



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

AUGUST 5, 2021

6:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of June 3, 2021 Park & Recreation Board Meeting Minutes
4. Old Business
5. New Business
 - A. Informational Memorandum - Recreation Second Quarter Program Statistic Report
 - B. Request for Board Action – Larsen Park Master Plan Award Recommendation
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

600 Harvest Gate, Lake in the Hills, Illinois 60156

PARKS AND RECREATION

JUNE 3, 2021

Call to Order

The meeting was called to order at 6:30 pm.

Roll call was answered by Members Wackerlin, Cairns, Donahue, Carmen, Vice Chairman Andrea, and Chairwoman Tredore. Member Sivakumar attended the meeting remotely.

Also present were Assistant Village Administrator Shannon Andrews, Recreation Superintendent Kim Buscemi, Recreation Supervisor Kristi Brewer, Public Works Director Tom Migatz, Public Properties Superintendent Scott Parchutz, Trustee Diane Murphy, and Administrative Specialist Laura Pekovic

Approval of Meeting Minutes

Motion to accept the Parks and Recreation meeting minutes of May 6, 2021 was made by Member Cairns and seconded by Members Wackerlin. The motion was approved by a voice vote of 7-0.

Old Business

Chairwoman Tredore announced the Larsen Park Plans preliminary drawings that was worked on last year are available for viewing at this meeting.

New Business

A. Request for Board Action-Intergovernmental Agreement with the Crystal Lake Park District

Staff Report and Discussion by the Public, Staff, and Board Members

Recreation Superintendent Buscemi reviewed the Request for Board Action dated June 3, 2021 and noted that a slightly revised agreement from what was in the agenda packet was given to members at this meeting. Under this agreement, the Village of Lake in the Hills and the Crystal Lake Park District will work together to jointly plan trips for both Lake in the Hills and Crystal Lake Residents. This would provide a cost savings in the ability to purchase group event tickets at a discount, plus it is a good way to provide recreational services to adult residents so trips don't have to be cancelled because of low enrollment She confirmed with Vice-Chairman Andrea that both Crystal Lake and Lake in the Hills would advertise adult events/trips and offer the same rates to each municipality for residents and non-residents. The agreement is set for one-year term and will automatically renew for an additional one-year term unless a 60-day notice is provided. Chairwoman Tredore requested monthly updates to the Parks and Recreation Board on the use of this program. The Board agreed this was a great idea.

Motion to recommend the Intergovernmental Agreement for the Joint Use of Facilities with the Crystal Lake Park District was made by Vice Chairman Andrea and seconded by Member Carmen. On roll call vote, Member Wackerlin, Cairns, Sivakumar, Donahue, Carmen, Vice-Chairman Andrea and Chairwoman Tredore voted Aye. No Nays. Motion carried 7-0.



Village of Lake in the Hills

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PARKS AND RECREATION

JUNE 3, 2021

B. Request for Board Action—Basketball Court at Cattail Park

Staff Report and Discussion by the Public, Staff, and Board Members

Public Properties Superintendent Scott Parchutz reviewed the Request for Board Action. Staff seeks the Board's recommendation to accept a bid and award the contract to Evans and Sons Blacktop for \$22,990.32 for the installation of a new half-court basketball court at Cattail Park. This basketball court was planned at the request of a Village resident who lives near the park. There was discussion about the proposed basketball court location. Superintendent Parchutz indicated that the proposed location was chosen to keep it away from the bike path. Member Wackerlin suggested that the basketball location be closer to the playground and the Board agreed that would be best. Member Carmen asked that a bike rack and benches be installed there to. Vice-Chairman Andrea agreed and also suggested that benches be installed at the Richard Taylor Skate Park. Superintendent Parchutz confirmed that Evans and Sons is a reputable company, their bid came in under budget, and the project would be scheduled for 2021.

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 at Cattail Park was made by Chairwoman Tredore and seconded by Vice-Chairman Andrea. On a voice vote, Members Wackerlin, Cairns, Sivakumar, Donahue, Carmen, Vice-Chairman Andrea and Chairwoman Tredore voted Aye. No Nays. Motion carried 7-0

Staff Report

Recreation Superintendent Kim Buscemi presented the Recreation staff report. Topics included Summer event dates, volunteer and community engagement opportunities, Summer programming, REC2U events, the bridge mitigation phase, sponsorships, and goals.

Recreation Supervisor Kristi Brewer shared updates about FuntasticCamp and Early Childhood Camp.

Superintendent Scott Parchutz spoke about his research to procure a kayak vending system at Indian Trail Beach. He also learned that a similar system is available for pickleball. He spoke about the plans for a pickleball field at Sunset park and the cost to install the field. Other topics included Ford School Park and it's HVAC system, the Sunset skate park and baseball fields, and the Larsen Park master plan RFQ.

Park Steward Reports

Member Wackerlin visited Rolling Hills Park. He reported the playground looked great and the equipment was working. He said the gazebo needs to be power washed, the paint touched-up, and the plantings need some attention. Pictures were emailed to Superintendent Parchutz.

Member Cairns visited Ryder Park and he said the park was busy with baseball games and the playground looked very nice. He inquired about the boarded-up concession stand building, and Superintendent Parchutz clarified that LITH YAA uses it for storage. Superintendent Parchutz also clarified that the rear baseball field is used for the younger players, the fields are maintained by Public Works Parks staff, and backstop replacements are on the master plan.

Parks and Recreation Board Meeting

June 3, 2021

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Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

PARKS AND RECREATION

JUNE 3, 2021

Chairwoman Tredore visited Plote Field. She reported the netting holes. Superintendent Parchutz clarified that he has received cost estimates to replace the netting, as it is part of the 5-year capital plan. Chairwoman Tredore also mentioned that the parking lot stripes are faded.

Vice-Chairman Andrea visited Richard Taylor Skate Park. He mentioned that the skate park was busy, and that the parking lot is in good shape. He noticed that there are no benches for the patrons to sit on and would like to see some installed.

Member Donahue visited Turtle Island. She voiced how beautiful the park is now that it has been renovated. She mentioned the grass netting is popping up. Superintendent Parchutz said staff has plans to remove the netting and closeout the project.

Trustee Liaison Report

Trustee Diane Murphy spoke about the new Rec2U mobile van. She appreciates the staff's creativity and the programs.

Member Reports

Member Wackerlin spoke about the topic of trash at the local parks that is being mentioned on Facebook. Superintendent mentioned that there is a lot of vandalism at the parks. There was discussion about the number of trash cans.

Chairwoman Tredore welcomed Member Carmen to the Parks and Recreation Board and thanked Wendy Anderson for the time she served on the Parks and Recreation Board before recently becoming a Village trustee.

Audience Participation

Trustee Anderson said that a Huntley High School representative reached out to her to inquire about Village volunteer opportunities for their high school students. She also said it was an honor to serve on the Parks and Recreation Board and looks forward to the improvements at Larsen Park.

Adjournment

There being no further business to discuss, a motion to adjourn the meeting was made by Vice Chairman Andrea and seconded by Member Carmen. The motion was approved by a voice vote of 7-0. The next Parks and Recreation Board meeting is scheduled for Thursday, August 5, 2021.

Submitted by,

A handwritten signature in black ink, appearing to read "Diana P. Murphy".

Administrative Specialist I



INFORMATIONAL MEMORANDUM

MEETING DATE: August 5, 2021

DEPARTMENT: Recreation Division

SUBJECT: Recreation Second Quarter Program Statistic Report

EXECUTIVE SUMMARY

The Program Statistic Report gives an overview of programs and events that ran during the first and second quarter, along with a year to date total. Included with the program's revenue, expenses and net revenue, is the program's margin (percentage of revenue exceeding expenses) and the program's cost recovery (percentage of expenses covered by the revenue). This report also includes participation numbers for the programs and events.

The second quarter (April, May, June) included spring programs and events and the start of summer programs.

Adult trips started back up the end of May. Two trips planned earlier in Spring were canceled due to COVID-19 mitigations. Men's softball had two less teams than last spring. Soccer classes were a big hit this spring. The Bunny Trail event was new for this year and was very popular. And six new REC2U events ran this June. COVID-19 mitigations loosened in June, but staff was still uncertain about this summer's camp registrations. Currently the camp has approximately 60 campers enrolled each week.

At the end of the second quarter, recreation programs are running at a 146% cost recovery rate.

ATTACHMENTS

Second Quarter Program Statistics Recreation Division 2021
Program Participation Report

Registration Stats

	Q1				Q2				Q3				Q4				Yr Total		YTD	
	2020	2021	2022		2020	2021	2022		2020	2021	2022		2020	2021	2022		2020	2021	2022	
General Programs	337	555			75	968			391				249				1052	1523		
Camp					116	299			108				95				319	299		
BTB (school yr avg)	63																63			
Preschool (school yr avg)	47	32			47	24							44				184	56		
Total	447	587			238	1291			543				388				1618	1878		

Average

FY 2020 Remote learning camp registration included in "camp"

FY 2020 Due to the pandemic and remote / hybrid learning, there was no BTB Q2, Q3, Q4

FY 2020 Due to the pandemic, preschool was remote Q4

FY 2021 Due to the pandemic, there was no BTB Q1, Q2

FY 2021 Due to the pandemic, preschool was remote Q1

FY 2021 Due to the pandemic, preschool was hybrid Q2

Recreation Program / Event Stats 2021

Q1	Q2			YTD Total							
	Program Area	Total Revenue	Total Expenses	Net Revenue	Budgeted Net Revenue for the year	Margin %	Cost Recovery	# Res	# Non-Res	Total # Participants	Overall Satisfaction Rating
Ice Fishing	Adult/Senior	\$ 852.00	\$ 155.97	\$ 696.03		82%	546%	43	28	71	98%
Pond hockey	Adult/Senior	\$ 875.00	\$ 607.76	\$ 267.24		31%	144%	3	40	43	100%
UFO	Adult/Senior	\$ 45.00	\$ -	\$ 45.00		100%	100%	0	9	9	100%
Winter Boxes	Adult/Senior	\$ 30.00	\$ 15.00	\$ 15.00		50%	200%	3	0	3	
Flower Grams	Adult/Senior	\$ 15.00	\$ 10.00	\$ 5.00		34%	150%	5	1	6	
Trips	Adult/Senior	\$ 225.00	\$ 75.00	\$ 150.00		67%	200%	4	5	9	
UFO	Adult/Senior	\$ 175.00	\$ -	\$ 175.00		100%			12	12	
Softball	Adult/Senior	\$ 4,050.00	\$ 1,770.00	\$ 2,280.00		56%	228%			9 teams	
TOTAL YTD	Adult/Senior	\$ 6,267.00	\$ 2,633.73	\$ 3,633.27	\$ 7,772.00	58%	238%	58	95	162	99%
Hot Shots	Youth Sports	\$ 805.00	\$ 541.00	\$ 264.00		32%	148%	16	7	23	
Karate	Youth Sports	\$ 351.00	\$ 245.70	\$ 105.30		30%	142%	1	2	3	
Hot shots	Youth Sports	\$ 5,595.00	\$ 3,060.00	\$ 2,535.00		45%	182%	82	1	83	
Karate	Youth Sports	\$ 282.00	\$ 197.00	\$ 85.00		30%	143%	2	4	6	
TOTAL YTD	Youth Sports	\$ 7,033.00	\$ 4,043.00	\$ 2,990.00	\$ 2,334.00	43%	174%	101	14	115	
Winter Wonderfun	Special Events	\$ -	\$ 57.60	\$ (57.60)		0%	0%	46	37	83	
Daddy Daughter Date	Special Events	\$ 2,979.00	\$ 1,247.00	\$ 1,732.00		58%	239%	113	45	158	97%
Bingo	Special Events	\$ 335.00	\$ 282.00	\$ 53.00		16%	119%	45	26	71	89%

Recreation Program / Event Stats 2021

	Program Area	Total Revenue	Total Expenses	Net Revenue	Budgeted Net Revenue for the year	Margin %	Cost Recovery	# Res	# Non-Res	Total # Participants	Overall Satisfaction Rating
Bunny Trail	Special Events	\$ -	\$ 662.00	\$ (662.00)			0%	310	250	560	95%
Park Party Concert	Special Events	\$ 16.00	\$ 234.00	\$ (218.00)			0%	179	8	187	97%
Father Day Art	Special Events	\$ 41.00	\$ 10.00	\$ 31.00		76%	410%	7	1	8	
Pond Exploration	Special Events	\$ 56.00	\$ 6.00	\$ 50.00		89%	933%	10	1	11	
Storytime Splashpad	Special Events									49	
TOTAL YTD	Special Events	\$ 3,427.00	\$ 2,498.60	\$ 928.40	\$ (1,553.00)	27%	137%	710	368	1127	95%
Babysitter Training	Youth variety	\$ 430.00	\$ 300.00	\$ 130.00		30%	143%	5	0	5	88%
Kid Rock	Youth variety	\$ 114.00	\$ 80.00	\$ 34.00		30%	143%	2	0	2	100%
Magic - virtual	Youth variety	\$ 13.00	\$ 9.00	\$ 4.00		31%	144%	1	0	1	
Yoga	Youth variety	\$ 144.00	\$ 96.00	\$ 48.00		33%	150%	5	1	6	100%
Young Rembrandt - virtual	Youth variety	\$ 43.00	\$ 30.00	\$ 13.00		30%	143%	1	0	1	
Kid Rock	Youth variety	\$ 1,009.00	\$ 698.00	\$ 311.00		31%	146%	16	1	17	
TOTAL YTD	Youth variety	\$ 1,753.00	\$ 1,213.00	\$ 540.00	\$ 3,260.00	31%	145%	30	2	32	96%
Preschool Academy; Session Two [Jan-Mar]	Preschool	\$ 7,929.75	\$ 6,883.18	\$ 1,046.57		13%	115%	25	7	32	100%

Recreation Program / Event Stats 2021

	Program Area	Total Revenue	Total Expenses	Net Revenue	Budgeted Net Revenue for the year	Margin %	Cost Recovery	# Res	# Non-Res	Total # Participants	Overall Satisfaction Rating
Preschool Academy; Session 3 [Apr-May]	Preschool	\$ 5,244.50	\$ 6,093.65	\$ (849.15)				19	5	24	95%
TOTAL YTD	Preschool	\$ 13,174.00	\$ 12,976.00	\$ 198.00	\$ 41,311.00	2%	102%	44	12	56	98%
Ready, Set, Go	Early Childhood	\$ 1,335.00	\$ 675.00	\$ 660.00		49%	197%	14	7	21	100%
Lucky Gold Hunt [Mar]	Early Childhood	\$ 457.00	\$ 259.31	\$ 197.69		43%	176%	35	21	56	94%
Summer EC classes	Early Childhood	\$ 264.00	\$ 112.00	\$ 152.00		58%	136%	15	2	17	
TOTAL YTD	Early Childhood	\$ 2,056.00	\$ 1,046.00	\$ 1,010.00	\$ 1,653.00	49%	197%	64	30	94	
Camp	Camp	\$ 57,007.00	\$ 30,587.00	\$ 26,420.00		46%	186%			299	80%
TOTAL YTD	Camp	\$ 57,007.00	\$ 30,587.00	\$ 26,420.00	\$ 27,687.00	46%	186%			299	80%
		Revenue	Expense	Net Revenue	Budgeted Net Revenue for the Year	Overall Margin % (goal: 21%)	Overall Cost Recovery (goal: 126%)			Overall Total # Participants	Overall Average Satisfaction Rating
Q1 Totals		\$ 16,752.75	\$ 11,494.52	\$ 5,258.23		31%	146%			587	
Q2 Totals		\$ 74,024.00	\$ 43,859.00	\$ 30,165.00		40%	166%			1291	
YTD Total		\$ 90,776.75	\$ 55,353.52	\$ 35,423.23	\$ 84,344.00	39%	164%			1878	94%



REQUEST FOR BOARD ACTION

MEETING DATE: August 5, 2021

DEPARTMENT: Public Works

SUBJECT: Larsen Park Master Plan Award Recommendation

EXECUTIVE SUMMARY

In June, staff released a Request For Qualifications (RFQ) inviting qualified park planning firms to submit a statement of qualification and a proposed approach towards creating a master plan for the entire Larsen Park property (Attachment 1). The RFQ gave firms the ability to develop their own approach towards building a master plan, while ensuring that a thorough site analysis is performed and public meetings and surveys are used to gather community input.

RFQ Process

On June 18, staff received RFQ submittals from ten firms. A Village selection team comprised of staff from Public Works, Recreation, and Administration reviewed and ranked all submittals in accordance with the RFQ selection criteria. That criteria included qualifications, experience, past performance, approach to the project, and each firm's understanding of the issues related to the project. After discussing and ranking all ten RFQ submittals, staff invited the four highest rated firms to an interview to present their RFQ submittals in-person.

Master Plan Award Recommendation

After interviewing each of the four highest rated firms, the Village selection team re-ranked them with Upland Design Ltd. (Upland) receiving the highest overall rating. As such, staff began negotiations with Upland and have received pricing that matches the Village's budget of \$32,000.00 while achieving all the master plan elements that staff desired for this project. Upland's approach, pricing and timeline are attached. The Village has not worked with Upland before; however, staff contacted Upland's references and received very favorable reviews regarding similar projects they performed for Park Districts in Buffalo Grove, Naperville, and Winfield.

Therefore, staff seeks a recommendation from the Parks and Recreation Board to the Village Board of Trustees to award a contract for the Larsen Park master plan project to Upland Design Ltd. at the August 23rd Committee of the Whole Meeting.

FINANCIAL IMPACT

The Village's 2021 budget includes \$32,000.00 for this project in the General Fund. If awarded, the contract to Upland would not exceed \$32,000.00.

ATTACHMENTS

1. Larsen Park Property Map
2. Upland's Master Plan Approach
3. Upland's Master Plan Pricing
4. Upland's Master Plan Timeline

RECOMMENDED MOTION

Motion to recommend awarding a contract for the Larsen Park master plan project to Upland Design Ltd. at the August 23rd Committee of the Whole Meeting.

Approach to Project

Phase A - Master Plan & Public Input

Overview: To provide quality planning a site analysis of existing conditions will be prepared. Items such as soil types, vegetation cover, drainage patterns, utility availability and adjacent land use will be observed. Input from Village representatives and stakeholders will be included to develop a picture of recreational needs. Schematic design and cost estimates will then be completed.

Kick Off Meeting: Gather Site Information and Identify Recreational Needs

A meeting with Village representatives to cover Larsen Park Planning Process and Detailed Work Plan will take place. The following items will be reviewed:

- Timeline and Presentation Dates
- Identify Key Stakeholders including neighbors and potential users
- Project Goals and Objectives
- Recreational Needs of Community
- Site Challenges and Opportunities
- Existing Site Information: The Village will share any existing base data and easement information as well as historical documents, maps, past wetland reports and planning documents pertaining to the site and Village.

Base Map

A digital base map will be created to use for planning. The following will be included:

- A FIRM map and historic soil survey will be secured for the site.
- The pond at Larsen Park is shown as open water on the National Wetland Inventory. For this reason, we suggest a wetland delineation be completed by ERA for the site.
- McHenry County GIS data as available

Site Analysis Plan and Recreational Needs

- Opportunities and challenges will be identified and delineated in written format and on a site analysis plan.
- Based on input of the Village staff along with community documents, a preliminary program of recreational needs for the site will be compiled. These will be shared with the Village staff.
- An assessment of existing site, base information and surrounding context will be undertaken. Drainage and utilities will be reviewed.
- Inventory and Analysis Plan will be prepared in graphic format

Idea Boards: The design team will prepare idea images for potential improvements and new recreational options as discussed with the Village. We will lead an interactive process to engage everyone. A written survey will be prepared.

Village Review Meeting: The above information will be presented and discussed with the Village. Updates will be made in preparation for the first public meeting.



Approach to Project

Public Meeting # 1

- Identified key stakeholders, neighbors, and the larger community will be invited to an initial public meeting. The site analysis plan along with challenges and opportunities will be reviewed for the park. A discussion of desired improvements, recreational and comfort amenities, along with priorities will take place. Questions will be posed to engage the attendees in an interactive process.

Schematic Design Planning

- The design team will prepare a minimum of two concept designs based on data gathered and input given to date for the park. Each will be accompanied by sketches and/or photos of the project elements.
- General cost estimates will be prepared for each concept plan.

Village Review Meeting

- The schematic plans and costs will be presented to Village staff. A discussion of each concept will take place and input will guide the design team. The Village will determine whether one or two concept plans will be taken to the public meeting for Larsen Park. Adjustments to the plans will be made and submitted via email to the Village for review and comment.
- Once approved, plans will be finalized and rendered in preparation for the public meetings.

Second Public Meeting

- A second public meeting will be held to gather input and ideas from the public about the park. Upland Design will present the concept plan(s) with example photos and sketches. The Site Analysis plan will also be available for the community to view. A written survey will be prepared. If the Village desires, the site analysis plan, concept plans and written survey can also be shared on the Village website for the larger community to engage in the process.
- Upland Design will lead an interactive process to engage the community in this meeting and get everyone involved in the input. This can include digital input using smart devices as well as small group breakouts.
- Upland Design will prepare a summary of the input from this meeting and recommendation to move to one master plan.



Approach to Project

Detailed Master Plan Creation

- Based on the input from the public meetings and discussion with Village representatives, Upland Design will create a preliminary master plan for Larsen Park including amenities photos and sketches.
- Cost estimates will be updated

Phasing Plan

Upland Design will prepare a preliminary phasing plan based on Community and Village input. Items that are better to be built at the same time will be grouped together. The phasing plan will include a description of items along with detailed cost estimate.

Grant Ideas and Partners

A list of potential grant programs that could fit the Larsen Park construction will be prepared. In addition, a list of potential private partners will be created with input from the Village.

Pre Permit Review

As part of the planning process, a list of potential permit requirements will be created. Based on past work the following are potential elements that will be considered as planning takes place so that costs and implications of the permit requirements are incorporated into the plan.

- Site stormwater needs will be reflective of the final selected elements but will likely include conveyance for general drainage, stormwater detention, and water quality best management practices. Our team will assess these needs and incorporate them seamlessly into the plans so they become part of the park setting.
- Encroachment on wetlands or floodplain/floodway areas should be minimized to reduce project costs.
- An archeological report may be required to apply for certain permits.

Village Review Meeting

- The preliminary master plan, costs, phasing, and grant list will be presented to Village staff. A discussion will take place and revisions will be made for the third public meeting to be completed.

Park/Rec Board Presentation

- The Larsen Park Detailed Master Plan will be presented to the Park and Recreation Board along with the cost estimates. An overview of the planning process will be given with a discussion of potential phasing ideas.

Village Board Presentation

- The Larsen Park Detailed Master Plan will be presented to the Village Board along with the cost estimates. An overview of the planning process will also be given with a discussion of potential phasing ideas.



Larsen Park - Village of Lake in the Hills				
Phase A - Master Plan & Public Input				
	Project Kick-off, base map, site analysis & recreation needs	Community engagement / concept design	Site Master plan	Total
Basic Services				
Upland Design Ltd.				
Meetings with team and Village (6)	\$1,363	\$1,363	\$1,963	\$4,689
Site investigation / analysis /base map/ consider jurisdictional requirements	\$1,790	x	x	\$1,790
Two Outreach meetings (community stakeholders, public, digital invitations) Including preparation and summary	x	\$1,757	\$1,220	\$2,977
Idea Boards & Concept design planning	x	\$6,258	x	\$6,258
Master plan creation	x	x	\$1,800	\$1,800
Final Master plan creation & Cost estimate(rendered landscape and overall site plan)	x	x	\$2,200	\$2,200
Pre-Permit Review, Phasing plan, Grant ideas, cost estimate	x	x	\$1,886	\$1,886
ERA Consultants				
Meetings Team and Village	\$700.00	\$700.00	\$700.00	\$2,100.00
Wetland Delineation and Jurisdictional Determination	\$3,500.00	X	X	\$3,500.00
Site investigation including flood plain evaluation, Jurisdictional review for park entrance, public utility access review	\$1,650.00	X	X	\$1,650.00
Concept Design planning (stormwater concept and utility layout)	x	\$1,400.00	x	\$1,400.00
Master plan creation review and cost estimating assistance	x	x	\$550.00	\$550.00
Phasing plan assistance	x	x	\$450.00	\$450.00
Estimated Reimbursables:				\$750.00
Total per Task	\$9,003.00	\$11,478.00	\$10,769.00	\$32,000.00
Optional:				
IDNR OSLAD Grant Appplication Preparation			\$4,800.00	\$4,800.00
Hourly rates for additional work				
Upland Design Ltd.:	Hourly Rates			
Principal Landscape Architect	\$166.00			
Project Manager Landscape Architect	\$148.00			
Landscape Architect/Designer	\$124.00			
ERA Consultants:				
Principal	\$221.00 / hr			
Project engineer	\$132.50 / hr			
Project designer	\$93.00 / hr			

ERA staff will attend up to three in-person meetings: Kick off, interium design/permit review meeting and the Village Board presentation. Upland Design staff will attend up to eight meetings of which one is the kick off meeting, two are public in person meetings, three are in person Village review meetings, one in person Park and Recreation Board Meeting and one in person Village Board Presentation.



Larsen Park - Village of Lake in the Hills	
Work Element	Time Line
Kick-Off Meeting	Early September, 2021
Site investigation / Suvey / Wetland Delineation / Site analysis /base map/ consider jurisdictional requirements	September, 2021
Idea Boards and Recreation Program	September, 2021
Two Outreach meetings (community stakeholders, public, digital invitations) Including preparation and summary	October - November 2021
Concept Design Planning	October - November 2021
Master Plan Creation	November, 2021
Pre-Permit Review, Phasing plan, Grant ideas, cost estimate	November - December, 2021
Final Master plan creation & Cost estimate(rendered landscape and overall site plan)	December, 2021
Village Board Presentation	January, 2022



STAFF REPORT

MEETING DATE: August 5, 2021

DEPARTMENT: Administration

DIVISION: Recreation

Dates of Interest:

- | | | |
|-------------|-----------------------------------|-------------------|
| * August 7 | Hot wheels Track Race | Preschool Annex |
| * August 8 | RC Car Course | Sunset Skate Park |
| * August 12 | Backyard BBQ Lunch | Sunset Park |
| * August 14 | Family Drawing Class | Barbara Key Park |
| * August 17 | Preschool in the Park | Ryder Park |
| * August 21 | Connor Kincaid Fishing Tournament | |
| * August 26 | Dog Days of Summer | Bark Park |
| * August 30 | Pond Exploration | Turtle Island |

Thank you to Trustee Bogdanowski for kicking off the first Park Party on Friday June 4. Thank you to Trustee Murphy and Parks and Recreation Board member Tara Donahue for checking in and greeting the attendees at the outdoor concert. Thank you to Parks and Recreation Board member Sai Sivakumar for helping with the Fairy Garden Building on July 9.

Report submitted by Recreation Superintendent, Kim Buscemi

The REC2U van wrap is complete.



* **REC2U Events:** Bringing programs out to the parks this summer has been a huge success. The programs and events are encouraging our residents to explore their community. Staff are receiving comments from residents about not knowing or never have been to some of the locations where the events have been held. Residents have shared many positive comments about the REC2U concept.

Staff feel they have hit the mark in meeting the Parks and Recreation Vision that was developed by the Board in 2020.

<u>Vision (what we are):</u>	<u>REC2U Mission (what we do):</u>
Open to all	Create greater access to quality programming and facilities
Relevant and Diverse	Provide a wide range of programs to meet the diversity of today's residents
Healthy	Provide residents structured and self-initiated opportunities to get outdoors, move their bodies, and enjoy leisure activities
Green	Be excellent stewards of the environment through education and programs
Uniquely LITH	Create programs that celebrate and differentiate Lake in the Hills from others

* **Mobilization for Action through Planning and Partnerships (MAPP):** Recreation Superintendent, Kim Buscemi, has been working with the McHenry County Healthy Living Coalition in developing the Journey to a Healthier McHenry County program. This free event is being offered county-wide to all ages. The community is invited to visit healthy destinations throughout the summer. Destinations include: Start a Garden, Discover New Fruits and Vegetables, Reduce Sugar Intake, Walk or Bike, Get Moving, Stay Connected, Volunteer. Once registered, participants receive emails containing county resources, ideas, and local event details. The Village of Lake in the Hills is listed on the resource guide as well as Recreation events.

* **Fall Program and Event Guide** is available online as of August 2. Registration is open for residents. Non-resident registration begins August 10. New fall events feature virtual escape rooms, street hockey tournament and Thanksgiv-o-lympics. Residents voted on Monsters, Inc. for the movie at the airport scheduled for October 1. This winter's Flurry Fest theme is Grinchmas. REC2U programs will continue to be offered throughout the fall and into the winter season.

Report submitted by Recreation Supervisor, Kristi Brewer

* **FuntastiCAMP:** Summer 2021 FuntastiCAMP day camp began June 1, and the last day of the program is August 11. Overall program enrollment saw a steady increase over the middle of June into July. Trends from previous years remain consistent with enrollment in the last three program weeks at a slow decline as families prepare to return to school and summer vacations. FuntastiCamp for each grade K-7 ran consistently with minimum (10 campers per day) or above

minimum enrollment (average 14 campers per day in June and 17 campers per day in July); overall camp recorded over 500 camper registrations between June and July. Early Childhood FuntastiCamp for ages 3.5-5yrs ran steadily with minimum enrollment (5 campers per week) and two of the ten weeks canceled for low enrollment. The Rec Crew: Life Skills Camp was canceled due to no enrollment and will be reevaluated for the 2022 season for content, community need, and price point.

Activity highlights for June and July include swimming at the Woodstock Waterworks twice per week, disc golf at Fischer Park, splash pad and field games at Sunset Park, fishing at Larson Park, Randall Oaks animal visit, strawberry picking at Tom's Farm Market, Dance Force Academy lesson. In addition, many on-site themed activities focused on our weekly themes, keeping campers engaged and physically active.



Report submitted by Recreation Coordinator, Michelle Steffey

* **Adult/Seniors:** The recreation staff hosted a day trip to Cantigny Park. Participants went on a Docent Tour of the gardens, had lunch at Bernie's Café and then went to the First Division Museum for a history talk and to explore the museum before heading home. Seven LITH participants were the maximum for this trip. The LITH group met the Crystal Lake Park District and the McHenry Parks & Recreation groups to tour and lunch together.



The recreation staff hosted the **UFO- Unfinished Craft Objects club** on the June 19, 2021 and July 10, 2021. Thirteen and Eleven members were in attendance, respectfully. Members brought their supplies and unfinished crafts to work on while socializing. One couple celebrated their one year anniversary after meeting at UFO.

Senior club is back in the swing meeting the second and the fourth Tuesday of the month for Bingo and socialization. The club held a fried chicken picnic at their last meeting with 20 members in attendance.

Crazy Cards meets every Wednesday to play card in the Community Room with an average of eight seniors attending.

* **Contracted Programs:** Youth sports summer session one classes started June 7, 2021. On Monday evenings Hot Shots hosted Adult/Tot Basketball and Lil Dribblers classes. On Saturday mornings they hosted an Adult/Tot soccer class and Pee Wee soccer class. They also ran a soccer skills camp. Summer session one had a total of 38 participants. Summer session two started July 23rd. On Friday evenings Hot Shots is hosting Ninja Warrior classes and on Saturday mornings they host soccer classes. Summer session 2 has a total of 30 participants.



* **Early Childhood Classes:** Preschool staff hosted Friday Fun days. Art Fri-Yay, Outdoor Pre-K games, Science of Superheroes, Ocean Animals S.T.E.A.M AND Pizza Preschool classes at The Annex. A total of 31 participants have enjoyed the classes.

* **Preschool Academy:** Enrollment is open and classes are filling up. Preschool currently has 56 students enrolled. The Recreation Staff is working with the Public Properties staff to give The Annex a little facelift. The outside entrance and play area will have some added features to give the facility a more welcoming feeling. Inside the building, doors have been added to old shower stall areas to provide much needed storage space.

Report submitted by Recreation Coordinator, Casie Peltz

* **Park Parties:** Summer programming kicked off on June 4th with a concert at Village Hall. Over 100 people came out on a beautiful Friday night to enjoy music by Michael Joseph, a petting zoo, and Rec2U activities. 100% of survey respondents would recommend the event to a friend.

"I was pleasantly surprised and will attend more events. This was my first event and I have lived here 27 years"



The July 17th Splashpad Dance Party was attended by 60 people. Weather was beautiful, music was fun, and Kona Ice cups were delicious. We also debuted our freshly wrapped Rec2U van.



*** Rec2U Programs:**

We had a great time being naturalists in training at Larsen Park with the McHenry County Conservation District at our first Pond Exploration program.





We built Fairy Gardens at the Hain house with over 20 kids and adults. We had several requests to offer this program again!



STAFF REPORT

MEETING DATE: August 5, 2021

DEPARTMENT: Public Works

DIVISION: Public Properties

Indian Trail Beach Kayak Rental Station:

Status Update: Staff solicited information concerning the implementation of a kayak kiosk at Indian Trail Beach. Outdoor Vending Solutions, Rent. Fun, Bill Howe Systems Service, and Upstate Kayak all provided information related to the concept with an estimated cost of \$25,000. A recommendation for approval by the Parks and Recreation Board is expected for the September meeting.

Pickleball Court / Sunset Park:

Status Update: The materials for this project were ordered back in June. While checking on the status of the materials, we discovered there is a national backorder for these paint products. Staff will continue checking with our supplier with installation of one court at both LeRoy Guy and Sunset Park by the end of August.

600 Oak Street Overhead Door:

Status Update: Superior Overhead Door (Superior) has advised us that the door is still on backorder as a result of material supply issues. Superior's bid came in under-budget by \$1,060.00. They still expect installation by July 30.

Sunset Skate Park:

Status update: Construction is in progress as of 7/19/2021. The contractor indicated that the expected completion date for the project is July 31. Once again, this project was delayed as a result of national shortages of material.

Hain House Renovation and Repair Project:

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

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

Status update: Regrading of the site is 80% complete with completion of final grading expected for fall of 2021. Seeding will take place shortly thereafter to allow for fall germination. The field will rest during the winter with the hope of opening in spring 2022.

Ford School Classroom – HVAC Upgrade:

No change in status since last report. The expected project completion date is Oct. 2021.

Request for Qualifications Larsen Park Master Plan Project:

See attached informational agenda.

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	Completed / Received	\$157,500.00	\$157,000.00	\$500.00	
Larsen - Park Master Planning	In-Progress	\$32,000.00	\$0.00	\$32,000.00	September
Thor Guard	Completed / Received	\$55,100.00	\$55,000.00	\$100.00	
Bark Park Garage and Adjacent Storage Building / Exterior Siding Replacement Projects		\$2,880.00	\$0.00	\$2,880.00	Postponed until 2022
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	August
Hain House Renovation Project	In-Progress	\$4,400.00	\$0.00	\$4,400.00	Sept.
Sunset Skate Parks	In-Progress	\$230,000.00	\$230,000.00	\$0.00	July
Barbara Key and Dome Hill Burns	In-Progress	\$4,800.00	\$2,720.00	\$2,080.00	October
2 East Oak Fire Alarm Replacement	Completed / Received	\$9,095.00	\$8,142.00	\$953.00	
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	August