



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

APRIL 20, 2022
6:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Approval of March 3, 2022 Park & Recreation Board Meeting Minutes
4. Old Business
 - A. Lynn Dillow Playground Replacement
5. New Business
 - A. Chapter 8 and Chapter 10 Merger and Establishment of a Special Event Permit
 - B. Informational Item – Pollinator Garden Location
 - C. Informational Item – 1st Quarter Program Statistics
6. Staff Reports
 - A. Recreation Staff Report
 - B. Parks Staff Report
7. Village Trustee Liaison Report
8. Member Reports
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

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 BOARD MEETING MINUTES

March 3, 2022

Call to Order

The meeting was called to order at 6:30 pm. Roll Call was answered by Members Wackerlin, Cairns, Sivakumar, Donahue, Vice-Chairman Andrea, and Chairwoman Tredore. Member Carman was absent.

Also present were, Administrative Services Manager Peter D'Agostino, Superintendent of Public Properties Scott Parchutz, Recreation Superintendent Kim Buscemi, and Recording Secretary Dana Popovich.

Approval of Meeting Minutes

Motion to accept the Parks and Recreation meeting minutes of February 3, 2022 was made by Vice Chairman Andrea and seconded by Member Sivakumar. The motion was approved by a voice vote of 6-0.

Old Business

A. Lynn Dillow Playground Replacement

Administrative Services Manager Peter D'Agostino discussed the timeline for the Lynn Dillow Park Replacement. Following the update provided to the Parks and Recreation Board at the February 3rd Parks and Recreation Board meeting, staff released a Request For Simplified Proposals (RFSP) on February 4th. The RFSP asked playground design firms to develop design concept plans after reviewing a summary of the resident survey results and also the desires express by the Board at the February 3rd meeting, including a universal design philosophy and the inclusion of swings and a zipline. On February 22nd, staff received a total of seven RFSP submittals from four playground design firms. Before continuing to work on this project, staff created a tentative project timeline for the Board's consideration. If the timeline is approved by the Board, the next steps involve releasing a survey asking residents to rank the RFSP submittals and hosting a focus group to obtain additional feedback from residents. After completing these two tasks, staff will provide the survey and focus group results to the Board prior to the April 7th meeting, where staff will ask the Board to select the firms that will be invited to participate in the final playground design phase, the Request For Proposal phase.

Discussion took place on the current process and future processes regarding park replacements. The Board felt that there are too many surveys that go out to the residents and that the time line from beginning to end is too long. The Board decided that after this park replacement is completed, that future park replacements will only have one and/or two surveys going out to the residents instead of three, which will help with the overall time line. The Board, with the feedback from the resident survey and focus group, would like to decide what the final three designs are that go to the Village Board for selection of the final playground. Chairwoman Tredore suggested that in the future having one of their Board meetings take place on the village bus, where they go as a Board and look at the playground that will be replaced, so that they can discuss options while visually looking at the playground. This process was done in the past and worked well. The Board members liked this idea. Chairwoman Tredore also recommended that the Board members go out to Lynn Dillow Park and take a look at the current playground, if they have not already.

New Business

A. Affiliate Organization Rates

Administrative Services Manager Peter D'Agostino discussed the rates for the Affiliate Organization agreements that expired at the end of 2021. There was comparison of rates with nearby neighboring government park entities. After completing the analysis, staff recommends rate adjustments for Blackhawks Lacrosse and the United Cricket Club but not the four other Affiliate Organizations. The current rates for those were among the highest when



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compared to neighboring park entities.

Member Sivakumar asked if the Cricket club was changing to hourly and thought that was a good idea.

Vice-Chairman Andrea asked if the hourly rate is what other park entities are doing. Administrative Services Manager Peter D'Agostino replied yes.

Member Wackerlin asked if they expected any negative feedback.

Administrative Services Manager Peter D'Agostino said the Blackhawks Lacrosse was ok with it, and he is still talking to the Cricket organization.

Member Sivakumar said an hourly rate for Cricket is good because a match might take two hours or even up to six hours. Administrative Services Manager Peter D'Agostino said it seems appropriate.

Motion to approve the proposed organized recreational Affiliate Organization rates as listed was made by Vice-Chairman Andrea and seconded by Member Donahue. The motion was accepted by a voice vote 6-0.

B. Informational Item-New Program and Event Guide

Recreation Superintendent Buscemi talked about the new format for the program and event guide for Spring 2022. She asked the Board if they had a chance to look at it and was hoping for feedback.

Chairwoman Tredore said she liked it. Member Wackerlin thought it was an upgrade.

Recreational Superintendent asked if they thought there was anything that they should change.

Member Sivakumar asked if we could make stickers with QR codes and put them at the parks. Recreation Superintendent said they did talk about that, and are still looking into it. Vice-Chairman Andrea said the younger generation uses QR codes all the times

Staff Reports

Recreation Superintendent Buscemi went over upcoming events, which included Family Bingo night, the Lucky Gold Hunt, and the Staycation week during spring break.

Vice-Chairman Andrea said he saw the sign for family bingo night, but wasn't sure of where the location was.

Recreation Superintendent Buscemi said Family Bingo is here at Village Hall, and will also be virtual. April 9th is the Bunny Trail with about eighty people signed up. April 10th is Run Thru The Hills Race, with a 5k, a 1mile dog walk, and kids 100yard dash and have about 7 people signed up.

Vice-chairman Andrea asked if they were looking for volunteers for that. Recreation Superintendent Buscemi said yes and we are also looking for sponsorships. She went over some new events for spring which included the Spring Break Staycation, Pitch, Hit, and Run competition, Love Your Park Spring Cleanup, Mother's Day Senior Luncheon, and American Red Cross Cat and Dog Training, and Adoption Day at the Bark Park.

Recreation Superintendent Buscemi talked about one of the divisions initiatives this year, is to make programs and special events more inclusive for our community. Staff has met with NISRA staff to develop an inclusive program



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and special events checklist. She talked about Summer Sunset Fest. They have already booked the bands, and are developing activities for the Kids Zone.

Vice-Chairman Andrea asked if People for Parks will be having the Pub Fest and if it is in the summer.

Recreation Superintendent Buscemi responded that it yes and it will be in the summer.

Vice-Chairman Andrea asked what day dog adoption would be.

Recreation Superintendent Buscemi responded that she wasn't quite sure of the date and would have to let him know.

Administrative Services Manager Peter D'Agostino said Pub in the Park is June 25th.

Recreation Superintendent Buscemi discussed the Beyond the Bell Program at Lincoln Prairie. On February 5th, the 4 on 4 Pond Hockey Tournament took place on Woods Creek Lake. They had the Ice Fishing Derby on February 6th, the event consisted of thirteen youth anglers and thirty-one adult anglers, and many were returning anglers. She reviewed the earl childhood learning programming which included Hot Shots Sports, Rock "n" Kids Tot Rock and Kid Rock. There was a kindergarten readiness program.

Recreation Superintendent Buscemi reviewed the special events that took place which included Daddy Daughter Date night, which had over 230 participants, over three sessions.

Vice-Chairman Andrea asked if that was mostly younger children.

Recreation Superintendent Buscemi responded that yes, it is usually, but this year we had a college age student, who had attended a Daddy Daughter Date night when she was younger and her dad thought it would be nice to do it again.

Vice-Chairman Andrea wondered if we are going to need a bigger room for the events since they seem to be growing bigger every year.

Recreation Superintendent Buscemi said that staff gets very creative with the space they have.

Vice- Chairman Andrea asked about the fitness equipment and was it for just one park.

Superintendent of Public Properties Scott Parchutz said it would be for one park.

Village Trustee Liaison Report

None

Member Reports

Chairwoman Tredore wanted clarification because she thought that the Board decided last year that they would start the park visits in March, but report it in April. This was confirmed to start next year.

Chairwoman Tredore asked Member Wackerlin for his park report.



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Member Wackerlin said he didn't get a chance to get to his park, and that he will do a double report next month.

Chairwoman Tredore had Echo Park and said there was a crack in the walking paths, it was flooded in certain areas, there was clothing on the ground, and said it was just a mess.

Vice-Chairman Andrea had Cattail Park he said the basketball courts are beautiful.

Member Donahue had Avalon Park no weeds, but is in need of mulch. Bike rack is needed.

Member Sivakumar had Barbara Key Park she said gazebo was in good shape, benches were chipped. She said there was a big patch of blackness next to the Fen. It needs some mulch. She said that the park has something for everyone.

Member Cairns had Ken Carpenter Park he thought it looked pretty good. It was just a little muddy. Picnic tables looked good, He did notice a big crack in the basketball court and part of the surface is chipping away.

Audience Participation

Audience Member Walter Weinert said he is glad they are doing the race again. He asked if we would be having concerts on the lawn again. He wanted to know if we could have the Hawaiian Dancers at the beach again.

Recreation Superintendent Buscemi responded that they going to have something at the beach, but it may not be the Hawaiian dancers.

Adjournment

A motion to adjourn the meeting was made by Vice-Chairman Andrea and seconded by Member Sivakumar. The motion was approved by a voice vote 6-0.

There being no further business to discuss, the Parks and Recreation Board meeting was adjourned at 7:44 PM.

Superintendent of Public Properties Scott Parchutz said they applied for a fitness grant in November for \$50,000 and we would get \$125,000 worth of equipment. The equipment would include box jumps, cable rings, and pull up bars. Potential locations for the equipment are Ken Carpenter Park, Larsen Park, Leroy Guy Park and Sunset Park. He said as he gets more information on March 8th, he will bring it to the Board. He also thanked the Board for its decision to move the ice skating and hockey away from Sunset and Stoneybrook Parks and bring it Indian Trail Beach.

He also talked about the Monarch Pledge and creating pollinator friendly habitat.

Submitted by

Dana Popovich

Dana Popovich

Recording Secretary



REQUEST FOR BOARD ACTION

MEETING DATE: April 7, 2022

DEPARTMENT: Public Works

SUBJECT: Lynn Dillow Park Playground Replacement Update

EXECUTIVE SUMMARY

Following the update provided to the Parks and Recreation Board (Board) at the March 3rd Parks and Recreation Board meeting, staff released a survey asking residents to rank the seven concept plans received through the Request For Simplified Proposals (RFSP) process. Eighty-nine residents participated in this survey and the results are included as Attachment 2.

| Concept Number | Vendor |
|----------------|-------------------------|
| Concept #1 | NuToys Leisure Products |
| Concept #2 | Team Reil |
| Concept #3 | Team Reil |
| Concept #4 | Play Illinois |
| Concept #5 | Play Illinois |
| Concept #6 | Parkreaction |
| Concept #7 | Parkreaction |

On March 24th, staff hosted a focus group with Board Chairperson Diane Tredore, member Tara Donohue, a NISRA staff member, and three residents. The residents that attended were invited because they indicated an interest in being part of a focus group while completing the resident survey earlier this year. During the meeting, the group discussed the seven concept plans and developed a list of preferred park amenities. This list is attached and divided into two sections. The first section contains a list of park amenities that could be included in the revised concept plans that are solicited as part of the phase of this process, the Request For Proposal (RFP) phase. While the second section contains a list of park amenities that could be considered in the future, after considering budget and the priorities that are identified in the next update of the Village's Parks Master Plan.

After reviewing each plan and considering resident feedback, staff request that the Board select three concept plans for participation on the next phase of the process. Staff will then ask those vendors whose designs were chosen by the Board to participate in a Request For Proposal (RFP) process that requires pricing while allowing vendors one last opportunity to make design concept adjustments.

Staff would like to mention that while the Village has experienced some recent equipment delivery delays and higher than expected price increases for certain commodities, staff recommends continuing with this project at this time. However, staff will continue to monitor current market conditions and should staff

believe that it would be in the Village's best interest to delay this project, staff will communicate this to the Board.

FINANCIAL IMPACT

None

ATTACHMENTS

1. Design Concept Plans
2. Resident Survey Results
3. Focus Group Summary

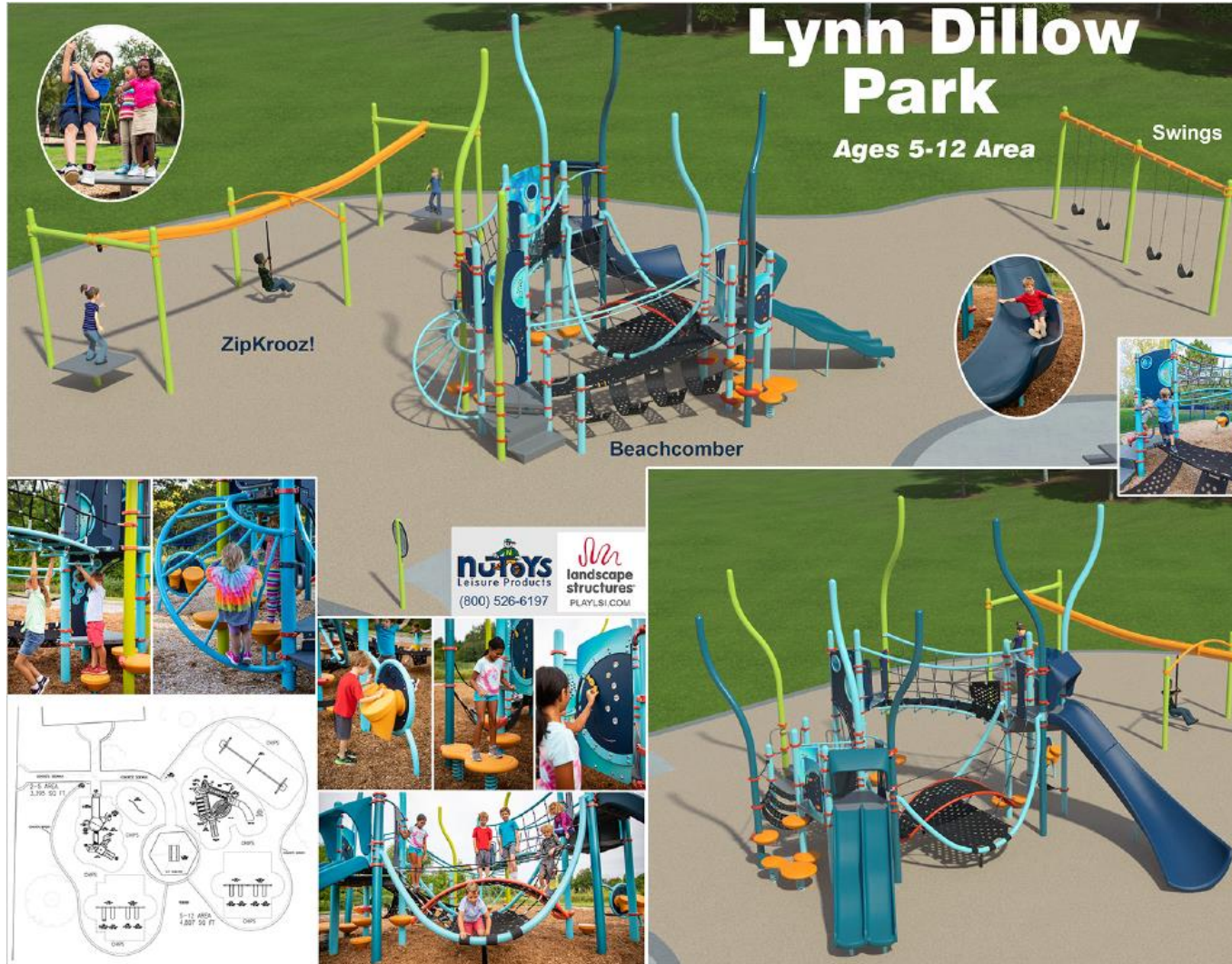
RECOMMENDED ACTION

Staff requests that the Parks and Recreation Board select three design concepts for replacement of the existing playground equipment at Lynn Dillow Park for participation in a Request For Proposal (RFP) process.

Concept 1 (slide 1 of 2)



Concept 1 (slide 2 of 2)



Concept 2



Concept 3



Concept 4



Concept 5

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LYNN DILLOW PARK

PROPOSAL #: 129-150458-1 R2



COLOR KEY

- CHARCOAL
- AQUA
- ORANGE
- PURPLE
- COGNAC/BROWN
- PURPLE/GRAY

PLAY
ILLINOIS

WHERE PLAY MOVES IN ALL DIRECTIONS



SENSORY RAIL



NUCLEUS CORE™ ARCH CLIMBER



VOLTA® INCLUSIVE SPINNER



MARKET DISCOVERY STATION™



90 DEGREE HORIZONTAL LADDER



MESA CLIMBER



INNOVA™ BRIDGE

Concept 6



Village of Lake in the Hills
ILLINOIS

Lynn Dillow Park
X Tower



Mantis Zipline



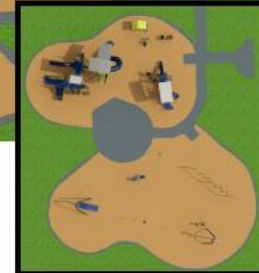
Double Wall
Climber



Log Slice



Garden Sensory Wall



Dragonfly

Concept 7



Village of Lake in the Hills
ILLINOIS

Lynn Dillow
NRG Design



Q1 What is your address?

Answered: 89 Skipped: 0

| # | RESPONSES | DATE |
|----|---|--------------------|
| 1 | 795 Peachtree crt | 3/21/2022 10:08 PM |
| 2 | 740 White Pine Ct | 3/21/2022 6:27 PM |
| 3 | 770 Elderberry Court | 3/16/2022 4:07 PM |
| 4 | 4065 Peartree Drive | 3/15/2022 9:49 PM |
| 5 | 4282 Larkspur Ln | 3/15/2022 8:04 PM |
| 6 | Larkspur In | 3/15/2022 7:39 PM |
| 7 | 418 prides run | 3/15/2022 4:25 PM |
| 8 | 3203 Harvard | 3/15/2022 4:13 PM |
| 9 | 780 Elderberry Ct | 3/15/2022 12:57 PM |
| 10 | 4230 Peartree Drive | 3/15/2022 10:29 AM |
| 11 | 5 dogwood ct lake in the hills 60156 | 3/15/2022 8:36 AM |
| 12 | 1 Larkspur Court lake in the hills | 3/15/2022 8:18 AM |
| 13 | 755 Elderberry ct | 3/15/2022 7:41 AM |
| 14 | 3880 Thornberry Way Lake in the Hills | 3/15/2022 7:26 AM |
| 15 | 1178 Pridesrun | 3/13/2022 4:23 PM |
| 16 | 794 White Pine Cir, Lake in the Hills, IL 60156 | 3/10/2022 9:33 AM |
| 17 | 1420 Monroe street | 3/9/2022 6:57 PM |
| 18 | 3920 Peartree dr | 3/9/2022 10:45 AM |
| 19 | 4145 Peartree Dr. Lake in the Hills | 3/9/2022 10:19 AM |
| 20 | 4230 Peartree Dr. | 3/8/2022 6:40 PM |
| 21 | 2630 Waterford Lane Lake in the Hills | 3/8/2022 2:09 PM |
| 22 | 8 Larkspur Ct | 3/8/2022 11:20 AM |
| 23 | 1212 Sycamore St Lake in the hills, IL 60156 | 3/7/2022 11:17 PM |
| 24 | 1372 cunat ct apt 2C lake in the hills IL 60156 | 3/7/2022 3:39 PM |
| 25 | 4210 Peartree Drive | 3/7/2022 2:06 PM |
| 26 | 1118 Heavens Gate | 3/7/2022 1:59 PM |
| 27 | 4015 Springlake ct | 3/7/2022 1:56 PM |
| 28 | 11 Muirfield Ct. Lake in the Hills 60156 | 3/7/2022 1:52 PM |
| 29 | 4045 Peartree Drive LITH, IL 60156 | 3/7/2022 1:28 PM |
| 30 | 142springlake | 3/6/2022 5:42 PM |
| 31 | 800 Peachtree Court | 3/6/2022 5:26 PM |
| 32 | 955 Aster Court, Lake In The Hills, IL 60156 | 3/6/2022 3:19 PM |
| 33 | 770 white pine circle | 3/6/2022 3:14 PM |

Lynn Dillow Park Playground Preliminary Design Concept Survey

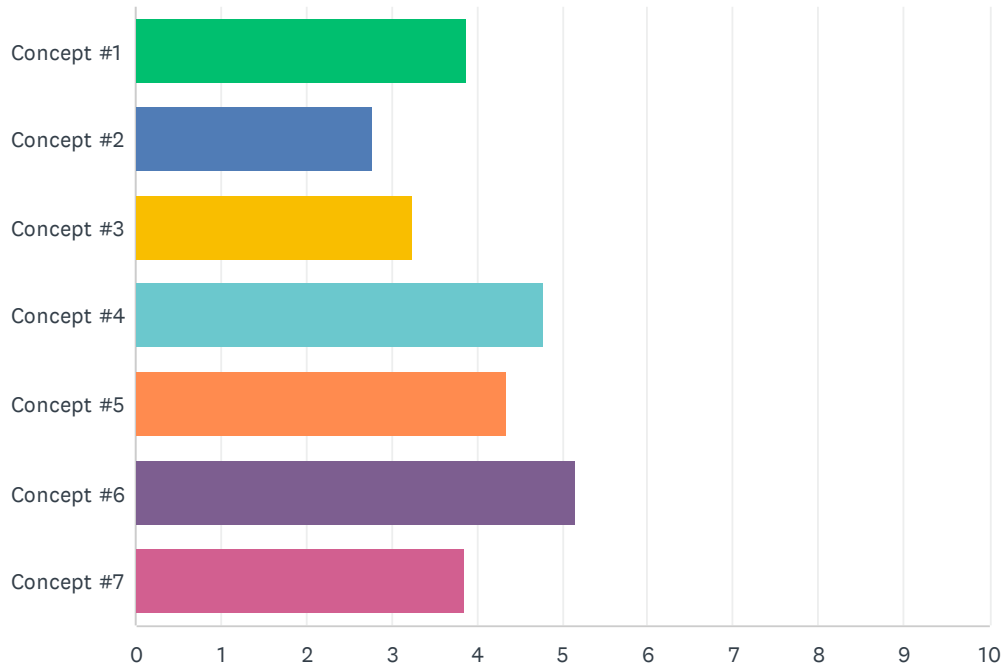
| | | |
|----|--|-------------------|
| 34 | 810 Mayberry ct | 3/6/2022 12:55 PM |
| 35 | 219 Indian Trail Lake in the Hills, IL 60156 | 3/6/2022 8:26 AM |
| 36 | 872 Brandt Dr lith il 60156 | 3/6/2022 7:46 AM |
| 37 | 12 Acorn In, Lake in the hills | 3/5/2022 10:30 PM |
| 38 | 10 dogwood ct Lake in the hills | 3/5/2022 10:18 PM |
| 39 | 3940 peartree | 3/5/2022 9:35 PM |
| 40 | 768 Dogwood Lane | 3/5/2022 5:56 PM |
| 41 | 521 Cheyenne Dr | 3/5/2022 3:53 PM |
| 42 | 1180 Chadwick In | 3/5/2022 12:58 PM |
| 43 | 530 S Annandale Dr | 3/5/2022 11:49 AM |
| 44 | 2750 Melbourne lane lake in the hills | 3/5/2022 11:43 AM |
| 45 | 421 Harvest Gate, Lake in the Hills | 3/5/2022 11:28 AM |
| 46 | 6 walnut grove court lake in the hills | 3/5/2022 11:22 AM |
| 47 | 4245 peartree drive | 3/5/2022 10:52 AM |
| 48 | 510 Wedgewood Circle lake in the hills. | 3/5/2022 10:12 AM |
| 49 | 4424 Larkspur Lane Lake in the Hills, IL 60156 | 3/5/2022 9:59 AM |
| 50 | 825 Mayberry Ct lake in the hills | 3/5/2022 9:58 AM |
| 51 | 744 white pine cir | 3/5/2022 9:51 AM |
| 52 | 5513 Danbury cir | 3/5/2022 9:19 AM |
| 53 | 112 Hawthorne road | 3/5/2022 9:13 AM |
| 54 | 109 deerpath Lake in the hills | 3/5/2022 8:55 AM |
| 55 | 4530 mackinac st, lake in hills | 3/5/2022 8:54 AM |
| 56 | 810 Mayberry ct lith | 3/5/2022 8:49 AM |
| 57 | 2830 Cadbury Circle. Lake in the hills, IL | 3/5/2022 8:48 AM |
| 58 | 11 hunters path | 3/5/2022 8:37 AM |
| 59 | 5547 McKenzie Dr | 3/5/2022 8:31 AM |
| 60 | 5460 Sullivan Pass | 3/5/2022 8:29 AM |
| 61 | 313 locust st lith | 3/5/2022 8:13 AM |
| 62 | 640 Joseph St | 3/5/2022 8:07 AM |
| 63 | 115 Hilltop Drive, LITH | 3/5/2022 7:58 AM |
| 64 | 5743 Foxfield lane Lake In The Hills | 3/5/2022 7:57 AM |
| 65 | 2810 hillsboro In | 3/5/2022 7:55 AM |
| 66 | 4065 Peartree Drive | 3/5/2022 7:50 AM |
| 67 | Quail Run lake in the hills | 3/5/2022 7:36 AM |
| 68 | 3815 Pear tree Drive | 3/5/2022 7:25 AM |
| 69 | 3920 wisteria court | 3/4/2022 9:10 PM |
| 70 | 4020 springlake ct | 3/4/2022 8:44 PM |
| 71 | 1149 Heavens Gate | 3/4/2022 8:11 PM |

Lynn Dillow Park Playground Preliminary Design Concept Survey

| | | |
|----|---|------------------|
| 72 | 4000 Peartree dr | 3/4/2022 8:07 PM |
| 73 | 4045 Peartree Dr | 3/4/2022 6:22 PM |
| 74 | 3900 Peartree dr Lake in the hills 60156 | 3/4/2022 6:16 PM |
| 75 | 3885 thornberry way | 3/4/2022 6:16 PM |
| 76 | 3990 Springlake Drive | 3/4/2022 5:47 PM |
| 77 | 3800 Peartree Dr, Lake in the Hills, IL 60156 | 3/4/2022 5:45 PM |
| 78 | 965 Aster Ct | 3/4/2022 5:39 PM |
| 79 | 4035 Peartree Dr LITH | 3/4/2022 5:39 PM |
| 80 | 4265 Peartree Dr | 3/4/2022 5:31 PM |
| 81 | 3960 Thornberry way | 3/4/2022 5:31 PM |
| 82 | 21 Pershing ave. | 3/4/2022 5:29 PM |
| 83 | 3860 Peartree Drive LITH, IL 60156 | 3/4/2022 5:25 PM |
| 84 | 825 Peachtree ct | 3/4/2022 5:25 PM |
| 85 | 4000 Springlake Drive | 3/4/2022 5:21 PM |
| 86 | 4675 Coyote Lakes Ci, LITH's IL, 60156 | 3/4/2022 5:18 PM |
| 87 | 205 Hawthorne Road | 3/4/2022 5:07 PM |
| 88 | 2671 Cadbury circle | 3/4/2022 5:06 PM |
| 89 | 4275 Peartree Dr, LITH | 3/4/2022 5:05 PM |

Q2 Please rank the following Lynn Dillow Park Playground concept plans (1 being your favorite and 7 being your least favorite).

Answered: 89 Skipped: 0



| | 1 | 2 | 3 | 4 | 5 | 6 | 7 | TOTAL | SCORE |
|------------|--------------|--------------|--------------|--------------|--------------|--------------|--------------|-------|-------|
| Concept #1 | 17.05% 15 | 17.05% 15 | 10.23% 9 | 9.09% 8 | 11.36% 10 | 9.09% 8 | 26.14% 23 | 88 | 3.88 |
| Concept #2 | 3.49% 3 | 6.98% 6 | 5.81% 5 | 12.79% 11 | 12.79% 11 | 34.88% 30 | 23.26% 20 | 86 | 2.78 |
| Concept #3 | 5.81% 5 | 6.98% 6 | 6.98% 6 | 17.44% 15 | 27.91% 24 | 18.60% 16 | 16.28% 14 | 86 | 3.24 |
| Concept #4 | 22.09% 19 | 17.44% 15 | 17.44% 15 | 18.60% 16 | 13.95% 12 | 4.65% 4 | 5.81% 5 | 86 | 4.78 |
| Concept #5 | 8.05% 7 | 20.69% 18 | 19.54% 17 | 21.84% 19 | 14.94% 13 | 10.34% 9 | 4.60% 4 | 87 | 4.36 |
| Concept #6 | 32.56% 28 | 20.93% 18 | 17.44% 15 | 6.98% 6 | 6.98% 6 | 11.63% 10 | 3.49% 3 | 86 | 5.16 |
| Concept #7 | 12.79% 11 | 9.30% 8 | 22.09% 19 | 12.79% 11 | 12.79% 11 | 10.47% 9 | 19.77% 17 | 86 | 3.86 |

Q3 Do you have any other comments or feedback you would like to share with us? We'd love to see your ideas and creativity!

Answered: 42 Skipped: 47

| # | RESPONSES | DATE |
|----|--|--------------------|
| 1 | Basketball area should remain. I have seen a lot of skateboarding going on. Is there room to include a small skateboard pit? | 3/21/2022 10:08 PM |
| 2 | The long rope equipment on Concept #6 would not have a sustainable life. As a nearby parent, I appreciate the ability to provide input on this. | 3/16/2022 4:09 PM |
| 3 | Add more tables or benches/seating | 3/15/2022 9:50 PM |
| 4 | Tennis Swimming Pool | 3/15/2022 8:05 PM |
| 5 | More benches! | 3/15/2022 7:39 PM |
| 6 | Keep the parks not so tall that way the little kids can play too | 3/15/2022 4:26 PM |
| 7 | Would love to see an RC park for RC cars | 3/15/2022 4:13 PM |
| 8 | Some covered seating and picnic tables in the field would be wonderful. There isn't enough sitting space. Maybe a portable potty as well. | 3/15/2022 8:37 AM |
| 9 | Older kids are there a lot. please incorporate a place for them to hang out... more benches by the basketball court. Maybe swing seats around the shelter. The park is more than just a playground | 3/15/2022 7:44 AM |
| 10 | We drive to the newer park off Algonquin rd just for the "zip line". My kids would LOVE having that in our own neighborhood!! Ensuring adequate parent seating would be great, too! | 3/15/2022 7:28 AM |
| 11 | I would love a splash pad. | 3/10/2022 9:33 AM |
| 12 | After spending many years at every park in the area with my son, I would advise against anything too tall. Too many accidents happen. Kids naturally push each other and are impatient and I have witnessed so many incidents on playgrounds. Plus, it's hard for parents/grandparents to navigate through overly tall/narrow or complicated equipment to try and get their child when needed. Sensory and handicapped friendly equipment is definitely needed in our area. Zip lines are awesome! | 3/8/2022 2:14 PM |
| 13 | Thank you for being a good example of local government | 3/8/2022 11:21 AM |
| 14 | Please have as much shaded areas as possible including (multiple, please) picnic tables, and a water fountain or two. Bathrooms would be nice, too. | 3/7/2022 2:08 PM |
| 15 | Splash area | 3/7/2022 1:57 PM |
| 16 | It would be nice to have playgrounds that also work for kids 6-11. Sunset park used to be that way, until the redo. Now its primarily geared towards 3-5. It was sad that my children no longer wanted to go to sunset park. It is a great community resource to help keep our children active and healthy. Please consider the slightly older children in future designs for the playgrounds. | 3/7/2022 1:56 PM |
| 17 | Some sort of bathroom (port-a-potty, etc) would be nice. Also a full court basketball court. | 3/7/2022 1:29 PM |
| 18 | Consider walking path and more swings for adults | 3/6/2022 5:43 PM |
| 19 | Would like to see more seating for parents and shade. How about a sand volleyball area for older kids and keep the basketball court. A path for scooters and bikes! | 3/6/2022 5:27 PM |
| 20 | Would like a covered picnic area away form the play ground. Walk path in field area Add Trees For shade | 3/6/2022 3:21 PM |
| 21 | That was hard they all look so good!! | 3/6/2022 12:55 PM |

Lynn Dillow Park Playground Preliminary Design Concept Survey

| | | |
|----|--|-------------------|
| 22 | My top two were based mostly on the fact that they had zip lines, my children's favorite part of any new park. The next concept that I chose (concept #5) was because it was more inclusive than the rest. I would really like to see concepts six or one include more inclusive content. | 3/6/2022 8:27 AM |
| 23 | Splash pad | 3/6/2022 7:46 AM |
| 24 | Please keep fun things for big kids and maybe another bench or two for adults. We really could use another basketball hoop also. | 3/5/2022 10:20 PM |
| 25 | We'd love to have a splash pad! If a full splash pad isn't an option, any water activities would be great for all kids! | 3/5/2022 5:57 PM |
| 26 | A gazebo! | 3/5/2022 10:52 AM |
| 27 | Love when there's more activities. Would love that rubber flooring. I like the concept of the younger area being covered because the playground equipment gets so hot! | 3/5/2022 10:00 AM |
| 28 | Ranked by a 10 year old! :) | 3/5/2022 9:51 AM |
| 29 | Lots of seating for parents to be able to keep an eye on the children. Surrounding seats. | 3/5/2022 9:19 AM |
| 30 | Please make sure there is a bucket seat for the little kids even if you have the parent kid seat already | 3/5/2022 9:13 AM |
| 31 | Love seeing sensory activities and all inclusive options. Would love to have shade over picnic tables and play equipment if possible! | 3/5/2022 8:55 AM |
| 32 | Either plant some more trees or add some shade areas would be my only suggestion. | 3/5/2022 8:50 AM |
| 33 | I love the handicap accessible park features! Having covered areas is also a great feature. No matter the design it will be nice to see a large toddler (2-5yo) area!! I wish more parks had that. I also enjoy seeing more swings that can accommodate different kids. | 3/5/2022 8:10 AM |
| 34 | Love all the ideas! Great work! | 3/5/2022 7:55 AM |
| 35 | A big pavilion for kid birthday parties like at the woods creek park | 3/4/2022 6:25 PM |
| 36 | Love the zip lines for the kids. Very good!! | 3/4/2022 6:16 PM |
| 37 | Starbucks lol | 3/4/2022 5:39 PM |
| 38 | It would be wonderful to have the neighborhood kids have a special preview day to check out the new equipment. | 3/4/2022 5:39 PM |
| 39 | Shaded areas for parents. Benches for parents. Picnic areas. Water fountains. Sound areas. Chalk areas. | 3/4/2022 5:26 PM |
| 40 | I love all of these! So excited for the update to the park. | 3/4/2022 5:21 PM |
| 41 | None of the concepts show any shaded seating for family members. I would like to see the gazebo remain, as well as providing shaded seating/picnic tables. I also DO NOT our trees to disappear. Our basketball court needs to remain as well. Many kids of all ages play basketball there, as well as the smaller children learning how to ride their bike and roller skates there. While our play equipment needs a replacement, I don't want to see the entire area gutted as it still serves a good purpose. | 3/4/2022 5:08 PM |
| 42 | Definitely a zipline. | 3/4/2022 5:07 PM |

Lynn Dillow Park Playground Focus Group
Summary of Feedback
March 24, 2022

Considerations for the revised concept plans:

(A summary of the park amenities listed below will be shared with vendors that are invited to revise their concept plans and participate in the next phase of the project, the RFP phase)

1. Overall, the group favors a nature theme to the playground and park. For example, they liked the butterfly, inchworm and log features from concept #7.
2. Liked the sensory rail, innova bridge, orange sit and spin, public market piece that were shown in concept #5 and the sensory garden from concept #6.
3. Swings – would like to have at least 2 of each kind and all in one area. Liked the bench swing and the generational swing where an adult and child can swing together.
4. Favor having a ramp to the equipment.
5. Favor double slides.
6. Favor zip lines
7. The need for shade is very important. They liked the shade coverings.
8. Interest in seeing a pour and play surface (as opposed to the existing mulch) in at least some areas. For example, in pathways to certain areas of the playground.
9. They would really like to see a playground communication board.
10. They would like to see like equipment age separation (2-5 and 5-12 areas)
11. Balance beams shouldn't be too high off the ground.
12. Overall, the group preferred concepts 4, 5, & 7.

Future considerations:

(This is a list of park amenities that could be considered in the future, after considering budget and priorities that are identified in the next update of the Village's Parks Master Plan)

1. Include sensory garden, butterfly garden, zen garden
2. Discussion about the need for playground, perhaps just the 2-5 yr area to be enclosed for safety. Doesn't necessarily need to be a fence, could be landscaping.
3. Interest in seeing a pour and play surface (as opposed to the existing mulch) in at least some areas. For example, in pathways to certain areas of the playground.
4. Would like to see a pathway around the park, green space area.
5. Picnic tables, need more. Only one under gazebo is not enough. Should be circular with space for wheelchair, stroller. Do not like rectangle ADA table because leaves wheelchair on end and not so inclusive.
6. Educational signs to highlight certain features.
7. Need another garbage can, current one always full
8. Would like a drinking fountain.
9. Would like bathrooms, but understand the cost.
10. Small station for shade, coloring, pretend time
11. Basketball court not in good condition.
12. Who is park named after? Should we give a history of why parks were named and include on website.

Lynn Dillow Park Playground Focus Group
Summary of Feedback
March 24, 2022

13. Concern about existing pathways being uneven
14. More seating – inclusive seating
15. Barriers to help contain user to aid parents
16. Water experience? Pond type or splash pad (small for youngsters)
17. HOA looking for reading library
18. Can a walking path go in? Exercise station? Bike rack?
19. Update landscaping, avoid needles and thorns, add color



REQUEST FOR BOARD ACTION

MEETING DATE: April 7, 2022

DEPARTMENT: Administration

SUBJECT: Chapter 8 & 10 Merger and Establishment of a Special Event Permit

EXECUTIVE SUMMARY

Staff is seeking the Board's recommendation for the full recodification of Chapter 8, which includes the relocation or restructuring of the information, as well as the incorporation of Chapter 10 into a single document.

In early 2020, the Village began a major undertaking to recodify the Municipal Code. Recommendations were made by the codifier, and then reviewed by staff and the Village attorney. As part of this process, the codifiers suggested the merger of Chapter 8 and Chapter 10 into a single Chapter titled Parks, Lakes and Beaches. The reorganization and consolidation of these chapters reduces redundancies and presents a more streamlined and organized set of regulations.

The most significant change within the new Chapter 8 is the addition of a Special Event Permit (attached) which establishes a formalized process for requesting a permit for a special event held on Village properties such as races, carnivals, fairs, circuses, parades, etc. It requires a permit, allows the Village Board to establish fees, establishes regulations and an application process.

The following additional changes are being recommended:

- Additional definitions have been added in Section 8.01 for Beaches, Boat, Hard Surface Courts, Non-Highway Vehicles, Lakes, Rental Facilities, Service Dog, Special Event, and Special Event Review Committee.
- Section 8.04 Protection of Parks, Lakes and Beaches includes language restricting camping.
- Persons fishing from a boat, who have purchased a boat use permit (\$10 annual) will also be required to purchase a separate fishing permit (\$40 annual).
- The new Section 8.10 Skate Park Facilities includes additional language that participation is at the user's own risk, that they are responsible for inspecting the structures prior to use, suggesting the use of protective equipment. In addition, the hours have been changed to dawn to dusk, weather permitting and will not close for the winter months, but rather allow staff to consider it closed when snow is present.
- The new 8.12 Vehicles addresses the use of Non-Highway vehicles, which are prohibited without permission from Village authorities, unless approved through a Special Event Permit.
- The new 8.13 Facility Use Permit now includes regulations for what is to be included as part of the application. The facilities available for rental are included in the definitions. The Board is given the ability to adopt a schedule of fees.
- The new Section 8.15 Penalties now refers to the Comprehensive Fine and Fee Schedule. Language was also added to impose penalties for those in violation of their Facility Use Permit or Special Events Permit.

The table below details each of the section relocations so that they can be easily referenced.

Summary of Relocations:

| | | | |
|-------------------|--|-------------------|---|
| Chapter 10.01 | Applicability | <i>Eliminated</i> | Definition of lakes added in Section 8.01 Definitions |
| Chapter 10.02 A. | Use Regulated | <i>Eliminated</i> | Already covered in Section 8.03 A. |
| Chapter 10.02 B. | Littering Prohibited | <i>Eliminated</i> | Already prohibited in Chapter 43.12. |
| Chapter 10.02 C. | Alcoholic Beverages | Relocated to | Section 8.08 |
| Chapter 10.02 D. | Earthen Dam, Spillway | Relocated to | Section 8.04 Protection of Parks, Lakes and Beaches |
| Chapter 10.03 | Beaches and Swimming | Relocated to | Section 8.05 |
| Chapter 10.03 C. | Pets Prohibited | <i>Eliminated</i> | Already addressed in Section 8.04 F. |
| Chapter 10.04 | Fishing | Relocated to | Section 8.06 Fishing |
| Chapter 10.05 | Boats | Relocated to | Section 8.07 Boats |
| Chapter 10.06 | Floating Platforms | Relocated to | Section 8.04 Protection of Parks, Lakes and Beaches |
| Chapter 10.07 | Penalties | Relocated to | Section 8.15 Penalties |
| Section 8.02 | Protection of Park Property | Relocated to | Section 8.04 Protection of Parks, Lakes and Beaches |
| Section 8.15 C. | Smoking and Tobacco Use | Relocated to | Section 8.04 Protection of Parks, Lakes and Beaches |
| Section 8.11 | Fires | Relocated to | Section 8.04 Protection of Parks, Lakes and Beaches |
| Section 8.09 | Advertising | Relocated to | Section 8.04 Protection of Parks, Lakes and Beaches |
| Section 8.03 | Vehicles, Operation | Relocated to | Section 8.12 Vehicles |
| Section 8.04 | Motorized Vehicles | Relocated to | Section 8.12 Vehicles |
| Section 8.05 | Speed Limit | Relocated to | Section 8.12 Vehicles |
| Section 8.06 | Parking | Relocated to | Section 8.12 Vehicles |
| Section 8.07 | Firearms and Weapons | <i>Eliminated</i> | Already addressed in Chapter 43.05. |
| Section 8.09 | Advertising and Signs | Relocated to | Section 8.04 Protection of Parks, Lakes and Beaches |
| Section 8.10 | Use of Park Area | Relocated to | Section 8.03 Use of Parks, Lakes and Beaches |
| Section 8.10 C. | Bark Park | Relocated to | Section 8.09 Bark Park |
| Section 8.11 | Fires | Relocated to | Section 8.04 Protection of Parks, Lakes and Beaches |
| Section 8.12 | Group Activity | <i>Eliminated</i> | Already covered in Section 8.13 Facility Use Permit. |
| Section 8.13 | Swimming | Relocated to | Section 8.05 A.1. Beaches and Swimming |
| Section 8.14 | Restrooms and Washrooms | <i>Eliminated</i> | Due to dated language. |
| Section 8.15 | Operating Policy | Relocated to | Section 8.02 Operating Policy |
| Section 8.15 C. | Smoking and Tobacco Use | Relocated to | Section 8.04 Protection of Parks, Lakes and Beaches |
| Section 8.16 | Penalties | Relocated to | Section 8.15 Penalties |
| Section 8.17 | Parks and Recreation Board | Relocated to | Section 8.16 Parks and Recreation Board |
| Section 8.18 | Rental Facilities for Recreational Use | Relocated to | Section 8.13 Facility Use Permit |
| Section 8.19 | Skate Park Facilities Use | Relocated to | Section 8.10 Skate Park Facilities |
| Section 8.20 | Hard Surface Courts | Relocated to | Section 8.11 Hard Court Surface Courts |
| Section 8.20 A.1. | Hard Surface Courts | Relocated to | Section 8.01 Definitions |

Finally, at a recent Board meeting, two residents provided feedback on ways the Village could enhance safety and enforcement of lake regulations. In addition to increasing signage and extending enforcement through the winter months, they also suggested changing the lakes to “Catch and Release” and restricting access to the lakes to Village residents and their guests. They believe these changes will reduce the lake population, thereby reducing the quantity of violations and saving the Village on fish restocking costs. These changes will be discussed at the April 26 Committee of the Whole meeting, but staff is seeking feedback in advance from the Parks and Recreation Board.

FINANCIAL IMPACT

The Village currently allows for a \$15 daily boat use permit for non-residents. If this is eliminated due to the restriction of lake access, it would equate to an approximate loss of revenue in the amount of \$195.

ATTACHMENT

Draft of Chapter 8, Parks, Lakes and Beaches
Special Event Permit Application and Fee Schedule

RECOMMENDED MOTION(s)

Motion to Recommend the Recodification of Chapter 8 Parks and Playgrounds, including the establishment of a Special Event Permit, and the Repeal of Chapter 10 Lakes and Beaches.

CHAPTER 8
PARKS, LAKES AND BEACHES

| | |
|------|--|
| 8.01 | Definitions |
| 8.02 | Operating Policy |
| 8.03 | Use of Parks, Lakes and Beaches |
| 8.04 | Protection of Parks, Lakes and Beaches |
| 8.05 | Beaches and Swimming |
| 8.06 | Fishing |
| 8.07 | Boats |
| 8.08 | Alcoholic Beverages |
| 8.09 | Bark Park |
| 8.10 | Skate Park Facilities |
| 8.11 | Hard Surface Courts |
| 8.12 | Vehicles |
| 8.13 | Facility Use Permit |
| 8.14 | Special Event Permit |
| 8.15 | Penalties |
| 8.16 | Parks and Recreation Board |

8.01 DEFINITIONS

Terms used in this Chapter 8 are defined as follows:

Beaches: Indian Trail Beach and Butch Hagele Beach

Hard Surface Court: Tennis courts, tennis practice courts, pickle ball courts, cricket courts, and basketball courts.

Boat: All watercraft, including but not limited to kayaks, canoes, stand up paddle boards, and sail boats.

Hard Surface Courts: Hard surface courts will be defined as tennis courts, tennis practice, courts, pickle ball courts, cricket court, and basketball courts.

Non-Highway Vehicles: A Non-Highway Vehicle means a motor vehicle not specifically designed to be used on a public highway, including:

- An all-terrain vehicle, as defined by 625 ILCS 5/1-101.8;
- A golf cart, as defined by Section 625 ILCS 5/1-123.9; and
- A recreational off-highway vehicle, as defined by Section 625 ILCS 5/1-168.8.

Lakes: Woods Creek Lake, Goose Lake (Lake 2), Willow Lake (Lake 3), Lake Scott (Lake 4), Larsen Pond, Turtle Pond and Fen Lake at Barbara Key Park.

Park: All recreational areas owned or operated by the Village including but not limited to: Avalon Park, Barbara Key Park, Bark Park, Celebration Park, Cheswick Place Park, Dome Hill, Echo Park, Echo Hill Park, Ford School Park, Butch Hagele Beach, Hipkind Park, Horner Park, Edward William Hynes Park, Indian Trail Beach, Jaycee Park, Ken Carpenter Park, Kennedy Triangle, La Buy Park, Larsen Park, Leroy Guy Park, Linda K. Fischer Park, Lynn Dillow Park, Nature's View Park, Nockels Park, Normandy Park, Plote Field, Richard Taylor Soccer Field, Rolling Hills Park, Ryder Park, Stoneybrook Park, Sunset Park and Turtle Island Park, and excluding Goose Lake (Lake 2), Willow Lake (Lake 3) and Lake Scott (Lake 4).

Rental Facilities: Park facilities, including gazebos or shelters, the La Bahn-Hain House, or designated public areas at Village Hall.

Service Dog: A dog trained to perform quantifiable tasks that directly ease the challenges associated with their owner's physical, psychiatric, sensory, and/or developmental disability; not emotional support animals.

Special Event: Any event or congregation of residents within the Village, including but not limited to outdoor exhibitions, races, carnivals, fairs, circuses, parades, shows, musical performances, speeches, rallies, plays, or motion pictures, held on Village owned property, except those authorized by a Facility Use Permit issued pursuant this Section.

Special Event Review Committee: Village Administrator, Chief of Police, Director of Parks and Recreation, Director of Community and Economic Development, Director of Public Works and the Fire Chief of the Fire Protection District with jurisdiction over the Special Event.

8.02 OPERATING POLICY

A. HOURS: Village parks, lakes and beaches shall be open daily to the public during the hours from dawn to dusk, with the exception of night ice skating between November 1 and March 31 of each following year, and fishing throughout the year at the following park sites: Larsen Park, Nockels Park, Horner Park,

Turtle Island, Echo Hill, Barbara Key Park and La Buy Park. Plote Field will be open from dawn to 11 p.m. when said use is in compliance with rules of use for said ballfield as may be approved and published by the Director of Parks and Recreation from time to time. The Bark Park operating hours shall be from dawn to 9 p.m. 365 days per year when said use is in compliance with the rules of use.

It shall be unlawful for any person other than Village personnel conducting Village business therein to occupy or be present in the park during any hours in which the park is not open to the public, except as approved by the Director of Parks and Recreation upon application for a Facility Use Permit, provided for in Section 8.13 herein or a Special Event Permit, provided for in Section 8.14 herein.

B. CLOSING PARKS: Any section or part of a park may be closed to the public by the Village President or the Director of Parks and Recreation at any time and for any interval of time, either temporarily or at regular or stated intervals.

8.03 USE OF PARKS, LAKES AND BEACHES

A. REGULATED: Village staff shall have the authority to regulate activities in Parks, Lakes and Beaches whenever necessary to prevent congestion and to secure the maximum use for the comfort and convenience of all visitors. All users of the Parks, Lakes and Beaches shall comply with any directions given to achieve this end.

No person shall use any Parks, Lakes or Beaches in the Village for other than the designated purposes or in any manner which interferes with or inhibits the use of the facility by the general public.

B. NON-EXCLUSIVE USE: No person, group, association or organization shall use any portion of a park or picnic area or any of the buildings or structures within a park for the purpose of holding an event to the exclusion of other persons, nor shall any person use such area and facilities for an unreasonable length of time if the facilities are crowded, unless a Facility Use Permit or Special Event Permit is granted.

8.04 PROTECTION OF PARKS, LAKES AND BEACHES

A. DAMAGE TO PROPERTY: No person shall mark, deface, injure, destroy, damage, tamper with, or remove any park, lake or beach property, facilities or equipment, whatsoever, either real or personal.

B. SANITATION: No person shall throw, pour or in any other manner, discharge any substance or chemicals, whether liquid or solid, upon the water, grounds or property of a park, lake or beach which may be injurious to persons or park property.

C. REFUSE: No person shall bring in, have brought in, or put into any park, lake or beach, any rubbish, refuse, garbage or other such material. Any refuse and rubbish generated from use of any park shall be deposited in receptacles provided in the park.

Where no such receptacles are provided, all such rubbish or waste shall be carried away from the park by the person responsible for its presence and properly disposed of elsewhere.

D. SMOKING AND TOBACCO USE: The smoking of tobacco and the use of smokeless tobacco products is prohibited on or within 15 feet of any sports field, athletic court, skate park, recreation shelter or structure, public beach, disc golf course, splash pad, and dog park within the Village. The Director of Parks and Recreation may waive this provision for a special event or festival for the period of time the special event and/or festival is taking place. The term smoking shall be defined as the use of any type of cigarette, cigar, pipe, or any other smoking equipment, whether filled with tobacco or any type of consumable plant material. The term smokeless tobacco products shall be defined as snuff, chewing tobacco, smokeless pouches and other forms of loose-leaf tobacco.

E. TREES AND VEGETATION: No person shall damage, destroy, remove or climb upon any tree or other vegetation located in any park or recreation area.

F. ANIMALS: No person shall bring any animal, except Service Dogs, into any Village-owned and operated beach, baseball, football, soccer or other recreational field or marked perimeters of playground areas or indoor recreational facilities whether on a leash or being ridden. Animals on leashes will be allowed at all other locations within a park as long as the owner, or handler,

has appropriate waste collection equipment and immediately picks up any droppings eliminated by their animal.

G. GOLF: No person shall hit any golf balls in any park at any time.

H. FIRES: No person shall build a fire in any place other than a fireplace or grill affixed to the property by the Village, any portable grill constructed of a suitable fireproof substance, or in any other area designated by the Village. No persons shall leave a picnic area before their fire is completely extinguished.

I. FLOATING PLATFORMS: It shall be unlawful for any person to place or maintain a floating-type platform on any lake within the Village without first securing written permission from the Community Development Department. The Community Development Department shall grant a permit for said platform only if the person seeking said permit can show that the platform will be secured and anchored in a reasonably sound engineering manner.

J. CAMPING: No person shall picnic or camp in a place other than that designated for such purpose in any park.

K. ADVERTISING: No person shall announce, advertise or call to the public's attention in any way, any activity or event, or article or service for sale or hire in any park.

L. EARTHEN DAM, SPILLWAY: Trespassing is prohibited on any earthen dam and spillway properties at all times (except the Barbara Key Park earthen dam).

8.05 BEACHES AND SWIMMING

A. AREAS AND TIMES:

1. Swimming or wading is prohibited in any stream, creek, lake or pond and all other public areas other than Indian Trail Beach and Butch Hagele Beach. Swimming is restricted to the areas designated by buoys. Village sponsored events are exempt from this provision.
2. Access to the beaches is restricted to Village residents and their invited guests accompanied by a member of the resident's household. Swimming from said beaches is during dates and times as approved by the Village Board.

3. Lakefront property owners may swim from their property at their own risk.

B. CHILDREN: Persons less than 16 years of age must be accompanied by a responsible person 16 years of age or older when entering or using any beach area.

C. FISHING PROHIBITED: Fishing is prohibited from the beach areas at all times, with the exception of Village sponsored events.

8.06 FISHING

A. FISHING PERMIT: Every person fishing from the shore or boat, on any lake property, including without limitation the lakes, easements, or rights of way adjoining the lake, within the Village shall have a current Annual Fishing Permit or Daily Fishing Permit.

B. FEES:

1. Fishing Permit fees shall be as approved by the Village Board of Trustees and listed in the Comprehensive Fine and Fee Schedule in this Municipal Code.
2. The Annual Fishing Permit fee shall be due and payable on or after May 1st of each year. Issued permits shall expire on the 30th day of April following the date of issue.
3. The Daily Fishing Permit shall expire at 11:59 p.m. on the day issued.
4. Children under the age of 5 years do not require a Fishing Permit while in the company of a holder of a current Fishing Permit.

C. LOST FISHING PERMIT: Replacement Fishing Permits may be obtained at the Village Hall by filing a lost tag affidavit and paying of a replacement fee.

D. ICE FISHING RESTRICTIONS:

1. The burning of charcoal, wood, or white gas on any lake within the Village shall be prohibited. Only devices fueled with propane shall be used for warming or cooking purposes on any lake.

2. Power augers shall only be used on the lake in accordance with Subsection 43.9-A-7 of this Code.
3. Ice fishing shelters shall be permitted on the lake pursuant to the following regulations:
 - i. Ice fishing shelters shall be commercially manufactured of lightweight materials, excluding wood. Ice fishing shelters shall be portable and classified as being capable of housing not more than three persons.
 - ii. Shelters shall not be left unattended upon the lake or adjacent public properties at any time except when a shelter is left on the lake overnight between Friday and Sunday, and only as long as the owner has a valid Fishing Permit and the owner's name and address is visibly affixed on the outside of the shelter.
 - iii. No person shall commence ice fishing on a section of any lake that has been, or is in the process of being, cleared and/or set up for ice skating purposes.
 - iv. If an ice fishing shelter is placed upon any lake in violation of any provision of this Section 8.06 and said shelter is unattended, said shelter will be deemed a public nuisance. Said shelter shall be removed from the lake and held by the Police Department, or its designated agent, until after payment of any applicable fees and penalties and until the shelter can be returned to its owner.

a. **REVOCATION:** Fishing Permits are non-transferable and may be revoked when used by someone living outside of the family. No portion of the fee will be refunded when a Fishing Permit is revoked.

8.07 BOATS

A. BOAT USE PERMIT:

1. It shall be unlawful for any resident to operate a boat on any lake within the Village without first obtaining a Boat Use Permit. Boat Use Permits are

issued at the Village Hall during regular business hours and the Police Department during non-business hours.

2. Two current Boat Use stickers are provided by the Village and must be affixed to the front of each boat, one sticker on the port side and one sticker on the starboard side.
3. All Not for Profit organizations that regularly use the lake for boating shall obtain Boat Use Permits but shall be exempt from the fee requirements.
4. No person shall operate any boat on any Village lake without first agreeing to waive and release the Village from all liability related thereto by signing a release form provided by the Village.

B. FEES:

1. Boat Use Permit fees shall be as approved by the Village Board of Trustees and listed in the Comprehensive Fine and Fee Schedule in this Municipal Code.
2. The Annual Boat Use Permit fee shall be due and payable on or after May 1st of each year. Issued permits shall expire on the 30th day of April following the date of issue.
3. The Daily Boat Use Permit shall expire at 11:59 p.m. on the day issued.

C. MOTORS PROHIBITED: Except as provided in Subsection D of this Section, it shall be unlawful for any person to operate a motorized boat or vehicle on any lake in the Village; provided, however, that this Subsection shall not prohibit a motorized boat or watercraft propelled by an electric motor.

D. EMERGENCY BOATS: The Police Department or Fire personnel may operate, or authorize others to operate, any motorized boat for police patrol and emergency services on the lake.

E. STORAGE ON VILLAGE PROPERTY:

1. No boat shall be stored on Village property except only if proper authorization has been granted and an annual storage fee has been paid by the registered owner of the boat. Storage fees shall be as approved by the Village Board of Trustees and listed in the Comprehensive Fine and Fee Schedule in this Municipal Code.
2. Failure to display current stickers will deem a boat a public nuisance. Said boat shall be removed from the lake and held by the Police Department, or its designated agent, until after payment of any applicable fees and penalties and until the boat can be returned to its owner.

F. All boats are prohibited from being launched or operated within the designated swimming areas, which are provided in Section 8.05 A.1 of this Chapter.

8.08 ALCOHOLIC BEVERAGES

A. Except as provided in Chapter 33 of this Code, it shall be unlawful for any person to possess or consume any alcoholic liquor in any Parks, Lakes, Beaches or public buildings within the Village.

B. Any licensee as defined herein, person, non-profit organization or club located within the Village, such as a church, order or lodge, veterans' organization, civic organization or other similar organization, may make application to the Local Liquor Commissioner and Clerk for a daily or event permit to possess or consume alcoholic liquor in specified areas of Village parks and rental facilities. Issuance of said permit shall be conditioned on the following:

1. An application shall be submitted for a daily or event liquor permit for use of parks and rental facilities. Applications shall be signed by the applicant and also by a person or persons, who are 21 years of age or older, who will be responsible for overseeing the serving and consumption of beer and/or wine in the permitted area of the park and/or rental facility, and who will be responsible for keeping guests with beer and/or wine out of other areas of the parks and rental facilities, and shall conform to the application and fee requirements in Chapter 33, except as otherwise provided in this

Section.

2. Insurance: Such application shall include the following proof of insurance. Such insurance shall be in compliance with Chapter 33, except as otherwise provided herein:
 - a. Applications shall include an insurance certificate certifying that the applicant has in force and effect the insurance coverages required in Chapter 33, and that the Village is an additional insured on all such insurance for the duration of the event for which the Facility Use Permit, and daily or event permit has been requested.
 - b. Applicants who are not acting on behalf of an organization or club may request that the Village accept a general liability policy covering the event in lieu of the insurance required under Chapter 33. The Village may accept such alternative coverage where the policy includes social host liquor liability insurance and names the Village as an additional insured for the duration of the event for which the Facility Use Permit and daily or event permit has been requested. The policy shall maintain limits no less than \$1,000,000 per occurrence.
 - c. Applications shall not be considered if the insurance requirements have not been met.
3. Applications shall indicate the manner in which beer and/or wine will be served, including what methods will be taken to ensure that the beer and/or wine will be contained in the designated area and how ingress and egress will be limited.

C. Sale of Alcoholic Liquor in Village Parks, Lakes, Beaches and Public Buildings: The sale of alcoholic liquor in Village Parks, Lakes, Beaches and public buildings shall be by daily or event permit in accordance with Chapter 33 of this Code. Nothing contained in this Section shall be deemed to affect in any way the provisions of Chapter 33 of this Code or any other ordinance regulating the use of the Village parks and rental facilities.

8.09 BARK PARK

No person shall use any portion of the Bark Park grounds unless they have paid for a current membership to the park. Bark Park members are required to have available the membership ID provided by the Village at all times while visiting the park. Village sponsored events are exempt from this provision.

8.10 SKATE PARK FACILITIES

A. REGULATIONS:

1. Skateboards, bicycles, and in-line skates are allowed in the same area of the skate parks. Only those individuals with skates, bicycles, or skateboards are allowed in the skate park.
2. Motorized vehicles and scooters are prohibited within the designated skating area.
3. Spectators are not allowed on equipment.
4. Skateboarding, inline skating and bicycling are high-risk activities with inherent risk of injury. Participants use the skate parks at their own risk.
5. Wearing protective equipment, including elbow pads, knee pads and a helmet with chin strap is recommended for all users.
6. All users are responsible for inspecting structures prior to use to ensure that fixtures are safe for use. Do not use the skating structures if they are damaged.
7. Personally owned ramps, half pipes or similar devices are prohibited.
8. Profanity and/or other language, offensive behavior or conduct that alarms or disturbs another individual is prohibited.
9. Reckless behavior that places the individual or other parties present at risk of harm is prohibited.

10. Graffiti, defacement or any other form of criminal damage to property is prohibited.
11. Backpacks, food and drink are allowed only in the picnic table areas outside the skate park.
12. Glass is prohibited within or upon the facility.

B. HOURS: Skate parks are open daily from dawn to dusk, weather permitting. Ramps will be closed when wet or icy, or after rain or snow as determined necessary by the Parks and Recreation Department.

8.11 HARD SURFACE COURTS

A. Regulations. The following shall serve as regulations for use of hard surface courts in parks.

1. Persons may only use the courts for the purpose intended or otherwise approved by the Director of Parks & Recreation.
2. Skateboards, skate shoes, bicycles, motorized vehicles and scooters and not allowed.
3. Players must give up court use every hour on the hour when people are waiting.
4. Non-participants must wait off court and outside of the court and/or fence.
5. Village of Lake in the Hills programs or events have priority as needed and as posted.

8.12 VEHICLES

A. OPERATION: No person shall operate any motor vehicle, motorcycle, or motor-driven cycle on any park property or on any other Village-owned property at any time except only on roadways or improved parking areas; provided, however that the Director of Parks and Recreation, the Chief of Police, or their designees, may grant special written permission to individuals to operate vehicles on areas other than roadways or improved parking areas. Municipal vehicles are exempt from this ordinance.

B. NON-HIGHWAY VEHICLES: No person shall operate a snowmobile or any other of Non-Highway Vehicle on any park property

or on any other Village-owned property at any time, unless authorized to do so through the issuance of a Special Event Permit; or by special written permission from the Director of Parks and Recreation or the Chief of Police and their designees.

C. SPEED LIMIT: No person shall operate any motor vehicle, motorcycle, or motor-driven cycle at any speed greater than 10 miles per hour within any Village park at any time.

D. PARKING: No person shall park a motor vehicle in any prohibited area that is posted with signs prohibiting parking.

8.13 FACILITY USE PERMIT

A. PERMITS REQUIRED: No individual or group, regardless of the group's size, may have or claim to have exclusive use of any Rental Facility within the Village unless a permit authorizing exclusive use has been issued in advance to that individual or group by the Village Administrator or their designee. The Board of Trustees may adopt, from time to time, forms and procedures for the submission of a Facility Use Permit application, consistent with the requirements of this section.

No person may possess, consume, or offer for sale or consumption any alcoholic liquor on public property without a valid daily or event permit in accordance with this Chapter and Chapter 33.

B. FEES: The Board of Trustees may adopt, from time to time, a schedule of fees for Facility Use Permit applications. The Board of Trustees may also, from time to time, adopt requirements for the payment of security deposits or use fees in connection with the use of Rental Facilities. No person or group may use such Rental Facilities without first having paid the required deposit and fee as provided in the fee schedule attached to the Application (the "Fee Schedule").

C. REGULATIONS: All uses of such Rental Facilities shall be in accordance with the regulations applicable thereto, which regulations shall be approved by the Board of Trustees and shall be attached to the Application (the "Regulations"). Such Regulations may be revised from time to time by the Board of Trustees.

D. APPLICATION: A Facility Use Permit application must set forth the following information:

1. The name, address, and telephone number of the applicant and a contact person for the event.

2. A description of the type of event or activity for which the Rental Facility will be used.
3. The name of the Rental Facility that the applicant requests to use and a specific description of any areas or facilities outside the Rental Facility that will be used in connection with the event.
4. The date, time, and expected duration, including any set-up and clean-up, of the event.
5. The approximate number of persons expected to attend or participate in the event.
6. A description of any equipment, systems, or vehicles that will be used in connection with the event.
7. A description of any proposed service, distribution, possession, or consumption of alcoholic beverages.
8. Proof of compliance with all applicable federal, state, and Village licensure, permitting, and insurance coverage requirements, including proof of insurance coverage in the minimum amounts established by the Village from time to time for events.
9. Such other information as may be reasonably required or requested by the Village.

8.14 SPECIAL EVENT PERMIT

A. Permit Required: A permit is required for any event or congregation of residents within Village Parks or Rental Facilities, except those authorized by a Facility Use Permit issued pursuant to Section 8.13, when:

1. The person or group desires to have exclusive use of an area, park or facility within the Village; and
2. The number of persons will exceed 100; or
3. Any person or group will use Village facilities outside of the normal days and hours for public use of such facilities; or
4. Any stage, podium, tent, or other structure will be erected; or
5. Any third-party vendors will be utilized or food will be sold; or
6. Any loud or amplified speech, music, or other sound will be made, or any system or device will be used to make amplified sounds or signals, that does not conform with the restrictions on noise and amplified sound contained in this article; or
7. Any person will swim, wade, or boat outside of the areas designated for those activities; or

8. Special or ancillary Village services are requested or required in connection with the event for support, security, or other purposes, including, without limitation: electricity or other utilities, site preparation or restoration assistance, police or security services, fire safety services, lifeguards or water safety services, assistance with equipment, or other Village staff assistance; or
9. The event includes, but is not limited to the following activities: outdoor exhibitions, races, carnivals, fairs, circuses, parades, shows, musical performances, speeches, rallies, plays, or motion pictures.

B. FEES: The Board of Trustees may adopt, from time to time, a schedule of fees for Special Event Permit applications. The Board of Trustees may also, from time to time, adopt requirements for the payment of security deposits or use fees in connection with the Special Event Permit. No person or group may conduct such special event without first having paid the required deposit and fee as provided in the fee schedule attached to the Application (the "Fee Schedule"). Damage to Village property or equipment that exceeds the security deposit will be the responsibility of the sponsoring organization.

C. REGULATIONS: All Special Events shall be in accordance with the applicable regulations, which shall be approved by the Board of Trustees as part of the Special Event Permit Regulations and Application (the "Regulations"). Such Regulations may be revised from time to time by the Board of Trustees.

D. APPLICATION: A Special Event Permit application must set forth the following information:

1. The name, address, email, and telephone number of the applicant and a contact person for the special event.
2. The date, time, specific location, and expected duration, including any set-up and clean-up, of the special event.
3. The approximate number of persons expected to attend or participate in the special event.
4. A description of any signs, banners, markers, or structures, including, but not limited to, stages, podiums, platforms, or tents, proposed to be erected or displayed in connection with the special event.

5. A description of any sound-amplification systems or devices proposed to be used in connection with the special event, and a description of how such systems or devices will be used.
6. A description of any other equipment, systems, or vehicles that will be used in connection with the special event.
7. A description of any proposed service, distribution, possession, or consumption of alcoholic beverages.
8. Proof of compliance with all applicable federal, state, and Village licensure, permitting, and insurance coverage requirements, including proof of insurance coverage in the minimum amounts established by the Village from time to time for special events.
9. A hold harmless agreement.
10. Such other information as may be reasonably required or requested by the Village, including but not limited to: a site plan, a traffic control plan, incident action plan, an emergency action plan, electrical plan, and/or outside agency permits.

E. APPLICATION PROCEDURE: All Special Event permit applications, together with all required submittals shall be submitted to the Village Administrator, or designee, for review a minimum of sixty (60) days prior to the event. Upon receipt of the application, the location will be reserved for the dates of the event pending final issuance of a Special Event permit. The issuance of a Special Event permit shall be subject to and any necessary approvals by the Village Board and the final approval of the Special Event Review Committee.

Special Event permits shall not be transferrable and shall be null and void upon written notice by the Village to the permittee based on the following:

1. The applicant fails to submit the application a minimum of sixty (60) days prior to the event;
2. The applicant fails to provide all the necessary information required;
3. The applicant provides false information;
4. The applicant or the business is not in compliance with any provision of this code, state or federal laws, rules or regulations;
5. The applicant has a background or history of violating local ordinance, state or federal law, rule or regulation;

6. The public health, welfare or safety would be adversely affected by the continuation of the permit;
7. The permit was issued in error;
8. The applicant has outstanding fines, fees, or monies due the Village and has failed to pay them.

8.15 PENALTIES

A. Any person who violates this Chapter 8 shall be fined as approved by the Village Board and listed in the Comprehensive Fine and Fee Schedule in this Municipal Code. Each violation of this Chapter 8 is hereby declared to be a public nuisance to be abated in the manner provided by law.

B. Any person, firm or corporation violating Section 8.13 or 8.14 may suffer the additional penalty of having his or her permit revoked for any such violation. Revocation shall be in writing signed by the Village Administrator. Revocation may impact the ability to secure future Special Event permits.

8.16 PARKS AND RECREATION BOARD

A. CREATION: There is hereby created the Parks and Recreation Board of the Village (the "Park Board"). The Park Board shall consist of seven members including the chairperson and vice-chairperson. Members of the first Park Board shall have the following terms: three for two-year terms, two for three-year terms and two for four-year terms. Subsequent members shall serve four-year terms.

B. APPOINTMENT AND QUALIFICATIONS: The Village President shall make the appointments to the Park Board with the advice and consent of the Board of Trustees. The President shall designate the term of office to be served by each of the original Park Board members. To be eligible to serve on the Park Board a person must be 18 years of age or older and a Village resident. No Park Board member appointed hereunder shall be interested in any supplies or contract with the Park Board.

The Village President shall designate one of the Park Board members to serve as Chairperson, a Vice-Chairperson shall be chosen by the advice and consent of the Park Board members. The position of Chairperson shall be reviewed on an annual basis. The Vice-Chairperson shall act in the absence of the Chairperson. The Chairperson shall be the presiding officer of the Park Board and ensure all meetings are conducted in compliance with the Open

Meetings Act.

C. REMOVAL: The Village President may, by and with the consent of the Board of Trustees, remove any Park Board member for misconduct or neglect of duty. Further, any Park Board member who fails to attend three (3) consecutive Park Board meetings without a valid reason, or who fails to attend one half of the total of all Park Board meetings scheduled or called during any one (1) year period, may be considered to have abandoned the office and said office may be declared vacant by the Village President.

D. VACANCIES: Park Board vacancies occasioned by resignation, removal or otherwise, shall be filled in like manner as the original appointments; such appointments shall be for the unexpired term.

E. COMPENSATION: All members of the Park Board shall be compensated, as determined from time to time by the Board of Trustees, for attendance at regular meetings of the Park Board.

F. MEETINGS: The Park Board shall keep written records of its proceedings, which shall be open at all times to public inspection and which minutes, after approval by the Park Board, shall be forwarded to the Director of Parks and Recreation for distribution to the Village Board.

The Park Board shall meet monthly. Additional meetings may be called if necessary.

G. POWERS AND DUTIES: The Parks and Recreation Board shall be a recommending body to the President and Board of Trustees and shall work with the Director of Parks and Recreation. They shall be responsible for the following:

1. Provide recommendations to the Village Board regarding Parks and Recreation activities in the Village.
2. Assist the Parks and Recreation Department to develop and maintain a comprehensive master plan for park facilities and recreation activities within the Village. Such plan should periodically be reviewed by the Parks and Recreation Board with recommendations for necessary changes forwarded to the Village Board.

3. Review all new residential development projects and provide a recommendation for the donation of park land or cash in lieu thereof and its projected use in accordance with the master plan.
4. Solicit information from the public, staff and user groups to determine parks, facilities and recreational programming needs. Recommend goals and implementation schedules to fulfill identified needs.
5. Evaluate current fees for and regulations governing park facilities and recommend changes as needed.
6. Solicit public comments on parks and recreation issues and communicate with the public to increase general awareness and understanding.
7. Provide input relative to the development of the annual budget for the Parks and Recreation Department.

A recommendation made will be forwarded to the Village Board upon a majority vote of the Park Board members in support of said recommendation.

H. DIRECTOR OF PARKS AND RECREATION: The Director of Parks and Recreation is an employee of the Village of Lake in the Hills with duties and responsibilities as outlined in the job description for the position. The Director of Parks and Recreation shall be selected based upon professional experience and education in accordance with Village recruitment policies. The Director of Parks and Recreation will work directly with the Parks and Recreation Board and shall report to the Village Administrator.



SPECIAL EVENT PERMIT REGULATIONS AND APPLICATION

Village of Lake in the Hills

A permit is required for all Special Events as defined in Chapter 8.14 of the Lake in the Hills Municipal Code. This applies to both for profit and not-for-profit organizations, and includes but is not limited to outdoor exhibitions, races, carnivals, fairs, circuses, parades, shows, musical performances, speeches, rallies, or motion pictures. The application packet must be completed in its entirety and submitted at least **sixty (60) calendar days** before the Special Event to the Village of Lake in the Hills, Administration Department, 600 Harvest Gate, Lake in the Hills, Illinois. The permit will not be issued until all comments/concerns have been addressed, signatures have been received, Village Board approval has been granted, and final approval has been granted by the special event review committee.

General Regulations:

- All special event requests require a permit from the Village of Lake in the Hills.
- The Village may place conditions on the Special Event as deemed appropriate to protect the health, safety, and welfare of the public.
- The Village Administrator or his/her designee may revoke a public event/entertainment license or a carnival worker permit at any time and demand immediate cessation of the event based upon violations of the Code, on-premise criminal acts by the event employees or when the event presents an endangerment to public safety.
- Police officers and all other Village officials shall have free access to the grounds and all booths, shows, and concessions on such grounds at all times to ensure that the event is in compliance with the Municipal Code.
- The size of the premises and/or parcel shall be of sufficient size to adequately accommodate the event and shall be limited to the maximum occupancy for the respective premises at which said special event is held.
- Parking areas, both on and off street, for the particular event shall be of adequate size, properly located, and the entrance and exit drives shall be laid out so as to prevent traffic hazards and nuisances.
- The location of the event shall be designed so that adverse effects on surrounding properties will be minimal, particularly regarding the traffic generated by the event.
- Refuse and recycling shall be in compliance with Village rules, regulations, and ordinances. As needed, a recycling container shall be placed next to each refuse container for public use. Final disposal of the refuse and recyclables shall be placed in the appropriate designated dumpsters.
- Mandatory Special Events Signage: In compliance with Human Trafficking Resource Center Notice Act (775 ILCS 50/), the organizer of a public gathering or special event that is conducted on property open to the public and requires the issuance of a permit from the unit of local government, shall post a notice that complies with the requirements of the Act in a conspicuous and accessible place in or about the premises in clear view of the public and employees where similar notices are customarily posted.

In compliance with the Firearm Concealed Carry Act (430 ILCS 66/), any public gathering or special event conducted on property open to the public that requires the issuance of a permit from the unit of local government, provided this prohibition shall not apply to a licensee who must walk through a public gathering in order to access his or her residence, place of business, or vehicle. Signs shall be of a uniform design as required by statute stating that the carry of firearms is prohibited and shall be clearly and conspicuously posted at the entrance of a building, premises, or real property as specified by the Firearm Concealed Carry Act.

SPECIAL EVENT TITLE: _____

SPECIAL EVENT INFORMATION

Event Location _____

Event Description _____

Start Date _____ End Date _____

Start Time _____ End Time _____

Expected Attendance _____ # Working the Event _____

Event Website _____ Admission Fee _____

How will revenue be used _____

SPONSORING ORGANIZATION

Name _____ Contact _____

Address _____

City, State, Zip _____

E-mail _____ Phone _____

EVENT COORDINATOR

Name _____

Home Address _____

City, State, Zip _____

E-mail _____ Phone _____

SUBMISSION REQUIREMENTS

Check all of the following that apply and submit the requirements outlined in the marked fields. Attach additional pages as necessary.

- 1. Use of a Public Site** – Select this box if the event will require the use of a public site. The use of a public site requires the submission of a site plan. Site plans are not required to be professionally drawn, but must be legible, and provide sufficient detail to paint a picture of what your event will look like.

The following is a list of minimum requirements that the site plan should meet:

- Location of Event
- Location of Food tents, service area and/or trucks/vendors
- Location of Alcohol, marking the area being restricted to over 21
- Location of Portable Restrooms
- Location of stages/temporary structures, buildings, fire lanes, streets, sidewalks, alleys and fencing, which must indicate locations of exits and gates
- Location of carnival, if applicable
- Waste Collection Sites and Refuse Removal Plan
- Parking location and vehicle/pedestrian circulation plan

- Any other specific details of the layout for the event

- 2. Use of Public Roadway(s)** – Select this box if the event will require the use of a public roadway. Special Events that require the closure of a public roadway or the temporary obstruction of traffic flow require the submission of a traffic control plan. The traffic control plan must include the following:

- Traffic layout for safety purposes
- Route map
- Location of directional signage
- Location of other signage
- Location of barricades
- Power/extension cords
- Parking areas

Traffic Control. Only Lake in the Hills police officers, community service officers, or police explorers shall be used for traffic control on Village streets or in Village right-of-way for special events, unless the police chief provides an exemption per Village Ordinance. Fees for traffic control services will be estimated at the time of application; however, applicant will be invoiced according to actual service hours provided by the Village and/or Police Department staff unless waived by the Village Board.

- 3. Serving / Selling Food** – Select this box if you will be serving or selling food. If food is prepared or served, the special event must comply with all applicable local, state and county rules, regulations, and laws. Provide copies of each permit application submitted by the McHenry County Department of Health for all participating food vendors.
- 4. Temporary Signage** – Select this box if you require temporary signage for this event. The request must include a description of the sign(s), dimensions, dates of display, and the specific location where the sign(s) is to be displayed.
- 5. Non-Highway Vehicles** – Select this box if you are requesting the use of non-highway vehicles by special event organizers, staff or volunteers. Provide a description of the non-highway vehicles (ATV, golf cart or similar) requested to be used. Provide a list of the individuals who will be authorized to operate the vehicles.

For purposes of public safety, non-highway vehicles:

- a. Should use roads closed to public traffic. If used on a public road, compliance with the Illinois statutory requirements of 625 ILCS 5/11-1426.1 shall be followed;
- b. Must comply with Illinois statutory requirements of 625 ILCS 5/11-1426.1(e);
- c. Shall only be operated by someone with a valid driver's license, and in compliance with Illinois statutory requirements of 625 ILCS 5/11-1426.1(g), 5/11-1427; and
- d. Operated by a person who is in actual physical control of a non-highway vehicle on a roadway while under the influence is subject to sections 11-500 through 11-502 of the Illinois Vehicle Code;
- e. Shall be operated as to yield to all pedestrian and vehicular traffic which constitutes a hazard; and
- f. Shall only be operated on Village Property as allowed by Village Ordinance.

- 6. Carnival** – Select this box if you are requesting a carnival. The applicant must include the following as part of the application for a special event:
- a. A statement verifying that the carnival operator does not employ any child sex offenders.
 - b. A statement verifying that none of the carnival operator's employees are fugitives from

- Illinois or any other state's law enforcement agencies.
- c. An accurate and comprehensive list of carnival workers, including, for example, driver's license information, social security information, etc. The carnival operator shall also keep this list on site and available for inspection.
 - d. A statement verifying that the carnival operator has conducted a criminal background check on each employee.
 - e. A statement verifying that the carnival operator conducts pre-employment or random drug testing of employees.
 - f. All carnival employees must keep government-issued photo identification (such as a state-issued identification card or driver's license) on their person at all times during the public event. The government-issued identification must be presented at any time to an officer of the Village upon request.
 - g. Information provided above is subject to verification by the Lake in the Hills Police Department.
- 7. Tents or Temporary Structures** – Select this box if you are planning to use tents or other temporary structures, such as staging, etc. Any tent, canopy, and/or temporary structure erected to house all or part of an event shall require the submission of any manufacturer's documentation, a Certificate of Flame Resistance, wind rating, and associated safety information. Anchoring must be coordinated with J.U.L.I.E. and shall not penetrate pavement. Construction of a temporary structure may require a building permit or inspections, which will be charged in accordance with the fee schedule. All tents or temporary structures must be removed within three (3) days of the completion of the event.
- 8. Sound Amplification** – Select this box if sound amplification will be used at the event. The Applicant's signature on this application will serve as an acknowledgement of the applicant's review of Section 43.09 of the Municipal Code.
- Check this box if you are requesting a Waiver of Noise Ordinance; Waivers to the Noise Ordinance are subject to Village Board approval.
- 9. Lighting and Sound Systems Utilization** – Lighting, sound, and/or stage systems will be inspected by the Village. All proposed lighting and sound system utilization and the location thereof, shall be subject to Village approval prior to issuance of the respective Special Event Permit.
- 10. Electrical** – Select this box if your event will require electrical. Special events requiring electrical may require an inspection. A line drawing shall be submitted with the application indicating each device being used, its fusing, and its power source. In addition, for all temporary power sources, a description, source, location contractor name, contact information and a copy of the contractor's license must be submitted with the application.
- 11. Exterior Propane Tanks.** Propane tanks supplying heating and cooking devices are allowed in open, external to permanent structures or vehicles, uncovered areas only and shall not be under tents. All propane tanks must be secured and cannot exceed 100 lbs.
- 12. Emergency Action Plan (Minor Special Events)** – For a minor special event (outdoor sales event, athletic event, small open-air gathering), an event organizer shall prepare an emergency action plan for a special event that is based on the estimated number of attendees and, at a minimum, includes:
- a. On-site security for attendees and property;
 - b. On-site medical coverage, number of a level of certification of emergency medical responders, and the 911 access that will be utilized for the special event;

- c. Fire safety plan;
- d. Weather related evacuation and cancellation plans; and
- e. Documents required in the Special Events Application.

When required for a special event, the number of police officers, emergency medical providers, and fire department employees required for a special event must be based on guidelines established by each separate department.

- 13. Incident Action Plan (Major Special Events)** – For major special events, the event organizer shall work with the police department in the development of an incident action plan (IAP). For major special events (parades, festivals, carnivals, etc.), the event organizer shall designate a person(s) to provide the necessary information and documents to the police department representative who shall have the responsibility of the development of an Incident Action Plan. All requested documents and/or information requested for the Incident Action Plan shall be provided to the police department representative no later than 60 days prior to the start of the event. Non-compliance with requests for documentation and/or information as needed is grounds for cancellation of the special event.

When required for a special event, the number of police officers, emergency medical providers, and fire department employees required for a special event must be based on guidelines established by each separate department.

- 14. Public Safety/Police Services** – Select this box if your event will require additional public safety or police services. Provide a description of your safety plan and list of requested services. If police officers or other Village staff are used for an event, the applicant shall be responsible for their costs. Fees will be estimated at the time of application; however, applicant will be invoiced according to actual service hours provided.

During the event permitting process, the Lake in the Hills Police Department will review each application and provide requirements on the number of sworn officers or other security needed for the special event. The Lake in the Hills Police Department has final authority to require a minimum number of police officers, licensed private security guards, and/or volunteers to staff the proposed event. The Lake in the Hills Police Department has the authority to adjust the scale and certain aspects of the event in order to provide a safe and secure environment.

An event organizer may hire private security, for personal safety or property security during a special event to supplement the services provided by the Lake in the Hills Police Department. Private security employed must:

- a. Be in uniform;
- b. Be able to contact police, fire, or emergency medical services if necessary;
- c. Remain on-site during the special event, including while the special event is completed and through the take-down process;
- d. Be licensed by the State of Illinois;
- e. Provide necessary documents to show they have been insured and bonded;
- f. Not consume any alcoholic beverages or participate in the special event; and
- g. Meet with the Lake in the Hills Police Department prior to the event to establish guidelines.

The supervising sergeant/officer in charge at a special event may, at his or her discretion, reduce the number of peace officers posted at a special event.

Unless a peace officer has been authorized by the police chief, or is otherwise on duty and acting in an official capacity of their agency, only peace officers or police explorers commissioned by the Village

of Lake in the Hills shall be used for traffic control on Village streets or in Village right-of-way for special events, as defined by municipal code.

Exemption: Depending on the size, location and scope of the event, the police chief can make the determination to allow volunteers for traffic control.

- 15. Public Works Services** – Select this box if your event will require additional public works services (ex. barricades, cones). Provide a description of the requested services. Fees will be estimated at the time of application; however, applicant will be invoiced according to actual service hours provided.
- 16. Medical Services** – Explain what provisions have been made for first aid and emergency medical services. Paramedics may be required at your event at the applicant’s expense based upon a full review from the Fire Protection District having jurisdiction over this event.
- 17. Indemnification Agreement, Waiver and Release** – As a condition of approval of the proposed special event permit, the applicant shall be required to submit an Indemnification Agreement, Waiver and Release provided by the Village.
- 18. Insurance** – Without limiting the applicant’s indemnification of the Village, the applicant shall provide and maintain at his/her own expense for the special event, the below listed policies of insurance or liability coverage covering the activities, services or operations relating to the event. All such insurance shall be secured through a carrier(s) satisfactory to the Village.

The applicant shall furnish the Village with certificates of insurance naming the Village, its officials, agents, employees and volunteers as additional insureds on a primary and non-contributory basis under the policy or coverage by original endorsement, and with original endorsements affecting coverage required by this clause. The additional insured endorsements will be on Insurance Service Office (ISO) forms: CG 2010 or CG 2026. The certificates and endorsements for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

The Village’s insurance or liability coverage shall always be deemed excess over any other insurance or liability coverage whether primary, excess, pro rata, contingent or any other basis. All policies of insurance or liability coverage shall contain a waiver of subrogation as against the Village, its agents, employees, and officers except with respect to the sole negligence of the Village.

- a. **Commercial General Liability:** Special events require a \$1,000,000 combined single limit per occurrence for bodily injury, property damage and personal injury with a general aggregate of twice the required occurrence limit.
- b. **Business Automobile Liability:** \$1,000,000 combined single limit per accident for bodily injury and property damage.
- c. **Liquor Liability (if applicable):** maintain a minimum of \$1,000,000 per occurrence for bodily injury, and property damage, with an aggregate of twice the required occurrence limit.
- d. **Workers’ Compensation and Employers’ Liability (if applicable):** Workers’ Compensation coverage with statutory limits and employers’ liability limits of \$500,000 per accident. This requirement only applies when a sponsor is using employees (not subcontractors or vendors) as part of the event set-up, take down or working in relation to the event.

With reasonable notice to the sponsors and event organizers, the Village reserves the right to require insurance of the event sponsors, organizers, and vendors other than that specifically provided herein,

and to change the minimum acceptable limits of liability based on the Village's determination, in its sole discretion, that the risk presented by the public event warrants such changes. The Village does not warrant or represent that the specified insurance is adequate to protect the interests or liabilities of the sponsor, organizer, or vendors.

All insurance documents must be submitted not less than 30 days prior to the event. A public event permit cannot be issued without approved insurance.

Optional Additional Licensing

Serving/Selling Alcohol

Check the box if you are planning to serve or sell liquor at your event. A written request for either a Daily Liquor License or Event Permit will be required. Event staff serving alcohol or checking identification will be mandated to take Beverage Alcohol Sellers and Servers Education and Training (BASSET). For more information, visit the following page on the Village's website: [Liquor License Request](#)

Raffle License

Check the box if you are planning to hold a raffle at your event. A separate raffle license will be required. For more information or to download an application, visit the following page on the Village's website: [Raffle License Application](#)

Affidavit of Applicant

I, the undersigned applicant, or authorized agent of the above noted organization, swear or affirm that the matters stated in the foregoing application are true and correct upon my personal knowledge and information for the purpose of requesting the Village of Lake in the Hills to issue the permit herein applied for, that I am qualified and eligible to obtain the permit applied for and agree to pay all fees, to meet all requirements of the Lake in the Hills Municipal Code, and any additional regulations, conditions, or restrictions set forth in the permit and to comply with the laws of the Village of Lake in the Hills, the State of Illinois, and the United States of America in the conduct of the Special Event described herein. In addition, Applicant certifies, by signing the application, that, pursuant to 720ILCS 5/11-9.4(c), no sex offenders are employed by the carnival operator, and that no carnival employees are fugitives from Illinois or any other state's law enforcement agencies. I (or the above-named organization) further agree(s) to hold harmless and indemnify the Village, its officials, employees and successors and assigns, for any and all liability, damages, suits, claims and demands for damages at law or in equity it incurs as a result and arising either directly or indirectly out of the public event noted above including but not limited to damages and attorney's fees.

The undersigned represents it has full authority to execute this Special Event Permit Application and Hold Harmless Agreement on behalf of the Permittee/Licensee.

Signature of Applicant

Date

Printed Name of Applicant

Indemnification, Waiver and Release

To be signed by all: applicant, sponsor, organizer, promoter and permittee/licensee.

As a condition of this permit being issued, to the fullest extent permitted by law, the Permittee/Licensee hereby indemnifies, defends, and holds harmless the Village, its officials, employees and agents from and against any and all liability or claim of liability, loss or expense, including defense costs and legal fees and claims for damages of whatsoever character, nature and kind, whether directly or indirectly arising from or connected with an act or omission of the Permittee/Licensee, or an agent, invitee, guest, employee, or anyone in, on or about the Premises invited by and/or with the permission and consent of the Permittee/Licensee, with respect to the Premises or the operations, activities or services, of any nature whatsoever, of the Event, including, but not limited to, liability expense and claims for: bodily injury, death, personal injury, or property damage caused by the negligence, creation or maintenance of a dangerous condition of property, or intentional infliction of harm, including any workers compensation suits, liability, or expense, arising from or connected with the activities, operations or services performed by or on behalf of the Permittee/Licensee by any person, or violation of state and federal laws.

Nothing set forth in this Agreement shall be deemed a waiver by the Village of any defenses or immunities that are or would be otherwise available to the Village or its agents, employees or officials under the provisions of the Illinois Local Government and Governmental Employees Tort Immunity Act, or that are otherwise available to local governments and their corporate authorities, officers, employees, agents and volunteers under the common law of the State of Illinois or the United States of America. The provisions of this Section shall survive the expiration or earlier termination of this Agreement or renewal thereof.

Permittee/Licensee hereby waives and releases all claims against the Village Indemnitees or arising out of the issuance of a permit to Permittee/Licensee for any and all injuries to persons or damage to property from any cause arising at any time during the event listed herein or the issuance of the Permit/Licensee.

The term "Permittee/Licensee" refers to the applicant, as well as any sponsor, organizer, promoter of the event. Each undersigned represents and warrants that he/she has authority to execute this Indemnification, Waiver and Release Agreement on behalf of the person or entity for which he/she has signed.

Permittee/ Licensee: _____

Circle all that apply: Applicant Sponsor Organizer Promoter

By: [Print] _____

[Authorized Signature] _____

Date: _____



INFORMATIONAL MEMORANDUM

MEETING DATE: April 7, 2022
DEPARTMENT: Public Works
SUBJECT: Pollinator Garden

EXECUTIVE SUMMARY

On Thursday, February 24, Village President Bogdanowski signed a proclamation marking that day as Mayors Monarch Pledge Day in Lake in the Hills.

Sponsored by the National Wildlife Foundation, communities that participate in the pledge commit to actions each year that help promote increasing the natural habitat of this vital part of our eco-system as they make their annual migration of several thousand miles. The National Wildlife Foundation estimates that the monarch population has decreased by nearly ninety percent over recent decades resulting from habitat loss, increased use of pesticides, and changes in the climate.

Of the large list of actions communities can make in fulfilling their pledge, staff has identified the creation of a pollinator garden as one of the three annual requirements the Village can fulfill this year. We respectfully request Parks and Recreation Board input on potential locations for this specialized area.

While the exact size of the garden has yet to be determined, staff seeks Board input on the following:

1. Should the garden go in a current park/passive space or replace vegetation around Village buildings?
2. If the interest is in using park/passive space, should the garden consist of small groups of plantings in several locations or a larger collection in one area, possibly with a small path and seating?
3. If the Board prefers staff to focus on one location, which park does it prefer to see a pollinator garden located in?

FINANCIAL IMPACT

The Rotary Club seeks to partner with the Village and has offered to assist with the location and procuring plant material for this asset.

ATTACHMENTS

None

SUGGESTED DIRECTION

Staff seeks Board input on the preferred location at which to install a pollinator garden.



INFORMATIONAL MEMORANDUM

MEETING DATE: April 7, 2022

DEPARTMENT: Recreation Division

SUBJECT: Recreation First Quarter 2022 Program Statistic Report

EXECUTIVE SUMMARY

The Program Statistic Report gives an overview of programs and events that ran during the first quarter, including 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 summary section of the report provides program area year to date net revenues compared to the previous year to date net revenues. The summary section also provides program area year to date participation numbers compared to previous year to date participation numbers.

The first quarter (January, February, March) included programs and events in the winter seasonal guide.

Overall all, year to date total participation and total net revenue is exceeding last year's first quarter. This is mainly due to the fact that Beyond the Bell did not run in the first quarter in 2021. Special events have out performed last year's first quarter events. With the pandemic mitigations reduced, the popular Daddy/Daughter event and Family Bingo were allowed to accept more registrations this year. New youth programs (Frozen Footgolf and Youth Pond Hockey) also brought in more participants this quarter compared to last year.

FINANCIAL IMPACT

None.

ATTACHMENTS

First Quarter Program Statistics
Program Participation

SUGGESTED DIRECTION

None.

First Quarter Program Statistics

| WINTER Q1 | | | | | | | | | | | |
|------------------------|------------------------|---------------------|--------------------|--------------------|----------------------|-------------------------------|------------|---------------|-----------|------------|---------------|
| | Area | Total Revenue | Total Expenses | Net Revenue | Budgeted Net Revenue | Year-end Budgeted Net Revenue | Margin % | Cost Recovery | # Res | # Non- Res | Total # Parts |
| Disc Golf | Adults | \$ 335.00 | \$ 182.00 | \$ 153.00 | \$ 70.00 | | 46% | 184% | 8 | 1 | 9 |
| Pond Hockey | Adults | \$ 1,355.00 | \$ 878.01 | \$ 476.99 | \$ 650.00 | | 35% | 154% | 7 | 24 | 31 |
| Ice Fishing | Adults | \$ 895.00 | \$ 711.55 | \$ 183.45 | \$ 980.00 | | 20% | 126% | 20 | 22 | 42 |
| TOTAL | Adults | \$ 2,585.00 | \$ 1,771.56 | \$ 813.44 | | \$ 6,630.00 | 31% | 146% | 35 | 47 | 82 |
| 2021 22 BTB | 2021 22 BTB | \$ 11,127.00 | \$ 7,306.00 | \$ 3,821.00 | | | 34% | 152% | 11 | 41 | 52 |
| TOTAL | 2021 22 BTB | \$ 11,127.00 | \$ 7,306.00 | \$ 3,821.00 | | \$ 36,365.00 | 34% | 152% | 11 | 41 | 52 |
| Day- Come Read with US | Early Childhood | \$ 2.00 | \$ 41.04 | \$ (39.04) | | | -19% | 5% | | | 3 |
| Snow Friends | Early Childhood | \$ - | \$ 41.04 | \$ (41.04) | | | 0% | 0% | | | |
| Lucky Gold Hunt | Early Childhood | \$ 324.00 | \$ 186.65 | \$ 137.35 | \$ 150.00 | | 42% | 173% | | | 38 |
| K - readiness-science | Early Childhood | \$ 160.00 | \$ 65.00 | \$ 95.00 | | | 59% | 246% | 8 | 2 | 10 |
| K - readiness-science | Early Childhood | \$ 100.00 | \$ 30.00 | \$ 70.00 | | | 70% | 333% | 5 | 0 | 5 |
| Kid Rock | Early Childhood | \$ 1,243.00 | \$ 850.00 | \$ 393.00 | \$ 175.00 | | 32% | 146% | 19 | 1 | 20 |
| Hot Shots | Early Childhood | \$ 1,067.50 | \$ 763.00 | \$ 304.50 | \$ 581.00 | | 29% | 140% | 16 | 2 | 18 |
| TOTAL | Early Childhood | \$ 2,896.50 | \$ 1,976.73 | \$ 919.77 | | \$ 4,526.00 | 31% | 146% | | | 94 |

First Quarter Program Statistics

| | Area | Total Revenue | Total Expenses | Net Revenue | Budgeted Net Revenue | Year-end Budgeted Net Revenue | Margin % | Cost Recovery | # Res | # Non- Res | Total # Parts |
|---------------------------|-----------------------|---------------------|---------------------|----------------------|----------------------|-------------------------------|------------|---------------|------------|------------|---------------|
| Preschool | Preschool | \$ 19,467.50 | \$ 22,418.88 | \$ (2,951.38) | | | | 86% | 51 | 10 | 61 |
| TOTAL | Preschool | \$ 19,467.50 | \$ 22,418.88 | \$ (2,951.38) | | \$ 9,494.00 | | 86% | 51 | 10 | 61 |
| Bingo | Seniors | \$ 170.00 | \$ 164.04 | \$ 5.96 | \$ 0.00 | | 4% | 104% | | | 38 |
| UFO | Seniors | \$ 165.00 | \$ - | \$ 165.00 | \$ 150.00 | | 100% | | | | 33 |
| valentine grams | Seniors | \$ 8.00 | \$ 6.88 | \$ 1.12 | \$ - | | 14% | 116% | 2 | 0 | 2 |
| events - Pancakes & Bunco | Seniors | \$ 51.00 | \$ 32.33 | \$ 18.67 | \$ - | | 37% | 158% | 6 | 1 | 7 |
| TOTAL | seniors | \$ 394.00 | \$ 203.25 | \$ 190.75 | | \$ 4,512.00 | 48% | 194% | 8 | 1 | 80 |
| Daddy Daughter | special events | \$ 4,419.00 | \$ 2,688.00 | \$ 1,731.00 | \$ 1,887.00 | | 39% | 164% | 157 | 77 | 234 |
| Family Bingo | special events | \$ 890.00 | \$ 549.79 | \$ 340.21 | \$ 194.00 | | 38% | 162% | 69 | 46 | 115 |
| 1/29 come play | special events | \$ - | \$ - | \$ - | 0 | | | | 3 | 0 | 3 |
| 3/19 come play | special events | \$ - | \$ - | \$ - | 0 | | | | 28 | 0 | 28 |
| TOTAL | special events | \$ 5,309.00 | \$ 3,237.79 | \$ 2,071.21 | | \$ 1,061.00 | 39% | 164% | 257 | 123 | 380 |
| Frozen Footgolf | Youth | \$ - | \$ - | \$ - | \$ - | \$ - | | 0% | 18 | 3 | 21 |
| Youth Pond Hockey | Youth | \$ 166.00 | \$ - | \$ 166.00 | \$ 80.00 | | 100% | 100% | 1 | 14 | 15 |
| Magic Class | Youth | \$ 147.00 | \$ 105.00 | \$ 42.00 | \$ 18.00 | | 29% | 140% | | | 0 |
| Babysitter's Training | Youth | \$ 475.00 | \$ 300.00 | \$ 175.00 | \$ 104.00 | | 37% | 158% | 5 | 4 | 9 |

First Quarter Program Statistics

| | Area | Total Revenue | Total Expenses | Net Revenue | Budgeted Net Revenue | Year-end Budgeted Net Revenue | Margin % | Cost Recovery | # Res | # Non- Res | Total # Parts |
|-------------------|--------------|--------------------|------------------|------------------|----------------------|-------------------------------|------------|---------------|-----------|------------|---------------|
| Chess Scholars | Youth | \$ 417.00 | \$ 288.00 | \$ 129.00 | \$ 61.00 | | 31% | 145% | 2 | 0 | 2 |
| Snack board class | Youth | \$ 55.00 | \$ 37.82 | \$ 17.18 | \$ 15.00 | | 31% | 145% | 1 | 1 | 2 |
| TOTAL | Youth | \$ 1,260.00 | \$ 730.82 | \$ 529.18 | | \$ 2,331.00 | 42% | 172% | 27 | 22 | 49 |

SUMMARY:

| | Area | Total Revenue | Total Expenses | Net Revenue | Last Year to Date Net Revenue Total | Budgeted Net Revenue for the year | Margin % | Cost Recovery | Total # Parts. | Last Year to Date Total # Parts. | Overall Satisfaction Rating |
|------------------|-----------------|---------------------|---------------------|--------------------|-------------------------------------|-----------------------------------|------------|---------------|----------------|----------------------------------|-----------------------------|
| Q1 Totals | Adults | \$ 2,585.00 | \$ 1,771.56 | \$ 813.44 | 963.27 | \$ 6,630.00 | 31% | 146% | 82 | 114 | |
| | BTB | \$ 11,127.00 | \$ 7,306.00 | \$ 3,821.00 | \$ - | \$ 36,365.00 | 34% | 152% | 52 | 0 | |
| | Camp | | | | \$ - | \$ 30,512.00 | | | | 0 | |
| | Early Childhood | \$ 2,896.50 | \$ 1,976.73 | \$ 919.77 | \$ 891.69 | \$ 4,526.00 | 32% | 146% | 94 | 98 | 96% |
| | Preschool | \$ 19,467.50 | \$ 22,418.88 | \$ (2,951.38) | \$ 1,046.57 | \$ 49,433.00 | -15% | 86% | 61 | 32 | |
| | Seniors | \$ 394.00 | \$ 203.25 | \$ 190.75 | \$ 65.00 | \$ 1,152.00 | 48% | 194% | 80 | 18 | |
| | Special Events | \$ 5,309.00 | \$ 3,237.79 | \$ 2,071.21 | \$ 1,727.40 | \$ 1,061.00 | 48% | 164% | 380 | 312 | 93% |
| | Teen | | | | | \$ 40.00 | | | | | |
| | Youth | \$ 1,260.00 | \$ 730.82 | \$ 529.18 | \$ 195.00 | \$ 2,331.00 | 42% | 172% | 49 | 13 | 99% |
| YTD Total | | \$ 43,039.00 | \$ 37,645.03 | \$ 5,393.97 | \$ 488.93 | \$ 132,050.00 | 13% | 114% | 798 | 587 | |

Program Participation

| | Q1 | | | Q2 | | | Q3 | | | Q4 | | | Yr Total | Yr Total | Yr Total | YTD | | | |
|---------------------------|------|------|------|------|------|------|------|------|------|------|------|------|----------|----------|----------|------|--|--|--|
| | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2020 | 2021 | 2022 | 2019 | 2020 | 2021 | 2022 | | | |
| General Programs | 337 | 555 | 714 | 75 | 968 | | 391 | 867 | | 249 | 1166 | | 4410 | 1052 | 3556 | 714 | | | |
| Camp | | | | 116 | 299 | | 108 | 327 | | 95 | 15 | | 321 | 319 | 641 | | | | |
| BTB (school yr avg) | 63 | | 52 | | | | | 35 | | | 35 | | 65 | 63 | 70 | 52 | | | |
| Preschool (school yr avg) | 47 | 32 | 32 | 47 | 24 | | | 64 | | 44 | 52 | | 122 | 138 | 172 | 32 | | | |
| Total | 447 | 587 | 798 | 238 | 1291 | | 499 | 1293 | | 388 | 1268 | | 4918 | 1572 | 4439 | 798 | | | |



STAFF REPORT

MEETING DATE: April 7, 2022

DEPARTMENT: Administration

DIVISION: Recreation

Upcoming Special Events:

- | | | |
|---------------|--------------------------------|--------------------------------|
| • April 9 | Bunny Trail | Village Hall (outside) |
| • April 10 | Run Thru the Hills | Children's Medical parking lot |
| • April 22-24 | Love Your Park Spring Clean Up | |
| • April 24 | Skate Park Wheel & Deal | Sunset Skate Park |
| • May 7 | Mom & Me Tea | Village Hall |

For more information please view the program and activity guide:

<https://recreation.lith.org/>

Volunteers Needed:

- | | | | |
|----------------------|-----------------|-------------|-----------------------------|
| • Bunny Trail | Saturday, Apr 9 | 10am - 12pm | check-in assistance, photos |
| • Run thru the Hills | Sunday, Apr 10 | 9am | check-in assistance |
| • Mom & Me Tea | Saturday, May 7 | 10am-1:30pm | 2 sessions offered |

If you are interested in volunteering, please contact Kim Buscemi @ kbuscemi@lith.org

Submitted by Recreation Superintendent, Kim Buscemi:

Recreation Division Initiative Update: Increase sponsorships to support recreational programming.

The Recreation Division has identified 25 signature events, that are offered throughout the year, as ideal opportunities for local businesses and organizations to sponsor. Not only will sponsorships help support recreational programming, the events give local businesses a platform to engage with our community. Staff have met with the Algonquin/LITH Chamber Executive Director and have made in-person connections with 53 local businesses this past month. A new sponsorship packet has been developed (<https://www.lith.org/home/showdocument?id=3143&t=637822466129680161>) listing the 25 signature events and sponsorship opportunities. Staff expressed the option to personalize sponsorships to fit individual business needs.

Staff has started a database of interested businesses. An email blast was distributed to the database this month, soliciting prizes for the upcoming Family Bingo, participation in the Bunny Trail and event table space and giveaways for Run Thru the Hills. Staff now have access to post events and sponsorship opportunities on the Algonquin/LITH Chamber website. A QR code directing to the sponsorship packet was developed and is being added to business cards. Emails being sent to new LITH businesses and renewals, now include a note about sponsorship opportunities and include a link to the information. Information was also shared with the Parks and Recreation Board, asking for their help in making connections with local businesses.

Senior programming sponsorships is also a focus for staff. Staff have made connections with many businesses and organizations that target the senior population. Each month, a local senior organization sponsors bingo. The sponsor provides refreshments, prizes, and is the guest caller for the day. Kindred Hospice will be sponsoring the Village's Veterans Day celebration in November.



From big to small, we have a sponsorship opportunity to meet your needs. If your organization or business is interested in connecting with the community, take a look at the sponsorship opportunities available with the Lake in the Hills Recreation Division.



SEASONAL EVENTS

RecU monthly outreach programs - The RecU van rolls thru the hills year-round, bringing fun recreational activities to neighborhood parks. These events are free or low-cost. Events are held monthly, year-round.
Sponsorship opportunities: On-Site \$200

Summer Park Parties - Lake in the Hills signature events are free and are held in various parks each summer with unique themes for each party.
Sponsorship opportunities: Community \$500, On-Site \$250, or In-kind

Movie Night (Summer and Fall) - Families enjoy a fun evening outside, under the stars.
Sponsorship opportunities: Community \$500, On-Site \$250, or In-kind

Summer Fishing Tournament - An annual event hosted on Woodcreek Lake in Lake in the Hills, August 30, 2022.
Sponsorship opportunities: Community \$500, On-Site \$250, or In-kind

Back to School Skate Park Contest - held early fall at one of the Village's two skate parks. September 18, 2022.
Sponsorship opportunities: Community \$500, On-Site \$250, or In-kind

Senior Programs and Events - Bings is held once a month. Free drop-in programs are held each week. Special events are planned each season.
Sponsorship opportunities: On-Site \$150, or In-kind

Lights On After-school Youth Celebration - This national event celebrates after-school programming. October 27, 2022.
Sponsorship opportunities: On-Site \$220, or In-kind

Dog Walk of the Dead - It's a spoozy and safe Halloween event just for dog-lovers. Hosted at the Lake in the Hills Dog Park. October 22, 2022.
Sponsorship opportunities: Community \$500, On-Site \$250, or In-kind

Veteran's Day Events - Each year we celebrate our community vets with a special ceremony.
Sponsor opportunities: Community \$200, On-Site \$250, or In-kind

Flurry Fest - A Lake in the Hills holiday signature event held the first week of December on the Village Hall outside grounds. Free event for residents. One Friday evening in December.
Sponsorship opportunities: Community \$500, On-Site \$250, or In-kind

Winter Weekend on Woodcreek Lake - Two days of fun including a 9-18 adult pond hockey tournament, youth pond hockey skills competitions, and ice fishing derby. 1st weekend in February.
Sponsorship opportunities: Community \$500, On-Site \$250, or In-kind

LITH Ice Bowl Classic Tournament - Part of a worldwide series event with a mission of collecting donations for local food pantries.
Sponsorship opportunities: Community \$200, On-Site \$250, or In-kind

Family Bingo Night - This popular event is held in March in-person and virtually. Friday evening at the Barbara Day center.
Sponsorship opportunities: Community \$500, or In-kind (price listed)

Lucky Gold Hunt - Hunting for gold coins is enjoyed by the younger children, along with Leprechaun Trap contest.
Sponsorship opportunities: On-Site \$225, or In-kind

Bunny Trail - Another Lake in the Hills signature event held each spring on the outside grounds of Village Hall. Saturday (the week before or week of Easter).
Sponsorship opportunities: Community \$500, On-Site (sponsor to provide eggs to pass out to participants)

**Village of Lake in the Hills
Recreation Division
800 Riverdale, IL 60136
630.780.7452
Seasonal Event Guide can be found at lith.org**

Submitted by Recreation Supervisor, Casie Peltz:

SPECIAL EVENTS:

Family Bingo

On Friday, March 18th staff held the annual Family Bingo Night at Village Hall, with 87 in-person attendees and 28 virtual participants. This was the largest participation for this event. Staff receive donated baskets from; Algonquin Orthodontics, Oasis Senior Advisors, Uprising Bakery, Melody Living, LITH Family Chiropractic, The Northern Illinois Girl Scouts, Revere Court Memory Care, and Chick-Fil-A. There were 5 High School Volunteers and Sai Sivakumar, Park and Recreation Board member, helping to serve pizza & cookies, call bingo, deliver baskets, and clean up. The Recreation Division could not host this many participant without the help from volunteers, so staff are very thankful to them!

The post event survey showed a 100% satisfaction rating! Some responses to our question asking what their favorite part of the event included:

Everything really, it was nicely organized. Winning a BINGO game didn't hurt either :-)

My daughter had fun and it was something different to do

Upcoming events include:

| | |
|-------------------------------------|-----------------------------------|
| Bunny Trail | April 9, 10am - 12pm |
| Park Clean Up / Earth Day | April 22-24 |
| National Shelter Pet Adoption Day - | |
| Bark Park Event with AAPLD | April 30, 11am - 3pm |
| Mom & Me Tea | May 7, 10am and 12pm (2 seatings) |
| Mother's Day Senior Luncheon | May 9, 11am - 1pm |



SENIORS PROGRAMMING:

On February 25 seniors celebrated National Pancake Day at the Hain House with a Pancake Breakfast & Bunco event. Six of the eight registered came out on a frigid day to enjoy pancakes, coffee, Bunco, and lots of laughs with us.



Rivers Casino Trip 3/10 was cancelled due to low enrollment. Upcoming trips include the Maxon Riverboat on April 29 and the Shalom Zoo / Pabst Mansion on May 17.

The monthly Senior Bingo event (4th Tuesday of the month) has been revamped for 2022 and will include monthly guest callers from the community. Officer Wright and CSO Muradian from the LITH PD were guest callers for March. Fifteen participants enjoy the morning. Upcoming guests include; Oasis Senior Advisors, Kindred Hospice, Melody Living, and Chick-Fil-A. The next Bingo date is April 26.



March drop-in program participation:

UFO: 11
Bingo: 15

Monthly totals:

January 34
February 40

Submitted by Recreation Supervisor, Michelle Steffey:

EARLY CHILDHOOD PROGRAMMING:

Youth sports early winter session II started March 4, 2022 and RUNS through April 16, 2022. Hot Shots Sports is offering Ninja Warrior classes on Friday evenings and soccer classes on Saturday mornings. Spring session will be starting April 16th. In the spring session, Hot Shots will be offering basketball classes and Ninja Warrior classes on Friday nights and soccer classes on Saturday mornings.

Rock'n'Kids early winter session II just finished up. The Spring session will start on April 12, 2022. Tot Rock and Kid Rock classes are offered on Tuesday mornings and Wednesday evenings.

Preschool staff hosted the Kindergarten Readiness Science Literacy class on March 10, 2022. There were 6 children who signed up to have fun with alphabet recognition, vowels and constants, phonics and sight words.

The series continues with the Kindergarten Readiness and Kindergarten Readiness Art & Nature class on April 21, 2022.

Lucky Gold Hunt - Staff hosted the Lucky Gold Hunt out at Ken Carpenter Park on Saturday, March 19, 2022. Thirty-eight participants registered. However, the weather was cold and rainy, and only 18 participants attended the event. Six high school students volunteered at the event.



PRESCHOOL ACADEMY:

Preschool currently has 61 students enrolled. The 2022-2023 school year is open for enrollment. Currently 31 students have enrolled for the 2022- 2023 school year.



STAFF REPORT

MEETING DATE: April 7, 2022

DEPARTMENT: Public Works

DIVISION: Public Properties – Submission by Scott Parchutz

Beach Attendants - Beginning on Memorial Day, May 30, 2022, the Village will monitor Butch Hagele and Indian Trail beaches by staffing them with attendants. The addition of seasonal employees provides coverage eight hours a day, seven days a week, throughout the season. Staff will manage activities each day by verifying entry into these locations by checking user identification, lake and boat use permits, and other housekeeping tasks such as washing down the pier, removing trash, and dragging the sand.

Capital Projects:

Parks Master Plan – Staff completed a total inventory of features and equipment for every park. Now that it's been completed, staff will be working on finalizing the Request for Proposal document planned for release in the second quarter.

2022 Normandy and Sunset Parks: The Village released a Request for Proposal (RFP) for the project on February 25, 2022. The RFP invitation was emailed to twenty-two known vendors, posted on the Village website, and published in the Northwest Herald, and for a variety of reasons, the Village only received one bid at \$80,640.00. In the best interest of the Village, staff sought Village Board approval an action to reject the Misfits Construction Company's bid for the Sunset and Normandy Parks Playground Curb and Swing Set Replacement Project and shall monitor the market and rebid the project in 2023.

2023 Playground Replacement Plan:

| Location | Installed | Replaced | Estimated Cost | Fund |
|-------------|-----------|----------|----------------|---------|
| Jaycee Park | 2000 | 2023 | \$102,400 | General |
| Avalon Park | 2003 | 2023 | \$102,400 | SSA 2 |

Jaycee Park: Jaycee Park playground was installed in 2000 and is a popular neighborhood destination for area users. The playground, which will reach 23 years of service and is in poor condition needing replacement. The equipment shows visible signs of vandalism where graffiti and gouging of the surfaces cannot be repaired or entirely removed.

Avalon Park: The playground was built in 2003 and has reached the end of its usable life. Equipment manufacturers and the industry standard recommends replacement at their 15th anniversary; however, after 20 years, most proprietary equipment is no longer available or supported by the manufacturer running the risk of losing some features.