

VILLAGE OF NORTH BARRINGTON  
PARKS AND RECREATION COMMISSION MEETING  
111 Old Barrington Road, North Barrington, IL 60010  
Monday February 3, 2025  
6:00 P.M.

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**AGENDA**

1. Call to Order
2. Roll Call
3. Public Comment
4. Approve Minutes of January 6, 2025 Meeting
5. New Items
  - a. Naming Bruce's Family
  - b. Finalize Kids Craft Day event
6. Budget Review and Updates
7. Recruitment Updates
  - a. Open seats for commission members
8. Initiative Updates
  - a. Consultant RFP: establish grading criteria
9. Marketing Support
  - a. Intern/Volunteer/Social Media (Facebook)
  - b. Website Update
10. Adjournment

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**Posted by:**\_\_\_\_\_ **Date:**\_\_\_\_\_ **Time:**\_\_\_\_\_

VILLAGE OF NORTH BARRINGTON  
PARKS AND RECREATION COMMISSION  
MEETING MINUTES  
Monday, January 6, 2024

**Call to Order**

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

**Roll Call**

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

**Public Comment**

There was no public comment.

**Approve Minutes of December 2, 2024 Meeting**

Motion by Dwight Bennett and seconded by Jeff Harwood to approve the Minutes of the December 2, 2024, Parks and Recreation Commission Meeting. On voice vote Chairperson David Lauffer, Dwight Bennett, Jeff Harwood and Kasia Lazar voted AYE. No NAYS. Motion Carried.

**New Items**

- A. The 2024 Fall Festival inventory is complete, and the spreadsheet was updated for the 2025 Fall Festival.
- B. The Commission discussed the 2025 Parks and Recreation event schedule. The Commission will continue to meet on Monday evenings until further notice. Chairperson Lauffer would like to use a pre-determined agenda for the year. The Commission discussed hosting a children's event, possibly a concert or a craft event. Possible bands for the Summer Concert series were discussed. Jeff Harwood will follow up on some local bands. A tree lighting event will be discussed at a later date.
- C. The Commission discussed the Leonard Park walking path project. The feedback from the residents has been positive.

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.

**Budget Review and Updates**

Village Administrator stated to the Commission that he will have the FYE 2026 Village Budget for the Commission to review at the February 3, 2025, Parks and Recreation Commission meeting.

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**Recruitment Updates**

**A. Open Seats for Commission Members**

The Commission discussed the recruitment of new Commission members. Chairperson Lauffer plans to follow up on a few prospective members. He stated Village President Eleanor Sweet McDonnell was also following up with some possible new members.

**Initiative Updates**

**A. Consultant RFP Questions**

Village Administrator Lobaito reviewed his draft Request for Proposal for a Parks Planner Consultant which included updates and changes discussed at the December 2, 2024, meeting. The Commission would like to complete the document by January 20, 2025. There was discussion about the specific deliverables; a few changes were made. The logistics of reviewing the submitted proposals was discussed. The Commission would like to interview several consultants.

**Marketing Support**

**A. Volunteers Needed**

The Commission would like to recruit an intern/volunteer/social media individual to also maintain the Village Facebook account.

**B. Website Update**

This topic was tabled and will be discussed at the February 3, 2025, Parks and Recreation Commission meeting.

**Adjournment**

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

The Meeting was adjourned at 7:17 p.m.

Submitted by,

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John Lobaito, Village Clerk