



PUBLIC MEETING NOTICE AND AGENDA  
PARKS AND RECREATION BOARD MEETING

MARCH 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 February 2, 2023 Park & Recreation Board Meeting Minutes
5. Old Business
6. New Business
  - A. Informational Item concerning Chapter 8: Parks Lakes and Beaches Policy Discussion
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

February 2, 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, Recreation Supervisor Kristi Brewer, Trustee Wendy Anderson, and Recording Secretary Dana Popovich.

### Audience Participation

None

### Approval of Meeting Minutes

Motion to accept the Parks and Recreation meeting minutes of January 5, 2023 was made by Member Wackerlin, and seconded by Member Sivakumar. The motion was approved by a voice vote of 7-0.

### Old Business

Director Bosack gave some updates to a few of the following items from the January 5, meeting. Paul Forth was at the last meeting and inquired about reserving the baseball fields for a tournament. Director Bosack looked into this and said that the Youth Athletic Association was very receptive to the idea. Director Bosack reached out to Paul Forth to let him know, but he had already reserved fields at a different location.

Director Bosack met with high school resident, and Eagle Scout member Ryan Sands. He will be putting a flagpole in at Leroy Guy Park.

Vice-Chairman Andrea asked if it would incorporate any kind of solar aspect.

Director Bosack replied that it would have a solar light on it

Director Bosack said Lynn Dillon playground is scheduled for equipment removal in March and installation would follow right after.

### New Business

#### **A. Informational Item-Amenity Discussion-Garden Plot Update**

Director Bosack reviewed the options pertaining to the Garden Plots that were brought forward at the November 3, 2022 Parks and Recreation Board meeting. The Board recommended eliminating the garden plots and look into a future location as determined through the Parks Master Plan process. Staff presented the Parks and Recreation Board recommendations to the Village Board. The Village Board would like staff to look into other locations in the Village that might be able to support the garden plot rental program. Director Bosack reviewed a list of locations that included costs to prepare and maintain the plots. Three possible locations that stand out are Larsen Park, Richard Taylor Park, and the existing Public Works site.

The Board discussed the various locations, and thought that Larsen Park would be a good spot for the garden plots.



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## PARKS AND RECREATION BOARD MEETING

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Director Bosack said that it is a good spot for the short term, but not sure if it could be long term since Larsen Park is scheduled to be redesigned.

Member Donahue thought that Normandy Park might be a good spot for the garden plots. It's a large piece of property.

Director Bosack said maybe we could have two locations, one on the east side and one on the west side.

After much discussion a decision was not made.

## Staff Reports

Parks and Recreation Superintendent Kim Buscemi discussed the various upcoming events The Daddy/Daughter Date Night is Disney themed this year. There is a new drop in crafts day. Open enrollment for the 2023-24 Preschool is starting soon. Superintendent Buscemi asked the Board for assistance for upcoming events. She also asked for their input on the survey that is sent out to the community, when a park is being updated.

The Board asked what time the Family Bingo event is happening on March 17. Superintendent Buscemi said it starts around 6:00PM.

## Village Trustee Liaison Report

None

## Member Reports

Member Sivakumar went to an event at McHenry County College and stopped by the NISRA table and they had very kind words about Recreation Superintendent Kim Buscemi.

Member Carman said on February 7, 2023, there would be a sustainability meeting at Village Hall.

Member Donahue and Member Wackerlin think it would be helpful if the prices and the time of the events were in the Event Guide.

## 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 7:19PM.

Submitted by

*Dana Popovich*

Recording Secretary



# INFORMATIONAL MEMORANDUM

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**MEETING DATE:** March 2, 2023  
**DEPARTMENT:** Parks and Recreation  
**SUBJECT:** Chapter 8: Parks, Lakes and Beaches Policy Discussion

## EXECUTIVE SUMMARY

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Staff is seeking to amend sections of Chapter 8, Parks, Lakes and Beaches, as well as the Comprehensive Fine and Fee Schedule. These updates intend to clarify information related to access and operations, while updating the relevant sections of the Fine and Fee Schedule.

Historically, full beach operations at Indian Trail Beach (ITB), including hiring gate attendants and lifeguards, were under the Parks and Recreation Department until 2016 at which time, ITB was converted to a 'swim at your own risk' beach. This decision was consistent with the approach to operations at Butch Hagele Beach (BHB) and the Village eliminated the corresponding staff costs to manage the beach. Both ITB and BHB were unsupervised and were unlocked at sunrise and locked at sunset, consistent with the defined operating hours within the Village Code.

In 2020, the COVID-19 pandemic challenged this model and the need to enforce capacity limits required the Village to supervise beach operations, with employees being paid as much as \$40 to \$70 per hour, due to overtime being earned. These staff worked on Friday, Saturday, and Sunday through Labor Day of 2020.

In 2021, capacity limits restrictions had been lifted, and the beach operations returned to being unsupervised. In the summer of 2021, a resident presented concerns to the Village Board regarding beach access, boat and lake use access, and fishing. The response to these concerns was to review signage, increase lake enforcement, and adjust staff schedules to allow for seasonal staff to monitor residency at the beach entrance during peak periods over the weekends.

In April 2022, additional concerns and Village Board feedback resulted in the draft and adoption of Ordinance 2022-06. This ordinance replaced Chapter 8 of the Municipal Code with a comprehensive Parks, Lakes, and Beaches chapter, and removed Chapter 10. Furthermore, the Village Board provided direction to the staff to add language related to fishing permits, camping, electric motors, vehicles, and a Special Event Permit. New signage was prepared and posted to reflect these changes, specifically related to 'Lake Regulations', 'Beach Regulations', and 'Park Regulations'. Additionally, the 2022 beach season was more fully staffed and supervised with seasonal staff hired through Public Works as beach attendants. The scheduled supervised hours were from 9:00 AM to 5:00 PM and there were times, if staff were not available or if they called in, where regular full-time Public Works employees would fill in. Since overtime was not authorized during these instances, the employees would leave at their regular scheduled end time of 3:30 p.m. leaving the beach unsupervised into the evening hours.

Since the adoption of the code changes, the Village received an Aquatic Visit Report from IRMA (Intergovernmental Risk Management Agency), and staff has received feedback from the community related to the current operations.

Parks and Recreation staff has received feedback provided via e-mail, in person, and through meetings with residents. Staff also met with both the Public Works and Police Departments to discuss policy considerations to present and ultimately incorporate into the Municipal Code.

The intention of this presentation is to provide additional information, receive feedback, clarify operations, and educate the public and staff on the adopted policy modifications.

The main concerns that have been reported including the following:

1. Continued unauthorized access to the beach during non-supervised hours
2. Confusion about ITB access related to boating, fishing, ice skating, ice fishing, etc.
3. Questions about fishing permits and who needs them
4. Non-compliance with the catch and release recommendation
5. Boating and boat safety

As staff has reviewed these requests, policy discussion questions that require Board direction are as follows:

1. Should ITB be limited to residents year-round, or only during the peak summer season?
2. Should ITB access to the beach, during the summer, be limited to supervised times only?
3. Should ITB support boating and fishing opportunities, outside of the swimming area?
4. Should the Village waive fees for disabled and blind persons, related to Fishing Permits?

Additionally, staff has prepared information to present on updated and modified signage, along with a review of the most recent Illinois Department of Natural Resources (IDNR) Public Lake Survey Report on Woods Creek Lake.

### **Beach or Park?**

Chapter 8 of the Municipal Code identifies ITB and BHB both as a 'Beach' and as a 'Park'. Historically the approach has been to treat ITB as a park, open from sunrise to sunset, year-round. With the recent additional of limiting beach access to Village residents and their invited guests, this has caused confusion as to who is allowed to access Indian Trail Beach, and when. Over the past few months staff has received questions from the community regarding the ice-skating sign not reflecting the Village residents and their invited guests stipulation; however, Woods Creek Lake has become the Village's designated ice-skating rink. Additionally, ITB is an access point for ice fishing and home to the adjacent Connor Kincaid Memorial Garden. Staff feels that it would be helpful to add language into the Municipal Code that is reflective of the Village Boards intention regarding access to ITB.

One recommendation would be to add language that reflects that ITB and BHB are 'beaches' from the time period of Memorial Day to Labor Day and the resident stipulation would be in effect during that timeframe. Post Labor Day, ITB would return to its 'park' status and be open for the general public from sunrise to sunset. It should be noted that in the off season Butch Hagele Beach is locked.

### **Beach Operations**

Access to Indian Trail Beach continues to be a point of concern and the historic approach has been to have the Police Department open ITB and BHB at sunrise and lock up at sunset. Staff has heard that the beach had unsupervised access early in the morning and later in the evening, as the 2022 supervised hours were

9:00 AM to 5:00 PM. This year reflects a \$12,600 budget for staff salaries to cover the peak season. The budgeted amount can cover a nine-hour day, seven days a week, for the fourteen-week season at \$14 per hour and has developed the proposed supervised beach hours:

M-Th	10:30 AM to 7:00 PM
Fri	10:30 AM to 8:30 PM
SA	9:30 AM to 8:30 PM
SU	9:30 AM to 7:00 PM

These hours are modified to allow for the beach to be supervised later in the evening, by having the beach attendant arrive later in the morning, as supported by the 2022 attendance sheets that an average of approximately 4 guests during the 9:00 and 10:00 AM hours. Last year, staff, upon arrival, would approach guests within ITB and ask for proof of residency. With a modified start later in the morning during the week, staff anticipates that if the gates were open at sunrise, this would continue to be the case going forward.

One approach to limiting access would be to only open ITB during supervised times. This approach would have staff unlock and lock the gate during the summer, opening and closing the beach at the designated times. If the beach were closed as a result of the water sampling from McHenry County, the gate would be locked until the water tested satisfactorily. This approach to beach operations would run the beach more similar to other aquatic facilities with defined open/close times and no access when unsupervised. One challenge to this approach would be if staff called in and there were not beach attendants to work. In that instance the beach would be closed until staff arrived or until the next scheduled shift. Staff is seeking input as to how to best approach beach operations, when not staffed, for the peak season of Memorial Day to Labor Day.

### **Boating and Fishing from ITB**

Last summer a Village resident boated to Indian Trail Beach to swim at the beach and brought their boat ashore. The resident was advised by a police officer that they were not allowed to have a boat at the beach and would need to leave. The current signage indicates that operating and launching a boat is prohibited at the beach, instead of stating that it is prohibited within the designated swimming area. The swimming area is further defined as the area as designated by buoys. Additionally, the Village Code indicates that fishing is prohibited from the beach area at all times, with the exception of Village sponsored events. The reference to 'swimming area' and 'beach area' is confusing and staff is seeking for Village Board clarification as to when and how fishing and boating may be allowed at Indian Trail Beach. Once identified, staff will prepare updates to Chapter 8 to clarify this language and update signage to inform attendees.

### **Fees re: Boat Slips, Boat Registration, and Fishing Permits**

Staff received an inquiry from a disabled veteran as to why he would be required to purchase a Lake in the Hills Fishing Permit when the Illinois Department of Natural Resources (IDNR) does not require disabled persons to acquire a state sport fishing license. Staff has reviewed the IDNR fees and confirmed that there is no need for disabled or blind persons to acquire a license. Staff does not have a current roster of license holders who meet these criteria to determine the financial impact; however, staff supports waiving the fees to issue a permit. It would also be recommended that anyone who would like to fish in Lake in the Hills acquire a permit, either through paying or issued for free (for disabled, blind, or under 16) to maintain consistent language and enforcement that fishing requires a valid permit.

## **Fishing**

The Illinois Department of Natural Resources Division of Fisheries prepared a Public Lake Survey Report regarding Woods Creek Lake in February 2022 (attachment 1). The report reflects the information resulting from a fish community survey from May 14, 2021 and as a follow up to surveys in 2008 and 2017. The summary report reflects that the desirable goal catch rates were exceeded for largemouth bass, bluegill, black crappie, channel catfish, and smallmouth bass. The report reflects a healthy and diverse number of fish in Woods Creek Lake. The report also provided additional recommendations for consideration and a timeline to schedule a follow up survey for Spring 2025.

Staff is also recommending two additions to the Municipal Code to address resident concerns regarding fishing. These include adding 'ice' to section 8.06 that currently reads "Every person fishing from the shore or boat...shall have a current Annual Fishing Permit or Daily Fishing Permit". Adding ice as a location clarifies the intent. The other recommendation would be to add a section to 8.06.3.E to reiterate that refuse and rubbish, as generated as a result of ice fishing, should be properly disposed of or removed from the premises.

## **FOR FOLLOW UP**

Following the discussion and from the Village Board, staff will prepare changes to the Municipal Code that reflect the direction provided. Staff has also outlined additional actions and next steps including the addition of signage, increased communications, and a timeline of events.

## **Signage Recommendations**

- Per IRMA at both ITB and BHB: "This facility is not protected by lifeguards. Persons under the age of 16 must be accompanied by a parent, guardian, or other responsible person at least 16 years of age. Swimming alone is not recommended."
- No Trespassing / No Fishing to adorn earthen dam
- No Fishing or Lake Use without Valid Permit. Daily and Annual Permits available. Ord. 8.06
- Boat Use Permit required to launch all watercraft. Daily and Annual Permits available at Village Hall or Police Department. Ord. 8.07
- Beach access limited to LITH Residents and their invited guests and stated hours (for example:)  
M-Th 10:30 AM to 7:00 PM  
Fri 10:30 AM to 8:30 PM  
SA 9:30 AM to 8:30 PM  
SU 9:30 AM to 7:00 PM

## **Communication Recommendations**

- Highlight boating safety throughout the renewal process and during *National Safe Boating Week* from May 20 through 26, 2023
- Develop an annual recurring message for the Spring Messenger newsletter that highlights beach, fishing, and boating operations
- Develop an annual recurring message for the Fall Messenger newsletter that highlights ice skating and ice fishing

## **Upcoming Calendar of Events**

March 2, 2023 - Present information for feedback at the Parks and Recreation Board Meeting

March 20, 2023 - Boat Slip renewals letter sent to current renters for initial renewal

March 21, 2023 - Present information for feedback at the Village Committee of the Whole Meeting

March 24 through April 1, 2023 - develop and install signage for upcoming beach / lake season

April 6, 2023 - Present recommended Chapter 8 Municipal Code updates at the P&R Board Meeting

April 11, 2023 - Present recommended Chapter 8 Municipal Code updates at the COW meeting

April 30, 2023 - current fishing, boating, and boat slip permits expire

## **FINANCIAL IMPACT**

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None

## **ATTACHMENTS**

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1. None

## **SUGGESTED DIRECTION**

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Staff is seeking direction from the Board on the following questions:

1. Should ITB be limited to residents year-round, or only during the peak summer season?
2. Should ITB access to the beach, during the summer, be limited to supervised times only?
3. Should ITB support boating and fishing opportunities, outside of the swimming area?
4. Should the Village waive fees for disabled and blind persons, related to Fishing Permits?





# STAFF REPORT

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**MEETING DATE:** March 2, 2023

**DEPARTMENT:** Parks and Recreation Department

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## Upcoming Events:

- |                      |                       |                          |                  |
|----------------------|-----------------------|--------------------------|------------------|
| • Friday, March 17   | Family Bingo          | 6 – 9 pm                 | Village Hall     |
| • Saturday, March 18 | Lucky Gold Hunt       | 10 – 11 am               | Stoneybrook Park |
| • Saturday, March 18 | Spring Wreath Class   | 6 – 8 pm                 | Village Hall     |
| • Saturday, April 1  | Dog Photos with Bunny | 12 – 1 pm                | Bark Park        |
| • Friday, April 7    | Blacklight Egg Hunt   | 7:30 – 8:15 pm           | Village Hall     |
| • Saturday, April 8  | Bunny Trail           | 10 am – 12 pm            | Village Hall     |
| • Saturday, April 15 | Run Thru The Hills`   | 9 am Registration begins |                  |

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](mailto:kbuscemi@lith.org). Details and times for the upcoming events can be found in the Winter Guide.

## 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.

**4-on-4 Pond Hockey, Youth Pond Hockey & Ice Fishing Derby:** All events were canceled due to a lack of safe ice conditions.

**Football Snack Stadium Class:** Junior chefs joined us to make football snack stadiums at Village Hall on February 10. Everyone had a blast stocking the stadiums full of snacks and seeing kids and teens embrace their creative sides. Participants learned about proper hand washing, safe-cutting practices, and

presentation techniques. A follow-up of this program will include a baseball snack stadium during spring break in March. Additionally, parent feedback was positive and provided additional ideas for upcoming youth and teen programs.



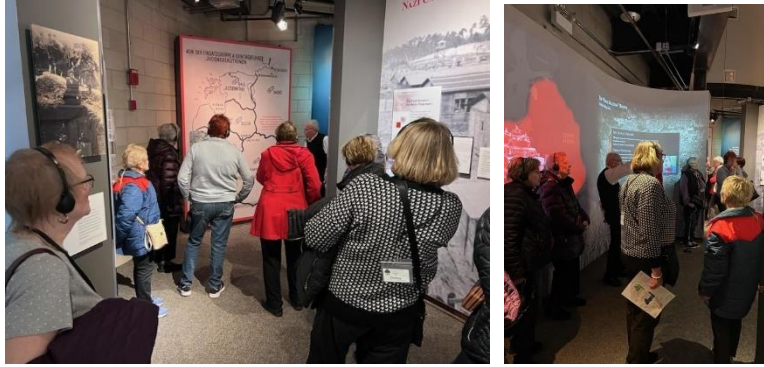
**Report submitted by Casie Peltz, Recreation Supervisor:**

**Daddy Daughter Date Night:** It takes a “Village” to provide 230 participants (105 couples – 124 girls – 143 residents) with memories to last a lifetime! Specifically, 3 staff, 2 contractors, 12 volunteers, 1 sponsor, and 1 Minnie Mouse.



**Senior Trip:** February 15 to the Holocaust Museum and lunch at Max & Benny’s Deli

Our 5-department co-op ventured to Skokie to visit the Holocaust museum with a total of 40 participants, Lake in the Hills had 5.



**Mickey’s 100<sup>th</sup> Birthday Party** was cancelled due to ice storm. The event will reschedule for the fall.

Bingo Bonanza sponsor for February 28 was the Algonquin Library.

**Upcoming Senior programs, events:**

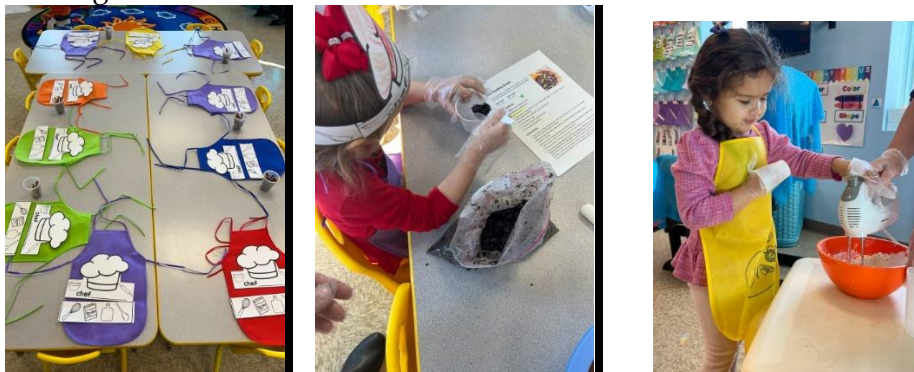
- March 1 - Four Winds Casino
- March 15 - Paramount Theater - Into the Woods
- March 17- Lucky Luncheon
- March 22 - Senior Seminar by Oasis Senior Advisors

**Senior Drop-In Participation**

	Jan	Feb	March	April	May	June	July	Aug	Sept
Crafters	46	54							
Bingo	11								
Cards	32	33							
	<b>89</b>								

**Submitted by Michelle Steffey, Recreation Supervisor:**

**No- Bake- Cooking Class:** Preschool staff offered a No-Bake-Cooking enrichment class on February 10, 2023. Ten participants attended. The participants first decorated aprons and chef hats and then made the following treats: Strawberry-Peach Milkshake, Cream Cheese Fruit Dip, Oreo Ball, Dirt Pudding and Peanut Butter and Jelly Wraps. The participants went home with recipe cards so they make the yummy treats again with their families.





**Skyhawks** youth sports second winter session started February 13, 2023. Skyhawks will be offering Hockey Tots on Monday evenings, Multi-Sports Tots on Friday mornings and Soccer Tot classes on Saturday mornings.

**Rock'n'Kids** second winter session starts March 1, 2023. Tot Rock and Kid Rock classes are offered on Tuesday mornings and Wednesday evenings.

**The Preschool Academy** currently has 73 students enrolled in the 2022/2023 Winter Session.

The 2023-2024 school year enrollment is open. Preschool academy will be offer two new afternoon classes for the 2023-2024 school year, as well as morning classes. The Preschool Academy currently has 28 students registered for the 2023-2024 school year.

Recreation staff attended the Crystal Lake Public Library Preschool Fair on February 4, 2023.

