



PUBLIC MEETING NOTICE AND AGENDA
PARKS AND RECREATION BOARD MEETING

October 3, 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 September 5, 2024 Parks & Recreation Board Meeting Minutes
5. Old Business
 - A. Jaycee Park
6. New Business
 - A. Beach Operations
 - B. Parks Master Plan Needs and Strategies Summary
 - C. Strategic Review of Parks and Recreation Board Meetings
7. Director's Reports
8. Board Member 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:



Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

PARKS AND RECREATION BOARD MEETING MINUTES

September 5, 2024

Call to Order

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

None

Approval of Meeting Minutes

Motion to accept the Parks and Recreation Board meeting minutes of September 5, 2024 was made by Vice-Chairman Andrea, and seconded by Member Cairns. Motion was approved by a voice vote of 4-0.

Old Business

None

New Business

None

Director's Reports

Director of Parks and Recreation Randy Splitt reviewed the Village Beach Operations for the summer of 2024. The report outlines the operations, challenges, and recommendations for future seasons.

Director Splitt is hopeful to have a draft of the Parks Master Plan for the next Parks and Recreation Board meeting.

Director Splitt gave updates on installation of playground equipment for Celebration Park. Nu Toys and Staff visited Jaycee Park as well as the 2025 playground locations scheduled for replacement.

Superintendent of Parks and Recreation Kim Buscemi reviewed past and upcoming events. Highlights include Yappy Hour at the Bark Park, the Connor Kincaid Fishing Tournament, and Movie Night. Superintendent Buscemi discussed the new Seasonal Program and Event Guide and some of the new features it has.

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 Donahue. The motion was approved by a voice vote 4-0.



Village of Lake in the Hills
600 Harvest Gate, Lake in the Hills, Illinois 60156

PARKS AND RECREATION BOARD MEETING MINUTES

September 5, 2024

There being no further business to discuss, the Parks and Recreation Board meeting was adjourned at 7:11 PM.

Submitted by

Dana Popovich

Dana Popovich

Recording Secretary

DRAFT



INFORMATIONAL MEMORANDUM

MEETING DATE: October 3, 2024
DEPARTMENT: Parks & Recreation
SUBJECT: Beach Operations

EXECUTIVE SUMMARY

In March 2023, the Village Board reviewed a proposed update to Chapter 8 of the Municipal Code regarding Parks, Lakes, and Beaches. The primary focus was the operation of Indian Trail Beach (ITB) following resident's concerns. The Board provided guidance to hire beach attendants, lock gates, and control access, while also restricting boating and fishing during the beach season (Memorial Day to Labor Day). The 2024 beach season mirrored the 2023 operations.

On June 6, 2024, IRMA conducted their Aquatic Facility Visit. The purpose of the visit is to identify any hazards seen in the aquatic facilities and any deficiencies in our aquatic facility safety program, in addition a listing of recommended corrections. It was stated that current operations are in line with state regulations for swimming beaches. A recommendation by IRMA was to align each beach location with an attendant to have operations the same at each location to assist with enforcement, inspections, and initiate the written emergency response plan.

While the 2024 season was considered successful, this report outlines some additional options for beach operations in 2025 and beyond to be considered.

Option 1: Continue Current Operations with Adjustments

- **Operations:** Both beaches continue to run for resident use only, following IDPH guidelines.
- **Staffing:** Indian Trail Beach would continue to be staffed for inspections, opening/closing checklists, grounds maintenance, and residency verifications. Increase weekend staff coverage to improve staff safety and customer service at both beaches.
- **Cost:** Estimated at \$19,000 for staff coverage including extra weekend coverage.
- **Challenges:** Inconsistencies in staffing between Indian Trail and Butch Hagele Beach and does not align with IRMA recommendations based on their Aquatic Facility visit in 2024.

Option 2: Standardize Staffing and Emergency Plans

- **Operations:** Both beaches would have the same staffing structure, emergency protocols, and daily operational checklists. Weekend staffing would include a lead supervisor to assist with staff and customer needs.
- **Cost:** Estimated \$30,000 for staff coverage at both beaches which includes the increased weekend coverage, plus \$3,000 for portable AEDs and safety equipment for Butch Hagele.
- **Benefits:** Enhanced safety and operational consistency, aligning with IRMA recommendations.
- **Challenges:** Ensure Staff safety with suitable working area at Butch Hagele (Shelter). Additional costs to the Village to ensure safety equipment and staffing are in place.

Option 3: Introduce Non-Resident Fees

- **Operations:** Butch Hagele Beach would be designated as a private resident-only beach, while Indian Trail Beach would open to non-residents for a fee.
- **Staffing:** Similar to Option 2, with additional training for staff on technology to verify residency and process non-resident fees via QR code/Community Pass.
- **Benefits:** Would provide additional revenue to offset lake maintenance costs and streamline operations at one location. Cost recovery of 692 non-residents turned away, could equate to \$3,500-\$6,000 with a per person non-resident rate. Fees would help with the challenges of additional staff costs. Introducing technology for resident verification would assist in knowing who is using the facilities.
- **Challenges:** Requires updates to registration software and significant staff training. Ensure Staff safety with suitable working area at Butch Hagele. Additional costs to the village to ensure safety equipment and staffing are in place. Residents with non-resident guests would now be charged a fee versus the current operations where Residents are allowed to bring non-resident guests. Some Village residents have expressed opposition to allowing non-residents at the beaches and the lakes in general; however, much of this concern centers around respect for Village property and ordinances. Regular staffing at ITB has helped to encourage and reinforce compliance.

Conclusion

The beach season has provided valuable insights into the needs and challenges of running multiple beach facilities. Moving forward, adopting a standardized staffing plan, increasing weekend coverage, and addressing safety concerns, especially at Butch Hagele Beach, will be essential. With regard to recommendations for 2025 beach operations, staff's assessment of the options above is outlined below:

- 1) Option 1 – maintains successful operation
- 2) Option 2 – maintains successful operation, while also addressing IRMA's recommendations
- 3) Option 3 – maintains successful operation, while also addressing IRMA's recommendations and providing for a cost recovery solution that also draws population away from Butch Hagele Beach.

Staff recommends Option 3 as the most cost-effective solution to operate both beaches while aligning with IRMA's recommendations.

FINANCIAL IMPACT

None

ATTACHMENTS

2024 Beach Operations Staff Report

SUGGESTED DIRECTION

Staff is seeking the Parks & Recreation Board's direction on which solution should be considered for the 2025 beach operations. This recommendation will be brought forward to the Village Board for further discussion.



REQUEST FOR BOARD ACTION

MEETING DATE: October 3, 2024

DEPARTMENT: Parks & Recreation

SUBJECT: **Parks Master Plan** - Needs and Strategies Summary

EXECUTIVE SUMMARY

Based on Analyze Phase findings and the online survey, stakeholder group interviews, and Community Meeting from the Connect Phase, Hitchcock Design Group (HDG) identified needs of the community in the following areas Parks, Facilities and Programs/Events. HDG has categorized these needs into objectives and identified strategies for the action plan.

At the Parks and Recreation Board meeting on May 2, 2024, HDG presented the Envision Phase and discussed the Strategies in place that will assist in developing the action plan. HDG requested feedback from staff and the board on the placement of the strategies to assist in developing yearly estimated costs to show in the Parks Master Plan.

The attached memo is a revised Needs and Strategies summary based on input from staff and from the May 2nd Parks and Recreation Meeting. The next steps are to review, approve and designate these final strategies to the Action Plan, the final section to the overall plan. Action Plan provides the foundation for future planning.

Staff is seeking final review and input on the strategies identified by the Parks and Recreation Board before submitting to Village Board a draft of the Parks Master Plan.

FINANCIAL IMPACT

None

ATTACHMENTS

1. HDG Memo Needs and Strategies Summary

RECOMMENDATION

Staff is seeking approval on the strategies to finalize the Action Plan.



INFORMATIONAL MEMORANDUM

MEETING DATE: October 3, 2024

DEPARTMENT: Parks & Recreation

SUBJECT: Strategic Review of Parks and Recreation Board Meetings

EXECUTIVE SUMMARY

The intention of this review of Chapter 8.16.F, Parks and Recreation Board Meetings, is to review and discuss subsection 8.16.F Meetings and to consider aligning meetings with scheduled discussions and topics and consider reducing the number of meetings based on identified months needed.

As we review the section for meetings an overall Chapter 8.16 review is recommended to develop language that reflects the current function of the Park Board and provide structure to maximize the Board's input and recommendations on improvements to the Parks and Recreation department operations based on a new identified meeting format.

8.16 PARKS AND RECREATION BOARD

A. **CREATION:** There is hereby created the Parks and Recreation Board of the Village (the "Park Board"). The Park Board shall consist of seven members including the chairperson and vice-chairperson. Members of the first Park Board shall have the following terms: three for two-year terms, two for three-year terms and two for four-year terms. Subsequent members shall serve four-year terms.

B. **APPOINTMENT AND QUALIFICATIONS:** The Village President shall make the appointments to the Park Board with the advice and consent of the Board of Trustees. The President shall designate the term of office to be served by each of the original Park Board members. To be eligible to serve on the Park Board a person must be 18 years of age or older and a Village resident. No Park Board member appointed hereunder shall be interested in any supplies or contract with the Park Board.

The Village President shall designate one of the Park Board members to serve as Chairperson, a Vice-Chairperson shall be chosen by the advice and consent of the Park Board members. The position of Chairperson shall be reviewed on an annual basis. The Vice-Chairperson shall act in the absence of the Chairperson. The Chairperson shall be the presiding officer of the Park Board and ensure all meetings are conducted in compliance with the Open Meetings Act.

C. **REMOVAL:** The Village President may, by and with the consent of the Board of Trustees, remove any Park Board member for misconduct or neglect of duty. Further, any Park Board member who fails to attend three (3) consecutive Park Board meetings without a valid reason, or who fails to attend one half of the total of all Park Board meetings scheduled or called during any one (1) year period, may be considered to have abandoned the office and said office may be declared vacant by the Village President.

D. VACANCIES: Park Board vacancies occasioned by resignation, removal or otherwise, shall be filled in like manner as the original appointments; such appointments shall be for the unexpired term.

E. COMPENSATION: All members of the Park Board shall be compensated, as determined from time to time by the Board of Trustees, for attendance at regular meetings of the Park Board.

F. MEETINGS: The Park Board shall keep written records of its proceedings, which shall be open at all times to public inspection and which minutes, after approval by the Park Board, shall be forwarded to the Director of Parks and Recreation for distribution to the Village Board.

The Park Board shall meet monthly. Additional meetings may be called if necessary.

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:

1. Provide recommendations to the Village Board regarding Parks and Recreation activities in the Village.
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.
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.
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.
5. Evaluate current fees for and regulations governing park facilities and recommend changes as needed.
6. Solicit public comments on parks and recreation issues and communicate with the public to increase general awareness and understanding.
7. Provide input relative to the development of the annual budget for the Parks and Recreation Department.

A recommendation made will be forwarded to the Village Board upon a majority vote of the Park Board members in support of said recommendation.

H. DIRECTOR OF PARKS AND RECREATION: The Director of Parks and Recreation is an employee of the Village of Lake in the Hills with duties and responsibilities as outlined in the job description for the position. The Director of Parks and Recreation shall be selected based upon professional experience and education in accordance with Village recruitment policies. The Director of Parks and Recreation will work directly with the Parks and Recreation Board and shall report to the Village Administrator. If there is no person in the role of

Director of Parks and Recreation, the Village Administrator may designate any employee or official of the Village to fulfill any duties of the role.

FINANCIAL IMPACT

None

ATTACHMENTS

None

SUGGESTED DIRECTION

Staff is seeking feedback to incorporate into a future Chapter 8 Municipal Code update.



AGENDA ITEM NO: 7.

Director's Report

MEETING DATE: October 3, 2024

DEPARTMENT: Parks & Recreation

Playgrounds:

Celebration Park equipment is scheduled to arrive the week of October 14 for installation.

On September 3, NuToys and Staff visited Jaycee Park as well as the 2025 playground locations scheduled for replacement. Revised concepts plan for Jaycee Park are being drafted keeping consistent with a theme of sports/interactive setting for older children/teens

Landscape Structures is currently working on an onsite visit with their ADA staff member to visit Lake in the Hills. This visit would be intended as a workshop for Staff and Board to attend to help identify universal ideas to add to our existing parks for future planning.

Bark Park:

Staff is working with customer service on renewal of membership for the Bark Park. Customer service has received customer request for membership sales to go online. Staff are identifying best options to consider due to the requirements that are needed for Bark Park registration. Staff is also looking at ways to incorporate other memberships for online registration such as fishing and boating permits.

Memorial Program:

The memorial program has led to the addition of a bench for a long-time resident of Lake in the Hills. The Bench was placed at Nockel's Park grass area overlooking the new fishing pier and the lake. A remembrance for the family where their beloved Husband and Father spent many hours fishing off the pier at Nockel's Park.

Facility update:

School District 300 and Staff are working together on program space for the winter/spring seasons. Gymnasium space has been requested and staff are working on creating programs that will include new Basketball Classes as well as expanding on an existing program that currently utilizes space at the Village Hall Multipurpose room. We are very excited for this opportunity.

Affiliate groups

All of the affiliate groups are processing final payments based on their registration and fee schedules according to their affiliate agreement. GOAL soccer and LITHYAA renewed their joint shed agreement at Sunset Park. Staff have started to meet with the groups on the renewal process. All agreements expire in March 2025. Staff has identified the need to include all shed agreements

at that time to keep consistent with their operations. Once meetings have been completed, staff will be working on updating the affiliate agreements to present to the Parks and Recreation Board.

Recreation Update:

Upcoming Events:

October 11	Zombie Candy Hunt	Sunset Park
October 18	Family Pumpkin Carving	Village Hall
October 24	Senior Bunco and Brunch	Village Hall
October 26	Howl-A-Ween	Bark Park
Halloween House Decorating Contest – voting October 21 – 30		

The Seasonal Program and Event Guide can be found at recreation.lith.org

Summer Sunset Festival: The recreation team hosted the New Community Picnic during the festival on Saturday. Free Family Bingo, Free Family Picnic Games, and a special performance by the Dueling Pianos was enjoyed by many.



Preschool Academy: The 2024/25 school year began on September 3. Currently, sixty students are enrolled. Five classes are running this year. The 3-day 3s and the **NEW** 2-day 3s at Village Hall. The 4-day 4s, 3-day 4s and the **NEW** 2-day 4s are running at the Annex.



Beyond the Bell at Lincoln Prairie Elementary School: The program is fully staffed with three returning staff and four new staff. The program currently has 36 participants, which is comparable to last year at this time.



Staff introduced a new program ***Ready, Set, Play Caregiver & Tot*** class. This class is an introduction to the preschool setting. The class meets on Fridays at the Annex. The fall session has 8 participants. Caregivers and tots are loving the new class.



September Special Events Recap:

Storytime with Huntley Library at Sunset Park on September 17 had 41 attendees.



Rec2Night: The Rec2U Van has ushered in Fall with two Rec2Night programs; September 12 at LITH Elementary School and September 27 at the Villas complex. Several community partners joined us in offering a free evening of community comradery.



Family Hike with the McHenry County Conservation District was on September 18. Several people enjoyed a beautiful nature walk at the Fen in Barbara Key Park lead by staff from the McHenry County Conservation District.



Adult Trip to Royal Oak for apple picking and lunch on September 5. Other trips in September included October Fest lunch at the Jacob Henry Mansion and The Full Monty at the Paramount Theater.

