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**VILLAGE OF NORTH BARRINGTON**  
**PARKS AND RECREATION COMMISSION**  
**MEETING MINUTES**  
**Monday, December 2, 2024**

**Call to Order**

The meeting was called to order at 6:00 p.m.

**Roll Call**

Roll Call was answered by Chairperson Jill Kelly, Dwight Bennett, Jeff Harwood, and David Lauffer. Kasia Lazar was absent. Also present was Village Administrator John Lobaito and Administrative Assistant Sue Murdy.

**Public Comment**

There was no public comment.

**Approve Minutes of November 4, 2024 Meeting**

Motion by Chairperson Jill Kelly and seconded by David Lauffer to approve the Minutes of the November 4, 2024, Parks and Recreation Commission Meeting. On voice vote Chairperson Jill Kelly, David Lauffer, Dwight Bennett, and Jeff Harwood voted AYE. No NAYS. Motion Carried.

**New Items**

- A. The 2024 Fall Festival inventory was completed by Administrative Assistant Sue Murdy and David Lauffer. A spreadsheet was created for reference while shopping for the 2025 Fall Festival. The possibility of purchasing items for the 2025 Fall Festival now was discussed.
  
- B. The Commission discussed the 2025 event schedule. The Commission will continue to meet monthly the first Monday of the month at 6:00 p.m. unless adjustments become needed. Chairperson Jill Kelly stated that the bands for the Summer Concerts need to be booked in the Spring.
  
- C. The Commission discussed the Leonard Park walking path project. The feedback from the Village residents were very positive. The Commission is pleased with the cost, and discussed the on-going maintenance required. It was noted that snowmobiles, golf carts, minibikes and ATVs are not allowed on the path. The Commission would like a sign installed prohibiting these vehicles. The Commission decided that some additional work was warranted that was not in the original contract, the concern being about potential erosion by water crossing the path at the stairs and nearby areas during storm events. Village Administrator Lobaito will be in contact with Alan Horticulture, LLC to arrange the additional work.

The Commission agreed they would like to link the Leonard Park walking trail to other walking trails within the Village in 2025 as part of the Parks and Recreation Commission 5-year Master Plan.

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**Budget Review and Updates**

David Lauffer noted that the Commission was under budget by \$4,000 for the 2024 Fall Festival. He would like to utilize that money before the end of the fiscal year, possibly making purchases now for the 2025 Fall Festival. It was noted that line-item budget amounts for the Spring Fest and Winter Fest have not been spent.

**Recruitment Updates**

**A. Open Seats for Commission Members**

The Commission discussed the open seats on the Commission as of January 1, 2025. David Lauffer has been in contact with some residents that have expressed an interest in joining the Parks and Recreation Commission. Dwight Bennett contacted residents of the Oaksbury Subdivision to generate some interest.

**Initiative Updates**

**A. Consultant RFP Questions**

Village Administrator Lobaito reviewed a Request for Proposal for a Parks Planner Consultant that he created. Dwight Bennett also added his thoughts on outcomes and deliverables of the RFP for the Village. The Commission discussed their vision of a quality of life being offered to the residents of North Barrington by the Parks and Recreation Commission Master Plan which will be presented by the consultant they hire. They would like to adhere to a strict timeline of a final RFP document completed by December 20, 2024.

**Marketing Support**

**A. Volunteer Needed**

This topic was tabled and will be discussed at the January 6, 2025, Parks and Recreation Commission meeting.

**B. Website Update**

This topic was tabled and will be discussed at the January 6, 2025, Parks and Recreation Commission meeting.

The Commission thanked the resigning Chairperson Jill Kelly for her years of dedication to the Village of North Barrington Parks and Recreation Commission.

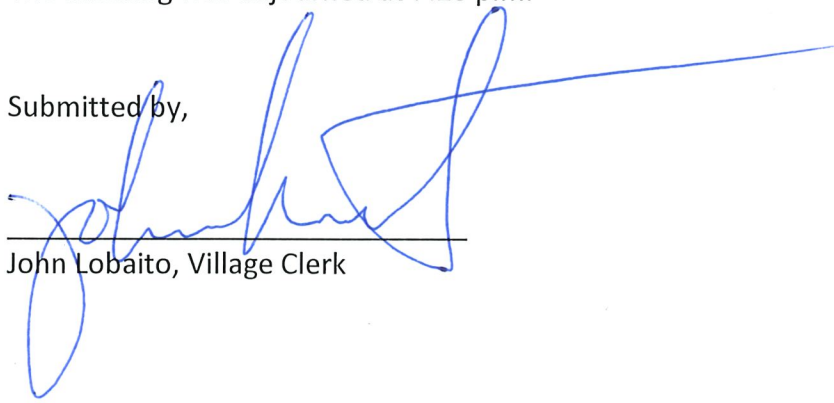
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**Adjournment**

Motion by David Lauffer and seconded by Jeff Harwood to adjourn the meeting. On voice vote Chairperson Jill Kelly, David Lauffer, Dwight Bennett, and Jeff Harwood voted AYE. No NAYS. Motion Carried.

The Meeting was adjourned at 7:20 p.m.

Submitted by,

  
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John Lobaito, Village Clerk

