



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

February 1, 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 January 4, 2024 Parks & Recreation Board Meeting Minutes
5. Old Business
6. New Business
 - A. LITH Parks and Recreation Affiliate Groups
7. Director's Report
8. Staff's Report
9. Board Members Reports
10. Village Trustee Liaison Report
11. 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, and Vice-Chairman Andrea. Chairwoman Tredore was absent.

Also present were Director of Parks and Recreation Randy Splitt, Superintendent of Parks and Recreation Kim Buscemi, and Recording Secretary Dana Popovich.

Audience Participation

Audience member John Cleary said he is retired and just wanted to volunteer his time where needed.

Approval of Meeting Minutes

Motion to accept the Parks and Recreation meeting minutes of December 7, 2023 was made by Member Cairns and seconded by Member Sivakumar. The motion was approved by a voice vote Of 6-0.

Old Business

None

New Business

A. Parks Master Plan Connect Phase- Community Involvement

Director Splitt met with Hitchcock Design to discuss the next three steps in the Connect Phase. Included in the Boards packet is a draft of the industry standard survey that has been customized for our community. Director Splitt asked the Board to provide input to ensure the right questions are asked in order to get the desired feedback. Hitchcock Design Group will use an online platform called Survey Monkey and send a test view for Staff and the Parks and Recreation Board to review before going live. This survey will be delivered through social media, Community Pass, posted on the Village's website, and shared with our stakeholder groups. Director Splitt said that Hitchcock Design Group is looking to have that out to staff and the Board by January 20 and a go live date of January 29. The survey will be available for public input for thirty (30) days. The survey will be followed by the Community Input Meeting. The third part of the Connect Phase is interviewing the stakeholders which have been identified as the school districts, libraries, sporting groups, and any other groups that have a vested interest in the future of our Parks and Recreation Department. Once all of this is complete staff will review everything and present the findings at the March Parks and Recreation Board meeting.

The Board and Director Splitt discussed the distribution of the survey.

B. 2024 Budget, Projects, and Goals

Director Splitt discussed the goals for 2024, which are included in the packet. Director Splitt said at the February Board meeting they are inviting some affiliate groups to come and introduce themselves to the Parks and Recreation Board.

Member Carman asked if they would be hiring any more staff for the Parks and Recreation Department.



Village of Lake in the Hills

PARKS AND RECREATION BOARD MEETING

January 04, 2024

Superintendent of Parks and Recreation Buscemi announced that a new Recreation Supervisor with an extensive background in Parks and Recreation will start on Monday.

Director Splitt discussed the 2024 Summer Sunset Fest and indicated that input from the Parks and Recreation Board, as well as from the community is being solicited.

Staff Reports

Superintendent Buscemi wanted to share a couple of the changes that they are making to the Sunset Fest schedule. On Saturday after the parade the Parks and Recreation staff are proposing a community picnic on the Sunset Fest grounds, instead of the Kid Zone. They are also looking at changing things up on Sunday. Superintendent Buscemi discussed the different bands that will be playing at Sunset Fest this year.

Superintendent Buscemi reviewed staff reports, past events, and upcoming events. She also reviewed how the drop-in classes have doubled in size from 2022 to 2023, due largely from the Wednesday drop-in class.

Director Splitt said he enjoyed being part of the team and helping out with events.

Member Wackerlin asked if word of mouth is what made the drop-in class double. Superintendent Buscemi said that the Wednesday drop-in class was new for 2023. It is a sewing group that gets together, and usually consists of twenty to thirty women.

Village Trustee Liaison Report

None

Member Reports

Member Wackerlin suggested having a polar plunge. Vice-Chairman Andrea said he has done one, and that would be great to get something like that started. The Board discussed the idea of a polar plunge.

Vice-Chairman Andrea asked when they would be getting information on what they need to do for Sunset Fest. Superintendent Buscemi said that they just had their first meeting as a staff on Tuesday.

Member Sivakumar wanted to just say she attended the ceremony for the veterans and she said it was phenomenal.

Member Carman had an idea for Sunset Fest. She said maybe have a friendly competition between the school rivalries.

Member Wackerlin asked about the Community Gardens and what was happening with that.

Member Donahue requested getting the information about sponsorship out to them as soon as possible so they can get started with that.

Adjournment



Village of Lake in the Hills

PARKS AND RECREATION BOARD MEETING

January 04, 2024

A motion to adjourn the meeting was made by Member Sivakumar and seconded by Member Donahue. 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 7:15PM.

Submitted by

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

Dana Popovich
Recording Secretary

DRAFT



INFORMATIONAL MEMORANDUM

MEETING DATE: February 1, 2024
DEPARTMENT: Parks & Recreation
SUBJECT: Village Affiliate Sport Organization

EXECUTIVE SUMMARY

Village Affiliate Organization: An Organization with a 501(c) tax code status from Internal Revenue Service that has entered into an agreement with the Village to provide recreational opportunities to the residents of Lake in the Hills on Village-owned property.

The following Village Affiliates with current agreements with the Village have requested to return for park usages for the 2024 season. They are present to provide an overview of their operation, recap their 2023 season and inform the board their plans for the 2024 Season.

Please welcome:

- Lake in the Hills Youth Athletic Association (LITHYAA), Youth baseball/softball
- Goal Soccer
- Junior Eagles Football and Cheerleading
- United Cricket Foundation
- Century Cricket League

Staff will be meeting with each affiliate to review their affiliate agreements and 2024 fees, obtain their insurance requirement, schedule staff/affiliate meetings on site to walk and review the expectations of the grounds and facilities each group utilizes for their programs and finalize all park usage requests and dates. This will include Park Rules and Regulations for the organization and their participants/guests, proper field maintenance for sport specific, incident/accident procedures, and communication.

The intent of the meeting is to establish stronger working relationships to assist in all operations of both the affiliates and the Village, identify potential concerns to trouble shoot and understand village policy, and create opportunities for growth.

FINANCIAL IMPACT

None

ATTACHMENTS

1. Sample Agreement
2. Preseason Checklist

RECOMMENDED MOTION

No recommended motion. The 2024 season will allow Village staff and the newly unified Parks and Recreation Department the opportunity to establish working relationships that will better serve the LITH community and identify areas for improvement for the village and affiliates as new agreements will need to be produced in 2025 as all current agreements will expire March 2025.

This Agreement entered into this _____ day of _____, 20____, by and between the

Village of Lake in the Hills (“Village”), an Illinois Municipal Corporation and the

Affiliate Name on this Line (“Affiliate Organization” or “A.O.”), a leisure-oriented group, organization or association.

Section 1: Definition

A. Affiliate Organizations are defined as not-for profit corporations, associations, or similar groups whose main purpose is to provide constructive recreational opportunities to the residents of Lake in the Hills on Village-owned property. Activities conducted by an A.O. must meet the following conditions for constructive, wholesome and worthwhile recreational pursuits:

- The group must be leisure-oriented.
- The group’s existence shall be of value to the community.
- The activity must develop a sense of achievement and self-worth for its participants.
- Benefits of the activity should include improvements of the physical, mental or emotional well-being of participants.
The activity should stimulate creativity, develop recreational skill and /or enhance avenues of socialization.

B. Rec League – defined as a league with intra-league play

C. Travel League – defined as a league with inter-league play and tryouts for

participation. Section 2: Non Discrimination

A. Activities sponsored by an A.O. shall not, other than to adhere to specific age and/or gender-based membership guidelines reasonably necessary for the group’s recreational activity or minimum residency standards, discriminate against or exclude any individual from participation for reasons of race, color, creed, national origin, sex, sexual orientation, or handicap. Registration for membership/tryouts must be open to all residents of the Village, subject to reasonably necessary age and/or gender-based standards.

Section 3: Facility

A. In order to allow the A.O. to provide services to its members or constituents, the Village agrees to allow the A.O. to use Village property, facilities and equipment, in accordance with the Village’s Facility Use Policy. Facilities and property covered under this agreement include:

Sunset Park baseball/softball fields, Sunset Park concessions, Ryder Park baseball fields, Plote Field, Ryder concessions, Leroy Guy baseball/softball fields and Leroy Guy concessions

- B. The A.O. agrees to maintain the Village's facilities in accordance with Exhibit A, attached hereto and made a part of this agreement. The A.O. shall notify the Village and obtain approval prior to commencing any changes, modifications or improvement to Village property.
Any private contractor(s) who intends to work on the Village's grounds, facilities or equipment shall be approved by the Director of Public Works or his designee in advance.
- C. The Village may require an A.O. to reimburse expenses and costs incurred by the Village related to the A.O.'s use of property, facilities or equipment including, but not limited to, the clean-up of litter and debris during activities sponsored by the A.O.
- D. Collecting money and/or selling food or any other items on Village property requires prior Village approval through issuance of Exhibit E – Authorization to Sell/Collect Money on Village Property.
- E. There will be no practices allowed on football and soccer game fields as well as Plote Baseball Field.
- F. Thorguard – Early detection lightning systems are installed at Plote Field and Ryder, Sunset, and Leroy Guy Parks, for protection of all who play, spectate, and recreate in these areas. If the system warning goes off, please exit the facility and seek shelter until the system all clear is indicated. Signs are posted at the parks indicating additional information about the warning system.
- G. Concussion and specific sport injury prevention information must be stated within the website of the A.O.
- H. Permission must be granted by the Director of Public Works or his designee in order for portable light units to be used after dusk.
- I. The Village shall also accommodate general meetings and registration activities of the A.O. in accordance with the Facility Use Policy.
- J. It shall be a requirement of the A.O. to provide a seasonal schedule and coordinate their activities with the Village through its Public Works Director or his designee. The Village agrees to offer the A.O. staff expertise and other in-kind services as determined by the Public Works Director.

Section 4: Advertising

- A. The Village shall publish information about the A.O. in the seasonal Parks & Recreation brochure, and on the Village's website at its sole discretion
- B. Temporary sponsor banners for travel teams must be taken down after every game.
- C. Sponsor or promotion banners may be put on fences at Sunset Park baseball fields and LeRoy Guy Park baseball fields from April 1st through September 30th. Banners must remain in good condition with no rips, tears, or fading. The Village reserves the right to remove any/all banners that are not in good condition.

Section 5: Meetings

- A. The A.O. shall designate up to three (3) board members or officers as the official liaisons with the Village. The A.O. agrees to meet as requested with the Public Works Director or his designee to exchange ideas and discuss plans for future opportunities.
- B. Advanced notice of the A.O. board meetings shall be sent to the Public Works Director or his designee.

Section 6: Obligations of the Affiliate Organization

During the term of this agreement the A.O. shall adhere to the following regulations.

- A. The A.O. must have a governing board of directors or officers. The A.O. shall provide the Village with the names of the directors or officers and provide updates of any changes in writing.
- B. The A.O. shall initially provide the Village with its statement of purpose, established guidelines, and a set of by-laws that have been accepted and approved by the organization's board. In addition, the A.O. shall provide the Village with copies of the governing board's meeting minutes, annual report, and financial information upon request. Any updates or changes to the above mention should be submitted to the Public Works Director upon approval.
- C. The A.O. shall be organized and maintain active status as an Illinois not-for-profit corporation defined as follows:
 1. Revenues shall be exclusively devoted to the development, continuation, promotion, operation and expansion of the specialized activities in which the organization is involved.
 2. There shall be no salaries or compensation provided to any officer of the corporation.
 3. Assets of the organization will not, either during its operation or upon its dissolution, be distributable to or for the benefit of any individual or for-profit entity, group, or organization.
 4. Deposits, expenditures and assets of the organization shall be held on behalf of the organization and not in the name of any individual.
- D. The A.O. shall take reasonable steps to ensure that all coaches, managers, officials, or other adults who have leadership roles or contact with its minor participants are not prohibited by any law or regulation from being in contact with the participants.
- E. The A.O. agrees to conduct criminal background checks and child offender checks for all employees and volunteers eighteen years of age or older and those who directly supervise individuals under the age of eighteen years of age. The A.O. is solely responsible for determining whether any conviction disqualifies any employee/volunteer.

Section 7: Insurance/Indemnification.

- A. The A.O. shall maintain general liability insurance for personal injury, death or damage to property arising out of the use of the Village's facilities, property or equipment. Such insurance shall provide coverage with policy limits of not less than \$1 million for each occurrence and \$2 million aggregate limit. In the event of bodily injury or death to one or more persons and in an amount of not less than \$500,000 or \$1 million combined single limit. The A.O. shall furnish with the Village certificates of insurance naming the Village, its officials, agents, employees, and volunteers as additional insureds, and with original endorsements affecting coverage required by this clause. Certificates and endorsements for each insurance policy shall be signed by a person authorized by that insured to buying coverage on its behalf. The additional insured endorsements will be on Insurance Service Office (ISO) forms: CG 2010, CG 2026 or an equivalent endorsement that is approved in writing by the Director of Public Works. The Village reserves the right to request fully certified copies of insurance policies and endorsements. Certificates shall be updated and submitted to the village on an annual basis when the A.O. agreement is valid.
- B. Except only to the extent otherwise prohibited by law, the A.O. covenants and agrees

to defend, indemnify and hold harmless the Village and its trustees, officers, employees, attorneys, legal representatives, and agents from any and all losses, claims, damages, costs, or expenses, including attorney fees, the Village may be required to pay as a result of acts and /or omissions of the A.O. or any agent of the A.O, or otherwise arising out of or related to A.O.'s activities or use of Village property. In such event that A.O.'s duty to defend the Village occurs, the Village has the right to choose its own legal counsel at A.O.'s expense.

A.O. shall fully cooperate with any investigation conducted by or on behalf of the Village and/or the Village's liability insurance carrier, including without limitation providing the full policy for review at any time. Failure to fully cooperate with any such investigation shall constitute a breach of agreement and in the sole discretion of the Village, may result in revocation or suspension of any A.O. privileges under this Agreement.

- C. The A.O. shall be responsible for any damage to Village equipment, property, or facilities caused by the negligent and/or intentional acts of the A.O. and its participants.
- D. The A.O. shall keep on file a copy of or electronic version of the Code of Conduct for their organization. This will include a Coaching, Players, and Parent Code of Ethics. See Exhibits B, C, and D for examples.
- E. The Village shall have no financial or legal responsibility for the A.O.
- F. The A.O. agrees, acknowledges, and understands that the Village of Lake in the Hills makes no representations or warranties concerning the cleanliness of the facilities or that the facilities are free of the COVID-19 virus. The A.O. agrees, acknowledges, and understands that it is their responsibility to comply with state/federal law guidelines and that the Village shall not be responsible for anyone contracting COVID-19 or any direct, indirect, consequential, special, incidental, punitive, exemplary or any other damages of any kind relating to the COVID-19 virus.

Section 8: Fees

During the term of this agreement, the fee shall be \$18.00/participant per season. Tournament fees for any athletic facility are \$100 for up to 5 hours and \$200 for over 5 hours per facility per day. Tournament fees for annual Brian Kreuger Memorial Tournament will be waived.

Section 9: Term

This agreement shall run from the date of execution and shall continue for a period of 36 consecutive months.

Section 10: General Conditions

- A. The Village reserves the right to revoke, change, or place on probation the status of the A.O. at any time after providing a written notice that outlines the reasons for revocation, change or probation.
- B. If any term, covenant, or condition of this Agreement is declared invalid, void or unenforceable, the remainder of the provisions shall remain in full force and effect.
- C. This agreement constitutes the entire agreement between the Village and the A.O. This Agreement may not be modified or amended except by written agreement of the parties.
- D. The parties agree that the exclusive venue for any dispute arising out of this Agreement shall be the Twenty-Second Judicial Circuit of the State of Illinois located in McHenry County, and that the laws of the State of Illinois shall govern.
- E. This Agreement may not be transferred or assigned by A.O. to any other party

without the prior written consent of the Village.

F. The parties agree that nothing in this Agreement creates a duty for the Village to continue operating, maintaining, or making available any Village facility or property, and that should the facility and/or property for which the A.O. entered this Agreement become permanently unavailable, the Agreement shall be considered terminated. In such event, the parties shall attempt to resolve how much of any unpaid balance shall be owed to the Village, based on A.O.'s usage of the space and Village resources committed to A.O.'s usage of the space.

G. Notices shall be in writing. The parties' addresses are as follows:

Village: Village of Lake in the Hills
600 Harvest Gate
Lake in the Hills, IL 60156
Attn: Director Parks and
Recreation

A.O.: _____

H. The terms, covenants and conditions of this Agreement shall bind and insure to the benefit of the parties hereto and their respective heirs, executors, administrators, successors and assigns. IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

VILLAGE OF LAKE IN THE HILLS, an Illinois Municipal Corporation

By: _____

Its: Village President

Lake in the Hills Youth Athletic Association, An Affiliate

Organization

By: _____

Its: _____

EXHIBIT A
Facility Maintenance Obligations and Equipment

VILLAGE EQUIPMENT AND PERSONNEL AVAILABILITY

The following equipment is owned by the Village and available to the A.O. subject to being operated by Village personnel.

- Rototiller
- Aerator
- Over seeder
- Loader/backhoe
- Mower
- Water Wheel

The availability of this equipment is for special projects on work days only, subject to scheduling by the Village's Public Works Department. The equipment is not available for ongoing or routine maintenance. There will be no charge for work performed during the Village's normal business hours. Any requests for weekend or after hour assistance shall be at the expense of the A.O and at the discretion of the Director of Public Works or his designee.

Requests for assistance should go directly to the Director of Public Works or his designee.

USE OF VILLAGE PROPERTY FACILITIES AND IMPROVEMENTS:

1. The A.O. shall obtain the written authorization of the Village and any required permits prior to the development, construction, or improvement of Village property including, but not limited to, the installation or relocation of backstops, fencing, benches, storage/concessions facilities, scoreboard, signage, and flagpoles. All new improvements become the property of the Village and a bill of sale must be submitted to the Village once the equipment/improvement has been installed.
2. The A.O. shall be solely responsible for the cost of such improvements or relocations except for improvements that are requested or required by the Village.
3. The A.O. is responsible for any equipment, turf, or facility damage.
4. Additional agreements between the Village and the A.O. pertain to storage sheds/buildings.

MAINTENANCE STANDARDS

1. The Village shall provide turf maintenance including seeding, fertilizing, aerating, and mowing. The A.O. understands that maintenance is dependent upon weather conditions and contractors' schedules. Sports turf is typically mowed twice a week during peak times. Each A.O. can request a specific mowing day.
2. The A.O. shall maintain the infield and all other amenities including, but not limited to, any interior buildings, scoreboards, and similar structures in a safe condition and shall be responsible for the cleanup of litter and debris in the park or facility after each game.
3. The A.O. agrees not to apply any types of seed, fertilizer, weed-killer, or other herbicide or pesticide on Village property.
4. The A.O. is responsible for maintaining the infield areas on a daily, weekly and seasonal basis in accordance with Village standards.

EXHIBIT B (Example)
Code of Conduct

Code of Conduct for Spectators of Youth Sports

1. As spectators, we will refrain from booing or yelling at the officials at any time during a game because we are aware of the following:
 - Such behavior on our part sets a poor example of sportsmanship to our youngsters.
 - Most officials have had limited experience and formal training and do the best job they can, given these limitations.
 - If officials do make poor calls during a game, the following circumstances usually apply:
 - i. The officials don't have the same observation vantage point afforded the spectators sitting in the bleachers.
 - ii. An occasional poor call seldom affects the outcome of a game.
 - iii. The number of poor calls usually balances out for both teams.
 - iv. There are more effective channels for correcting poor officiating than verbal abuse during the contest.
 - v. We do not know how difficult it is to officiate a contest until we have "walked a mile" in the official's sneakers.

2. During a game, we will refrain from yelling at players on either team because we are aware of the following:
 - They are only young boys and girls, not professionals, who due to their limited age and playing experience "may" make mistakes.
 - Encouragement and praise should be made in public; constructive criticism is best made in private.
 - The coach is best equipped to analyze and correct deficiencies in skills. Our attempts to be helpful in this respect may only confuse our youngsters.
 - The "Golden Rule" applies. Treat other young players with the courtesy, respect, and consideration, that we would want other parents to show our own child.

3. At all games, we will refrain from being argumentative or use abusive language toward parents of the opposing team youngsters because we are aware of the following:
 - We are being judged by others on our actions and words. We will always strive to insure that the result of this judgment is a verdict of "sportsmanship."
 - We will conduct ourselves in such a courteous and restrained manner that if called upon to do so, we could line up in front of the bleachers after the game and shake hands with each of the parents of the opposing team in the same way our children are expected to do after each contest.

I have read and understand this code. I agree to abide by this code for the upcoming season.

Parent/Guardian Signature

Date

Parent / Guardian Printed Name

EXHIBIT C (Example)

COACHING CONTRACT

I understand that my responsibilities as a youth coach are of great importance and that my actions have the potential to significantly influence the young athletes I coach. Therefore, I promise to uphold the following rights of young athletes to the best of my ability.

1. Right to participate in sports.
2. Right to participate at a level commensurate with each child's maturity and ability.
3. Right to have qualified adult leadership.
4. Right to play as a child and not as an adult.
5. Right of children to share in the leadership and decision-making of their sport participation.
6. Right to participate in safe and healthy environments.
7. Right to proper preparation for participation in sports.
8. Right to an equal opportunity to strive for success.
9. Right to be treated with dignity.
10. Right to have fun in sports.

I also promise to conduct myself in accordance with the Code of Ethics for Coaches as given next.

1. I will treat each athlete, opposing coach, official, parent, and administrator with respect and dignity.
2. I will do my best to learn the fundamental skills, teaching and evaluation techniques, and strategies of my sport.
3. I will become thoroughly familiar with the rules of my sport.
4. I will become familiar with the objectives of the youth sports program with which I am affiliated. I will strive to achieve these objects and communicate them to my athletes and their parents.
5. I will uphold the authority of officials who are assigned to the contests in which I coach, and I will assist them in every way to conduct fair and impartial competitive contests.
6. I will learn the strengths and weaknesses of my athletes so that I might place them in situations where they have a maximum opportunity to achieve success.
7. I will conduct my practices and contests so that all athletes have an opportunity to improve their skill level through active participation.
8. I will communicate to my athletes and their parents the rights and responsibilities of individuals on our team.
9. I will cooperate with the administrator of our organization in the enforcement of rules and regulations, and I will report any irregularities that violate sound competitive practices.
10. I will protect the health and safety of my athletes by insisting that all of the activities under my control are conducted for their psychological and physiological welfare, rather than for the vicarious interests of adults.

With my signature, which I voluntarily affix to this contract, I acknowledge that I have read, understood and will do my best to fulfill the promises made herein.

Sport

Signature of Coach

Date

Director

EXHIBIT D (Example)
PLAYER'S CODE OF ETHICS*

I hereby pledge to be positive about my youth sports experience and accept responsibility for my participation by following this Players' Code of Ethics Pledge.

I will encourage good sportsmanship from my fellow players, coaches, officials and parents at every game and practice by demonstrating good sportsmanship.

I will attend every practice and game that I can, and will notify my coach if I cannot.

I will expect to receive a fair and equal amount of playing time,

I will do my very best to listen and learn from my coaches.

I will treat my coaches, other players, officials, and fans with respect regardless of race, sex, creed, or abilities and I will expect to be treated accordingly.

I deserve to have fun during my sports experience and will alert parents or coaches if it stops being fun.

I deserve to play in an environment that is free of drugs, tobacco, and alcohol and expect adults to refrain from their use at all youth sports events.

I will encourage my parents to be involved with my team in some capacity because it's important to me.

I will do my very best in school.

I will remember that sports is an opportunity to learn and have fun.

Player's Signature

Date

Player's Printed Name

*Pledge is from the National Youth Sports Coaches Association (NYSCA)

EXHIBIT E
Village of Lake in the Hills
Application for Authorization to Sell/Collect Money
On Village Property
Affiliate Groups

Application: Submit the completed application to the Public Works Department, Village of Lake in the Hills, 9010 Haligus Road, Lake in the Hills, IL 60156; Phone (847) 960-7500. Application and any supporting documentation must be submitted to the Public Works Director at least fifteen (15) business days in advance of your proposed sale date. Once the application has been approved, we will forward you a copy which will serve as your Permit. This copy must be made available upon request during your sale dates.

Affiliate Group Name: _____

Phone Number: _____

Date and Time of each Sale: _____

Types of items that will be sold: *please list below*

_____	_____	_____
_____	_____	_____
_____	_____	_____

Manner in which items will be handled and stored: (*i.e. prepared food, packages food, non-perishable food items.*)

How will garbage, grey water, and left-over food be disposed of: *explain below:*

Documentation Required:

- MCDH Food Health Permit for Concessions Stand Sales
- Temporary Food Sales Permit (*under a tent, 6" above ground, commercially packaged*)
- Certificate of Insurance

I hereby affirm that the statements made on this application are correct according to the best of my knowledge and belief. I further affirm that I am not currently in default of any financial obligation to the Village of Lake in the Hills. The Service Provider will defend and hold the Village of Lake in the Hills harmless for any and all claims.

(Applicant's Signature)

(Date) _____

APPROVAL SECTION

(Signature: Village Designee)

(Date)

(Signature: Designee)

(Date)

Affiliate Agenda

1. 2024 Season – Discuss and review
 - a. Planned season start date:
 - b. Planned season end date:
 - c. Are you planning on hosting any tournaments or special events?
 - d. Review Parks and field needs
2. Review the affiliate/village agreement on record and any facility agreements.
Any questions or concerns?
3. Insurance
 - a. The Village needs updated insurance from your organization before your season begins
 - b. Naming the Village of Lake in the Hills as additional insured and include additional insured attachments
4. Specific Field
 - a. The village will be submitting your request to their scheduling software. Once season schedules are finalized, space will need to be adjusted to allow for other programs/renter to use the fields...Plote as example.
5. Advertising options:
 - a. Marque Signs. Request form – Please contact Director of Parks and Recreation and Communications Specialist
 - b. Temporary sign requests – You will need to receive approval from the Village Administration Department for all temporary signs you plan to install (promotional signs, directional signs, etc.) on Village property. Please provide a letter addressed to: Village Administrator, 600 Harvest Gate, Lake in the Hills, IL, indicating the locations, sizes and dates, for the signs you wish to install.
 - c. Parks and Recreation registration guides - The Village publishes contact information about each affiliate group in the seasonal Parks and Recreation guides – Electronic link to your organization’s website.

Summer guide	Online May thru August
Fall guide	Online August thru December
Winter/Spring guide	Online December thru May
 - d. Review village website listing and adjust contact information
6. Known Sunset Park Special Event or Village Projects (2024)

Known Sunset Park Special Event or Village Projects (as of 02-2-24)	Dates
MS Walk	
McHenry County Century Ride	
The resurfacing of the large rectangular portion of the east asphalt Sunset Park parking lot (located in between the concession stand/playground and splash pad)	

Pub in the Park	
Ribfest	
Summer Sunset Fest	

7. Finalize walk through date with Affiliate contacts:
 - a. Review space needs
 - b. Storage facilities
 - c. Equipment usage
 - d. Proper maintenance of the grounds by each affiliate
 - e. Reporting incidents / issues
 - f. Communication



Director’s Report

MEETING DATE: February 1, 2024

DEPARTMENT: Parks & Recreation

Please Welcome Teresa Chapman, the Department’s new Recreation Supervisor. Her first day was Monday, January 8. Her areas of responsibilities will include BTB, summer camps, youth programs, part-time staff development, marketing with the seasonal program guide and additional support to all operations of the Parks and Recreation services. Teresa comes to the Village with 13 years of professional experience from the Carol Stream Park District and the Park District of LaGrange.

Recreation Staff and Customer Service staff attended an internal training on Community Pass, the Village’s Program and Facilities registration software January 22-23. Community Pass offers new hire training for new employees and the Department was able to extend the training to all staff to assist with additional training and refresher. With the upcoming registration for annual Bark Park, Community Garden Plot, Fishing and Boating licenses along with the ongoing facility rentals and program registrations, this was very helpful training for all.

Parks and Recreation Staff attended the Illinois Parks and Recreation annual Conference January 25-27. More than 4,200 delegates throughout Illinois participate in the state’s largest conference and exhibition to learn and discuss ways of improving Parks and Recreation Services through Interactive Workshops, Seminars, Key Note Speakers, and over 300 Exhibitors. The IAPD/IPRA Soaring to New Heights Conference is Illinois’ only major event for parks and recreation education, products and services.

Community Garden Plots are on sale! 2023 Plot owners have the month of February to return to their 2023 Plots, open enrollments start March 1. The Garden Plot Season starts April 1, weather permitting and concludes October 31. To prepare for the season staff have met and discussed ideas to assist with feedback from 2023 Garden Plot participants. Staff will continue to monitor operations for 2024 season and use the Feedback from the Parks Master Plan to base recommendation for future considerations of the program.

Recap form 2023:	24 Plot owners (19 Residents, 5 Nonresidents)	\$ 770.00
	Equipment rental costs, Labor costs for maintenance	\$1,132.00

Discussion points for 2024, based on feedback from 2023 participants: Remove plots from the east portion of the plot area that hold water, create a compost area (weed area), continue to find best option for water source and work with Plot owners of the importance of maintaining their designated areas for weeds, over grown items, and overall rules of the program.

Seasonal Staff: Parks and Recreation staff are in full recruitment for part-time seasonal staff for the upcoming summer season that include the following positions: Parks Maintenance, Summer camp counselors and leaders, and beach attendants. Recruitment is being done through various methods including website and social media job announcements, attending Job Fairs at surrounding high school districts, and registering for various College/University job postings.

Staffing needs are based on program registration, facility hours and proper coverage to ensure a safe and enjoyable program. Staff prepares for the recruitment efforts based on previous years participation and hours offered as well as from program and facility recaps from during the previous years.

2023 Seasonal Parks Shifts: Staff hours daily Monday – Friday: 7:00 a.m. – 3:30 p.m.
 Hours are scheduled alongside Full Time Staff
 Based on staff’s availability for summer coverage

2023 Camp Shifts: Staff hours daily Monday-Friday: 6:45 a.m.-6:15 p.m.
 Hours of operations: 7:00 a.m.- 6:00 p.m.
 May 30, 2023 – August 11, 2023 11 weeks

2023 Beach Attendant Shifts: Staff hours daily Monday-Sunday, 9:30 a.m. – 7:30 p.m.
 Hours of operation: 10:00 a.m. – 7:00 p.m.
 May 27, 2023 – August 27, 2023 93 scheduled days

Average daily attendance during hours of operation: Included number of Non-Resident turned away and number of days closed due to Inclement weather or lake conditions. (based on staff data from 2023)

<u>10 am</u>	<u>11 am</u>	<u>12 pm</u>	<u>1 pm</u>	<u>2 pm</u>	<u>3 pm</u>	<u>4 pm</u>	<u>5 pm</u>	<u>6 pm</u>	<u>7 pm</u>	<u>Turned away</u>	<u>Beach Closed</u>
4	11	17	24	28	29	29	25	20	12	61-total	18 days

The average number of beach guests during operational hours is stronger starting at the 12 pm and is consisted through 6:00 pm where the drop off is significant. With the recap of 2023, staff will be identifying best hours of operation for the 2024 season to coincide with strongest visiting hours as well as take into consideration the days of available staffing.

To assist with staffing needs, staff takes into consideration the upcoming school calendar year in regards to time that employees will be out of school and the start of the school year. Not only a solid reference to offer programs for kids, more important finding seasonal staff to oversee the programs and operations.

School calendars:

D155 last day of 2023/2024 is May 21, first anticipated day of school is August 14 2024/2025 school year

D158 last day of 2023/2024 is May 22, first anticipated day of school is August 14 2024/2025

D300 last day of 2023/2024 is May 23, first anticipated day of school is August 13 2024/2025

Colleges/Universities:

End of the school year vary in the month of May.

Start of the school year ranges from Mid-August to early September

Staffing for the Hours of beach operations would be diminishing by Mid-august when the primary staff leave for their school year. Staff are working on identifying best hours of operation based on the information gathered.

Based on the school calendars time frame for summer 2024 programs and operations, seasonal staff are most consistent from May 25 – August 11 for High school and college staff.



STAFF REPORT

MEETING DATE: February 1, 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 & 6 pm – 8 pm | Daddy Daughter Date | Village Hall |
| • Wednesday, Mar 13 | 11 am | Pup Parties | PetSuites |
| • Saturday, Mar 16 | 10 am | Lucky Gold Hunt | Stoneybrook Park |
| • Friday, Mar 22 | 6 pm – 8 pm | Family Bingo | Village Hall |

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:

2023 Year in Review:

2023 was another unique year for the Recreation team. The Parks and Recreation Department was officially re-established beginning in January. Staff offices were moved into a new location within Village Hall. In September, the Director of Parks and Recreation moved into a new role, leaving that role vacant until November. September through December, a full-time Recreation Supervisor position was vacant. Despite the changes and vacant staff positions, the Parks and Recreation Department provided the community with a year of wonderful recreation programs and events.

The Department produced four seasonal program and event guides. A total of over three hundred programs and events were offered throughout the year, in addition to the Preschool Academy and Beyond the Bell programs. Over 5,000 people participated over the year in the programs and events. In addition to the recreation programs and events, the Recreation staff participated in a variety of community outreach events. Examples of these events included Preschool fairs, Senior fairs, Job fairs, Algonquin Township Touch a Truck, Lake in the Hills National Night Out, Lynn Dillow park ribbon cutting, Options and Advocacy event, Algonquin Library end of summer reading event, and Martin Elementary Community Fair night. Staff value these outreach events as opportunities to share the recreation services offered by the Department as well as to show support to the community organizations.

The Recreation team has developed relationships with many local community organizations and have partnered with them to provide community events. In 2023, partnered events included Bunny Trail, Lucky Gold Hunt, Summer Beach Bash, Storytimes, Rec2Night, Kids Zone at Summer Sunset Festival, and Holiday Lights Bus Tour. Examples of these community organizations included McHenry County Conservation District, McHenry County Health Department, Lake in the Hills Police Department, Algonquin Library, Huntley Library, PACE Bus, Girls Scouts, Big Brothers Big Sisters of McHenry County, and Northern Illinois Special Recreation Association.

The Parks and Recreation Department’s goal is not only to provide fun events for our residents, but to also support local businesses by providing platforms for businesses to grow brand awareness and engage with the community. Fourteen local businesses participated in the Bunny Trail by providing and distributing plastic eggs or goodies to the children. Eight companies provided all the prize baskets for the Family Bingo. PetSuites provided all supplies and staff for the Dog Walk of the Dead event, pictures with the Bunny and pictures with Santa. A local bakery donated cookie for three separate events. And a local orthodontic business provided in-kind donations and volunteers for the Daddy Daughter Date Night event last February.

Looking back at 2023, the small, but mighty Recreation team touched thousands of our community members contributing to important attributes such as physical and mental wellbeing, safety, inclusivity, diversity, equity, enriching relationships, nature, cultural, and uniquely Lake in the Hills. With all that being said, the team remained fiscally responsible. Below is an overview of revenue and expenses for the different program areas.

Area	YTD Q4 Total Revenue	YTD Q4 Total Expenses	YTD Q4 Net Revenue	Last Year to Date Net Revenue Total	Budgeted Net Revenue for the year	YTD Q4 Cost Recovery
Adults	\$ 13,937.34	\$ 11,333.25	\$ 2,604.09	\$ 4,471.86	\$ 5,049.00	123%
BTB	\$ 91,034.02	\$ 47,611.37	\$ 43,422.65	\$ 29,214.61	\$ 11,708.00	191%
Camp	\$ 188,997.00	\$ 89,183.00	\$ 99,814.00	\$ 98,227.36	\$ 72,103.00	212%
Early Child	\$ 27,000.50	\$ 20,062.27	\$ 6,938.23	\$ 3,930.52	\$ 6,379.00	135%
Preschool	\$ 117,435.17	\$ 84,055.50	\$ 33,379.67	\$ 30,339.00	\$26,624.37	140%
Seniors	\$ 17,463.00	\$ 15,171.00	\$ 2,292.00	\$ 1,203.03	\$ 2,504.00	115%
Special Events	\$ 16,155.87	\$ 8,002.39	\$ 8,153.48	\$ 1,465.04	\$ 1,421.00	202%
Teen	\$ 196.00	\$ 342.95	\$ (146.95)	\$ 424.91	\$ 40.00	57%
Youth	\$ 17,269.00	\$ 10,636.00	\$ 6,633.00	\$ 1,309.22	\$ 1,277.00	162%
YEAR END	\$ 489,487.90	\$ 286,397.73	\$ 203,090.17	\$ 170,585.55	\$ 127,105.37	171%

ADULTS / SENIORS: Aside from regular drop-in programs, trips are not offered in January due to the weather / temperatures. Two new contracted classes have been added for 2024 (guitar and floral arranging) in addition to the sewing classes offered to adults.

Upcoming Senior programs, events:

- 2/8 Love is in the Air party
- 2/22 Out & About Lunch: Fisher Nuts & Jimmy's Charhouse
- 2/29 Leap Day trip to Milwaukee: Casino or Art Museum

Beyond the Bell and Preschool Academy: Classes resumed January 8 for both programs. Friday, January 12 ended up being a snow day. Monday, January 15 was a school holiday and Tuesday, January 16 was a no school day due to weather.