

**VILLAGE OF LIBERTYVILLE
BOARD OF TRUSTEES**

**Meeting of the
Parks and Recreation Committee**

**Tuesday, April 6, 2021
6:00 pm**

AGENDA

Meeting Conducted Virtually Due to Governor's Executive Orders

Pursuant to the Open Meetings Act, as amended by Public Act 100-0640, the Mayor of the Village of Libertyville, as the head of the public body, has made a determination that an in-person meeting is not practical or prudent because of a disaster.

Please join this meeting from your computer, tablet or smartphone:

<https://global.gotomeeting.com/join/652100541>

Members of the public can also dial in using a phone:

United States: +1 (872)240-3212

Access Code: 652-100-541

1. Approve Minutes of the Tuesday, February 2, 2021 Meeting
2. Public Comment
3. Review 2021 Pool Season Plans
4. Verbal Updates
 - A) Charles Brown Park Playground Update
 - B) Libertyville Sports Complex Update
 - C) Summer Special Events (Cook Park and 4th of July Fireworks)
 - D) Social Media Report (Information only)
5. Adjournment

Any individual who would like to attend this meeting but because of a disability needs accommodation to participate should contact the ADA Coordinator at 118 West Cook Ave, Libertyville, 847-362-2430

VILLAGE OF LIBERTYVILLE
Meeting Minutes of the Parks and Recreation Committee
Held Virtually
Tuesday, February 2, 2021

The meeting of the Parks and Recreation Committee was called to order at 6:00 pm by virtual attendance on Tuesday, February 2, 2021. Parks and Recreation Committee members in attendance included Chairman Patrick Carey, Trustee Peter Garrity, and Trustee Richard Moras. Also, in attendance were Mayor Terry Weppler, Village Administrator Kelly Amidei, Finance Director Nick Mostardo, and Recreation Manager Julie Ludwig.

1) Minutes of the Parks and Recreation Committee

Trustee Garrity motioned to approve the minutes of the Thursday, January 7, 2021 meeting. Trustee Moras seconded. After a roll call vote, the motion carried.

AYES – Carey, Moras, Garrity

NAYS – None

NOT VOTING – None

2) Public Comment

No comment at this time from the residents that joined the meeting.

3) Verbal Update

- a. **Aquatics Position/Pool Season 2021** – Director Mostardo shared that staff are in the process of second round interviews for the Recreation Supervisor position. There are three good candidates in the running and staff hope to have a decision made by the end of the week, with a conditional job offer to the selected candidate by early next week. Manager Ludwig also stated that all 2019 summer seasonal staff were contacted about summer 2020 employment opportunities. Staff is looking at all possible options for the 2021 summer pool season. Trustee Garrity asked if there was any communication with Lake Minear on what they are were planning on for summer 2021. Administrator Amidei stated that we would reach out to Lake Minear once the new Recreation Supervisor was onboard and for partnership opportunities.
- b. **Charles Brown Park Update** – Administrator Amidei shared that there were four different vendors that provided eight different designs for the Charles Brown playground. The Park and Recreation Advisory Committee meet on January 21 and selected four designs and four features to put out in a survey for public feedback and design selection. The anticipated survey will run for two weeks February 8-19. Feedback process will be online only due to the Library lobby being closed to the public at this time. The Park and Recreation Advisory will meet on February 25th to pick their final design and then coming to Park and Recreation Community in March and then March 9th to Village Board. All Vendors have access to the joint purchasing, so no bidding or waiving of bids is necessary. Grants for projects will be through the vendors and all proposals have come in under budget. This proposal includes:
 - i. Basketball Court/Pickleball Court
 - ii. Playground
 - iii. port a potty enclosure.
- c. **Libertyville Sports Complex Update** – Administrator Amidei reviewed the decision the Village Board had made in April 2020 to close the Libertyville Sports Complex for fiscal year of 2020-2021. Staff believed it was the best decision at that time not knowing where things were going and how long everything would last with the COVID-19 pandemic. Currently staff is working with groups and keeping them in the loop about the facility's

status. Staff anticipates a 90 day ramp up to hire full time staff back which would put us in line for a summer opening if allowed. Staff will work with the Committee to discuss options for reopening in the March meeting where we should know more about the vaccines and to get thought and plans moving forward. GLSA has been renting the facility for two weeks and it has been going well. Staff is working with Libertyville High School who reached out to use the facility in April for sports practices space.

- d. **Social Media Report** – No Social Media report at this time it will be included in the Board Report.

4) Adjournment

Chairman Carey asked for a motion to adjourn. Trustee Garrity motioned and Trustee Moras seconded. After a roll call vote, the motion carried. The meeting was adjourned at 6:23 pm.

AYES – Carey, Moras, Garrity

NAYS – None

NOT VOTING – None

Respectfully submitted,



Julie Ludwig
Recreation Manager

MEMORANDUM

TO: CHAIRMAN CAREY AND MEMBERS OF THE PARKS AND RECREATION COMMITTEE

FROM: JULIE LUDWIG, RECREATION MANAGER

SUBJECT: RECREATION SUMMER 2021 POOL UPDATE

DATE: 4/6/2020

CC: KELLY A. AMIDEI, VILLAGE ADMINISTRATOR

Background

With the hiring of a Recreation Supervisor (Aquatics and Operations) in mid-February 2021 and the Restore Illinois Plan, Phase 4 guidelines allowing for recreational activities of groups of 50 or less, staff has reviewed potential Summer 2021 swimming pool offerings.

Analysis

Following the Phase 4 guidelines set forth by the State of Illinois, staff believe that the Recreation Department can safely provide summer pool program offerings for Village of Libertyville residents at both Adler and Riverside pool locations with modified schedules and two, three hour time slots for open swim daily.

Adler Pool and Riverside Pool will begin regular summer operations on Saturday, June 12, 2021 through Sunday, August 8, 2021, Riverside Pool will then close for the season on August 8th and Adler Pool will operate only on weekends through Labor Day, which is Monday, September 6, 2021.

The attached documents are a graphical representation of the Adler Pool and Riverside Pool schedules. The highlights of this schedule are noted below:

1. Swim Lessons – two-week sessions Monday – Thursday (with Friday rain days) starting Monday, June 21st for 3 sessions. Limited number of participants per scheduled morning (8:00 a.m. and 9:00 a.m.) or evening lessons (6:00 p.m.)
2. Swim Team – Staff is working with the NISC, (Northern Illinois Swim Conference) to see if there are enough teams in each division to have a conference this summer. A meeting scheduled for Wednesday, April 14th. Libertyville will have one team in the conference and practice times are planned for 7:00 a.m., 8:00 a.m., and 6:00 p.m. with swim meets on Wednesdays at 4:00 p.m. The pool will be closed on selected Wednesdays due to these meets.
3. Adler Full Day Camp will have scheduled swim time on Tuesday, Wednesday, and Thursday mornings from 10:00 -10:45 a.m.
4. Open Swim blocked times:
 - a. Monday - Friday
 - i. 11:00 am – 2:00 p.m. for 50 guests
 - ii. 2:00 – 2:30 p.m. closed for cleaning
 - iii. 2:30 – 5:30 p.m. for 50 guests

- iv. 5:30 -6:00 p.m. closed for cleaning.
- b. Saturday and Sunday
 - i. 12:00 – 3:00 p.m. for 50 guests
 - ii. 3:00-3:30 p.m. closed for cleaning
 - iii. 3:30-6:30 p.m. for 50 guests.
- 5. Private rentals available on Friday and Saturday evenings from 7:15-8:45 p.m.
- 6. Pool birthday parties available Saturday and Sunday mornings from 10:00-11:30 a.m.
- 7. Private swim lessons on Saturday and Sunday mornings from 11:30 a.m.-12:00 p.m.
- 8. Employee In-service training held on Friday mornings from 9:00-10:30 a.m.

Riverside Pool Schedule:

1. Aqua Fit classes 9:00 a.m. and 10:00 a.m. Monday – Thursday; four two-week sessions scheduled Monday, June 14 through Thursday August 5, 2021.
2. Open Swim blocked times:
 - a. Monday - Friday
 - i. 11:00 am – 2:00 p.m. for 50 guests
 - ii. 2:00 – 2:30 p.m. closed for cleaning
 - iii. 2:30 – 5:30 p.m. for 50 guests; 5:30 -6:00 p.m. closed for cleaning.
 - b. Saturday and Sunday
 - i. 12:00 – 3:00 p.m. for 50 guests
 - ii. 3:00-3:30 p.m. closed for cleaning
 - iii. 3:30-6:30 p.m. for 50 guests.
3. Private rentals available on Friday and Saturday evenings from 7:00-8:30 p.m.
4. Pool birthday parties available Saturday and Sunday mornings from 10:00-11:30 a.m.

Adler and Riverside Pools will have signage throughout the pool decks reminding everyone to practice social distancing and to wear masks when not in the water. The pool deck chairs/lounge chairs will be placed in pods throughout the facility for patrons to sit and cleaned during the cleaning breaks. All high touch areas will be cleaned periodically throughout the day.

Entrance to the pools will be a first come first serve up to the first 50 guests (or the maximum number of guests allowed under State of Illinois standards at the time). Guests will pay the daily fee or purchase a ten or twenty punch pass; no pool passes will be sold for the 2021 pool season. When entering the pool, patrons will be asked COVID-19 safety questions and asked for their name, phone number, and email address for daily records. Adler Pool patrons will enter through the front gate and locker room area and exit the facility by the concession stand gate. Riverside Pool patrons would enter through the front gate and exit through the locker rooms.

The concession stand will be open at Adler Pool selling only prepackaged items such as, ice cream, candy, chips, bottled soda, bottled water, Gatorade, and Icee slushies. No hot items requiring preparation will be sold, including hot dogs, pretzels, and pizzas. The concession stand will operate from 11:30 a.m. to 5:30 p.m. daily. Riverside Pool concessions is a small operation run from the Manager’s Office, with available items to include candy, chips, bottled soda, bottled water and Gatorade.

Staff is also in the process of identifying and planning for special events/days at the Adler and Riverside Pools for the summer within the confines of applicable COVID-19 restrictions. Special events/days would be posted and advertised by flyers around facility and on all forms of social media.

Staff will adapt to all guideline changes set forth by the State of Illinois and will provide an update on recruiting for pool positions.

Recommendation

1. Provide feedback related to the proposed operating schedule and operating plan for Alder Pool and Riverside Pool.

Attachments

1. Adler Pool Schedule – 2021
2. Riverside Pool Schedule – 2021

ADLER POOL REGULAR SEASON

Saturday, June 12 - Sunday, August 8, 2021

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday			
7:00		Swim Team Practice 7:00-7:45 a.m.								
7:30		Parent Tot Lessons 8:00-8:30 a.m. Group Swim Lessons 8:00-8:45 a.m. Swim Team Practice 8:00-8:45 a.m.								
8:00		Parent Tot 9:00-9:30 a.m. Group Swim Lessons 9:00-9:45 a.m.				ALL Staff In-Service 9:00-10:30 a.m.				
8:30		Adler Full Day Camp Swim 10:00-10:45 a.m.								
9:00		M-F Open Swim 11:00 am-2:00 p.m.					Pool Birthday Rentals 10:00- 11:30 a.m.			
9:30									Pool Birthday Rentals 10:00- 11:30 a.m.	
10:00	Pool Birthday Rentals 10:00- 11:30 a.m.								Pool Birthday Rentals 10:00- 11:30 a.m.	
10:30	Private Swim Lessons 11:30 a.m.- 12:00 p.m.								Private Swim Lessons 11:30 a.m.- 12:00 p.m.	
11:00										
11:30										
12:00										
12:30	Open Swim 12:00-3:00 p.m.									Open Swim 12:00-3:00 p.m.
1:00										
1:30										
2:00										
2:30		Closed for COVID Cleaning 2:00-2:30 p.m.								
3:00	Closed for COVID Cleaning 3:00-3:30 p.m.	Mon-Tues Open Swim 2:30-5:30 p.m.	Closed for Swim Team Meets June 21- July 28	Thurs-Fri Open Swim 2:30-5:30 p.m.		Closed for COVID Cleaning 3:00-3:30 p.m.				
3:30										
4:00										
4:30										
5:00	Open Swim 3:30-6:30 p.m.					Open Swim 3:30-6:30 p.m.				
5:30		Closed for COVID Cleaning		Closed for COVID cleaning						
6:00		Swim Team Practice 6:00-6:45 p.m. Evening Swim Lessons 6:00-6:45 p.m.				Swim Team/swim lessons MAKE UP				
6:30										
7:00										
7:30										
8:00						After Hours Pool Rentals 7:15-8:45 p.m.				
8:30										
9:00										

ADLER POOL POST SEASON

Monday, August 9- Monday, September 6, 2021

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

10:00
10:30
11:00
11:30
12:00
12:30
1:00
1:30
2:00
2:30
3:00
3:30
4:00
4:30
5:00
5:30
6:00
6:30

Closed during the week

**ALL Staff
In-Service
10:00-11:30
a.m.**

**Open Swim
12:00-3:00
p.m.**

**Closed for COVID
Cleaning
3:00-3:30 p.m.**

**Open Swim
3:30-6:30
p.m.**

**Open Swim
12:00-3:00
p.m.**

**Closed for COVID
Cleaning
3:00-3:30 p.m.**

**Open Swim
3:30-6:30
p.m.**

RIVERSIDE POOL REGULAR SEASON
Saturday, June 12 - Sunday, August 8, 2021

Sunday

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

9:00

9:30

10:00

10:30

11:00

11:30

12:00

12:30

1:00

1:30

2:00

2:30

3:00

3:30

4:00

4:30

5:00

5:30

6:00

6:30

7:00

7:30

8:00

8:30

Aquafit Class #1
9:00-9:45 a.m.

Aquafit Class #2
10:00-10:45 a.m.

Pool Party Rentals
10:00-11:30 a.m.

Pool Party Rentals
10:00-11:30 a.m.

M-F Open Swim 11:00 a.m.-2:00 p.m

Open Swim
12:00-3:00 p.m.

Open Swim
12:00-3:00 p.m.

Closed for COVID Cleaning 2:00-2:30 p.m.

Closed for COVID Cleaning
3:00-3:30 p.m.

Closed for COVID Cleaning
3:00-3:30 p.m.

M-F Open Swim 2:30-5:30 p.m.

Open Swim
3:30-6:30 p.m.

Open Swim
3:30-6:30 p.m.

After Hour Pool Rentals
7:00-8:30 p.m.