



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

OCTOBER 5, 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 June 1, 2023 Parks & Recreation Board Meeting Minutes
5. Old Business
6. New Business
 - A. Strategic Review of Parks and Recreation Board 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:



Call to Order

The meeting was called to order at 6:30pm. Roll Call was answered by Members Wackerlin, Cairns, Sivakumar, Donahue, 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, and Recording Secretary Dana Popovich.

Audience Participation

None

Approval of Meeting Minutes

Motion to accept the Parks and Recreation meeting minutes of May 4, 2023 was made by Member Wackerlin, and seconded by Vice-Chairman Andrea. The motion was approved by a voice vote of 7-0.

Old Business

None

New Business

A. Informational Item concerning the July Parks & Recreation Board Meeting Date

Parks and Recreation Director Trevor Bosack and staff are wanting to reschedule the 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. The Board agreed with the date change.

B. Avalon Park and Jaycee Park Playground Replacement

Director Bosack and staff released a Request for Simplified proposals on May 17, 2023. The RFSP asked playground design firms to develop design concept plans for Avalon and Jaycee Park. The RFP 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, preferably, 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



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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.

Board members discussed the merits of each replacement project and decided to not move forward at this time. The Parks and Recreation Board directed Director Bosack to invite the community to participate in focus groups to help best determine the future of the replacement projects.

Staff Reports

Superintendent of Parks and Recreation Kim Buscemi reviewed past and upcoming events.

Superintendent of Public Properties Scott Parchutz reviewed staff reports.

Village Trustee Liaison Report

None

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 7:41PM.

Submitted by

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

Dana Popovich
Recording Secretary



INFORMATIONAL MEMORANDUM

MEETING DATE: October 5, 2023

DEPARTMENT: Parks & Recreation

SUBJECT: Strategic Review of Parks and Recreation Board Update

EXECUTIVE SUMMARY

The Village Board and Parks and Recreation Board met on Tuesday, September 12 to discuss updates to Chapter 8.16 of the Village of Lake in the Hills' Municipal Code, specifically related to the creation, function, and duties of the Village's Parks and Recreation Board ("Park Board"). Throughout the conversation, suggestions included having the Park Board members assist with Village events, review and update the park stewardship duties, coordinate and facilitate focus groups, present innovative playground and program ideas, and solicit resident feedback. Park Board members requested improved communication and indicated a willingness to volunteer their time. The meeting concluded with a request to Park Board members to provide feedback to Parks and Recreation Board Chairperson Diane Tredore to be presented during the October 5, 2023 Parks and Recreation Board Meeting for further discussion on new tasks and duties of the Park Board to be incorporated into the Municipal Code.

The intention of the meeting is to review subsections of Chapter 8.16 - Parks and Recreation Board - to develop language that reflects the current function of the Park Board, discuss future Park Board responsibilities to supplement department operations, and provide a structure to maximize the board member's interest, input, and desire to improve Lake in the Hills Parks and Recreation operations. Throughout the meeting, as subsections are discussed, relevant updates pertaining to current projects will be provided. These would include the Parks Master Plan and the upcoming playground replacement projects.

The following template has been developed to guide discussion. Staff incorporated the aforementioned feedback provided as closely aligned as possible to existing subsections of the Municipal Code. The section of code will be identified and relevant Park Board feedback will be listed below for consideration.

8.16 PARKS AND RECREATION BOARD

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:

Existing Language Chapter 8.16-G(1): *Provide recommendations to the Village Board regarding Parks and Recreation activities in the Village.*

Existing Language Chapter 8.16-G(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.*

Staff received feedback from members of the Parks and Recreation Board that aligned with the two subsections of the Municipal Code as outlined above. This feedback included:

- Modifying or changing existing programs, such as making changes to the Bunny Trail that would highlight our brick-and-mortar businesses.
- Research recreation opportunities and sponsorships/partnerships. For example, would a local business donate a room for an event (i.e. breakfast with Santa)?
- Find community partners to help volunteer. For example, students making their conformation need service hours. Additionally, source opportunities to bring in more volunteers either by social media, marketing, in person requests, etc.
- Attend and assist with recreational programs run by the Recreation Department.
- Conduct exit interviews with program participants and take notes on program's effectiveness, including what elements of the program were most liked and which were most in need of improvement. Notes should be turned into the Parks and Recreation Department.
- Help construct programming ideas before the brochure goes out. Planning for winter in summer, spring in fall.
- Provide focus groups to help bring in community wants and needs.
- Resume the annual resident survey and have the Parks and Recreation Board review the results related to Parks and Recreation.

Based on the feedback from the Park Board members, suggestions were made that would be worthwhile to incorporate and codify. It might make sense to combine the two subsections, as both Park Board members and staff appreciate the relevance of using program participant feedback and input as a tool to assist in modifying, enhancing, or introducing program ideas.

Options for language revisions:

Provide recommendations to the Village Board Parks and Recreation Department regarding ~~Parks and Recreation~~ activities, special events, and programs in the Village.

To consider / incorporate

- Parks and Recreation Board members should attend and assist with Parks and Recreation activities in the Village, collecting feedback from attendees.
- Report feedback and comments from event attendees to staff during the quarterly program reviews.
- Parks and Recreation Board members will work with local businesses to identify opportunities for sponsorship, partnership or volunteerism.

Existing Language *Chapter 8.16-G(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.*

The Parks Master Plan update was awarded to a third-party consultant, Hitchcock Design, in June 2023. Currently, the project is in the first phase, Phase I – *Analyze*, where Hitchcock is working with both Parks and Recreation and Public Works staff to accurately inventory the Village’s existing amenities. The next step is to evaluate what exists and benchmark against state and national recommendations related to the Village’s demographic and open space data. Phase II is the *Connect* phase which will rely heavily on the Parks and Recreation Board to assist in recruiting residents and championing the project to solicit feedback and capture community input. One board member had provided feedback that included support for a Village wide focus group to provide suggestions about what the community is looking for in our parks, and to refer to that information in the development of the Parks Master Plan. This is the goal of the *Connect* phase.

Staff did receive feedback from one Park Board member inquiring about a playground equipment replacement schedule, with accompanying budget estimates, to be incorporated into the Parks Master Plan document. The Parks Master Plan will identify all current playgrounds and installation dates within the plan; however, staff is unsure if the replacement estimates will be included. Staff does have an internal document that is used to assist with the long-term capital outlay projections. As an aside, an update to the playground and park replacement model, including corresponding costs, has been identified as a separate long-term goal of the department, with Park Board input, related to universal design, inclusion, and other design elements to incorporate.

A subsequent Parks and Recreation Board meeting will provide additional information and updates regarding the Parks Master Plan.

It should be noted that in the past a Recreation Master Plan was created, which has since expired. While the Parks Master Plan does consider recreational activities related to the open space and park amenities, staff recommends an annual strategic recreation guiding document to identify yearly initiatives and goals.

Options for language revisions:

Staff does not recommend changes to the existing language at this time.

Existing Language *Chapter 8.16-G(5): Evaluate current fees for and regulations governing park facilities and recommend changes as needed.*

Existing Language *Chapter 8.16-G(7): Provide input relative to the development of the annual budget for the Parks and Recreation Department.*

The annual budget process reviews both revenues and expenditures. The expenditures are broken into four main accounts pertaining to Parks and Recreation operations including:

- 100.40.10 – Parks and Recreation – Administration
These expenditures include monies for the Village’s NISRA membership, along with dues and membership fees related to the Parks and Recreation Director.

- 100.40.40 – Parks and Recreation – Parks
These expenditures are related to the department’s costs related to operations within the parks, not including playground replacements. Examples would include the costs for the boat stickers, bark park membership tags, part-time staff costs for beach attendants, etc.
- 100.40.42 – Parks and Recreation – Recreation
These expenditures are the majority of the department’s operating budget. Expenditures include all costs related to the Preschool, Beyond the Bell, FuntastiCAMP, special events, youth, adult, senior, teen, and early childhood programming.
- 490.00.00 – Capital Improvement Plan (CIP)
The CIP is a multi-year plan that would detail one-time costs related to capital improvements. Examples would include playground replacements, park enhancements, the installation of a new sports field, etc.

Park Board feedback identified an interest in having input on the budget for replacing equipment. At this time, staff is aware of multiple upcoming playground replacement projects. Following the installation and reception of the Lynn Dillow playground, staff is aware of an interest to review each upcoming equipment replacement project as an opportunity to consider alternate uses, equipment, and experiences related to the Village’s parks. This intentional shift in the Village’s approach to playground replacement, along with increased costs to equipment and labor, has challenged the existing replacement budget projections. Staff continues to evaluate alternate methods to playground replacements as well. The current model has been to identify a budgeted amount and request designs from playground manufacturers. In this approach the presented concepts have been designed up to the Village’s budgeted amount. Staff would be amenable to modifying the approach in which focus groups were utilized to help select equipment pieces that would be then be bid out. This approach has the potential to use the bidding process, or state bid process, to allow for an increase of amenities and/or equipment within the budgeted amount. Staff envisions the Park Board members to lead the focus groups and present the Parks and Recreation Department with community input on the future development of the parks.

One approach would be to reconceptualize the park stewardship responsibilities, requesting Park Board members to visit parks scheduled for replacement and document their observations and/or solicit feedback from parkgoers. These site visits would allow board members to see firsthand what the needs of the park and neighborhood may be, so they could provide appropriate recommendations related to the requested budget.

Related to revenue, the department has a number of fees including:

- Program fees – the cost to register for programs, activities, and special events. These are set by staff based on a number of variable factors.
- Fishing Permits (and daily permit fees)
- Bark Park Registration
- Boat Slips
- Boat Sticker Registration (and daily launch fees)
- Facility rental fees (as outlined in the Facility Use Policy)
- Shelter rental fees (as outlined in the Facility Use Policy)
- Field rental fees (as outlined in the Facility Use Policy)
- Affiliate fees
- Special Event fees

A number of the above outlined fees have not been increased in the past 10+ years. Staff feels that it would be appropriate to review these fees during a dedicated Parks and Recreation Board meeting on an annual basis.

Options for language revisions:

Chapter 8.16-G(5): Evaluate ~~current~~ fees for and regulations governing park facilities and operations on an annual basis. ~~and~~ Recommend changes as needed.

Chapter 8.16-G(7): Provide input relative to the development of the annual budget for the Parks and Recreation Department. Facilitate and solicit public input related to the development of parks, facilities, and programs to include within the annual budget discussion.

Existing Language Chapter 8.16-G(6): Solicit public comments on parks and recreation issues and communicate with the public to increase general awareness and understanding.

A common theme throughout the Park Board feedback, staff discussion, and the existing Municipal Code places an emphasis on public engagement. Section 16-G(6) speaks specifically to public comment, communication, and advocacy. The Park Board feedback from the most recent meeting placed an emphasis on internal communication, which in turn, allows for more effective forward-facing communication and advocacy. Feedback collected reflected the following sentiments:

- Seeking better communication between Village, Park Board, staff, and residents
- Develop opportunities for the board to promote our parks and recreation programs at events, sharing what we have to offer to Lake in the Hills residents and local communities.
- Research opportunities to provide a comprehensive overview of our village. Understand the amenities we have and could use to provide revenue-generating opportunities.
- Research other municipal amenities and outreach events. For example, Hanover Park Police Department randomly handed out ice pops to children at the splash park and used it as media opportunity to highlight their recreation department.

One of the existing tools for public comment has been the Park Stewardship program. Park Board feedback on park stewardship is outlined below. In the previous section there was a suggestion to reimagine the park stewardship program for playground replacements, but the stewardship program is open for discussion.

- Alternate years where the board members conduct Park Stewardship inspections of parks.
- Eliminate Park Stewardship. If a board member sees something that needs attention, it can be communicated to staff for follow-up.
- Board members should perform a minimum of six (6) park inspections per year on a rotating basis determined by the board. Schedule should ensure members do not repeat visits to same park during their four-year term.

Options for language revisions:

Staff does not recommend changes to the existing language at this time. However, staff would recommend reviewing opportunities to increase communication, provide background on programs and special events related to board advocacy, and generally ensure that a cohesive, comprehensive message is delivered.

Existing Language Chapter 8.16-G(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.

While this is currently in the code, there are no pending development projects. This language can be kept or eliminated. Staff anticipates that the forthcoming Parks Master Plan would identify amenities recommended for any future park or open space development.

Additional Staff Suggestions

- Eliminate the January and July Parks & Recreation Board Meetings. With the proximity to winter break, year-end, and the holidays, the January meeting is difficult to prepare an agenda for. The July meeting is often near the 4th of July holiday.
- The second meeting of each quarter (February, May, August, November) would be an opportune time to review the previous quarter (i.e. February reviews Q4 of the previous year) to highlight revenues and expenses, receive Park Board program input to incorporate in future events, and ensure a minimum of at least four (4) meetings per year.
- The August meeting should incorporate a standing budget discussion for the approaching fiscal year.
- The October meeting should be an annual review of fees (outlined above) and Facility Use Policy to incorporate into the upcoming year.
- While it might not need to be reflected within the Municipal Code, staff suggests developing tools to assist the Park Board in carrying out certain duties, fulfilling expectations, etc. Staff recommends developing a tool to track volunteerism, advocacy, recruitment, site visits, community engagement, etc.

FINANCIAL IMPACT

None

ATTACHMENTS

None

RECOMMENDED MOTION

No recommended motion. Information item to solicit feedback to incorporate into a future Chapter 8 Municipal Code update.



STAFF REPORT

MEETING DATE: October 5, 2023

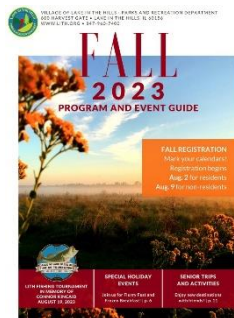
DEPARTMENT: Parks and Recreation Department

Upcoming Events:

- | | | | |
|------------------------|------------------------------------|-------|--------------|
| • Saturday, October 7 | Rec2U Hike with MCCD | 10 am | Plote Field |
| • Monday, October 9 | Rec2U School Day Off Fun | 11 am | Sunset Park |
| • Saturday, October 21 | Dog Walk of the Dead | 10 am | Bark Park |
| • Friday, November 10 | Veteran’s Day Color Guard Ceremony | 9 am | Village Hall |
| • Friday, November 10 | Veteran’s Day Pinning Ceremony | 10 am | Village Hall |

For more information please view the program and activity guide: 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 Program and Event Guide.

Report submitted by Kim Buscemi, Recreation Superintendent:

Rec2Night: The initiative for these events is to bring recreation to communities in Lake in the Hills that are considered lower income communities. We plan to use park space located within the apartment complex and provide an evening of fun activities and community resources. Our goal is to provide welcoming events for the neighborhood to enjoy while providing opportunity to engage with the neighbors. We have several organizations that have committed to assisting with the events by leading activities and/or sharing resources the organization provides to the residents.

Summer Sunset Fest Kids' Zone: The Recreation staff planned two fun filled afternoons for families to enjoy at this year's Summer Sunset Fest. The area was open both on Saturday and Sunday from 1 pm to 5 pm. Along with lawn Checkers, Snookball, giant Jenga, oversized Connect 4, Prize Wheel, table games, corn hole, and blender bike, an inflatable Hippo Bungee was onsite Saturday and a large petting zoo was onsite Sunday. The Algonquin Area Public Library staff also provided activities for the children. Staff estimated 500 people, total for both days, enjoyed the Kids' Zone.

Recreation Staff Outreach:

The Rec2U van was invited to several community partner activities this summer:

June 8 - Lynn Dillow Ribbon Cutting

July 27 - Options & Advocacy Summer Party

July 31 - Algonquin Area Public Library End of Summer Reading Party

August 5 - National Night Out

August 5 - Algonquin Township Touch a Truck

By attending these outreach events, staff have been able to engage with over 2,000 members of the community and share our upcoming program and event schedule.

Beyond the Bell: The 2023/24 school year began in August. This program operates out of Lincoln Prairie Elementary School. Currently 57 students are enrolled in the program.

Report submitted by Casie Peltz, Recreation Supervisor:

Summer 2023 Recap

June 3 - Skate, Bike & Roll: Although the attendance was not what we hoped for, the first Skate, Bike & Roll joint event between the Parks & Recreation Department and the Police Department was a well-organized event. We hosted the Algonquin Area Library District, Cycling without Age, the McHenry County Conservation District, and Wheel Werks bike shop. Everyone provided activities and information for the community.



June 21 - 1st Day of Summer Beach Bash: We had a blast at the beach with over 200 participants on a beautiful first day of summer! We had fun with Kona Ice, the Algonquin Area Public Library, LITH PD, music, bingo, limbo, sand castle & other contests. Our partner at NISRA had almost 40 participants join us for the fun.



July 15 - IPRA Unplugged Day: We bounced around town in the Rec2U van to celebrate IPRA's annual Unplugged Day. We offered Yoga at Larsen Park, rock painting at the Annex, chalk drawings at Ken Carpenter and freeze pops at the Splash Pad.



August 11 - Movie Night w/ AAPLD & NISRA: Our Back to School Movie Night entertained 80 kids and parents. The 3 agencies each brought staff and treats (freeze pops, popcorn and glow sticks) to the showing of Monsters University in the back lawn of the library.



Rec2U: We offered 5 Rec2U, Come Play dates this summer. Although the locations and times varied to accommodate different schedules, we had several families that came out to all 5 dates. They had fun discovering new parks they had never been to and making new friends. We engaged over 100 people this summer with the Come Play programs.

June 12 - Rec2U, Cattail Park

June 26 - Rec2U, Horner Park

July 10 - Rec2U, Rolling Hills Park

July 24 - Rec2U, Ford School Park

August 7 - Rec2U, Lynn Dillow Park



SENIORS: We had a busy and fun summer! In addition to the trips, we enjoyed bingo with Pace Bus, Shepherd Premire, and the Algonquin Library.

June 1 - Drury Lane - Grease

June 7 - Out and About Lunch - Elkhorn, WI

July 12 - Milwaukee - Lake Cruise & Maders

July 17 - 21 - Active Adult Camp

August 4 - Fireside Theater, Mary Poppins

August 18 - Spirit of Chicago



Senior Drop-In Participation

	Jan	Feb	March	April	May	June	July	Aug	Sept
Crafters	46	54	63	55	71	72	67	57	
Bingo	11	8	9	15	11	14	14	15	
Cards	<u>32</u>	<u>33</u>	<u>49</u>	<u>31</u>	<u>46</u>	<u>30</u>	<u>37</u>	<u>40</u>	
	89	95	121	101	128	116	118	112	
Q1	305				Q2	345			

Submitted by Recreation Supervisor, Michelle Steffey

Preschool Summer Camps: Preschool Summer Camp was offered six weeks this summer at the Annex. The camp was almost completely filled each week. The Preschool Teachers did a wonderful job making camp special for the campers.



Preschool Academy: This school year, in the three classrooms, there are six classes total running. An afternoon class was added on Mondays, Wednesdays, and Fridays at the Annex. Currently, 67 students are enrolled.

