



Call to Order

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

Also present were Assistant Village Administrator Trevor Bosack, Recreation Superintendent Kim Buscemi, Trustee Wendy Anderson, Village Administrator Shannon Andrews, President Ray Bogdanowski, and Recording Secretary Dana Popovich.

Audience Participation

Audience member Bill Kurnik presented the Board with pictures of the Community Garden Plots highlighting how hard it is to control the weeds. He also discussed needing a water supply closer to the garden plots. He said that Assistant Administrator Bosack is aware of the issue and has spoken with a master gardener about options to control the weed growth. Assistant Administrator Bosack was also hoping to get a grant through Lowe's to help with the cost. Audience member Bill Kurnik discussed solarization as means to control the weeds and feels that is the only viable answer. Audience Member Bill Kurnik asked the Board to make this an agenda item in a future meeting.

Assistant Village Administrator Bosack said he did meet last year with McHenry County Horticulture Program Coordinator, Brenda Dahlfors, who suggested some similar ways to control the weed growth. He added that the Village did not get the Lowe's Grant, but are always looking for grant opportunities to help support this program. He noted that if Bill's request becomes an agenda item in a future meeting, and he would be invited back to participate.

Approval of Meeting Minutes

Motion to accept the Parks and Recreation meeting minutes of June 01, 2023 was made by Member Cairns, and seconded by Member Carman. The motion was approved by a voice vote of 6-0.

Old Business

None

New Business

A. Village Support Recommendation for the 2023 Henry Hustle

Assistant Village Administrator Trevor Bosack explained staff is seeking support from the Parks and Recreation Board pertaining to the 2023 Henry Hustle, which is a long-standing Thanksgiving running race. As such, the event is required to submit a Special Event Permit application. Kopf Running, the host of the event, has indicated that all proceeds will benefit the Muscular Dystrophy Association, a registered 501(c)3 organization. All of the requisite materials were submitted with the application, including a letter to the Village Board requesting support through the provision of fee waivers. The fee waiver request is as follows: Special Event Permit Fees including: Application fee of \$25, refundable deposit of \$1,000, and an Emergency Action Plan Review fee of \$150. The letter also requests a fee waiver of background checks; however, this fee is not applicable to this event. The letter requests Village Board approval for the placement of temporary signage, a request that can be fulfilled internally with a staff review and approval. Staff is seeking a recommendation from the Parks and Recreation Board to accompany the request when presented to the Village Board. The Parks and Recreation Board members all agreed in favor of waiving the fees.



B. Strategic Review of Parks and Recreation Board Update

The intention of this informational item is to have a conversation and gather Parks and Recreation feedback which would be incorporated into any future Chapter 8, Municipal Code updates. Assistant Village Administrator Bosack reviewed the informational memorandum dated November 2, 2023 on the September 12, meeting between the Village Board and the Parks and Recreation Board discussions to updates to Chapter 8.16. Specifically related to the creation, function, and duties of the Village's Parks and Recreation Board. There was a request for the Board to provide some feedback relating how they envisioned the future of the board, the roles, the duties, and the structure of the Board. Assistant Administrator Bosack reviewed the existing language in Chapter 8, and based on the feedback from the Park Board members, suggestions were made that would be worthwhile to incorporate and codify. He discussed some of the options for language revisions and if the Park Board agrees with the changes, they would be presented to the Village Board for consideration.

President Ray Bogdanowski addressed the Board about becoming more involved and bringing forward ideas to the Village Board on how we can be a better Village. President Bogdanowski said we can do a better job at communication. He also suggested if they have a concern, don't wait till a meeting to bring it up, call the Director of Parks and Recreation to address it.

Trustee Wendy Anderson noted that they are looking at ways that can make the Parks Board more functional.

Assistant Village Administrator Bosack indicated that the Village Board is looking for the Parks and Recreation Board to be proactive and bring things to their attention. Also, to be an advocate for our programs that the Parks and Recreation Department offer.

Some of the additional staff suggestions in the informational memorandum to highlight include:

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.

Member Donahue recommended that someone from the Village should contact each member of the Park Board about a week before the meeting to ensure a quorum.

President Bogdanowski suggested that the Parks and Recreation Board be involved in the Summer Sunset Festival,



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by looking for ways to improve sponsorship or adding events. The Summer Sunset Festival is a great way for the Village to interact with our community and he would like to see the Parks and Recreation Board to be part of it. He remarked there would be more information about the festival and the type of involvement that is needed.

Staff Reports

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

Village Trustee Liaison Report

None

Member Reports

Member Wackerlin mentioned he was dealing with personal issue which might affect his able to serve on this Board in the future.

Adjournment

A motion to adjourn the meeting was made by Member Wackerlin, and seconded by Member Sivakumar. The motion was approved by a voice vote 6-0.

There being no further business to discuss, the Parks and Recreation Board meeting was adjourned at 7:57 PM.

Submitted by

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

Dana Popovich
Recording Secretary