



PUBLIC MEETING NOTICE AND AGENDA  
PARKS AND RECREATION BOARD MEETING

JUNE 3, 2021

6:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of May 6, 2021 Park & Recreation Board Meeting Minutes
4. Old Business
5. New Business
  - A. Request for Board Action - Intergovernmental Agreement with Crystal Lake Park District
  - B. Request for Board Action - Basketball Court at Cattail Park
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 May 6, 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 Village Administrator Fred Mullard, Recreation Superintendent Kim Buscemi, Public Works Director Tom Migatz, Public Properties Superintendent Scott Parchutz, Trustee Murphy and Customer Service Specialist Tracey Padula.

### **APPROVAL OF MEETING MINUTES**

Member Cairns made a motion to approve the April 1, 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** – Park and Recreation Board Goals for 2021 – Board members shared ideas and discussed all recommendations. Board agreed that two goals would be best to start with. The first goal will be to focus on All-inclusive Parks and the second will be for the board to get to know the staff better. Board members will think about how to define and measure their goals and then discuss at the next meeting.

### **NEW BUSINESS**

**A. Presentation Northern Illinois Special Recreation Association (NISRA)** – Executive Director Jim Wiseman gave a presentation on who NISRA is and what they do. They provide year-round recreation activities for people with disabilities. They are an extension of 13 park districts and municipalities. They are governed by a board composed of representatives from each of the member districts. The member districts provide policy & financial support, and space for NISRA programs in their recreation facilities. The Village of Lake in the Hills is a current member of NISRA, and the Recreation Superintendent acts as the representative on the board.

**B. Informational Memorandum Indian Trail Beach Facility** – Superintendent Buscemi reviewed the past meeting minutes on the possible uses of Indian Trail Beach. Some of the prior ideas were to use as program space, boat rentals, a teen center, and a greenhouse. She then shared concerns that the staff came up with after recent discussion. Based on those concerns, the staff would not recommend utilizing the facility as a rental space at this time. Staff did have a recommendation to use the space as a workshop and storage for events after losing two public storage units that had been offered at no cost to the Village for the past 2 ½ years, in exchange for advertising space in the brochure. Unfortunately, that trade agreement came to an end after the printing of the brochure was stopped. The board asked that Superintendent Buscemi see if there is a way to re-negotiate continuation of the storage units at no cost while looking for other opportunities to use the facility and generate revenue for the Village. Some ideas that the board suggested were boat, equipment rentals and lockers. Member Anderson suggested looking into self-serve boat vending and Superintendent Parchutz agreed to look into vendors that provide self-serve Kayak stations. Boat vending would not be possible due to their size, the heavy weight of the paddle boats and the ultimate disposal as surplus. The board agreed to using the space as storage for now but would ultimately like to get something in there that would produce revenue.

**C. Informational Memorandum Quarterly Village Board Report June 10** - Superintendent Buscemi asked the board if there were any highlights from past meetings they wanted Vice-Chairman Andrea to share when he provides the quarterly report to the Village Board on June 10, 2021. Member Anderson suggested sharing the final decisions on the Skate Park and Ford Park and that two goals that were selected

by the board tonight. Discussion about the Parks and Recreation Vision statement also came up and Superintendent Buscemi offered to email the board what was sent out prior as a reminder.

**D. Information Memorandum Basketball Court at Cattail Park** - Director Migatz supplied the board with an update on this project. He then asked the board for their input on where in the park would be the best location to put the court. There was discussion between the board and Director Migatz, and it was agreed the best location would be closer to the Gladstone side of the park. A couple other suggestions that came up were to put a bike rack by the court and to keep Mr. Daigle involved if project is approved at the upcoming meeting.

**E. Information Memorandum Capital Budget Planning** – Administrator Mullard presented an overview of the budget process which is the financial plan. There are 21 different funds. The General Fund has 14 different departments and that is where revenue and expenses for Parks and Recreation come from. The Capital Budget is where playgrounds and larger projects are funded from. There are 13 SSA Funds and 7 of those funds support Parks and Recreation.

## **STAFF REPORT**

**B. Parks Staff Report** – Parks decided to go before Recreation and Superintendent Parchutz shared more information on how Parks work their 5 Year Capital Improvement Plan. He then reviewed his staff report. Chairwoman Tredore asked if the Larson Park layout including the boards and drawings were still available to bring to the next meeting for the new board members to review. It was confirmed Public Works does have the boards and drawings and they will be brought to the next meeting. Superintendent Parchutz also brought vests that the board could wear while visiting their parks to identify them as working at the Village of Lake in the Hills.

**A. Recreation Staff Report** – Superintendent Buscemi reviewed her staff report. Member Sivakumar asked if the community was able to rent the van. Superintendent Buscemi said at this time no, but they are looking at that in the future to make it available for events like block parties and business events which would bring activities to the community. Member Wackerlin asked if there were any events coming up where volunteers were needed. Superintendent Buscemi said yes and referred to the summer brochure. The Parks Parties and any of the Van Programs could use volunteers. Member Anderson asked if there were enough people registered to have the Hoedown Event and Superintendent Buscemi replied unfortunately no and the event had to be cancelled. Member Sivakumar had one additional comment on the Bunny Trail. Many parents had commented on how great the new format was and hoped even after the pandemic was over that they kept this event the same way. Superintendent Buscemi said staff agreed. Staff is also looking to keep Flurry Fest in this type of format too.

## **PARK STEWARD REPORTS**

A. Chairwoman Tredore – Visited LaBahn Hain House saying everything looked beautiful. Only thing that needed attention was the repaving of the parking lot which was already in the process of being done.

B. Vice-Chairman Andrea – Visited LaBuy Park and said it looked great and the water coming down from the dam was not too hard so the noise was not loud like it was last summer. It's a beautiful neighborhood park.

C. Member Anderson – Visited Lynn Dillow Park which was very busy. It had quite a few weeds and dead shrubs that needed to be addressed. Overall it was in decent shape but needed some cleaning up. The turf in the front seems very patchy. Sidewalks were in fair condition and the equipment looked good. The basketball hoop could use some paint in the off-season. One thought Member Anderson had was to have a designated dog area because there were a lot of people walking their dogs on the playground. There is so much open space it would be beneficial to keep the area's separate for health reasons. Superintendent

Parchutz reminded the board to put this type of information on the inspection forms that get submitted so staff can reference them when doing the master planning.

D. Member Cairns – Visited Leroy Guy Park and it was very busy with baseball games going on. One issue is parking. After talking to some of the parents they brought up the fact that they were there for baseball games with their older kids but they also had younger kids with them that had nothing to do since the playground is on the other side of the park. Superintendent Parchutz confirmed that due to the size of the park the facilities are spread out. He also shared that they are getting away from the chain basketball hoops because they can be a hazard to fingers. They will be changing them back to the nets.

E. Member Donahue – Visited Normandy Park which was replaced in the last couple of years. The playground equipment looked good but could use some touch-up on the swings. The parking lot looks like it needed to be repaved but you could still see the lines.

F. Member Sivakumar – Visited Nature’s View Park. Overall the park looked nice and there were lots of kids playing. There were some weeds and bare areas that needed mulch. Metal fencing and playground equipment has rust and could use paint. One suggestion from a resident was to install a water fountain and if that was not possible to at least get a recyclable trash can because kids tend to drink water and throw bottles on ground.

G. Member Wackerlin – Visited Larsen Park and everything looked good. Only comment was the main island has lots of sticks on the ground. At the end of the pathway it could also use some mulch. When you google the address listed on our Website, 1211 Pyott it gives you a location north of Barbara Key Park which is incorrect. Plus, there is no entrance off Pyott to get into Larsen Park. Member Wackerlin suggested changing the address to 842 Creekview Lane which is where you enter into the parking lot.

**TRUSTEE LIAISON REPORT** – None

**MEMBER REPORTS**

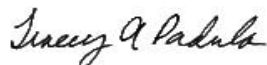
- A. Chairwoman Tredore – None
- B. Vice-Chairman Andrea – None
- C. Member Anderson – None
- D. Member Cairns – None
- E. Member Donahue – None
- F. Member Sivakumar – None
- G. Member Wackerlin – None

**AUDIENCE PARTICIPATION** – None

**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 8:21pm.

Submitted by,



Tracey Padula  
Customer Service Specialist



# REQUEST FOR BOARD ACTION

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**MEETING DATE:** June 3, 2021

**DEPARTMENT:** Recreation Divisions

**SUBJECT:** Intergovernmental Agreement with Crystal Lake Park District

## EXECUTIVE SUMMARY

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Staff is recommending that the Village consider entering into an Intergovernmental Agreement with the Crystal Lake Park District for the Joint Use of Facilities, which are the multi-passenger vehicles used for adult trip programming. This agreement encourages collaboration with the Park District to maximize the use of each agency's multi-passenger vehicle, thereby reducing costs and increasing the Village's ability to serve the residents.

Under this agreement, the Village and the Park District will work together to jointly plan trips for both Lake in the Hills and Crystal Lake residents. In circumstances where Lake in the Hills is unable to fill the capacity of our bus with our own patrons, we will accept patrons from the Park District as space allows. Likewise, if the Village is at capacity for our bus with a waitlist, the Park District will accept our patrons as space allows. If both agencies have additional capacity, they agree that a single bus may be used to provide transportation for the patrons of both. Further collaboration would also include coordination and facilitation of all activities for the assigned trip, and supervision of participants of co-op groups in case of an emergency.

The agreement is for an initial one-year term ending June 9, 2022; however, it will automatically renew for additional one-year terms unless notice is provided 60 days prior to renewal. The Village may terminate the agreement at any time with 60 days written notice.

## FINANCIAL IMPACT

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Miscellaneous joint trip fees such as tolls or parking will be split between the agencies, but are a budgeted expense associated with the program. Ultimately, the Village expects this program to help minimize losses associated with the advanced purchase of ticketed trip events.

## ATTACHMENTS

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1. Proposed Intergovernmental Agreement

## RECOMMENDED MOTION

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Motion to recommend approval of the Intergovernmental Agreement for the Joint Use of Facilities with the Crystal Lake Park District.

**INTERGOVERNMENTAL AGREEMENT FOR THE JOINT USE OF FACILITIES  
BY AND BETWEEN THE CRYSTAL LAKE PARK DISTRICT  
AND THE VILLAGE OF LAKE IN THE HILLS**

THIS AGREEMENT made and entered into this 10<sup>th</sup> day of June, 2021, by and between the Crystal Lake Park District, a unit of local government located in McHenry County, Illinois (hereinafter referred to as “Crystal Lake”), and the Village of Lake in The Hills, a home rule unit of local government in McHenry County, Illinois (hereinafter referred to as the “Village”),

WITNESSETH:

WHEREAS, the 1970 Illinois Constitution provides that units of local government may contract and otherwise associate amongst themselves and with individuals, associations and corporations in any manner not prohibited by law or ordinance (Illinois Constitution of 1970, Article VII, §10); and

WHEREAS, Section 8-18 of the Park District Code of Illinois (70 ILCS 1205/8-18) provides that park districts have the power and authority to develop, operate, finance and participate in joint recreational programs with park districts and municipalities and to enter into joint agreements pertaining thereto, including the joint use of facilities and equipment and the securing of liability insurance in connection with such use; and

WHEREAS, the Village, as a home rule unit, offers recreational programming to residents and has the authority to enter this Agreement for the welfare of the public, pursuant to the Illinois Constitution of 1970, Article VII, §6(a).

WHEREAS, Section 3 of the Intergovernmental Cooperation Act (5 ILCS 220/3) provides that any power or powers, privileges, functions, or authority exercised or which may be exercised by a public agency of the state may be exercised, combined, transferred, and enjoyed jointly with any other public agency of this state and jointly with any public agency, including park districts and municipalities; and

WHEREAS, Crystal Lake and the Village each have a multi-passenger bus that is used to offer trip programs; and

WHEREAS, Crystal Lake and the Village have mutually determined that it would be in the best interests of the residents of their respective agencies to enter into this agreement for collaboration and combining of resources regarding trip programming.

NOW, THEREFORE, in consideration of the foregoing and the mutual covenants and agreements as hereinafter set forth, which are hereby incorporated by reference in the terms of this Agreement, Crystal Lake and the Village hereby agree as follows:

1. **Joint Trip Programming.**

Crystal Lake and the Village agree to work together to plan trips for their residents and fill vacancies whenever practical, through joint trip programming. If either Crystal Lake or the Village is unable to fill the capacity of their bus with their own patrons, the agency with additional capacity will accommodate waitlisted patrons from the other agency as space allows. If both agencies have additional capacity, they agree that one bus may be used to provide transportation for the patrons of both.

2. **Conditions of Joint Use.**

Crystal Lake and the Village agree to do the following for jointly planned trips:

- Coordinate transportation as needed for waitlisted patrons
- Coordinate and facilitate all activities for the assigned trip
- Assist with coordination and facilitation of unassigned trip
- Supervise participants of co-op groups in case of an emergency
- Schedule and provide all details for the assigned trip in a timely matter in order to meet advertisement deadlines of coop groups
- Secure contracts, submit deposits, submit final payments and process any/all financial matters for assigned trip
- Invoice coop groups for trip fees based on participation for assigned trip

3. **Costs.**

At the time the joint trip is planned and prior to the purchase of tickets, both Crystal Lake and the Village will confirm the number of tickets they guarantee they will purchase. Each agency is responsible for the cost associated with those tickets, regardless of the number of registrations and will be invoiced accordingly by the agency who is designated to purchase the tickets.

Any additional expenses that occur as a result of the joint trip, including but not limited to tolls, fuel or parking, will be split according to the percent to total patrons from each agency filling the bus.

4. **Term.**

This Agreement shall be effective from June 10, 2021 through June 9, 2022; provided that such term shall be automatically renewed for additional one (1) year terms unless either party provides the other party with written notice of its intent to terminate this Agreement not less than sixty (60) days prior to the end of the initial term or any renewal term. This Agreement may be terminated by either party at any time during the initial term or any renewal term by giving the other party not less than sixty (60) days written notice.

5. **Notices.**

Any and all notices required hereunder to be sent to Crystal Lake or the Village shall be served, in writing, by personal delivery or certified mail as follows:

Crystal Lake Park District  
Attention: Jason Herbster  
1 E. Crystal Lake Ave  
Crystal Lake, IL 60014

Village of Lake in The Hills  
Attention: Fred Mullard  
600 Harvest Gate  
Lake in The Hills, IL 60156

6. **Liability and Insurance.**

Crystal Lake and the Village shall each, at their respective sole cost and expense, maintain liability insurance for their own respective agency in an amount no less than \$10 million, specifically including, without limitation, each agency's multi-passenger bus(es) which will be used in connection with this Agreement. For this purpose, it shall be acceptable for Crystal Lake or the Village to provide the necessary coverage through appropriate intergovernmental risk management pools or other methods. Either party may request that the other party provide it with satisfactory evidence to show that the such party currently has in effect the policy of insurance and coverage required to be purchased or provided hereunder, including satisfactory evidence that all premiums thereon have been paid.

7. **Amendments; Transferability; Counterparts.**

The agreements, covenants, terms and conditions herein contained may be modified only through the written mutual consent of the parties hereto. None of the terms or obligations stated in this Agreement may be transferred without the written consent of the other party, nor shall any obligation stated herein inure to the benefit of a third party. The parties may execute this Agreement in counterparts and may exchange signatures through electronic submission.



**IN WITNESS WHEREOF**, the parties have hereunto set their hands and seals the day and year first above written.

**CRYSTAL LAKE PARK DISTRICT**  
McHenry County, Illinois

**VILLAGE OF LAKE IN THE HILLS**  
McHenry County, Illinois

By: \_\_\_\_\_  
Executive Director

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

Attest: \_\_\_\_\_  
Department Head

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



# REQUEST FOR BOARD ACTION

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**MEETING DATE:** June 3, 2021  
**DEPARTMENT:** Public Works  
**SUBJECT:** Basketball Court at Cattail Park

## EXECUTIVE SUMMARY

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Staff is seeking the Board's recommendation to accept the bid and award the contract to Evans and Sons Blacktop in the amount of \$22,990.32 for the installation of a new half-court basketball court. Staff also seeks the Board's recommendation for the court location at Cattail Park in relation to the other amenities on the property.

In February 2021, Jake Daigle, an 11-year-old living near Cattail Park made a personal request of the Parks and Recreation Board for a basketball court at the park. Chairperson Tredore then presented that request to the Village Board of Trustees which instructed Public Works to solicit bids for installation of a half-court, with the option of a full-court.

The Village published an RFP in the local newspaper, listed it on our website, and sent it to 57 companies. Six of the companies supplied bids for the project. Evans and Sons provided the lowest responsible bid for both the half-court at \$22,990.32 and full-court at \$36,243.32. Staff determined that they have an A+ rating with the Better Business Bureau; they have been in business for over 23 years with positive references from Park Districts similar in size and scope to ours ranging from \$135,000 to \$400,000. They had an excellent work history with the Village when they renovated the Sunset and Leroy Guy tennis courts to a successful conclusion. With this, staff is comfortable recommending that the project be awarded to Evans and Sons.

According to the National Recreation and Park Association (NRPA), the Village currently meets the national average with our existing four (4) basketball courts, located at Sunset Park, Stoneybrook Park, Leroy Guy Park, and Ken Carpenter Park. Based on this, staff suggests that the Parks & Recreation Board recommend the construction of a half-court for this location at a cost of \$22,990.32.

## FINANCIAL IMPACT

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The FY21 budget does not include funding for this project. Approval will require a budget amendment for the project cost of \$22,990.32.

## **ATTACHMENTS**

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1. Bid Tabulation
2. Cattail Park layout for court location

## **RECOMMENDED MOTION**

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Motion to recommend the acceptance of the bid and award the contract to Evans and Sons Blacktop in the amount of \$22,990.32 for the installation of a new half-court basketball court.

Staff is also seeking the Board's recommendation regarding the location of the court at Cattail Park in relation to the other amenities on the property.

# Lake in the Hills Public Works Department

## MEMORANDUM

**To:** Tom Migatz, Public Works Director  
**From:** Scott Parchutz, Public Properties Superintendent  
**Date:** May 20, 2021  
**Subject:** RFP Results – Cattail Park Basketball Court Project

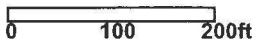
The RFP opening for the Cattail Park Basketball Court Project was held at the Public Works Facility located at 9010 Haligus Rd, Lake in the Hills, IL, today at 10:00 a.m. Vendors in attendance were Daniel Najere from Evans & Sons Blacktop. Those present from the Village of Lake in the Hills Public Works Department were Peter D’Agostino – Administrative Services Manager, Suzy Egan-Wille – Office Assistant and Scott Parchutz - Public Properties Superintendent. Peter D’Agostino from the Village of Lake in the Hills Public Works Department opened and read aloud the following sealed RFP submittals:

Company	Bid Amount	Bidder Acknowledges Addendum #1
Chicagoland Paving Contractors (Lake Zurich, IL)	Half-court \$28,000.00	YES
	Full-court \$42,000.00	
Accu-Paving Company (Broadview, IL)	Half-court \$36,450.00	YES
	Full-court \$49,850.00	
Schroeder Asphalt Services (Huntley, IL)	Half-court \$30,500.00	NO
	Full-court \$41,825.00	
Maneval Construction Co. (Ingleside, IL)	Half-court \$28,500.00	YES
	Full-court \$42,600.00	
Evans & Sons Blacktop (West Chicago, IL)	Half-court \$22,990.32	YES
	Full-court \$36,243.32	
Troch McNeil Paving (Elk Grove Village, IL)	Half-court \$48,500.00	YES
	Full-court \$62,000.00	

The RFP opening concluded at 10:12 a.m. Village staff will review the RFP submittals and plan to make a recommendation to the Parks and Recreation Board at an upcoming Parks and Recreation Board meeting before making a recommendation to the Village Board of Trustees at an upcoming Village Board of Trustees meeting.



Layers | Basemaps ▾ | **SEARCH BY:** Parcel | Address |  |  |  |  |  |  |  |





# STAFF REPORT

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MEETING DATE: June 3, 2021  
DEPARTMENT: Administration  
DIVISION: Recreation

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## Dates of Interest:

* Park Party Zooperheros	June 29 11am – 12pm	Barbara Key Park
* Park Party Splashpad Dance Party	July 17 11am – 12pm	Sunset Park
* Park Party Barefoot Hawaiians Show	August 4 6:30 – 7:30pm	Ken Carpenter Park
* Connor Kincaid Fishing Tournament	August 21 8am – 12pm	Indian Trail Beach
* Park Party Dog Days of Summer	August 26 6 – 7:30pm	Bark Park

## Volunteer and Community Engagement Opportunities:

6/17	3:15 – 5:15pm	Hain House	Outdoor event needs assistance with set up, check in, art project, clean-up
6/21	12:15-2:30pm	Larsen Park	Outdoor event needs assistance with set up, check in, running games, clean up

Board members are always welcome to attend or volunteer for any special event or REC2U event. Please contact Kim Buscemi at [kbuscemi@lith.org](mailto:kbuscemi@lith.org) if interested or have questions.

## Report submitted by Recreation Superintendent, Kim Buscemi

\* **Summer programming** is ready to begin June 1. This summer all events will require advanced registration. This will allow staff to monitor numbers if needed to follow mitigation guidelines. Having advanced registration, even for free events, allows staff the ability to be more efficient when purchasing supplies and preparing logistics. Community Pass, allows for easy registration and ticket purchase. It also provides contact information to use if event needs to be canceled due to inclement weather.

While it is important to continue to offer free events to Lake in the Hills residents, starting this summer, non-residents will be charged a fee for these free events. The non-resident fee will be \$2 for the events and programs offered for free to Village residents.

The popular park parties are back this summer. The first park party is the outdoor concert on June 4, 6-8pm, at Village Hall. Patrons will be able to socially distance on the back lawn while enjoying the music of Michael Joseph. To celebrate Donut Day, donut treats will be provided.

**\* June REC2U Events:**

- June 7 Chair Yoga 18+ yrs 8:30-9:30am Sunset Park
- June 12 Funtasticamp Celebration All ages 11am-1pm Ken Carpenter Park
- June 15 Curbside Bingo 18+ yrs 10am-12pm The Residence Parking lot
- June 17 Father's Day Gift 5-10yrs 4-5pm LaBahn Hain House
- June 20 RC Car Course All ages 11am-1:30pm Sunset Skate Park
- June 21 Pond Exploration 4-8 yrs 1-2pm Larsen Park
- June 26 Drag 'n Fly Hotwheels Race 3+yrs 10am-12pm Preschool Annex
- June 29 Park Party Zooperheros All ages 11am-12pm Barbara Key Park

**\*Bridge mitigation phase:** Staff is excited to be able to expand number of tickets available for outdoor events now that we are in the bridge phase. Staff will continue to follow CDC guidelines for all programs and events. Staff will wear continue to wear masks when supervising children indoors.

**\* Sponsorships:** With assistance from Communication Services, sponsorship opportunities are now listed on the Village's website: <https://www.lith.org/business/sponsorship-opportunities> and a trifold has been developed. Sponsorship packages ranging from \$100 to \$750 are available. Custom packages can also be created to fit a business's particular needs.

**\* 2021 Goals:** Below are the organizational goals for 2021.

**\* Organizational Goal – Global**

*Improve processes to enhance customer service, efficiency, and safety through innovation and automation with a focus on the pandemic environment.*

**\* Organizational Goal – Administration Department**

*The Administration Department will enhance customer service processes, efficiency and safety by supporting technological solutions that allow the Village to improve electronic communication or exchange of information.*

**\* Organizational Goal – Recreation Division**

*The Recreation Division will strive to exceed customer expectations and broaden community engagement by developing programs and events with the ability to be flexible as the pandemic environment changes, increase virtual and in-person programming, add events/programs outside, and streamline resources and communication.*

Though the year is not complete, the Recreation Division has achieved and continues to achieve its goal for the year. Planning throughout the year was driven by the Division's goal. Please find goal updates, in the different programming areas, below in the staff reports.

## **Submitted by Recreation Supervisor, Kristi Brewer**

**FuntastiCAMP:** Summer 2021 FuntastiCAMP day camp 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.

The goal in my program area is to explore community programming opportunities that balance the need for appropriate and robust community engagement conforming to current public health directives and safety. Implement creative methods to engage customers utilizing innovative technologies virtually and in-person through preschool, day camp, and youth special interest programs.

- Implemented program modifications for participants and staff to follow current CDC and IDPH COVID-19 guidelines
- Implemented customer interviews and weekly parent conversations for summer day camp and Back-2-School camp programs to encourage parent/staff program engagement; Encouraged person-to-person communication (phone and in-person) within day camp program to promote continued weekly registration;
- Broaden community engagement by developing programs and events with the ability to be flexible as the pandemic environment changes;
- Cooperatively worked with school district 300 and 158 to provide remote learning supervision during pandemic restrictions;
- Researched and actively participated in the development of mobile recreation van programs with Recreation Division staff.
- Added in-house early childhood programs (socialization, parent/child, special events)
- Added teen programs (cornhole, eSports, workforce development, coding, indoor sport)
- Created volunteer sign-up via CommunityPass in conjunction with InnerView
- Volunteer program matrix; outlines the level of supervision and skill needed for volunteer positions and implemented online version of volunteer waiver/release
- Utilized survey results to adapt programs and market value to community needs;
- Reevaluation of summer camp program fees based on updated market values
- Utilizing technology-based initiatives during hiring and training of staff (Kahoot, NeoGov on-boarding process)



## **Submitted by Recreation Coordinator, Casie Peltz**

This past year I was challenged with the goal to broaden community engagement through creative virtual and in-person programs and events for the community.

In the past year, I have found much success with adapting traditional events and making them safe when other organizations are just not offering them. Through the Community Pass ticketing option, we have been able to accommodate large numbers of participants in separated time slots for events including Flurry Fest, Winter Wonderfun, Daddy Daughter Date, and Bunny Trail. Limited seating events like Mom & Me Tea and Family Bingo still allowed for the event to take place but with smaller numbers. Adding a virtual option to the Family Bingo Night increased participation by 59%. The community has been grateful for the opportunities to recreate, as evidenced by the participation numbers (1131 over the past year) and comments in post event surveys (available on Survey Monkey).

I have also brought on 4 new contractors and offered 13 new sessions of virtual classes. Offering a virtual option along with an in-person option allows participants to recreate in the way they feel most comfortable.

I look forward to the challenge of building Rec2You mobile recreation programs this year.

## **Submitted by Recreation Coordinator, Michelle Steffey**

My area goal was to exceed customer expectations by increasing virtual offerings and in-person programming in youth sports and adult programming both indoors and outdoors.

I offered in-person Hot Shots classes when it was possible (following CDC guidelines) limiting the class sized and putting safety measures in place. I also moved the classes outside when the weather was nice. When I was not able to host in-person, Hot Shots offered classes via zoom. Karate Academy offered virtual karate classes twice a week for an eight-week session.

For adult programming, I offered a self-guided Halloween House Decorating contest and self-guided Holiday lights tours for families to enjoy and judge on their own time. I offered pond hockey and ice fishing tournaments for those who love winter sports. UFO- Unfinished Craft Object started joining us every third Saturday to work on craft project. Winter activity boxes were offered for the winter months. Activities, crafts and snacks were delivered on the 5th of each winter month for the seniors to enjoy.

**\* Adult/Seniors:** The recreation staff hosted their first senior trip of the year to Galena. Participants spent the day shopping in downtown Galena, then toured Ulysses S. Grant's home before heading home for the day.



The recreation staff hosted the **UFO- Unfinished Craft Objects club** on the May 15, 2021. Eleven members were in attendance. Members bring their supplies and unfinished crafts and socialize while working.

Senior club is back meeting the second and the fourth Tuesday of the month for Bingo and socialization with a total of 17 members, on average attending. The card club meets every Wednesday to play cards in the Community Room with a total of eight seniors attending.

Men's softball league started April 11<sup>th</sup>. There are nine teams registered. The teams play through July 11<sup>th</sup>.

**\*Contracted Programs:** Youth sports spring session classes started back up on April 19<sup>th</sup>. On Wednesday evenings Hot Shots hosted Baseball and T- Ball classes. On Friday evenings Hot Shots Ninja Warrior classes and on Saturday mornings they host soccer classes.

Karate Academy hosted a Star Wars day on May 4.





# STAFF REPORT

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MEETING DATE: June 3, 2021  
DEPARTMENT: Public Works  
DIVISION: Public Properties

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## **Indian Trail Beach Kayak Rental Station:**

At the Parks Board meeting on May 6, the Board directed Public Works to seek out companies that sell self-serve kayak/boat rental vending machines. Staff solicited information concerning purchasing kayak vending machines from the following companies: Outdoor Vending Solutions, Rent. Fun, Bill Howe Systems Service, and Upstate Kayak. Staff plans to present a recommendation to the Parks Board at the July meeting.

## **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. This project is planned for June 2021.

## **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 June.

## **Ford School Playground and Sunset Skate Park:**

Ford School Playground Status Update: A pre-opening playground safety inspection performed by Staff this week revealed two areas of non-compliance. As a result, the June 3rd ribbon-cutting event will be postponed and the playground will remain closed until the contractor corrects the areas of non-compliance.

Sunset Skate Park Status Update: The contractor indicated the expected completion date for the project is June 30.

## Hain House Renovation and Repair Project:

Status update: There has been no change in status since last report. The expected completion date is June 30, 2021.

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

Status update: No change in status. The expected completion date is fall 2021.

## Ford School Classroom – HVAC Upgrade:

Nicor installed the gas line for the HVAC equipment for Ford School. Staff purchased a new furnace with an air conditioning unit to eliminate humidity, thereby preventing mold and mildew. The expected project completion date is Oct. 2021.

## Request for Qualifications Larsen Park Master Plan Project:

Staff is preparing a Request for Qualifications Master Plan for Larsen Park with an expected release date in June.

## 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	Start / End Date
Ford School Playground	In-Progress	\$157,500.00	\$157,000.00	\$500.00	June
Larsen - Park Master Planning	In-Progress	\$32,000.00	\$0.00	\$32,000.00	July
Thor Guard	Completed / Received	\$55,100.00	\$55,100.00	\$0.00	
Bark Park Garage and Adjacent Storage Building / Exterior Siding Replacement Projects	In-Progress	\$2,880.00	\$0.00	\$2,880.00	July
Ford School Classroom HVAC Upgrades	In-Progress	\$2,900.00	\$0.00	\$2,900.00	Oct.
600 East Oak Overhead Door Replacement	In-Progress	\$6,250.00	\$5,190.00	\$1,060.00	June
Hain House Renovation Project	In-Progress	\$4,400.00	\$0.00	\$4,400.00	July
Sunset Skate Parks	In-Progress	\$230,000.00	\$230,000.00	\$0.00	June
Barbara Key and Dome Hill Burns	In-Progress	\$4,800.00	\$0.00	\$4,800.00	October
2 East Oak Fire Alarm Replacement	In-Progress	\$9,095.00	\$0.00	\$9,095.00	August
Bark Park Gate and Software Upgrades	Completed / Received	\$13,000.00	\$12,690.00	\$310.00	
Sunset Pickleball Court Resurfacing Project	In-Progress	\$3,000.00	\$3,000.00	\$0.00	June