s diverse needs for the afterschool program:

What types of afterschool care does your student(s) currently attend?

Answer Choices	Responses
Goes home with a parent, grandparent, older sibling	87.32%
Goes to a grandparent or extended family member’s house	8.45%
Goes to a friend or neighbor’s home	7.04%
Supervised by a babysitter or nanny	8.45%
Attends extracurricular activities	5.63%
Cadence Academy	0.00%
Kindercare	1.41%
Kiddie Academy	1.41%
Kids ‘R’ Kids	0.00%
LaPetite Academy	0.00%
Tutor Time	0.00%
Other (please specify)	5.63%

What are the top two most important areas when choosing an afterschool program?

Answer Choices	Responses
Cost/affordability	69.57%
Convenience; location or time	50.72%
Safety	47.83%
Homework assistance; completion	14.49%
Social development	15.94%

Variety of activities offered	31.88%
Other (please specify)	4.35%

Does your family anticipate a need for the afterschool program at Lincoln Prairie Elementary during the 2021/2022 school year?

Answer Choices	Responses
Yes	37.14%
No	34.29%
Unsure at this time	31.43%

Please indicate if your household needs a child care program on the following types of days:

Answer Choices	Responses
None of the above	32.84%
Early release days	37.31%
Institute days or school holidays	23.88%
Spring Break	11.94%
Fall/Thanksgiving Break	13.43%
Winter Break	14.93%
Unsure at this time	29.85%

As a participant in the afterschool program, what program experiences would you want for your student(s)?

	Yes	Maybe	No
Academic support	76.27%	16.95%	6.78%
Life-skill development	68.97%	20.69%	10.34%
Arts & Music	74.14%	18.97%	8.62%
Nature-based activities	80.70%	15.79%	5.26%
Project-based learning	57.89%	35.09%	8.77%
Recreational activities	83.05%	15.25%	1.69%
Building relationships with peers	82.46%	14.04%	3.51%
Service-learning/Community service	56.14%	35.09%	8.77%
Sports or exercise	87.72%	8.77%	3.51%

Please indicate how many children in your household may need the afterschool program for the 2021/2022 school year by selecting the grade(s) students will be attending next year

Answer Choices	Responses
Kindergarten	21.05%
1st Grade	19.30%
2nd Grade	19.30%
3rd Grade	26.32%

4th Grade	28.07%
5th grade	22.81%
Unsure at this time	12.28%

Do you have anything else you like to share about Lake in the Hills Recreation Programs?

Responses

Would be helpful to be able to access your guidelines on children safety, anti-social behaviors and bullying.

not interested

Something like this would really help out working parents in the area. Thank you. My kids attended 2019-2020 and really enjoyed it.

I really hope this great program continues!!!!

We did use BTB in the past for our children (one of our kids will be in 6th grade next year). While it was convenient our kids really did not like it. I honestly think it was just too long of a day for them plus the kids who struggled got all the attention and set the mood of the staff - leaving my rule-followers feeling very frustrated.

We used it in 2018 & 2019 before the pandemic for when mom was working a couple of days a week. With Covid, my work has been drastically cut, so not sure if we'll need it yet this Fall. Will probably know more by mid-summer.

Our daughter loves BTB- she has been remote all year. The only reason she wants to go back to school is to attend BTB.

Please offer BTB. It's a lifesaver for our family!!

BTB has been great for our children. Looking forward to it starting up again!

Submitted by Recreation Coordinator, Casie Peltz

* **Bunny Trail:** Due to COVID mitigations, holding the traditional egg hunt would be impossible for the number of participants that traditionally attend. Staff used the “trail” format which was successful for Flurry Fest and offered a Bunny Trail in lieu of the egg hunt. Children still received eggs, but we were able to offer photo opportunities, a more relaxed environment, and the ability to accommodate more participants. All of the 560 tickets available were reserved, and 499 attended.

Community businesses and organizations were invited to participate by setting up a table along the trail to market themselves. There was no charge except to hand out stuffed eggs to children. We had participation from: LITH PD, Algonquin Area Public Library, Karate Academy, and All Paws Vet Clinic.

Here is a snapshot of some of the comments given through the post event survey:

This was the BEST event! Talk about fun, organized, enjoyable the whole time for kids of all ages, lots of photo opportunities! Great, fantastic job! My whole family would love if this even continued as a trail type event even if the pandemic restrictions are removed. It made seeing the easter bunny so much more fun, instead of standing in line for an hour with the kids becoming impatient and hysterical by the time they get to the front of the line. thank you again for doing this for the kids!

Such a cute event for little ones! The perfect number of stations, the perfect amount of space, and great activities that kept my toddler engaged! Attention to detail was readily apparent. Great job planning and getting sponsors!

My daughter really enjoyed the interactive parts like "picking a tulip/lollipop" from the ground and getting to pick an egg from the carrot patch.

That is was very well organized, safe and socially distanced, and fun for the children.

The detail that went into the event- safety to the artwork on the sidewalk! Wonderful

The whole event was cute and fun for my 3-year-old!! With COVID this event made it possible to make memories that would of been missed at my daughter's cute age of the excitement with the bunny. Thanks again!!

We are eager to see the creative events the staff has planned for the remainder of the year.

The Village is doing a great job during these difficult times and I would just like to thank you for all that you do for the community!

*** Family Hoe Down:** The event, scheduled for May 7, is being marketed via social media, street banners, and emails. May 1 is the deadline to register. We need 45 registered to run the event.

Submitted by Recreation Coordinator, Michelle Steffey

*** Adult / Senior Programs:** The recreation staff hosted the **UFO- Unfinished Craft Objects club** on the April 17, 2021. Twelve members were in attendance. Members bring their supplies and unfinished crafts and socialize while working.



The Triple Crown Derby was cancelled due to low enrollment.

Men's softball league started April 11th. There are nine teams registered. Staff is currently taking registration for the NEW Co-Ed softball league starting June 6th.

***Contracted Programs:** Youth sports spring session classes started back up on April 19th. Baseball, Ninja Warrior and soccer classes are running.



STAFF REPORT

MEETING DATE: May 6, 2021
DEPARTMENT: Public Works
DIVISION: Public Properties

Pickleball Court / Sunset Park:

Staff will convert one tennis court into a pickleball court at Sunset Park with in-house labor for \$6,000.00 planned for June 2021.

Thor Guard Lightning Protection Systems Parks:

Staff completed the installation of the new Thor Guard lightning prediction equipment.

600 Oak Street Overhead Door:

Status Update: The door is on backorder as a result of material issues due to Covid-19. Superior Overhead Door provided the lowest responsible bid for \$5,190.00 and is under budget by \$1,060.00. Superior is a well-respected commercial overhead repair company with years of experience and a reputation for providing excellent service. The expected install date is May 31, 2021.

Ford School Playground and Sunset Skate Park:

Status update: Village staff removed the old playground equipment the week of April 26. The contractor applied for the construction permit and installed the construction fencing around the playground area to protect the site during construction. The expected completion date for the project construction is May 28. Expected completion date is May 2021.

Bark Park Gate replacement and Software Upgrades:

Status update: Staff completed the underground drainage portion of the project, which is integral to the success of this project. Staff also installed the underground wiring and installed the two concrete entrance pads.

Entrance Systems began installing the head end computer and connection onto the Village's network. We are nearing the end and are preparing both entrances for the project's final phase, the gates, fencing, and electronic hardware. Expected completion date is May 2021.

Hain House Renovation and Repair Project:

Status update: There has been no change in status since last report. This initiative includes replacing the water heater and dehumidifier and installing a basement heater and sump pump. Staff began acquiring the equipment needed for the upgrade project by purchasing the on-demand water heater. Staff bought the water heater on clearance for under \$400, which is a significant saving since the heater typically lists for \$1500. Expected completion date is June 30, 2021.

Additional work will include:

- repairing foundation cracks and;
- Re-piping of exiting water lines as the current pipes do not provide adequate pressure.

Sunset Fields 4, 5, 6, and 7 - Erosion Mitigation:

Status update: Staff removed the fencing around Sunset Fields 4, 5, 6, and 7 are under construction. Ongoing turf repairs are planned for May, with an expected completion date by fall 2021.

Ford School Classroom – HVAC Upgrade:

Nicor rescheduled the gas line installation due to being behind on new services. Nicor has tentatively scheduled the installation for the week of May 10. Staff purchased a new furnace with an air conditioning unit to eliminate humidity, thereby preventing mold and mildew.

Larsen Park Master Planning:

We are preparing a request for proposal from qualified professionals to prepare a master plan connected with the Larsen Park Master Plan project.

Project Expenditure Information:

The following information outlines the financial status of various projects which fall within the purview of the Parks and Recreation Board. This information intends to provide a snapshot of the budgeted amount against expended funds and illustrate potential project savings where applicable. Please note that remaining funds following project completion do not necessarily make those funds available for additional projects or enhancements. Availability may be restricted by other General Fund concerns or constraints preventing cross-over between Special Service Areas.

Properties Parks Projects	Status	Budgeted	Expended	Balance	Remaining for Potential Consideration	Start / End Date
Ford School Playground	In-Progress	\$157,500.00	\$157,000.00	\$500.00		5/21 -7/21
Larsen - Park Master Planning	In-Progress	\$32,000.00	\$0.00	\$32,000.00		5/21 - 6/21
Thorguard Lightning Protection	Completed / Received	\$55,100.00	\$55,100.00	\$0.00		Apr-21
Sunset Skate Parks	In-Progress	\$230,000.00	\$230,000.00	\$0.00		5/21 -7/21
600 East Oak Overhead Door Replacement	In-Progress	\$6,250.00	\$6,250.00	\$0.00		May-21
Hain House Renovation Project	In-Progress	\$4,400.00	\$0.00	\$4,400.00		Jun-21
Ford School HVAC Upgrades	In-Progress	\$2,900.00	\$0.00	\$2,900.00		May-21
Barbara Key and Dome Hill Burn	In-Progress	\$4,800.00	\$2,720.00	\$2,080.00		May-21
2 East Oak Fire Alarm Replacement	Pending PO Approval	\$9,095.00	\$0.00	\$9,095.00		Aug-21
Bark Park Gate and Software Upgrades	In-Progress	\$13,000.00	\$12,690.00	\$310.00		May-21
		\$515,045.00	\$463,760.00	\$51,285.00		