



PUBLIC MEETING NOTICE AND AGENDA PARKS AND RECREATION BOARD MEETING

MAY 7, 2020

6:30 p.m.

AGENDA

1. Call to Order
2. Roll Call
3. Public Comment on Agenda Items Only
4. Approval of April 2nd, 2020 Park & Recreation Board Meeting Minutes
5. Old Business
6. New Business
7. Staff Reports
 - A. Recreation Staff Report
 - B. Parks Staff Report
8. Trustee Liaison Report
9. Member Comments
10. 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.
11. Adjournment

MEETING LOCATION

Due to the Governor's order restricting gatherings of people, and in an effort to minimize the potential spread of COVID-19, this meeting will take place remotely using GoToMeeting.com. To join this meeting from your computer, tablet or smartphone, please click the link below, dial the number below and when you join the meeting, please announce yourself as a member of the public. If you wish to comment, you will be allowed to do so during the public comment portion of the meeting.

PLEASE CLICK THE LINK BELOW

<https://global.gotomeeting.com/join/801766117>

PLEASE DIAL THE NUMBER BELOW

United States: +1 (224) 501-3412

Access Code: 801-766-117

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.



VILLAGE OF LAKE IN THE HILLS PARKS & RECREATION BOARD MEETING April 2nd, 2020

The Parks & Recreation Board meeting was called to order at 6:30 p.m. remotely through GoToMeeting.com. Those present were Members Wackerlin, Cairns, Sivakumar, Anderson, Sandage and Chairwoman Tredore. Also present were Assistant Director of Community Services Ann Marie Hess, Director of Public Works Dan Kaup, Administrative Services Manager Peter D'Agostino, Superintendent of Public Properties Scott Parchutz and Customer Service Specialist Megan Schnaebele.

PUBLIC COMMENT ON AGENDA ITEM

None

APPROVAL OF MINUTES

A motion to approve the minutes of the Parks & Recreation Board meeting of March 5th, 2020 was made by Member Anderson and seconded by Member Sivakumar. The motion was approved by a voice vote of 6-0.

OLD BUSINESS

Administrative Services Manager Peter D'Agostino opened the discussion with a brief overview of the playground and skate park selection process. D'Agostino requested members select and vote for one concept per replacement project. D'Agostino advised that an additional survey per the last meeting was conducted and the results of the survey were provided to them prior to the meeting.

- A. Horner Park Playground Replacement Recommendation:** Chairwoman Tredore opened the discussion by asking the audience if there was any feedback or recommendations for the Horner Park Playground Replacement. There were no comments. Voting commenced among the Members. Member Wackerlin voted for concept number three. Member Cairns voted for concept number three. Member Sivakumar voted for concept number three. Member Anderson voted for concept number three. Member Sandage voted for concept number one. Chairwoman Tredore voted for concept number two. Chairwomen Tredore asked Village staff if it was possible to request a different color theme. Administrative Services Manager D'Agostino advised it is possible. Discussion regarding equipment colors commenced among the Members. Members voted on concept number three with no color change. All were in favor of concept number three with no color change by a voice vote 6-0.
- B. Echo Park Playground Replacement Recommendation:** Chairwoman Tredore opened the discussion by asking the audience if there was any feedback or recommendations for the Echo Park Playground Replacement. There were no comments. Voting commenced among the Members. Member Wackerlin voted for concept number three. Member Cairns voted for concept number three. Member Sivakumar voted for concept number three. Member Anderson voted for concept number three. Member Sandage voted for concept number three. Chairwoman Tredore voted for concept number three. Discussion regarding equipment colors commenced among the Members. Members voted on concept number three with a color change to an earth toned theme. All were in favor of concept number three with color change by a voice vote 6-0.
- C. Edward Hynes Park Playground Replacement Recommendation:** Chairwoman Tredore opened the discussion by asking the audience if there was any feedback or recommendations for the Edward Hynes Playground Replacement. There were no comments. Voting commenced among the Members. Member Wackerlin voted for concept number two. Member Cairns voted for concept number two. Member Sivakumar voted for concept number three. Member Anderson voted for concept number two. Member

Sandage voted for concept number three. Chairwoman Tredore voted for concept number two. Discussion regarding equipment colors commenced among the Members. Members voted on concept number two with a color change to Island Oasis. All were in favor of concept number two with color change by a voice vote 6-0.

- D. Richard Taylor Skate Park Replacement:** Administrative Services Manager D'Agostino indicated that there was only one concept advancing for the Richard Taylor Park Skate Park Replacement. Chairwoman Tredore asked the audience if there was any feedback or recommendations for the Members. There were no comments. Chairwoman Tredore advised that there was a request for additional color per a survey comment. Chairwoman Tredore inquired if adding additional color to the concept would increase the replacement cost. Administrative Services Manager D'Agostino advised that it would increase the cost. Voting commenced among the Members. All were in favor of the concept by a voice vote 6-0.

NEW BUSINESS

- A. Facility Use Policy:** Assistant Director of Community Services Ann Marie Hess opened the discussion with an overview of the newly implanted software, Community Pass. Assistant Director Hess provided members with a description of the proposed block scheduling and improvements that are being driven by the new software. Assistant Director advised that facility rental rates will remain the same with the changes. Member Sivakumar inquired if a waitlist will be created for those wishing to rent a facility on a day that is already reserved. Assistant Director Hess advised she will look into this matter and provide follow up. Member Wakerlin inquired if there were any updates from the department regarding COVID-19. Assistant Director Hess gave an overview of information recently released by the Lake in the Hills Police Department and advised Village Staff is following guidelines to ensure the safety of residents and staff. Member Cairns inquired if the Disc Golf course was open for use. Administrative Services Manager D'Agostino advised that the course is open for use but the remainder of the park remains closed. Member Anderson inquired if there were any additional activities the Parks and Recreation Division could offer residents during this time. Assistant Director Hess advised she will communicate with staff and circle back to the board with an answer.

STAFF REPORTS

None

TRUSTEE LIAISON REPORT

Trustee Murphy was not in attendance.

MEMBER COMMENTS

Chairwoman Tredore thanked Administrative Services Manager D'Agostino for his efforts in ensuring a meeting occurred and thanked all members and participants for attending.

AUDIENCE PARTICIPATION

None

ADJOURNMENT

Member Sivakumar made a motion to adjourn the meeting. Member Anderson seconded the motion. The motion was approved by a voice vote of 7-0. The meeting adjourned at 7:29 p.m.

Submitted by,

Megan Schnaebeler

Customer Service Specialist



Village of Lake in the Hills Parks and Recreation Division Monthly Report – May 7, 2020

Dates of Interest: **Only time will tell**

Recreation Project Status

Staff has been working diligently over the past few weeks to complete the entry and revisions to due to COVID-19 to the Summer 2020 brochure into Community Pass. The Summer 2020 Brochure is expected to be in mailboxes by the end of May. Here is a summary of plans for the summer programs.

A. Event Updates:

- Movie Night at the Airport, Summer Bash and Back to School Bash will run with a limited number of participants and social distancing measures in place.
- Senior trips and events are moved from June to later in the summer with social distancing measures in place.
- Connor Kincaid fishing tournament will be a ticketed event to manage the amount to people at the event. This event might be done virtually as well.
- We are working on Run Thru the Hills and the Triathlon being held virtually.

B. Contractor Updates: All our contractors will follow the most up to date recommendations and restrictions put forward by the State of Illinois and the CDC.

- Kid Rock will be holding in person classes with accommodations if possible. They are also offering a virtual session.
- Yoga will run fitness and kid's yoga as planned in June with social distancing measures. Chair yoga will start in July.
- Magic Class in July and American Red Cross babysitters training will be determined based on recommendations at the time of the classes.
- Voice Builders has cancelled their summer session. The instructor does not see a way to accommodate social distancing recommendations for this class.
- Sports classes will be held outside so they can continue with social distancing, reducing the size of classes or adding other sessions to accommodate social distancing guidelines.
 - The Algonquin Library has cancelled their Storytime at the Splashpad series.

C. Preschool Academy:

- Enrollment is open for 2020-2021 school year (current enrollment is at 53) and is schedule to start the 2020-2021 school year as previously planned.
- June summer preschool camps have been cancelled.
- July preschool summer camps are scheduled to run with the most update recommendations and restrictions put forward by the State of Il and the CDC.

D. FuntastiCAMP : Three unique options are planned for grades K-7th this summer:

- **FuntastiCAMP.Connected**

- Purpose of this virtual camp is to provide campers with a sense of community, consistency, the ability to safely make new friends and provide parents with a needed break from educating/entertaining their children.
- Program fee charged to cover costs of supplies, equipment and staff hours.
- Camp is offered for multiple grade levels with the intention to provide 4 hours of daily LIVE engagement with a parent nearby, but not participating directly.
- Campers are a part of a daily virtual group, experience prerecorded and live stream original content with camp staff from the Lake in the Hills Village Hall. Ratio maintained is minimum of two staff in each break-out/activity room.
- Safety and behavior rules are reviewed daily; all content and live stream broadcasts are monitored by the Camp Supervisor.
- All activities are designed to take place in the home or backyard and mixed with plenty of off-screen challenges and contests during the camp day.
- Access to original content, live stream interactivities in a virtual supervised environment by camp staff.
- Campers have exclusive one link access to our virtual camp setting that walks campers automatically from activity to activity via web browser.
- Only enrolled campers can get access the platform, not a public access platform.
- Livestream custom experiences designed specifically for each camp week. Examples include:
 - Special guest visits
 - Live music
 - Unique virtual field trips
 - Evening family & friend's special events twice per month
- Camp.Connected.Box includes a camp swag item, newsletter, daily camp schedule, FuntastiCamp surprises, activity supplies to complete projects and a list of readily accessible supplies that might be needed in advance.
 - Pick-up, household delivery (no-contact; LITH residents only) or shipping options available.
- Campers earn points to spend at our virtual camp store in a reward for completing on and offline content.

Sample Schedule Timeline

TIME	ACTIVITY	FORMAT	DURATION
7:00-8:30	<i>Staff has posted all offline activities</i>		
9:00-9:15	Opening Ceremony (Song, skit, thought for the day, poem, etc.).	Online	30 mins
9:15-9:45	Morning Meeting & Snack (greeting, sharing, camp rules, today's scheduled)	Online	30 mins
9:45-10:45	Break Out Groups		
	Choice 1:	Online	15 min
	Choice 2:	Online	15 min
10:45-11:45	[Local Virtual Fieldtrip/Tour/Activity: prerecorded or LIVE]	Offline	1 hr.
11:45-12:15	Lunch Break; Virtual Café Chat w/group	Online/offline	15/15 mins
12:15-2:15	Break/Turtle Time/Campers unplug break	Offline	2 hrs.
2:15-3:15	Break Out Groups		
	Choice 1:	Online	10-15 min
	Choice 2:	Online	10-15 min
3:15-4:15	Snack Time, Offline activities Review, Rewards & Announcements	Online/offline	15 min/15 min
4:15-5:15	[Local Virtual Fieldtrip/Tour/Activity: prerecorded or LIVE]	Offline	1 hr.
5:15-6:00	Gotta' Go, Buffalo; virtual campfire good-bye activity	Online	5 Min

- **FuntastiCamp-In-A-Box**
 - Weekly camp at home kits for families to complete on their own schedules.
 - Pick-up, household delivery (LITH residents only) or shipping options available.
 - Boxes come in include supplies needed to complete the activities, change each week and contain different themes,
 - Activities and contents are different than our virtual day camp program box and 4 themes available to choose from: 'Adventure', 'Nature', 'Games' & 'Assorted'
 - Include at minimum
 - 3 Lesson plans to FuntastiCamp at home
 - Adaptations for grade K-7th included
 - Exclusive access to pre-recorded camp staff instruction and content.
 - 5 Camp Store Surprises

- **FuntastiCamp (Modified traditional program)**
 - As we work with state and local experts for traditional camp operations, we will use that information to help guide our on-going decision making to safely offer a modified on-site program, in conjunction with our virtual camp offering.
 - We desire to safely and responsibly run a modified in-person camp program beginning in July based on allowed operations. This is anticipated to be:
 - Limited enrollment based on local and state health department recommendations.
 - Lower level of Village Hall utilized (grades k-5th) & Annex (grade 6-7)
 - Campers and staff will be kept in the same group daily; implement social distancing.
 - Increased handwashing and facility sanitation protocols.
 - Highly structured daily schedule; no large group or all-camp combined activities.
 - All Off-site field trips and swimming trips are canceled.
 - Curbside drop-off/pick-up hours extended (7am-11am & 3-6pm).

- Campers cannot be dropped off between 11am-3pm without pre-scheduling; parents are not permitted in the building for drop-off/pick-up.
- Following CDC guidelines for staff & camper check-in (temperature check, health questionnaire, facemasks if required).
- **Camp Leader & Parent Teleconference:** May 22 & May 26 at 6:30-8 pm via GoToMeeting Teleconference
 - Slide presentation will include:
 - Opportunities for active participation in camp
 - Virtual camp preview
 - Registration, discounts & flexible payment offers
 - Question & answer session

Daddy Daughter Event Analysis February 22, 2020

Program Description

Advertised Descriptions:

DAY:

Join us for a special afternoon as we offer a day of special activities perfect for Daddies to share with their little girls and young ladies ages 3 and up.

This special afternoon offering is available for the girls who might want something a little more casual and calmer than the louder, active atmosphere of the evening session. Our team of talented face painters will be on hand to transform the girls into glittery princesses. We will also enjoy a selection of games and crafts, fun and colorful desserts, music, and plenty of photo ops.

NIGHT:

Join us for this magical evening event perfect for princesses ages 5 and up. The evening session of this special day is active, loud, and a little dressier than our afternoon session. We will rock out with a fun, interactive DJ and desserts, photo ops, and a special take home souvenir.

BOTH:

- Fee is per person and includes all activities, entertainment, snacks, and beverages.
- Child(ren) must be accompanied by at least one adult ("dad" label is not required).
- Please do not arrive more than 15 minutes prior to posted start time.
- Registration deadline is midnight Sunday, February 16. A \$5 per person late fee will be assessed to registrations taken after this date. We cannot take any registrations after noon on Friday, February 21. We cannot guarantee an allergy-free environment or modification to the menu.
- The theme this year was Once Upon a Time Princess Ball. Decorations were princess themed with a pink and gold color scheme. For the day time crafts participants made princess slime, painted princess wands, colored princess activity pages, and created a princess theme with sticker sheets. We played bingo and had a freeze dance party.
- The biggest addition to the evening session was a dessert chocolate fountain.

Cost

Same as 2019, \$15 R / \$18 NR

Target Audience

Girls ages 3 + with Dad (or adult chaperone)

Marketing

The event was marketed in the seasonal brochure, on our website, on our Facebook page, and Village marquee signs. The Village Hall lobby ledge was decorated to advertise the event and several patrons asked for details on it. Due to the popularity of the event, it was not necessary to produce / display banners this year.

Budget

Revenue

Day event	65	participants	\$	1,170.00
Night event	161	participants	\$	<u>2,587.00</u>
			\$	3,757.00

Direct Expenses

Contractual Services **100.18.50.60.24**

DJ - Xcite Music \$ 300.00

Operating Supplies **100.18.50.72.04**

Food / table wear \$ 758.19

Decorations \$ 248.97

Giveaways \$ 243.24

crafts / games / activities \$ 176.37

\$ **1,726.77**

Indirect Expenses

Staff

	hours	\$/hour		
Recreation Coordinator	30	\$ 23.62	\$	708.60
Recreation Coordinator	9	\$ 22.64	\$	203.76
Recreation Supervisor	10	\$ 32.00	\$	320.00
Preschool Staff	10	\$ 12.00	\$	120.00
Preschool Staff	10	\$ 11.00	\$	110.00
			\$	1,462.36

Cost Recovery

118%

Sponsorships / Donations

We did not solicit for any sponsors / donations for this event since our efforts have been focused on two upcoming special events (Family Bingo and Egg Hunt).

Volunteers

We had seven volunteers sign up for each session of the event. We ordered pizza for staff and volunteers in between events.

Participation

We hosted 65 Dads and Daughters at the daytime event and 161 at the evening event for a total of 226. We had 24 people on the wait list. Several couples called the week of the event to cancel due to sickness. We accommodated some from the waitlist to fill their spots. There were also six participants who did not show up.

	Resident	Non-Resident	Total Participants
Day Event	29	36	65
Night Event	105	56	161
<i>Wait List</i>	15	9	24

Participant Feedback

A survey was emailed out to all households participated in the event. We had 27 responses. Of the respondents, 92% would recommend this event to a friend. Full survey results found [here](#). A couple of comment highlights:

- “What an amazing event for all father's and daughters in attendance. The hosts were amazing!”
- “Seeing my 3 year olds eyes light up with such excitement the moment she walked it. It was just absolutely perfect for her.”
- We also received a nice email after the event:
 - *I just wanted to say "Thank You!" to you and your team for hosting the Daddy/Daughter Day at the park district a few weeks ago. Everyone was really helpful and the food & activities were fantastic. Vivian and I had an awesome time together...it was our first "Daddy/Daughter" event, and I'm sure she'll want to do more in the future! => I hope you have a great rest of the day!*
Sincerely,
Brian Overheidt

Observations

- Staff preparation time is significant for this event, as it involves decorating all of Village Hall, setting up / cleaning in between events and food preparation. With less assistance from customer service while they are down an employee, it was more difficult to get issues with registration and small projects completed.
- Per 2019 recommendations:
 - Signs at the door that state “no day of event registration” was displayed, however we still had 1 day and one evening couple show up unregistered.
 - With the popularity of the evening event, the downstairs dessert area was assigned in two time slots (6pm and 6:45pm). Everyone had a room to sit and enjoy their snacks.
 - The survey results indicated a desire for more substantial snacks so we added a veggie tray and cheese / peperoni and cracker tray.
 - The event ran smoothly and participant feedback at the event was very positive overall.

Recommendations

- We should add a few more to the evening maximum, as we had 3 calls the week of the event that they were sick and would not be attending.
- Investigate the ticketing option in Community Pass for registration.
- Find a new DJ, per 22% dissatisfied rating from survey.

Parks & Recreation Department
PARKS - PROJECT STATUS REPORT
 March / April
 2020
 By Scott Parchutz

Park Project	Start Date	Projected Completion Date	Completion Date	Status
Completed Tasks / Status Report				
Ford Schoolhouse	11/19	5/2020		<p>Properties has taken over the maintenance of and final tasks required to finish the renovation project that the Historical Socoiety started and substantially completed. Installed new water heater for the outside washroom and was winterized. Outstanding items for completion are complete installation of interior washroom walls, exterior wooden siding.</p>
Echo, Horner, Hynes and Taylor Skate Replacement Projects	2/2020	8/2020		<p>In January, Village staff released a proposal requesting design concepts to replace the existing skate park equipment at Richard Taylor Park and the existing playground equipment at Horner Park, Echo Park, and Edward Hynes Park. After the February 7th design concept due date, Village staff will ask residents to provide feedback on the design concepts by completing an online survey. Village staff will also host a focus group on March 5th prior to the March 5th Parks and Recreation Board Meeting, where the Parks and Recreation Board will be asked to select three design concepts for each replacement project to participate in a Request For Proposal (RFP) process. The Parks and Recreation Board will then review the RFP design concept proposals and costs at their April 2 meeting and select one proposal for</p>

				each replacement project for Village staff to recommended to the Village Board of Trustees at the May 2020 Committee of the Whole Meeting.
Stable Property Demolition	1/2020	4/2020		Pending permit approval and RFP bid submittals.
Parks Lightning Protection Warning System	2/2020	5/2020		RFQ in progress.
Shelter and Concession Stand Roof Replacements	1/2020	4/2020	4/2020	Concession stand and shelter roofs were completed.
Bark Park Perimeter Fence Replacement Project	2/2020	5/2020		Project awarded to DuriBilt Fence pending permit approval the project is estimated to be completed in May.
Hain House HVAC System Replacement Project	5/2020	5/2020		Preparing equipment and material purchases for a subsequent installation by the Properties Public Works staff for in-house installation.
PROJECT IN PLANNING				
<ul style="list-style-type: none"> • Barbara Key Pond Weir Project 				
OTHER ISSUES				

Barbara Key Park : staff installed a new grill at the large shelter, rotated the existing table for a better layout, repaired the grill at the small shelter and installed hot coal bins.

Larsen Park : installed a hot coal bin next to the existing grill

Sunset Park : as part of the detention maintenance program staff removed approximately 30 trees and 3 very large patches of sandbar willows from the wetland area

Sunset Park : staff replaced several sheets of skatelite surfacing and repaired the support structure of one ramp at the skate park