



Village of Elburn

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Park Commission Meeting Agenda
Wednesday, February 22, 2023, @ 7:00 pm

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Public Comments
5. Approval of Minutes – January 18, 2023
6. Commissioners Projects
 - a) Strategic Plan Goals Ranking
 - b) Budget Ideas
 - c) Elburn Station Community Park
7. Other Business
8. Adjourn

Next meeting: **Tuesday 3/21/2023**

MINUTES
VILLAGE OF ELBURN PARKS COMMISSION
JANUARY 18, 2023
AT ELBURN VILLAGE HALL

Members Present: Dave Dickinson, Chairman Dan Kolzow, Dawn Kuefler, Brian McCarty (arrived at 7pm), Bill Ott, Rob Reilley, Amy Szumny

Members Absent: None

Staff Members Present: Village Administrator John Nevenhoven

Others Present: Alli Hoebing: Research Specialist/Association and Public Management (NIU), Melissa Henricksen: MPP- Asst. Director, Strategic Management, Policy and Community Development (NIU), Mike Clark (via phone): Park District and Park Consultant Expert (NIU), Cheryl Gross (public)

1. Call to Order: Chair Kolzow called the meeting to order at 6:00 PM.
2. Pledge of Allegiance: Chair Kolzow led the assembly in the Pledge of Allegiance.
3. Roll Call: A roll call vote ensued.
4. Public Comment: None
5. Approval of Minutes: December 20, 2022 – A motion to approve the minutes was made by Dickinson and seconded by Ott. The motion was carried by a unanimous voice vote.
6. Commissioners Projects

Strategic Plan Presentation:

- Allie Hoebing and Melissa Henricksen from NIU lead the presentation. Mike Clark spoke about the four different options for Elburn. Those options are a recreation commission, recreation department, park district, and recreation association. Clark had two recommendations for Elburn if vision and community input show the residents' interests and needs for more.
 - i. Form a Park District or Recreation Association with other municipalities and leave it to the will of the residents/voters via a referendum.
 - ii. If the above is not supported, the Village can proceed with a Plan B which would be a Village operated Recreation Department, and it would live within the means of a tax levy of the current Village footprint.
- Hoebing and Henricksen reviewed the Community Survey and Focus Group results from 2022.
- The commission discussed the vision for the future of parks and recreation in Elburn as to what it would be in 10-15 years.
- A S.W.O.C./T. analysis was discussed regarding the Parks Commission's strengths, weaknesses, opportunities, and challenges/threats.
- The commission discussed short term and long term goals for the Village of Elburn in regards to the Parks Commission. These goals will be sent out to the commission from NIU for the commission to rank in order of priority.
- Public Comment: Cheryl Gross thanked everyone for volunteering and being a part of the commission. Although Cheryl does not live in Elburn, she is a business owner in Elburn. She recognizes the sense of community within the Village of Elburn.

7. Other Business: None

8. Adjourn: McCarty motioned to adjourn the meeting at 8:32 PM with Kuefler seconding the motion. The motion passed unanimously by voice vote.

Respectfully Submitted,



Katie Johnston
Deputy Village Clerk



Parks Commission Prioritized Strategic Goals

Average Score

February 2023

SHORT-TERM GOALS	Average Score
Update and/or fix Village-owned park equipment and facilities based on prioritization of need - Make all parks more inclusive, ADA compliant, etc.	2.7
Build a band shell at Prairie Park	4.6
Connect Elburn's trails - E.g., Anderson Road to Elburn Station Community Park and Elburn Metra train station, etc.	5.0
Investigate hiring an intern or part-time employee for communications/marketing at the Village - Could market for Village in general as well as Parks and Recreation specifically	5.1
Add additional outdoor recreation courts (e.g., pickleball, volleyball, etc.)	5.3
Improve existing Elburn Station Community Park - E.g., grass surfaces need rehab (second field)	5.4
Work with the current Elburn Community Center owners to explore updates and improvements to the facility based on stakeholder recommendations - Line the floors - Buy temporary netting for pickleball, volleyball etc. - Update and rehabilitate the outdoor park	6.1
Conduct a feasibility study on securing and rehabilitating the current non-Village owned Community Center or purchasing land and building - Consider the pros and cons of buying the existing building or building a new Community Center	6.3
Explore the steps necessary to create a Parks Department and/or hire a dedicated Parks and Recreation Director/Employee	7.1
Explore available spaces for a dog park - Investigate what the grant writing process looks like, grants available for a dog park	7.3

LONG-TERM GOALS	Average Score
Establish a permanent revenue source for Parks and Recreation - E.g., impact fees, transfer taxes	1.3
Implement processes that maintain clear trails and paths from snow	3.1
Village purchases a property that Parks can use as a hub/Community Center - Establish a vision for the Community Center property when it is purchased	3.7
Establish a Parks Department and/or hire a Parks Department Head and employees	3.7
Build a pocket park on Highland and explore other areas in town that may benefit from pocket parks	3.7
Establish and secure a bigger space for fireworks shows	5.4



Parks Commission Prioritized Strategic Goals *Priority Dashboard* February 2023

SHORT-TERM GOALS	Priority Level
Update and/or fix Village-owned park equipment and facilities based on prioritization of need - Make all parks more inclusive, ADA compliant, etc.	High
Build a band shell at Prairie Park	Medium
Connect Elburn's trails - E.g., Anderson Road to Elburn Station Community Park and Elburn Metra train station, etc.	Medium
Investigate hiring an intern or part-time employee for communications/marketing at the Village - Could market for Village in general as well as Parks and Recreation specifically	Medium
Add additional outdoor recreation courts (e.g., pickleball, volleyball, etc.)	Medium
Improve existing Elburn Station Community Park - E.g., grass surfaces need rehab (second field)	Medium
Work with the current Elburn Community Center owners to explore updates and improvements to the facility based on stakeholder recommendations - Line the floors - Buy temporary netting for pickleball, volleyball etc. - Update and rehabilitate the outdoor park	Lower
Conduct a feasibility study on securing and rehabilitating the current non-Village owned Community Center or purchasing land and building - Consider the pros and cons of buying the existing building or building a new Community Center	Lower
Explore the steps necessary to create a Parks Department and/or hire a dedicated Parks and Recreation Director/Employee	Lower
Explore available spaces for a dog park - Investigate what the grant writing process looks like, grants available for a dog park	Lower

LONG-TERM GOALS	Priority Level
Establish a permanent revenue source for Parks and Recreation - E.g., impact fees, transfer taxes	High
Implement processes that maintain clear trails and paths from snow	Medium
Village purchases a property that Parks can use as a hub/Community Center - Establish a vision for the Community Center property when it is purchased	Medium
Establish a Parks Department and/or hire a Parks Department Head and employees	Medium
Build a pocket park on Highland and explore other areas in town that may benefit from pocket parks	Medium
Establish and secure a bigger space for fireworks shows	Lower