



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

JUNE 1, 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 the May 4, 2023 Parks & Recreation Board Meeting Minutes
5. Old Business
6. New Business
 - A. Informational Item concerning the July Parks and Recreation Board Meeting date
 - B. Avalon Park and Jaycee Park Playground Replacement
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:



Call to Order

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

Also present were, Director of Parks and Recreation Trevor Bosack, Recreation Superintendent Kim Buscemi, Superintendent of Public Properties Scott Parchutz, 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 April 4, 2023 was made by Member Sivakumar, and seconded by Member Donahue. The motion was approved by a voice vote of 6-0.

Vice-Chairman Andrea joined the meeting.

Old Business

None

New Business

A. Parks Master Plan - Hitchcock Design Group Agreement

Parks and Recreation Director Trevor Bosack and staff are seeking a recommendation from the Parks and Recreation Board to approve an agreement with Hitchcock Design Group on the development of the Parks Master Plan. Director Bosack said that the Village's current Parks Master Plan was originally presented in 2001 with certain sections amended in 2006, 2008, 2010, and 2013. Director Bosack identified a number of criteria that would need to be addressed. These would include reviewing and updating current park inventory, and developing and executing a comprehensive park needs assessment by identifying opportunities for replacement projects, improvement projects, and new projects. Director Bosack explained that in an effort to improve the parks as a whole, this document would help with that by providing a strategic clear direction on actions to be taken resulting from the development of the Parks Master Plan. Director Bosack and staff anticipate a final document that will highlight input from the community relating to parks and recreation needs, while identifying gaps in amenities, programs, and services. Director Bosack and staff are excited to work along with the Hitchcock Design Group. They are familiar with the area and have worked with the Village of Algonquin and Huntley Park District. Staff anticipates bringing the Parks Master Plan item forward to the May 23, 2023 Committee of the Whole meeting. If approved, the project would kick off in June and the working timeline estimates completion within six to nine months. Staff would anticipate presenting the completed Parks Master Plan in early 2024. Staff began negotiations with Hitchcock Design Group to discuss the project in further detail and requested a cost proposal. Hitchcock Design Group provided a proposal that is 11% or \$4,000 over budget. Staff is recommending the Parks and Recreation Board recommend approval of the Parks Master Plan agreement with Hitchcock Design.

A motion to recommend the approval of the proposed Parks Master Plan agreement with Hitchcock Design in the



amount of \$44,000 was made by Member Carman and seconded by Vice-Chairman Andrea. The motion was approved by a voice vote 7-0.

Staff Reports

Director Bosack reviewed some items from the last meeting concerning Larsen Park Design Concept. He has created a subpage on the Village's website titled "Park Projects". The site reviews the concept plan with a slide show, has a survey, and provides additional park information. The website will also have information about other parks in the community. The Larsen Park survey is on the site and will be open until May 21, 2023. Director Bosack presented some pictures of Lynn Dillow Park replacement. He said it is coming together very nicely.

Director Bosack reviewed that beach operations are back under the Parks and Recreation Department. A total of four beach attendants will be in rotation at Indian Trail Beach with a Saturday May 27, opening.

Superintendent of Parks and Recreation Kim Buscemi discussed upcoming events. FuntastiCAMP is starting soon. The Summer brochure went live on May 3. Superintendent Buscemi said they are starting a new program in partnership with the Police Department. The new event will be on June 3, at Sunset Park, and it is called Skate, Bike, and Roll. The Police Tactical Bike Unit will be there, Lucky Brakes will be there to help with any bike repair, bike registration, and there will be a preschool trike course. The Algonquin Library will be out there, as well as Cycling Without Age.

Superintendent Buscemi reviewed the Quarter One Program Statistics Summary and said all programs are going well. She discussed some of the Bunny Events they had that were a success. Run Through the Hills was a great weather day and had about a hundred participants. Superintendent Buscemi discussed some of the programs in the early childhood development area which included a No-Bake Cooking Class and Lunch Buddies Class that are taught by our preschool staff. Preschool graduation will be on May 26. Superintendent Buscemi encouraged the Board to look at the pictures in the packet of some of the events.

Superintendent Buscemi wanted to share an upcoming event that NISRA is doing on May 18, and it is called Walk A Mile and is hoping to showcase the facility and program opportunities to existing donors. It will be an upscale event held at the NISRA facility in Crystal Lake.

Superintendent of Public Properties Scott Parchutz said they are still looking for seasonal workers. He stated they usually have four seasonal workers a year and right now they only have two.

Superintendent Parchutz discussed the Leroy Guy Park basketball replacement project and some of the issues that they are having. Sunset Park swing replacement is coming up. They will be replacing the border around Normandy Park in June.

Village Trustee Liaison Report

Village Trustee Wendy Anderson said the recently elected Trustees will be sworn in on Tuesday, and with a heavy heart she said that Village President Ray Bogdanowski's father-in-law has passed away.

Member Reports

All Members provided updates on the parks that they visited in the past month.



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 7:44PM.

Submitted by

A handwritten signature in cursive script that reads "Dana Popovich".

Dana Popovich

Recording Secretary

DRAFT



INFORMATIONAL MEMORANDUM

MEETING DATE: June 1, 2023

DEPARTMENT: Parks and Recreation

SUBJECT: July Parks and Recreation Board Meeting Date

EXECUTIVE SUMMARY

Staff is seeking to reschedule the regularly scheduled July 6, 2023 Parks and Recreation Board Meeting due to availability and proximity to the Independence Day holiday.

Staff is proposing Tuesday, July 18 at 6:30 PM. This date and time would allow for the review of the Jaycee / Avalon Park replacement project RFPs within the stated timeline to present to the Village Board at the Tuesday, July 25 Committee of the Whole meeting.

FINANCIAL IMPACT

None

ATTACHMENTS

None

SUGGESTED DIRECTION

Staff is requesting the Board to discuss and select a date for a rescheduled July 2023 Parks and Recreation Board Meeting.



REQUEST FOR BOARD ACTION

MEETING DATE: June 1, 2023

DEPARTMENT: Parks and Recreation

SUBJECT: Avalon Park and Jaycee Park Playground Replacement

EXECUTIVE SUMMARY

Staff released a Request For Simplified Proposals (RFSP) on May 17, 2023. The RFSP asked playground design firms to develop design concept plans for Avalon and Jaycee Park. The RSFP requested that concepts include one traditional design and one custom or non-traditional design.

Specific to Avalon Park, the following language was drafted for consideration when developing concept designs: *Avalon Park amenities should include a comprehensive site review and suggestions for improvement. Replacement swings should be included. The concepts should include a minimum of one traditional structure and, preferable, one custom design or nontraditional structure (such as a natural playground, ropes playground, etc.) designed for ages 2 to 12 that is ADA accessible with playground safety signage. Additional park features such as alternative surfacing, benches, shade structures, landscaping, etc. will be considered as well.*

Specific to Jaycee Park, the following language was drafted for consideration when developing concept designs: *Jaycee Park features a dual hoop basketball court with an adjacent playground. Recent site visits, along with the physical location of this park has indicated a user group that ages out of the 2 to 12 playground recommended ages. The Village is seeking to replace the existing playground equipment with a traditional or non-traditional playground for ages 5-12, as well as features that would be appropriate for children as they advance in age and skill, but appealing to teens as well. Examples including climbing boulders, ninja warrior equipment, commercial grade hammocks or communal gathering spaces. The Village is interested in considering proposed other amenities that complement the space such as alternative surfacing, benches, shade structures, an additional 1/2 basketball court, charging station, etc. Additionally, the existing playground is surrounded by plastic borders which should be replaced with a concrete border. Please list the concrete border cost out separately for consideration. Replacement swings should be included.*

The RSFPs are due on May 31, 2023, a timeline that does not allow for concepts to be included in the Parks and Recreation Board Packet. Staff anticipates having submitting firms onsite on Thursday, June 1, 2023 to present their concepts and answer any questions.

Staff is requesting the Board to select up to three design concepts for each replacement project to participate in a Request for Proposal (RFP) process.

The next steps in the process would be to email the vendors selected to participate in a formal RFP process on Friday, June 2 with a stated RFP submitted deadline of June 23, 2023. The RFPs would be reviewed for recommendation at the next Parks and Recreation Board meeting.

Staff anticipates presenting the concepts and final cost to the Village Board at the July 25, 2023 Committee of the Whole Meeting with approval at the July 27, 2023 Village Board Meeting.

The anticipated construction completion date would be November 1, 2023.

FINANCIAL IMPACT

None

ATTACHMENTS

1. 2023 Playground / Park Replacement Projects Request for Simplified Proposal document

SUGGESTED DIRECTION

Staff is requesting the Board to select up to three design concepts for each replacement project to participate in a Request for Proposal (RFP) process.



VILLAGE OF LAKE IN THE HILLS, IL REQUEST FOR SIMPLIFIED PROPOSALS

2023 Playground / Park Replacement Projects

BACKGROUND

The Village of Lake in the Hills, Illinois is seeking to replace all the existing playground equipment (including the swings) at Avalon Park, 5395 Avalon Drive, and Jaycee Park, 61 Oakleaf Road. The Village plans to award each replacement project to one vendor after conducting a Request For Simplified Proposals process (Phase 1) followed by a Request For Proposal process (Phase 2). It should be noted that these projects have separate funding sources. Jaycee Park is funded from the Village's General Fund. Avalon Park is funded by a Special Service Area Fund.

TIMELINE

Phase 1 - Request For Simplified Proposals

1. All simplified proposal submissions must be submitted to the attention of Trevor Bosack at 600 Harvest Gate, Lake in the Hills, IL 60156, by 12:00 p.m. on May 31, 2023. All simplified proposals shall include a hardcopy and electronic (PDF) design concept (drawing or rendering) of the proposed playground and/or park amenities for public display and comment. Vendors may submit more than one design concept for each park and may submit a design concept for one or both parks. All design concepts shall include the name of the project location. Simplified proposal submissions shall not include the cost for each design concept and all expenses incurred for the submission materials are the responsibility of the vendor.
2. Village staff plan to present all design concept plans to the public at a 6:00 p.m. focus group meeting before the 6:30 p.m. Parks and Recreation Board Meeting on June 1, 2023. At the conclusion of their board meeting, the Parks and Recreation Board will be asked to select up to three design concepts for each replacement project to participate in a Request For Proposal process. As noted above, due to the separate funding sources, each of these projects will be considered separately and may or may not be selected from the same firm.

Phase 2 - Request For Proposal

3. On June 2, 2023, a Request For Proposal (RFP) document will be emailed to only those vendors that are selected by the Parks and Recreation Board to participate in the RFP Process. RFP submittals will be due by 10:00 a.m. on June 23, 2023. Each park will require a separate RFP and will be considered separately.
4. RFP submittals will be provided to the Parks and Recreation Board at their July meeting, date TBD. At this meeting, Village staff will request that the Parks and Recreation Board select one proposal for each replacement project to be recommended to the Village Board of Trustees at the July 25, Committee of the Whole Meeting. If selected, staff would request a representative to be onsite to present their concept to the Parks & Recreation Board.
5. Village staff plan to recommend award for each replacement project at the July 25, 2023 Committee of the Whole Meeting.

6. Anticipated construction award date is July 27, 2023.
7. Anticipated construction completion is November 1, 2023.

QUESTIONS

All Official notifications or questions about this **Request For Simplified Proposals** shall be made in writing using the Lake in the Hills Village website at <https://bids.lith.org>. Questions must be submitted by May 24, 2023. Replies to questions will be posted to the website for all registered plan holders to review.

All Official notifications or questions about the **Request For Proposals** shall be made in writing using the Lake in the Hills Village website at <https://bids.lith.org>. Questions must be submitted by June 9, 2023. Replies to questions will be posted to the website for all registered plan holders to review.

ALL SIMPLIFIED PROPOSALS MUST CONSIDER THE FOLLOWING:

1. The not-to exceed budgets are:
 - a. Avalon Park: \$102,400.00
 - b. Jaycee Park: \$110,600.00
2. All contractors and subcontractors rendering services under this contract must comply with all requirements of the Illinois Prevailing Wage Act, 820 ILCS 130/.01 et seq.
3. Avalon Park amenities should include a comprehensive site review and suggestions for improvement. Replacement swings should be included. The concepts should include a minimum of one traditional structure and, preferable, one custom design or nontraditional structure (such as a natural playground, ropes playground, etc.) designed for ages 2 to 12 that is ADA accessible with playground safety signage. Additional park features such as alternative surfacing, benches, shade structures, landscaping, etc. will be considered as well.

Jaycee Park features a dual hoop basketball court with an adjacent playground. Recent site visits, along with the physical location of this park has indicated a user group that ages out of the 2 to 12 playground recommended ages. The Village is seeking to replace the existing playground equipment with a traditional or non-traditional playground for ages 5-12, as well as features that would be appropriate for children as they advance in age and skill, but appealing to teens as well. Examples including climbing boulders, ninja warrior equipment, commercial grade hammocks or communal gathering spaces. The Village is interested in considering proposed other amenities that complement the space such as alternative surfacing, benches, shade structures, an additional ½ basketball court, charging station, etc. Additionally, the existing playground is surrounded by plastic borders which should be replaced with a concrete border. Please list the concrete border cost out separately for consideration. Replacement swings should be included.

4. The Village will issue a building permit for each replacement project; however, the fee for the building permit shall be waived.

5. All vendors that are awarded replacement work shall be required to comply with the following:
 - a. A Performance Bond in the amount of the final bid shall be furnished (upon award).
 - b. A Labor & Material Payment Bond in the amount of the final bid shall be furnished (upon award).
 - c. The vendor will be required to indemnify the Village, furnish a CG2010 or CG2026 endorsement as well as the following insurance policies: Commercial General Liability, Workers' Compensation & Employer's Liability, and Business Auto Liability (upon award).
 - d. Village shall remove and dispose of all existing playground equipment (including footings); however, the Vendor shall remove and dispose of all spoils from the site. All spoil disposal costs are the responsibility of the vendor.
 - e. Support posts for the structure shall be a minimum of 5-inch O.D. aluminum or steel, powder-coated finish with solid aluminum or steel color matching caps. All fasteners shall be stainless steel and shall be tamper resistant and an appropriate fastener removal tool must be supplied to the Village for future use.
 - f. The Village will select all final colors. Staff recommends the Vendor to submit various color palettes to streamline the selection process,
 - g. Plastic parts shall be a UV stabilized, flame retardant HDPE, LDPE, or a solid PVC type product.
 - h. Rotationally molded products shall be of a double wall construction, LDPE.
 - i. All welds shall be solid, prepared, and powder-coated as the rest of the metal products on the structure.
 - j. Installation and daily maintenance of orange safety fencing around entire perimeter of construction site from start through completion of project, especially securing of the site at the end of workdays.
 - k. No cement trucks or heavy vehicles are allowed beyond paved parking lots. Concrete must be transported via powered wheelbarrow or similar equipment.
 - l. The contractor shall clean up the entire project site and complete repairs to any property damaged prior to removal of safety fencing.
 - m. The contractor shall repair any and all turf damage as a result of this construction project and shall utilize the use of pulverized topsoil and Village approved grass seed mix.
 - n. Installation and maintenance of erosion control throughout project.
 - o. Contractor must possess a valid contractor license for the Village of Lake in the Hills.
 - p. All playground equipment must be installed to comply with manufacturer's written installation instructions.
 - q. Installer must be certified by the manufacturer for the installation of the equipment they installing.
 - r. Installer must have a current Certified Playground Safety Inspector conduct a Safety Audit prior to submitting notification of project completion.
 - s. All public playground equipment supplied and installation techniques used shall meet all applicable provisions of the current "Handbook for Public Playground Safety", and of

ASTM F1487-01 “Standard Consumer Safety Performance Specification for Playground Equipment for Public Use”.

- t. Submitted proposal complies with Accessibility Requirements as set forth in ADA Accessibility Guidelines (ADAAG).
- u. All proposed playground equipment must substantially fill the existing equipment footprints. Further, all new playground equipment will safely fit within the existing border and within the fall zone of each existing border. If additional space is required, it will have to be accounted for in the final cost of the work.

Playground Warranty

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on clamps against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers)
- One Hundred (100) Year Limited Warranty on bolt-through fastening and clamp systems
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on main structure platforms and decks, metal roofs, table tops, bench tops, railings, loops and rungs.
- Fifteen (15) Year Limited Warranty on all plastic components against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on cables against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer’s discretion.



STAFF REPORT

MEETING DATE: June 1, 2023

DEPARTMENT: Parks and Recreation Department

Upcoming Events:

- | | | | |
|----------------------|------------------------------|--------------|----------------|
| • Saturday, June 3 | Skate, Bike, and Roll | 11am - 1pm | Sunset Park |
| • Saturday, June 10 | Youth Track & Field Fun Meet | 10:30am-12pm | Marlowe Track |
| • Sunday, June 11 | Pitch, Hit, and Run | 10:30am-1pm | Leroy Guy Park |
| • Monday, June 12 | REC2U Come Play With Us | 11am | Cattail Park |
| • Wednesday, June 21 | Beach Party | 5pm - 8pm | Indian Trail |
| • Monday, June 26 | REC2U Come Play With Us | 3pm | Horner 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 Spring Guide.

Report submitted by Kim Buscemi, Recreation Superintendent:

Staff is gearing up for summer programs and events. Preschool Camp and FunstastiCamp registration are under way. Staff has been working with the new Communication Specialist on social media posts marketing upcoming events.

Summer staff training took place May 23 thru May 25. This summer NISRA is providing a free Joint Member District Workshop focusing on scenario and problem solving, modifying activities to campers' needs, and verbal de-escalation techniques.

Report submitted by Casie Peltz, Recreation Supervisor:

April 30 – National Adopt a Shelter Pet Day: This well attended event was hosted by Pet Suites LITH due to weather conditions. Four organizations were on-site with dogs available for adoption.



May 20 – Mom & Me Tea: Staff hosted 97 participants for this year’s Mom & Me tea event. Participants enjoyed a lovely day trying different flavors of tea and making spa products to take home.





Senior Trips:

LITH registration were below the minimum for the below trips. However, thanks to the agreement with the Crystal Lake Park District, the few that did register were still able to attend with the Crystal Lake group.

May 9 – Balmoral Tea / Fabyan Gardens

May 17 – Madison Food Tour

Upcoming Senior programs, events:

June 1 – Drury Lane – Grease

June 7 – Out and About Lunch

June 14 – BAPS temple

Senior Drop-In Participation:

	Jan	Feb	March	April	May	June	July	Aug	Sept
Crafters	46	54	63	55					
Bingo	11	8	9	15	11				
Cards	32	33	49	31					
	89	95	121	101					

Submitted by Recreation Supervisor, Michelle Steffey

Lunch Buddies and Preschool in the Park: Preschool staff offered Lunch Buddies and a Preschool in the Park enrichment class on April 20, 2023. Eight participants attended Lunch Buddies and twelve participants attended Preschool in the Park. It rained the day of Preschool in the Park, so staff moved the activities inside at the Annex. Participants made kindness rocks, bird feeders and windchimes.



Lunch Buddies and Mother's Day Gift Making: Preschool staff offered Lunch Buddies and a Mother's Day Gift Making enrichment class on May 4, 2023. Twelve participants attended Lunch Buddies and sixteen participants attended the Mother's Day Gift Making class. Participants made glasses, lip balm and cards for their mothers.



Lunch Buddies and Father's Day Gift Making: Preschool staff offered Lunch Buddies and a Father's Day Gift Making enrichment class on May 18, 2023. Eleven participants attended Lunch Buddies and sixteen participants attended the Father's Day Gift Making class. Participants made mugs, key chains and cards for their fathers.



Skyhawks first summer session starts on June 13th at Leroy Guy Park. Skyhawks will offer soccer tots, baseball tots and a multi-sport class.

Rock n' Kids will start their first summer session on June 6th, offering Tot Rock and Kid Rock classes.

Preschool Academy: Preschool currently has 72 students enrolled for the 2022/2023 school year. The preschoolers had a busy month. The Twos Plus and 3-year-old classes learned about the life cycle of butterflies and the pre-k classes learned about the life cycle of chicks.





Open enrollment for the 2023/2024 Preschool Academy is now available. Currently, Preschool Academy has 43 students enrolled for the 2023/2024 school year. Classes are filling up quickly and tours are available weekly for residents and non- residents.

Preschool Events:

May 26th – End of the Year Preschool Celebration

Preschool Summer Camps – June 12 - August 10