VILLAGE OF NORTH BARRINGTON PARKS AND RECREATION COMMISSION MEETING 111 Old Barrington Road, North Barrington, IL 60010 Monday July 14, 2025 5:30 P.M.

AGENDA

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- 2. Roll Call
- 3. Public Comment
- 4. Approve Minutes of the June 9, 2025, Meeting
- 5. New Items
 - a. Review Signage for Summer Concerts: Proofs obtained
 - b. Review Sign Placement for Summer Concerts
 - c. Final Preparations for:
 - i. July Concert
 - d. Fall Fest Preparations
 - i. Vendors
 - ii. Event Signage
 - e. Leonard Park updates
 - f. Other Events (Tree Lighting, other?)
- 6. Initiative Updates
 - a. Board of Trustees Presentation Completed, formally recommending Kimley Horn
 - b. Contract Status with Kimley Horn
 - c. Next Steps
 - d. Sue Murdy Memorandum dated July 9, 2025
- 7. Marketing Support
 - a. Intern/Volunteer/Social Media (Facebook)
 - b. Website Update
- 8. Budget Review and Updates
- 9. Recruitment Updates
 - a. Open seats for commission members
- 10. New Business
- 11. Adjournment

The Village of North Barrington 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 847-381-6000 promptly to allow the Village to make reasonable accommodations for those persons.

Posted by:	Date:	Time:

VILLAGE OF NORTH BARRINGTON

PARKS AND RECREATION COMMISSION MEETING MINUTES Monday, June 9, 2025

Call to Order

The meeting was called to order at 5:30 p.m.

Roll Call

Roll Call was answered by Chairperson David Lauffer, Frank Fontana, Jeff Harwood, Kasia Lazar (via ZOOM) and Tammie Mahoney. Dwight Bennett entered the meeting at 5:40 p.m. (via ZOOM). Also present was Village Administrator John Lobaito and Administrative Assistant Sue Murdy.

Public Comment

There was no public comment.

Approve Minutes of May 12, 2025 Meeting

Motion by Tammie Mahoney and seconded by Jeff Harwood to approve the Minutes of May 12, 2025, Parks and Recreation Commission Meeting. On voice vote Chairperson David Lauffer, Dwight Bennett, Frank Fontana, Jeff Harwood, Kasia Lazar and Tammie Mahoney voted AYE. No NAYS. Motion Carried.

New Items

A. Review Signage for Summer Concerts: Proofs obtained.

There was extensive discussion about purchasing new signage for the scheduled events. The option of purchasing A Frame signage that has interchangeable panels was discussed as well as the continued usage of two-sided yard signs. The Commission reviewed the proofs obtained from State Graphics by Sue Murdy and made some suggestions to be submitted to State Graphics. The Commission decided to cancel Kids Concert signs due to the cost.

B. Review Sign Placement for Summer Concerts

The Commission reviewed the signage placement list in their meeting packet. Chairperson Lauffer would like to assign each Commission member a Village location to place the signs the Sunday/Monday prior to the concert.

C. Final Preparations for:

- June Summer Concert-The Commission discussed the details of the upcoming June 14, 2025, Summer Concert. Jeff Harwood will meet the performer, Kerosene Band, at Eton Park to evaluate the venue. Administrative Assistant Sue Murdy reviewed a pre-concert checklist.
- 2. June Kids Concert-The Commission discussed the details of the June 21, 2025, Kids Concert. Frank Fontana will bring a small tent and some tables. There was extensive

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PARKS AND RECREATION COMMISSION MEETING MINUTES Monday, June 9, 2025

discussion about the pizza being served. Dwight Bennett will research pizza trucks. Village Administrator Lobaito will bring a large cooler to hold cold drinks.

D. Fall Fest Preparations

- 1. Vendors-Administrative Assistant Sue Murdy stated the vendors are reserved for the Fall Festival, scheduled for October 5, 2025, from 1:00 pm to 4:00 pm. The Commission reviewed some entertainment ideas for the event.
- 2. Event Signage-tabled until the next meeting.
- **E.** Leonard Park Updates-Village Administrator stated to the Commission that additional work was recently completed on the walking path to correct some drainage issues.
- F. Other Events (Tree Lighting, other)-this item will be discussed at a subsequent meeting.

Budget Review and Updates

This item will be discussed at a subsequent meeting.

Recruitment Updates

A. Open Seats for Commission Members-tabled until the next meeting.

Initiative Updates

A. Kimley Horn's proposal for added services for community engagement.

The Commission discussed the proposal from Kimley Horn and whether some of the additional survey costs were necessary. The goal of the survey is to capture the opinion of a good portion of the Village residents and maximize data collection.

B. Sue Murdy memorandum dated May 28, 2025.

The Commission reviewed the action items in the memorandum.

Marketing Support

A. Intern/Volunteer/Social Media (Facebook)

The Commission discussed the importance of visibility in the community. Tammie Mahoney is working on the design of the Village Facebook page.

B. Website Update

The Commission plans to have a dedicated page on the new Village website, which will launch this year. Ideally, the page would display a slideshow of Parks & Recreation Commission events. Chairperson Lauffer would like to be the point of contact for the website updates.

Adjournment

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Motion by Frank Fontana and seconded by Tammie Mahoney to adjourn the meeting. On voice vote Chairperson David Lauffer, Dwight Bennett, Frank Fontana, Jeff Harwood, Kasia Lazar, and Tammie Mahoney voted AYE. No NAYS. Motion Carried.

he Meeting was adjourned at 6:45 p.m.	
ubmitted by,	
ohn Lobaito, Village Clerk	



MEMORANDUM

To: David Lauffer, Chairperson Parks & Recreation

From: Sue Murdy

Date: July 9, 2025

Subj: July 14, 2025, Parks and Recreation Commission Meeting Various Updates

Summer Concerts-Recap and inventory.

1. Ice Cream Vendor has been consistent. 75 pieces will be handed out, there are 12 choices. The Village will receive an invoice after the event. Cost is \$308.75. **NO ACTION NEEDED.**

- 2. One 125-quart cooler was picked up for the Kids Concert Saturday June 21st.

 Discussion of the amount and source of pizza, water, supplies event feedback. **ACTION ITEM.**
- 3. The Kids Concert signs were cancelled. The new signs for the Summer Concert placed for the July 12, 2025 Concert. Feedback on new signs? **ACTION ITEM.**
- 4. Any feedback about the first two Summer Concerts? **ACTION ITEM.**
- 5. CERT reserved for September 13, 2025 Concert (lighting as it gets dark) Sue follow up. **NO ACTION NEEDED.**

Fall Festival-Sunday October 5, 2025- 1:00 PM to 4:00 PM.

- Vendors: All vendors are reserved:
 Bella Lukes, Country Bumpkin, Patch 22, Sparkles Balloons and Face Painting, Party Plus, Tony Kircher, Morkes Donuts, Goofy Faces Caricature. Sue will be in contact. NO ACTION NEEDED.
- 2. Contact has been made with Scout leaders for volunteering. Scout leaders have penciled in the fall festival date. Sue will follow up and remind them of the date. There will be no firetruck as October 5th is the LZ Fie Dept. Fall Open House. **NO ACTION NEEDED.**
- 3. Upcoming items/Decisions

- A. T-shirt design and ordering quantity. 7/14/25 meeting. **ACTION ITEM.**
- B. Marketing / signage. 7/14/25 meeting. **ACTION ITEM.**
- C. Soliciting for Volunteers. Who is in charge? 7/14/25 meeting. **ACTION ITEM.**
- D. Food selection and quantity. 7/14/25 meeting. **ACTION ITEM.**

Final counts USED from 2024 Fall Festival was 15 dozen donuts, 150 hotdogs, 100 bratwurst, 126 chips, 8 gallons of apple cider. WATER needs to be discussed: small bottles or fill up large green containers. Last year 3 five-gallon bottles of Hinkley water was ordered with a few inches left over. Also, confirm that the layout of the event was acceptable. (Please see attached diagram).

CONFIRM THAT AUGUST 11th MEETING HAS BEEN RESCHEDULED TO TUESDAY AUGUST 12th at 5:30.

KIDS CONCERT SUPPLY INVENTORY -2025

	ITEM	PURCHASED 6/21/2025	REMAINING INVENTORY 6/25/2025
1	Water Bottles -(8 oz)		25
2	Paper Plat 6 inch	300	200
3	Rubber Gloves	400	380
4	Napkins	1100	1000
5	Spatulas	2	2
6	Pizza		
7	Ice Cream		
8	Cooler	1	1
9	Small Tents (8' x 8')	2	2
10	Plastic cups (16 oz)		25



