



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

FEBRUARY 2, 2023
6:30 P.M.

AGENDA

1. Call to Order
2. Roll Call
3. 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.
4. Approval of January 5, 2023 Park & Recreation Board Meeting Minutes
5. Old Business
6. New Business
 - A. Informational Item – Amenity Discussion – Garden Plot Update
7. Staff Reports
8. Village Trustee Liaison Report
9. Member Reports
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

January 5, 2023

Call to Order

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

Also present were, Director of Parks and Recreation Trevor Bosack, Recreation Superintendent Kim Buscemi, Superintendent of Public Properties Scott Parchutz, Recreation Supervisor Kristi Brewer, Recreation Supervisor Casie Peltz, Recreation Supervisor Michelle Steffey, Trustee Wendy Anderson, and Recording Secretary Dana Popovich.

Audience Participation

Lake in the Hills resident Paul Forth came forward, and asked how can he rent three fields at Leroy Guy Park for a girls' softball tournament. He said he has eighteen girls' teams, and has been trying to rent the fields and has had no luck. Director Bosack said that we do have an affiliation with the Lake in the Hills Youth Athletic Association that gives them first chance at the fields. Director Bosack said he has reached out to them about this matter and has not got a response as of yet. Director Bosack said he has resident Paul Forth's information and will be in touch, as soon as he hears from the Lake in the Hills Youth Athletic Association.

Approval of Meeting Minutes

Motion to accept the Parks and Recreation meeting minutes of November 3, 2022 was made by Vice Chairman Andrea, and seconded by Member Cairns. The motion was approved by a voice vote of 7-0.

Old Business

None

New Business

A. Informational Item – 2023 Budget, Projects, and Goals

Director of Parks and Recreation Trevor Bosack reviewed the 2023 Budget. Some of the key changes will be dividing it into three separate areas. Parks and Recreation Administration Budget, which will hold the expenses for NISRA and Summer Sunset Festival. Parks and Recreation Parks division budget will reflect the costs associated with the administrative oversight of the program areas that are returning to the Parks and Recreation Department from Public Works, which includes staff salaries, expenses related to facility and field usage, expenses for the development of the Parks Master Plan, expenses related to lake operations, including fishing and boating licenses. The portable toilet contract, and expenses related to Bark Park. Recreation expenses include, expenses related to program designations, staff salaries, operating supplies, contractual expenses, and professional development and training.

Director Bosack said as far as policies, staff has worked with Finance and Public Works Departments to ensure a smooth transition and adoption of the Facility Use Policy updates. Facility policies will continue to be reviewed and refined throughout the next year consistent with the transition to the Parks and Recreation-Parks division.

Staff will be presenting the Garden Plot information and recommendation to the Village Board, as discussed with the Parks and Recreation Board.



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

PARKS AND RECREATION BOARD MEETING

January 5, 2023

Director Bosack went over upcoming projects and goals for 2023.

Staff Reports

Parks and Recreation Superintendent Kim Buscemi asked the Board to look at the packet and review the NISRA Annual Report when they have a chance. Superintendent Kim Buscemi reviewed upcoming events which included the Winter Luau in January, and Pond Hockey in February. Superintendent Buscemi reviewed some of the December activities. Highlights included Pictures with Santa, Flurry Fest, and Cookies with Mr. and Mrs. Claus. Superintendent Buscemi encouraged the Board to look over the packet and view all the other activities.

Superintendent Buscemi asked the Board for their help in three areas. The first is help in promoting the fact that our seasonal guide is online and not mailed out, this helps in cutting costs with stamps and paper. Second, is help in promoting our events and talking to people and letting them know about our different activities. Lastly, help with sponsorships, if you know of any businesses that would be interested, it's a good way to promote themselves, and help out at the same time.

Superintendent Buscemi said her Recreation Team is here tonight to give a short presentation on their accomplishments over the past year.

Recreation Supervisor Michelle Steffey gave a summary of the Preschool Program from when she took over in May of 2021 to the present.

Recreation Supervisor Kristi Brewer gave a summary about the many programs and classes she coordinates.

Recreation Supervisor Casie Peltz gave a summary about the many programs and trips she coordinates.

The Board said thank you for all you do, we really do appreciate all of you.

Village Trustee Liaison Report

None

Member Reports

Vice-Chairman Andrea asked about the Parks and Recreation brochure and if it was advertised on our Community Boards.

Superintendent Buscemi responded with yes, it is on our Community Boards, and it rotates with other information.

Vice-Chairman Andrea asked if the village has a grant program.

Superintendent Buscemi responded that they will be working towards that with The People for Parks Foundation.



Adjournment

A motion to adjourn the meeting was made by Vice Chairman Andrea, and seconded by Member Cairns. The motion was approved by a voice vote 7-0.

There being no further business to discuss, the Parks and Recreation Board meeting was adjourned at 7:43PM.

Submitted by

Dana Popovich

Recording Secretary

DRAFT



INFORMATIONAL MEMORANDUM

MEETING DATE: February 2, 2023

DEPARTMENT: Parks and Recreation

SUBJECT: Amenity Discussion - Garden Plot Update

EXECUTIVE SUMMARY

In order to address some of the concerns and challenges related to the garden plot rental program offered by the Village of Lake in the Hills, staff brought forward three options to the Parks and Recreation Board at the November 3, 2022 meeting including the following: (1) maintain current operations, (2) spend the 2023 season improving the site, or (3) eliminate the current plots and incorporate garden plot options into the Parks Master Plan.

The Parks and Recreation Board made the recommendation to pursue option #3, eliminating the current garden plots and incorporating a garden plot experience into a future location as determined through the Parks Master Plan process.

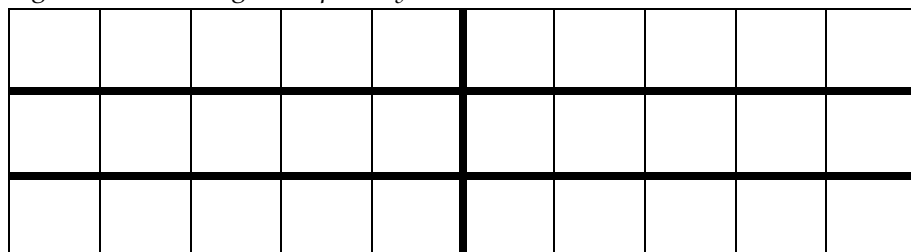
The staff and Parks and Recreation Board recommendation was presented to the Village Board on Tuesday, January 10. The Village Board provided staff direction to review other locations within the Village that might be able to support the garden plot rental program.

Staff has prepared a listing of locations and included costs to prepare and maintain the program, among other considerations, for review.

The locations were determined based on meeting the basic criteria of: (1) a desire to maintain the current 20' x 20' garden plot size; and (2) adding and increasing the width of aisles to allow for mowers to maintain pathways.

The final site footprint was 206' x 72' as outlined below, where the bold lines indicate six foot (6') wide aisles to accommodate riding lawnmowers.

Fig. 1 - 206' x 72' garden plot layout



The parks that were identified that could support plots include Larsen Park, Barbara Key Park, Richard Taylor Park, Ken Carpenter Park, Leroy Guy Park, Normandy Park, and the existing Public Works site (attachment A). A summary of the proposed locations and considerations is included in the table below.

<i>Location</i>	<i>Parking</i>	<i>Access to Water</i>	<i>Adjacent Amenities</i>	<i>Viable Soil</i>		<i>Long Term</i>	<i>Recommend</i>	<i>Notes / Analysis</i>
Larsen Park	Yes	Yes	None	Yes	No	Yes		Plots south of the food pantry would have the requisite access to parking and water; however, the location as currently proposed would be considered temporary pending the future development of Larsen Park.
Barbara Key Park	Yes, short walk	No	Yes	Yes	Yes	No		The most feasible location is near the front of the park, adjacent to the front pond. The location is a short walk from the parking lot but fits well with the overall 'nature' theme of the park. Access to water would require additional research or via a water structure.
Richard Taylor Park	Yes	Yes	Limited	Yes	Yes	Yes		The plots would be just south of the parking lot and an existing hydrant would allow staff to fill an accessory water structure on a regular basis. While within a park, there are limited adjacent amenities. In the past, the area east of the proposed plots has been used as both a soccer and lacrosse field. Sporting events might compromise existing parking.
Ken Carpenter Park	Yes, short walk	No	Yes, playground, courts	No	Yes	No		The plots would be just south of the playground and outside of the area that often floods. Access to water would require additional research or via a water structure. This location offers ample parking and amenities. Proximity to Randall Road could impact the user experience.
Leroy Guy Park	Yes, short walk	No	Yes, short walk to playground, courts	Yes	No	No		The plots would be west of the baseball field and accessible off of the bike path. This site is considered a premiere soccer field and would be hard to reestablish as such if developed for another use. Access to water could exist by tapping the existing irrigation system.
Normandy Park	Limited	No	Yes, playground	Yes	Yes	No		The plots would be east of the playground and south of Reed Road. There is limited parking at Normandy Park. This open field has not supported sports in the past due to the limited parking. Access to water would have to be established.
Public Works site	Yes	Yes, limited	None	No	Yes	No		The water access is a point of contention but could be remedied with the installation of an accessory water structure. Site would need additional soil additives. Plots that flood would be eliminated as an option. Plot site could be modified to accommodate wider paths to allow for mowing.

Of the three possible locations, as identified by staff, both Larsen Park and Richard Taylor Park provide viable solutions.

Larsen Park would mirror the existing plots and have access to a yard hydrant and hose for water access. Larsen Park also has viable gardening soil, no flooding concerns, and ample parking. The Larsen Park property is one of the easternmost parks and a potential turn off to existing renters who value the current Public Works location. This site will most likely be temporary and either absorbed into the long-term Larsen Park development or be relocated altogether.

Richard Taylor Park has a secluded area with access to an existing fire hydrant. Staff could purchase and easily fill a water tank onsite. The Richard Taylor location is closer to the middle of Lake in the Hills and would provide a more permanent location without jeopardizing the existing field use. The soil in Richard Taylor is favorable for gardening and would not initially require soil amendments.

As a follow up item of note related to the demographics of the current garden plot renters, when pulling past rosters to send a survey, it was determined that in 2022 there were 26 of 30 plots rented (87%); however, one resident rented 7 of those plots, highlighting a total of 20 total renters, of which 16 were residents. Similarly in 2021, there were 24 of 30 plots rented (80%) to 19 total individuals, of which 15 were residents. Only 5 plots were rented in 2020.

The 2020 to 2021 season saw one returning renter and the 2021 to 2022 season reflected four returning renters.

FINANCIAL IMPACT

The costs to prepare the site and maintain the program throughout the year include the rental of the rototiller and a viable water source. The existing mowing contract would absorb the maintenance of the aisles. These expenses would be incurred across any location.

The annual cost to rent the rototiller is \$600. For locations that do not have an existing water source, the most viable solution would be to install a 1,500-gallon water tank with stand at approximately \$2,500. The cost to tap an existing water main and install a yard hydrant is in excess of \$10,000 when considering the cost of materials and labor.

Related to the recommended solutions of Larsen Park, Richard Taylor, and the existing Public Works site, the financial analysis is as follows. This is assuming that all thirty plots are rented at an 80% Resident (24 renters) / 20% Non-resident (6 renters) registration, consistent with past years.

Site Location	One time water expenses	Annual site maintenance	Flooding and soil remediation	Total Expenses	Anticipated annual revenue	Seasons to break even	Expenses not included
Existing Public Works	\$2,500	\$600 for tilling	\$3,000	\$6,100	\$960	17	Staff time, mowing contract, water consumption
Larsen Park	None	\$600 for tilling	None	\$600	\$960	2	Staff time, mowing contract, water consumption, site relocation in 2-3 years
Richard Taylor Park	\$2,500	\$600 for tilling	None	\$3,100	\$960	9	Staff time, mowing contract, water consumption, tree removal

ATTACHMENTS

1. Proposed garden plot locations in existing Lake in the Hills parks

SUGGESTED DIRECTION

For Parks and Recreation Board discussion and direction.

Attachment A - Garden Plot Potential Locations

Larsen Park



Barbara Key Park



Richard Taylor Park



Ken Carpenter Park



Leroy Guy Park



Normandy Park





STAFF REPORT

MEETING DATE: February 2, 2023

DEPARTMENT: Administration

DIVISION: Recreation

Upcoming Events:

- | | | |
|------------------|--------------------------------------|---------------------------|
| • February 5 | 4-on-4 Pond Hockey | Indian Trail Beach – Rink |
| • February 5 | Youth Pond Hockey Skills Competition | Indian Trail Beach – Rink |
| • February 18 | Daddy Daughter Event | Village Hall |
| • February 17-19 | Ice Fishing Derby | |
| • March 4 | LITH Ice Bowl Disc Golf Tournament | Linda K. Fisher Park |

For more information please view the program and activity guide: [RECREATION.LITH.ORG](https://recreation.lith.org)
<https://recreation.lith.org/>

Board Volunteers Needed for Upcoming Special Events:

If you are interested in volunteering or being present to represent the Board, please contact Kim Buscemi @ kbuscemi@lith.org. Details and times for the upcoming events can be found in the Winter Guide.

Report submitted by Kim Buscemi, Recreation Superintendent:

Sponsorship efforts have begun for 2023. Staff presents the sponsorship opportunities as an offering to local businesses and organizations as a way to engage and communicate directly with the public at recreation events. The Algonquin Lake in the Hills Chamber of Commerce assisted in emailing information to its members. In addition, various social media posts and email blasts have gone out as well as visiting local businesses in person.

In 2022, the recreation staff raised \$3,100 in sponsorship money. In addition, in-kind donations such as family bingo prizes, senior bingo snacks and prizes, specialty cookies for several events, and more were obtained from local businesses.

Report submitted by Kristi Brewer, Recreation Supervisor:

Beyond the Bell Afterschool Program 22/23 School Year: Current registration is at thirty-nine regular-attendance students and eight flex-day students (2021/2022; thirty-three regular-attending students and four flex-day students). The trend continues from the previous school year: students require flexible

schedules, register for fewer days per week, or inquire about flex-day options. In addition, the seasonal trend continues that as the end of the year concludes, we do not expect registration to increase for regular attendance, but flex-day students are expected to increase.

Report submitted by Casie Peltz, Recreation Supervisor:

Winter Luau Monday, January 16 at Village Hall, 10:00 a.m. to 1:00 p.m.



Staff hosted 55 participants at the school day off Winter Luau. Although there was no snow, attendees made their own! They also had visits from Olaf and the yeti, made crafts, ate snacks, did activities and took lots of photos. Skyhawks sports and the Algonquin Library joined the recreation staff with some of their own activities as well. A fun day for everyone!

Upcoming events:



Mickey wants to celebrate his 100th birthday with you! This year, Mickey and Minnie Mouse will be our official hosts for the **Daddy Daughter Date Night**.

Join us on **Saturday, February 18** at Village Hall, 600 Harvest Gate. We are offering two sessions of this annual favorite, each two hours long. The sessions will be offered from 3 p.m. to 5 p.m. and 6 p.m. to 8 p.m. Kids ages 3 and up are invited to join us with their favorite adult (“Dad” label not required).

We will dance our tails off with our professional DJ, visit craft stations, enjoy a charcuterie snack and dessert box, and take lots of photos with our fun backdrops and props. All of the little princesses will take home a commemorative photo to remember this fun event.

The deadline to register for this event is Monday, February 13.

Jan. 11 - Lion King @ the Cadillac Palace Theater

Submitted by Michelle Steffey, Recreation Supervisor:

Early Childhood: Youth sports early winter session started January 19th. Our new sports contractor, Skyhawks, will be offering Soccer tot classes on Saturday mornings. The next session of youth sports starts up the week of February 13th. A representative from Skyhawks attend the Winter Luau family event to promote the new class offerings.



Rock'n'Kids early winter session started January 11th. Tot Rock and Kid Rock classes are offered on Tuesday mornings and Wednesday evenings. The next session starts up February 21st.

Preschool Academy currently has 73 students enrolled in the 2023 Winter session compared to 61 students that were enrolled the 2022 Winter session.

The 2023-2024 school year enrollment opens February 7th for returning families, February 14th for residents, and February 21st for non-residents.

Recreation staff attended the Algonquin Public Library Preschool Fair on January 11, 2023. Staff will also be attending the Crystal Lake Public Library Preschool Fair on February 4, 2023.

