



## 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.



# Village of Lake in the Hills

PARKS AND RECREATION BOARD MEETING

MAY 4, 2023

## 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