



PUBLIC MEETING NOTICE AND AGENDA  
PARKS AND RECREATION BOARD MEETING

November 7, 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 October 3, 2024 Parks & Recreation Board Meeting Minutes
5. Old Business
6. New Business
  - A. Chapter 8 Parks and Recreation Board Meeting Update
  - B. Jaycee Park Playground Replacement Project
  - C. Concept Park Equipment Plans for 2025 Park Projects
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

October 3, 2024

### Call to Order

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

Also present were Director of Parks and Recreation Randy Splitt, Superintendent of Parks and Recreation Kim Buscemi, Trustee Wendy Anderson, 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 Member Sivakumar, and seconded by Member Cairns. Motion was approved by a voice vote of 6-0.

### Old Business

#### Jaycee Park

Director of Parks and Recreation Randy Splitt reviewed concept plans for Jaycee Park. Director Splitt and the Board discussed various designs, and options that would be best for that location. Director Splitt said he will take the Board's feedback to Nu Toys, and hopes to have new plans for the Board at the November meeting.

### New Business

#### A. Beach Operations

Director of Parks and Recreation Randy Splitt gave an overview of the 2024 Beach season. On June 6, 2024, IRMA conducted their Aquatic Facility Visit. The purpose of the visit was to identify any hazards seen in the aquatic facilities and any deficiencies in our Aquatic Facility Safety Program. The report stated that current operations are in line with state regulations for swimming beaches. While the 2024 season was considered successful, the report outlined three additional options to be considered for the 2025 Beach season. The first option would be to just continue with the current beach operations. The second option would be to standardize staffing and emergency plans. Option three would introduce resident fees. Director Splitt discussed the cost, the benefits, as well as the challenges for each option. Director Splitt asked for the Board's direction on which option should be considered for the 2025 beach operations.

The Board recommended option three as the most cost-effective solution to operate both beaches while aligning with IRMA'S recommendation.

#### B. Parks Master Plan Needs and Strategies Summary

Director Splitt reviewed the Parks Master Plan's Needs and Strategies summary.

#### C. Strategic Review of Parks and Recreation Board Meetings

Director Splitt reviewed the Chapter 8.16F, Parks and Recreation Board Meetings. Director Splitt discussed aligning meetings with scheduled topics and consider reducing the number of meetings. The Board provided feedback. Director Splitt said he would provide updates to Chapter 8 for the Board's review and recommendation at the November Board meeting.



# Village of Lake in the Hills

600 Harvest Gate, Lake in the Hills, Illinois 60156

## PARKS AND RECREATION BOARD MEETING MINUTES

October 3, 2024

### Director's Reports

Director Splitt said Celebration Parks playground equipment is scheduled to be installed the week of October 14<sup>th</sup>.

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 in a 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.

Superintendent Buscemi discussed some of the upcoming October events.

Superintendent Buscemi gave a recap of the Summer Sunset Fest. She said a survey was sent out and had 173 people respond. Based on the feedback, the Sunset Fest got four out of five stars. The Community Picnic was well received and the variety of food vendors was appreciated.

Superintendent Buscemi highlighted an event that Supervisor Casie Peltz had put together called Good Neighbor Day. Senior citizens that needed some help with yard work had signed up and Supervisor Peltz and volunteers went to their homes to do yard work. It was a heartwarming experience for everyone that participated.

### 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 Cairns. 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 7:32 PM.

Submitted by

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

Dana Popovich

Recording Secretary



# REQUEST FOR BOARD ACTION

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**MEETING DATE:** November 7, 2024

**DEPARTMENT:** Parks & Recreation

**SUBJECT:** Parks and Recreation Board Meetings Chapter 8.16 update

## EXECUTIVE SUMMARY

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The Parks and Recreation Board is a seven-member board of Lake in the Hills residents, each appointed by the Village President, that serves as an advisory board to the Village's Parks and Recreation Department. Meetings are schedule monthly on the first Thursday of each designated month at Village Hall. Ad Hoc meetings can be scheduled as needed outside of the scheduled meeting dates.

### Parks and Recreation Board Member Expectations:

Members of the Board have ethical responsibilities to ensure that the Department does the best work possible in pursuit of its goals. Board members believe in the purpose and the mission of the Parks and Recreation Department. Work in good faith with staff and other board members as partners towards achievement of our goals.

Understand the organization's work and values to the community, represent the organization, and act as a spokesperson. Be involved, attend regular schedule meetings, contribute in meetings, attend programs and special events. The Parks and recreation Board represents the LITH community as their liaison and provides valuable input and suggestions from public comments to assist in the continuous enhancement in all aspects of the parks and recreation services provided by the Village.

Act in the best interests of the organization, and excuse oneself from discussions and votes where there exists a conflict of interest.

Stay informed of the current activities of the organization, ask questions and request information and participate in and take responsibility for making decisions on issues, policies and other matters.

Expect the board president to contact me and discuss my responsibilities when the above duties are not fulfilled.

At the Thursday, October 3 Parks and Recreation Board meeting staff and board discussed starting in 2025 the Parks and Recreation Board Meetings should schedule less meetings to allow for consistent agendas and additional times for Board Members to visit Parks and Recreation programs, facilities and events. Meeting schedules can be scheduled as Bi-Monthly meetings and schedule Ad Hoc meetings as needed.

## **2025 Bi-Monthly Meeting Schedule and topics for agenda:**

February: Affiliates/Facility Use Policies/Current Year Budget plans/Park Improvements

April: Review Seasonal Programs & Events/Park Improvement Updates

June: Summer Programs & Events/SSF assistance

August: Parks Master Plan Review/Budget Discussion/Seasonal Programs & Events Review

October: Review Facility Use Policy/Review of summer Lake & Camp Operations/Park Improvement Updates

December: Seasonal Programs & Events/ Review next year's meeting date

## Chapter 8.16 Updates

### **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 Bi-monthly. Additional meetings may be called if necessary.

G. POWERS AND DUTIES: The Parks and Recreation Board shall be a ~~recommending~~ Advisory 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. Work with the Director of Parks and Recreation ~~Provide~~ with recommendations to the Village Board regarding Parks and Recreation activities, facilities, and events 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 improvements and ~~the~~ developments to assist with ~~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**

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None

**ATTACHMENTS**

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None

**RECOMMENDED MOTION**

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Staff is seeking approval for these Chapter 8 updates to be recommended to the Village Board to incorporate these changes into the Chapter 8 Municipal Code.



# REQUEST FOR BOARD ACTION

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**MEETING DATE:** November 7, 2024  
**DEPARTMENT:** Parks and Recreation  
**SUBJECT:** Jaycee Park Playground Replacement Project

## EXECUTIVE SUMMARY

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At the April 25, 2024 Board of Trustees meeting, NuToys Leisure Products, Inc. (“NuToys”) was selected to assist the Village with preliminary designs for playground replacement projects. NuToys, is an exclusive local representative for Landscape Structures, who provides the required professional services to complete the site improvement or replace the equipment according to the Village’s budget. Each project designed by NuToys will require a waiver of competitive bidding in order for the Village to enter into a separate contract with Landscape Structures. This contract outlines the cost of the equipment, which is through a purchasing cooperative, in addition to the remaining costs associated with the project, such as installation and/or disposal of equipment.

In FY2024, the Village budgeted for replacements and improvements to Jaycee Parks. At the October 2024 Parks and Recreation Board Meeting, Staff presented 3 displays with conceptual ideas. The Board discussed which option would be the ideal fit for the community that meets the needs of the residents plus stays within the budgeted amount. It was determined that the basketball court option be equipped with a full court set up plus the additions of side hoops and hockey nets to support the multisport theme.

The plans for adding additional sports surface for the residents near Jaycee Park to allow for more open space and to feature sports geared for older play. It was discovered from a June 2, 2022 Parks and Recreation meeting with residents as well as recent support from residents in the area plus discussions with both the Village Board and the Park and Recreation Board, that Basketball is the most popular activity. With the park being utilized by older children due to the location and lack of parking that an additional Basketball surface would allow the existing court to serve not only for basketball, but compliment the park for open space for children in the area to use due to the lack of open space and sidewalks in the area. Also the creation of a volleyball surface to compliment the overall park offering was discussed.

In keeping the current footprint to stay within budget, the best Option is to provide a basketball court surface with a basketball standard on all four sides of the surface equipped with hockey options along with a modified Volleyball court with sand surfacing adjacent to the basketball surface.

The final design presented to the Parks and Recreation Board is attached for recommendation. The recommendation is for the Parks and Recreation Board to vote on the concept plan to be presented to the Village Board for approval.



## **FINANCIAL IMPACT**

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2024 Budget amount for playground replacement for Jaycee Park in the Capital Improvement Fund is \$110,600.00. NuToys Leisure Products provided various elements for consideration. The option chosen aligned with the 2024 Budget and includes removal of existing equipment, new equipment and installation of new equipment. The 2024 Budget amount has been requested in the 2025.

Landscape Structures is an approved partner of Sourcewell for National Purchasing and meets purchasing and bidding requirements.

Equipment would need to be purchased for the order with final invoice submitted at the completion of the equipment installation of the project.

## **ATTACHMENTS**

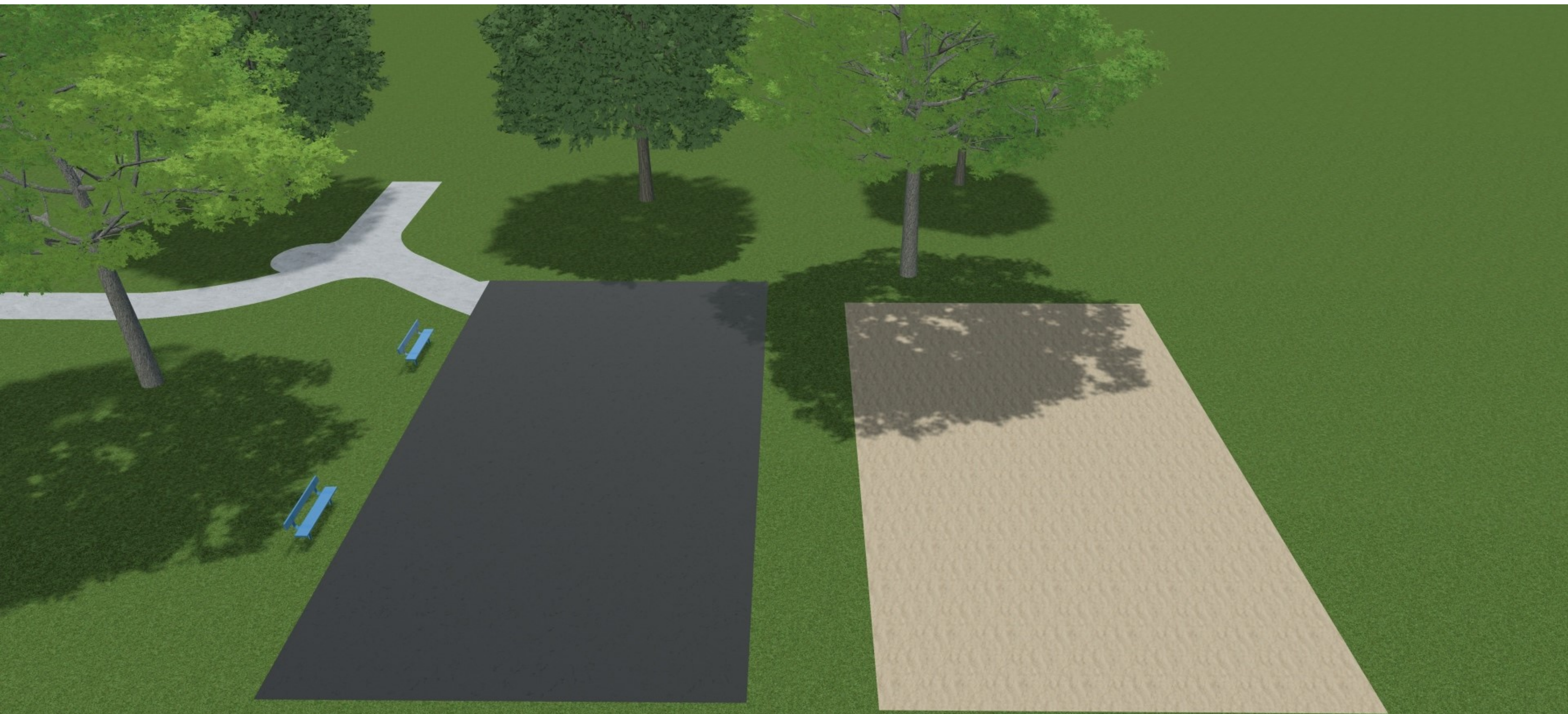
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1. NuToys Conceptual Design Combo Surface with Sand
2. NuToys Conceptual Design Combo Surface with Synthetic

## **SUGGESTED DIRECTION**

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Staff is seeking approval of a Jaycee Park concept to be recommended to the Village Board for approval.

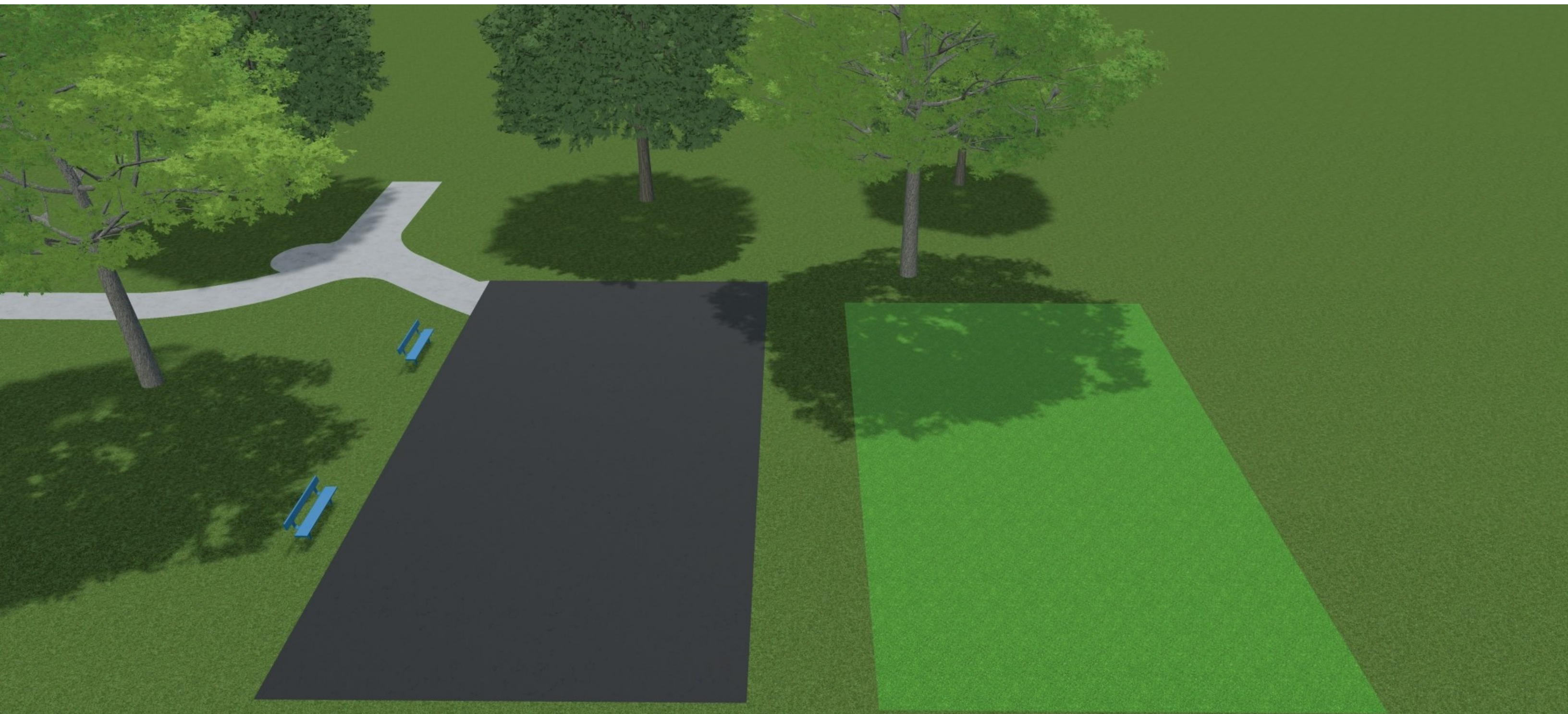


Jaycee Park

LIH25JAY1 - Sand • 10.3.2024



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Jaycee Park

LIH25JAY1 - Turf • 10.3.2024



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# INFORMATIONAL MEMORANDUM

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**MEETING DATE:** November 7, 2024  
**DEPARTMENT:** Parks & Recreation  
**SUBJECT:** Concept Park Equipment Plans for 2025 Park Projects

## EXECUTIVE SUMMARY

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NuToys Leisure Products, Inc (NuToys) representative has prepared concept plans for Playground Equipment replacement and improvements to Avalon Park and Nature's View Park.

The playground equipment at Avalon Park has reached the end of its 20-year service life and requires replacement. The playground was installed in 2003 and remains a popular neighborhood destination for area users. Based on the Parks Master Plan, Equipment manufacturers and the industry standard recommend replacement at the equipment's 15<sup>th</sup> anniversary. After 20 years, most proprietary equipment is no longer available or supported by the manufacturer, which runs the risk of losing playground features and a risk of not keeping this playground open and functional and not presenting an acceptable, professional appearance.

The playground equipment at Nature's View Park has reached the end of its 20-year service life and requires replacement. The playground was installed in 2005 and remains a popular neighborhood destination for area users due to its unique park location. Based on the Parks Master Plan, Equipment manufacturers and the industry standard recommend replacement at the equipment's 15<sup>th</sup> anniversary. After 20 years, most proprietary equipment is no longer available or supported by the manufacturer, which runs the risk of losing playground features.

On September 3, NuToys and Staff visited the playground locations scheduled for equipment replacement in 2025. Based on site visits, site footprints, staff's input, and NuToys expertise, staff is pleased to present the attached concepts for Board's review and recommendation. These concepts ideas align with the projected 2025 budget and keeps the communities' best interests with the park's theme and providing equipment that is new, exciting and accessible. These projects are scheduled for 2025 and would be presented to the Village Board for approval in 2025.

## FINANCIAL IMPACT

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None

## ATTACHMENTS

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None

## **SUGGESTED DIRECTION**

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Staff is requesting a direction on a concept plan for playground replacement at each park. Final selections would be presented at a future meeting for approval of fees and equipment.

AGENDA ITEM NO: 7



# Director's Report

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**MEETING DATE:** November 7, 2024

**DEPARTMENT:** Parks & Recreation

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## Parks:

Celebration Park equipment replacement project has been completed. Reopening of the Park, Tuesday, November 5 at 1:00 p.m.

Revised concepts plan for Jaycee Park are being drafted keeping consistent with a theme of sports/interactive setting for older children/teens

Landscape Structures, Inclusion Specialist visited the Lake in the Hills Parks and Facilities on Monday, October 28. Jill Moore, Inclusive Play specialist @ Landscape Structures

Objective for the visit was identified in our Parks Master Plan: Improve accessibility, safety, and inclusivity at All Parks and Facilities. Ensuring that everyone who enters a park and play environment feels welcomed and valued. Update ADA transition Plan to evaluate, track and prioritize accessibility updates.

Goal for the day: Develop a list of issues to be addressed at our Parks, Playgrounds and Facilities with the following considerations:

- 1) Accessible Routes from Parking to high use amenities
- 2) Playground routes - Points of entries
- 3) Playground surfacing - material and maintenance
- 4) Accessible connections between amenities at parks

Staff members from the Recreation Department, Public Properties, Building Department and Administration met and discussed with Jill the village's priorities for improving operations at our Parks and Facilities. A recap with suggested recommendations will be provided for staff's review and planning purposes. Overall staff was very appreciating of the day.

**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.

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## Coming Soon to Illinois!



Earlier this year, Landscape Structures unveiled the [Volo™](#) – a compact play structure with revolutionary Flexx™ steel-reinforced cable netting and 20 interconnected activities. We're thrilled to announce that Illinois' first Volo structure is currently being installed at Celebration Park in Lake in the Hills. We can't wait for it to open!



**Parks Master Plan:**

The Draft booklet has been shared with the Village for final review. All comments, edits from viewers are due by November 15. Hitchcock Design Group will complete all remaining edits and revisions and then follow up with the final version of the booklet for adoption at the Village Board meeting in December.

**New Programming:**

Staff have successful reserved School District 300 for programming space for the winter/spring seasons. Gymnasium at Lincoln Prairie will be used to offer Basketball/Soccer/Sports Classes. We are very excited for this opportunity. Staff are working on marital arts/ adult fitness/ dance classes/special events to be added to the Winter/Spring registration guide, scheduled to be released in December. For the fall of 2025, the department is planning and redeveloping the Run thru the Hills event with a fall theme.

**Affiliate groups**

All of the affiliate groups regular seasons are completed first weekend of November. Football has pending schedules based on league playoffs. Invoices have been sent for final payments based on their registration and fee schedules according to their affiliate agreement. Staff will be meeting with the groups on the renewal process as 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.

**Field Rentals:**

This season in conjunction with the LITHYAA, Parks and Recreation were able to set up field rental opportunities for Other Sports Organizations for additional rental fees. These organizations include: Northern Illinois Men’s Baseball League (Plote) Huntley Little League association (Sunset Field #6), Algonquin Area Youth Organization (LeRoy Guy) and Phenom (Plote). These rentals generated over \$8,000.00

**Recreation Update:**

**Upcoming Events:**

November 9	10am-11:30am	Princess Ball	Village Hall
November 11	10:00am	Veteran’s Day Ceremony	Village Hall
November 25, 26, 27	8:30am-4:30pm	No School Fun Days	Village Hall
December 7	10am-11:30am	Cookies with Mr. & Mrs. Claus	Village Hall
December 13	5pm-7pm	Flurry Fest	Village Hall

The Seasonal Program and Event Guide can be found at [recreation.lith.org](http://recreation.lith.org)



**Beyond the Bell at Lincoln Prairie Elementary School:** The program currently has 39 participants who attend regularly and 8 who are flex day participants.



**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.



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 two has 12 participants. Caregivers and tots are loving the new class.



### October Special Events Recap:

**Family Pumpkin Carving** on October 18. Families brought their own pumpkins and staff provided all the decorating and carving supplies. This was a fun event attended by 25 people. This new event was sold out.



**Howl-a-Ween at the Bark Park** on October 26. Thirty-five pups and their humans attended the annual Bark Park costume party. PetSuites was the sponsor and provided gift certificate and prizes for the winners.



**Adult Softball** wrapped up with Tipsy's winning the regular and post season.



**Senior Trips** included Starved Rock, Chicago Architecture Tour, Botanic Gardens Jack-O-Lantern Festival, and to the Cary Park District for a Salem Witch presentation.



**Outreach Events for October:**

**Lincoln Prairie Elementary School Trunk or Treat** on October 25. Beyond the Bell staff assisted in passing out sticker sheets with event flyer printed on the back to advertise upcoming events.

