



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

JANUARY 4, 2024
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 December 7, 2023 Parks & Recreation Board Meeting Minutes
5. Old Business
6. New Business
 - A. Parks Master Plan Connect Phase - Community Involvement
 - B. 2024 Budget, Projects, and Goals
7. Staff Report
8. Board Members Reports
9. Village Trustee Liaison Report
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, Donahue, Carman, Vice-Chairman Andrea, and Chairwoman Tredore. Member Sivakumar was absent.

Also present were, Assistant Village Administrator Trevor Bosack, Director of Parks and Recreation Randy Splitt, Superintendent of Parks and Recreation Kim Buscemi, Superintendent of Public Works Scott Parchutz, Trustee Wendy Anderson, and Recording Secretary Dana Popovich.

Before audience participation Chairwoman Tredore welcomed Director of Parks and Recreation Randy Splitt on behalf of the Board.

Director Splitt introduced himself with a brief history of past work experience and is looking forward to working with the Board.

Chairwoman Tredore and the Board thanked Assistant Village Administrator Trevor Bosack for his service and congratulated him on his new position.

Assistant Village Administrator Bosack thanked the Board.

Audience Participation

Ella Manthey and Isabella Sanchez with Phi Theta Kappa, did a research paper on The Art and Science of Play. They did research around the inclusivity and accessibility of community parks and conservation areas in McHenry County. They visited Barbara Key Park and Sunset Park, and reviewed their findings with the Board.

Lake in the Hills resident Scott Surman just wanted to introduce himself to the new Director of Parks and Recreation Randy Splitt. He also just wanted to offer up his assistance for any future input concerning the beach or lake as he has done so in the past.

Approval of Meeting Minutes

Motion to accept the Parks and Recreation meeting minutes of November 2, 2023 was made by Vice-Chairman Andrea, and seconded by member Donahue. The motion was approved by a voice vote Of 6-0.

Old Business

A. Sunset Fest

Assistant Village Administrator Bosack met with the Village Board to discuss various issues regarding Sunset Fest. One of the things that we are working on is the sponsorship program which will be coming out in the Fourth Quarter Business Insider. Assistant Administrator Bosack said he would get that information to the Board as soon as its available.

New Business

A. Parks Master Plan Update

Assistant Village Administrator Bosack discussed phase one of the Parks Master Plan update, which is the analyze



phase. The purpose of this phase is to take a quick capture of our existing amenities and compare against the national standards to create a framework for staff to review. This information will be used to assist with the next phase, the connect phase, where the Village will seek community input.

Director of Parks and Recreation Randy Splitt reviewed the next phase, which is the connect phase of the project. The connect phase will rely on the Parks and Recreation Board to assist in participating, recruiting residents and championing the project to solicit feedback and capture community input. The connect phase, facilitated by Hitchcock Design Group, will combine three approaches to gather as much feedback as possible. One is a community survey, which is attached, and Director Splitt asked the Board to provide input to make sure we are asking all the right questions. Second is stakeholder interviews, which will consist of small groups such as Jr Eagles Football, LITHYAA, LITH schools, NISRA, and other individuals recommended by Parks and Recreation Board. Third is a community input workshop which will consist of an in-person meeting involving community members participating in discussions facilitated by Hitchcock Design Group to obtain feedback on the Parks and Recreation Services.

Staff will be working with Hitchcock Design Group on the timeline for all 3 approaches. The timeline will consist of a 30-day process to conduct the community survey. In that 30-day period, the stakeholder interviews and community input meeting would take place.

Vice-Chairman Andrea asked how the survey would be sent out.

Director Splitt said a Survey Monkey would be sent out using the Village Social-Media, Community Pass, and posted on our website.

B. Upcoming Events

Director Splitt and Superintendent Buscemi discussed upcoming events, starting with the Flurry Fest, which already has 700 people registered. Director Splitt encouraged the Board to stop by the event. Superintendent Buscemi said that the Cookies with Santa is sold out, with over 65 children registered. She encouraged the Board to stop by.

Staff Reports

Superintendent Buscemi reviewed staff reports.

Village Trustee Liaison Report

None

Member Reports

None

Adjournment

A motion to adjourn the meeting was made by Vice-Chairman Andrea and seconded by Member Wackerlin. 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 7:05PM.



Village of Lake in the Hills

PARKS AND RECREATION BOARD MEETING

December 07, 2023

Submitted by

Dana Popovich

Dana Popovich
Recording Secretary

DRAFT



INFORMATIONAL MEMORANDUM

MEETING DATE: January 4, 2024

DEPARTMENT: Parks & Recreation

SUBJECT: Parks Master Plan Connect Phase – Community Involvement

EXECUTIVE SUMMARY

The Parks Master Plan was awarded to a third-party consultant, Hitchcock Design Group, in June 2023.

Connect Phase is the next phase of the project: The goal of the Connect Phase is to gain suggestions and feedback on the Village’s Parks and Recreation Services and ways to improve. The Connect Phase will rely on the Parks and Recreation Board to assist in participating, recruiting residents and championing the project to solicit feedback and capture community input. The Connect Phase, facilitated by Hitchcock Design Group, will combine three approaches to gather as much feedback as possible. The following approaches will be used:

- **Community Survey:**
Attached is a draft of the industry standard survey customized for our community. Please provide input to make sure we’re asking all of the right questions to get the desired feedback. HDG will transfer to the Survey Monkey online platform and send a test view for Staff/P&R Board to click through before going live. Survey will be delivered through social media, community pass, posted on our website, shared with our stakeholder groups to share.
- **Stakeholder Interviews:** This process will consist of small group interviews conducted online targeting key main contributors/users/organizations of the Parks and Recreation department. The intent is to get input from key individuals/groups with vested interests in the future of the parks and recreation department.
- **Community Input Workshop:** In person meeting involving community members participating in discussions facilitated by Hitchcock to obtain feedback on the Parks and Recreation Services.

Staff will be working with Hitchcock Design on the timeline for all 3 approaches to be completed. The timeline will consist of a 30-day process to conduct the community survey. In that 30-day period, the stakeholder interviews and community input meeting would take place to assist with additional feedback on the survey.

Connect Phase Time Line: January 5 - March 7, 2024:

January 5:	Review Draft Survey with Staff
January 12:	Update Survey Questions
January 15 -	February 9: Administer Survey (4-weeks)
January 29- February 2:	Conduct Virtual Stakeholder Interviews
February 5:	Community Input Meeting #1:
February 16:	Prepare Needs Assessment Summary
February 19-23	Staff Review - Connect Phase Findings H(Online)
March 1:	HGD - Prepare Board Meeting Presentation February 26 - March 1
March 7:	Parks and Recreation Board Meeting-Analyze & Connect Phase
Review	

FINANCIAL IMPACT

None

ATTACHMENTS

None

RECOMMENDED MOTION

No recommended motion. Participation for the Connect Phase is highly encouraged.



INFORMATIONAL MEMORANDUM

MEETING DATE: January 4, 2024
DEPARTMENT: Parks and Recreation
SUBJECT: 2024 Budget, Projects, and Goals

EXECUTIVE SUMMARY

Staff is excited to share the framework and foundation to our approach for 2024 operations. Goal for the department is to continue to establish a more unified department responsible for the complete services of Planning and Programming for the Village's Parks, Facilities and Community

Budget

The 2024 Budget, as adopted by the Village Board, recognizes the recreation of the Parks and Recreation Department with the following divisions: P&R Administration; P&R Parks; and P&R Recreation. Some of the budgeted highlights include:

- Administration - expenses for NISRA (Summer Sunset Festival allocated to new fund)
- Parks - the FY2024 Parks and Recreation Parks Division budget reflect the costs associated with the administrative oversight of the program areas that have returned to the Parks and Recreation Department and will continue to be evaluated to ensure the Goal is sustainable. These include:
 - Staff salaries, pre-employment testing, and onboarding of those supervising beach operations
 - Expenses related to facility and field rentals.
 - Expenses for the development of the Parks Master Plan
 - Expenses related to the lake operations, including fishing and boating licenses
 - Park Services for portable toilet contract
 - Expenses related to the Bark Park
- Recreation - expenses as historically budgeted within the Recreation Division including:
 - Expenses related to our program designations which include early child, youth, teens, adult, seniors, special events, preschool, camp, and Beyond the Bell
 - Staff salaries (full-time and part-time including camp, preschool, and Beyond the Bell),
 - Operating supplies
 - Contractual expenses
 - Equipment and rentals
 - Professional development and training

Policies

Facility policies will continue to be reviewed and refined throughout the next year consistent with the transition to the Parks and Recreation Department.

Staff will be revisiting the relevant sections of the municipal code that speak to beach, fishing, and boating operations.

Projects

Staff is excited to embark on many projects with long-term implications including:

- The 2024 scheduled playground replacements at Barbara Key, Jaycee and Celebration Parks
- The Parks Master Plan
- Comprehensive Plan

Goals

Parks and Recreation Department goals for 2024 include:

- Pursue additional funding by determining and applying to applicable grant opportunities.
- Continued education of progressive trends, including universal design, as a framework for evaluating and planning park replacement projects.
- Further community and professional relationships including those with local and state elected officials, library district, school districts, IPRA, NISRA, McHenry County Health Department, the People for Parks Foundation, Chamber, Rotary, and other municipal parks departments/park districts. Evaluate opportunities for collaboration on programming, purchasing, or agency support.
- Continue programming and marketing by highlighting established attributes including: physical wellbeing, mental wellbeing, safety, inclusivity, diversity, equity, enriching relationships, nature, cultural, and uniquely Lake in the Hills.
- Review online program guide data to determine where end users are engaging with the document. Use data to assist in program creation and offerings.
- Establish reports to assist with program analysis including a review of participation and revenue with the intention of creating metrics to measure success.
- Develop local businesses relationships to increase sponsorships and tie into attributes.
- Continue to unite department responsibility for the complete services of Planning and Programming for the Village's Parks, Facilities and Community.
- Project and policy completion or progress on initiatives as outlined above

FINANCIAL IMPACT

None – information item only

ATTACHMENTS

None

RECOMMENDED MOTION

None



STAFF REPORT

MEETING DATE: January 4, 2024

DEPARTMENT: Parks and Recreation Department

Upcoming Events:

- Saturday, Feb. 10 8 am – 12 pm Ice Fishing Derby LaBahn Hain House
- Saturday, Feb. 17 3 pm – 5pm and 6 pm – 8 pm Daddy Daughter Date Night

For more information please view the program and activity guide: [RECREATION.LITH.ORG](https://recreation.lith.org)
<https://recreation.lith.org/>



Report submitted by Kim Buscemi, Recreation Superintendent:

New programs: This winter, Beginner Guitar Lessons are being offered. This guitar class is for anyone ages 13 to adult. The Blooming Traveler is new to Lake in the Hills. Three beautiful silk arrangements classes are being offered by the instructor. And for those wanting to learn to sew, a new beginning sewing class is offered for ages 13 to adults. Adult Bingo is switching to Breakfast Bingo, offering light breakfast items as part of the fee to play. And ten new Adult Trips are lined up for this winter/spring.

Beyond the Bell: The after-school program held at Lincoln Prairie Elementary School has 57 students enrolled. Staff have done a wonderful job keeping the students entertained with games, crafts, and special activities.



Holiday House Decorating Contest and Holiday Lights Bus Tours: Eleven homes participated in this year's Holiday House Decorating Contest. Thirty-nine participants enjoyed the Holiday Lights Bus Tour that was held December 14, 15, 16. NISRA had three busses that followed the Village bus on December 15.

Huntley Realty provided \$50 Lowe's gift cards for the Holiday House Decorating winners. Berkshire Hathaway HomeServices Starck Real Estate provided cookies for the participants in the Holiday Lights Bus tours.

Holiday House Decorating Winners:



Winner: 403 Prides Run



Winner: 2 Arland



Winner: 5515 Chantilly

Submitted by Michelle Steffey, Recreation Supervisor

Letters from Santa: The recreation staff offered Letters from Santa. A total of 114 letters were written (98 residents, 9 non-residents, and 7 employees). Four volunteers assisted with the letter writing. And one of our seniors brought their book club in to help.



Holiday Gift making Class & Lunch Buddies: The Recreation staff hosted Lunch Buddies & Holiday Gift Making Class at the Annex on December 14, from 11:45 am to 2:00 pm. There were 10 participants registered for lunch buddies and 17 participants for the Holiday Gift Making Class.



Cookie with the Claus': This event provided the opportunity to spend time with Mrs. Claus! Listen to stories, enjoy cookies, drink cocoa and do activities with the Misses! The big guy himself stopped by for a visit. A total of participants was 65 (46 residents, 14 non-residents). A special thank you goes out to Mr. and Mrs. Claus for making time in their schedule to visit us.

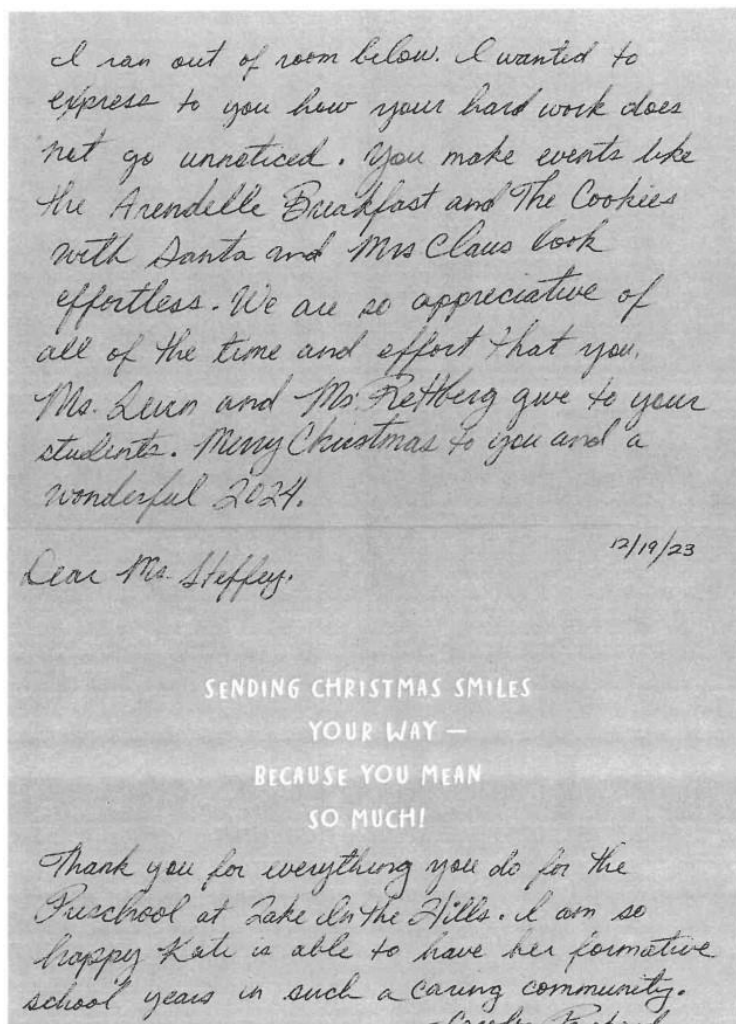


Preschool Academy currently has 67 students enrolled.

The Preschool Academy hosted their annual Jolly Jingle Concert on December 21st. There was a 6:00 pm show for the Twos Plus and 3-4-year preschool classes, and a 7:00 pm show for the 4-5-year-old preschool classes.



Letter received from a preschool parent to Michelle Steffey, Recreation Supervisor:



Submitted by Casie Peltz, Recreation Supervisor

12/2 Feliz Navi Dog at LITH Pet Suites: Santa visited with 23 families and their best friends to kick off the holiday season. The party (and pictures) were adorable!



12/8 Flurry Fest – sold out! This year’s event sold out all 700 pre-register tickets and welcomed over 100 at the door. It was a beautiful night to host this popular event. It will be the last time we are able to use this set up due to the Police Department construction / layout.



12/1 Senior Holiday Party – sold out! Over 100 seniors had a wonderful holiday luncheon featuring a delicious meal, fun games, gifts and entertainment.





12/4 Naperville Trolley trip – sold out! We saw some amazing houses in Naperville during this popular annual trip, including the Taylor Swift house that has been on the national news!



12/6 Paramount Theater trip – Charlie and the Chocolate Factory: Lake in the Hills only had 2 participants for this trip, so they attended with the Cary Park District group thanks to our co-op agreement.

12/13 MCC Planetarium trip: We hosted 45 participants in the McHenry County College Planetarium theater for their Christmas Star program. Afterwards we enjoyed lunch downtown Crystal Lake.



Upcoming Senior programs, events:

Aside from our regular drop-in programs, we do not offer trips in January due to the weather / temperatures. Programming will start up in February with a Valentine party, a trip and an out & about lunch.

