

**VILLAGE OF LIBERTYVILLE BOARD OF TRUSTEES**

**Meeting of the  
Parks and Recreation Committee  
Village Hall  
118 W Cook Avenue, Libertyville  
Tuesday, April 2, 2019  
5:00 pm**

1. Approve Minutes of the Tuesday, February 5, 2019 Meeting
2. Sports Organization Report – Libertyville Little League
3. Butler Lake Floating Dock Proposal from Libertyville High School
4. Cook Park Playground Update
5. Other Updates/Follow-up
  - A. Swimming Pool Update (Verbal)
  - B. Spring-Summer Programming Update-Registration Guide (Verbal)
  - C. Recreation and Sports Complex Calendar of Events (Attached)
  - D. Recreation and Sports Complex Marketing and Publicity (Attached)
  - E. General Updates
6. 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**  
**Village Hall**  
**Tuesday, February 5, 2019**

Chairman Pat Carey called the meeting to order at 6:00 p.m. on Tuesday February 5, 2019. Parks and Recreation Committee members in attendance included Chairman Pat Carey, Trustee Rich Moras and Trustee Pete Garrity. Also in attendance were Village Administrator Kelly Amidei, Deputy Village Administrator Ashley Engelmann, Finance Director Nick Mostardo, Mayor Terry Weppler, Trustee Scott Adams and Recreation-Sports Complex Department Director Connie Kowal.

**1) Minutes of the Parks and Recreation Committee**

Trustee Rich Moras motioned to approve the minutes of the Tuesday January 8, 2019 meeting. Trustee Pete Garrity seconded. Minutes approved 3-0 vote.

**2) Use of Cook Park – David Adler Music & Arts Center – “Festival of the Arts” Event**

Amy Williams, Executive Director of the David Adler Music & Arts Center (DAMAC), updated the Committee on details for their “Festival of the Arts” event and their request for use of Cook Park and Church Street on Saturday August 3 & Sunday August 4, 2019. DAMAC looks to enhance their weekend event to include the use of Church Street, serving beer and wine, food vendors, music entertainment and other ideas. Ms. Williams indicated they looked to use models similar to Libertyville Days, and the Sunrise Rotary Cigar, Beer & Wine events to augment their event, attract more families, adding to their successful core event, and also develop their fundraising and revenue producing efforts. Ms. Williams indicated the GLMV Chamber of Commerce has partnered with the DAMAC for this event. GLMV President Scott Adams advised the Committee the GLMV will assist Ms. Williams in notifying and working with the businesses and organizations on and around Church Street on details for the event to gain their approval and minimize any issues. Trustee Moras asked about Cook Library and Ms. Williams and Mr. Adams indicated they had been in touch with David Archer of Cook Library and hoped to have Cook Library Board approval at their February 19<sup>th</sup> meeting. The DAMAC informed the Committee that a community art/mural project will also be incorporated into the event. The Committee recommended approval of the DAMAC event with the conditions of working with Staff on requirements needed per the special event permit and a final site plan, notifying businesses and organizations on and around Church Street as to the event, gain approval from Cook Park Library as to any blockage of the Library parking lot, and collaborate with Staff to finalize the location and logistics for the community art/mural portion of the event.

**3) Staffing Study Report**

Mr. Robin Haley, Senior Manager with Matrix Consulting Group, presented and discussed with the Committee a Staffing Analysis his firm conducted of the Village Recreation-Sports Complex Department. The Project Scope of Work included services provided by the Libertyville Sports Complex, workload distribution, planning, scheduling and management of resources, evaluate appropriate levels of managerial, supervisory and operational staffing and evaluation of department organizational structure. Discussion and dialogue took place between Mr. Haley and Committee members on topics of strategic focus, program alignment, policies and procedures, data analysis, part-time staffing, the Hockey Rink, professional development, performance

measurement, capital investment, marketing and organizational structure. The Committee thanked Mr. Haley for his report and indicated they will take the information into consideration during the upcoming 2019-2020 Village Budget planning process.

#### **4) Cook Park Playground Replacement Project Update**

Deputy Village Administrator Ashley Engelmann gave the Committee an update as to the progress of the Cook Park Playground Replacement Project. Ms. Engelmann reported that at the Illinois Parks & Recreation Association annual meetings on January 25, 2019 the Village was awarded a manufacturer's grant for 50% of the cost of the equipment, approximately \$60,000, from the Cunningham playground equipment company. It is estimated that the project will have a final cost of approximately \$144,000. Further details will need to be addressed but it is anticipated that a final proposal and timelines will be submitted to the Board at the February 26, 2019 Board Meeting. Deputy Engelmann reviewed final renderings with the Committee with 'option A' as the consensus choice. Deputy Engelmann indicated Staff would seek the involvement of the newly formed Parks & Recreation Advisory Commission for the next park playground replacement project in the 2019-2020 Budget for Adler Park.

#### **5) Aloha Falls Lease Agreement Proposal**

Director Kowal and Village Administrator Amidei reviewed with the Committee a proposal from Ryan Tracy, owner of Aloha Falls LLC, regarding an amendment to the current lease between Aloha Falls and the Village at the Sports Complex. The current lease runs through October 31, 2020 and Mr. Tracy looked to shorten the lease to September 30, 2019 due to the pending sale of the Sports Complex driving range and miniature golf course property. Mayor Wepler indicated that keeping the current lease in place provides the Village with the best options and continues the lease payment since the details and timelines of the pending sale of the property continue to develop. Chairman Carey asked of the details in the current lease of any termination notice the Village must provide to Aloha Falls. Director Kowal indicated that a 90-day notice of lease termination has been in place since the original lease of May 2012. The Committee recommended not to consider Mr. Tracy's lease amendment proposal and defer any decisions and notifications until further information develops in the timelines of the pending sale of the property.

#### **6) Butler Lake Management Plan Recommendation/Request**

Discussion centered on short and long range considerations for a comprehensive management and treatment plan for Butler Lake. At the September 27, 2018 Committee meeting, Libertyville High School AP Environmental Science students presented information concerning options and remedies for the Village to consider and the volunteer efforts from Libertyville High School students, and others, to assist the Village in potential programs. Village Administrator Amidei indicated that the 2019-2020 Budget included \$25,000 for lake and pond management and recommended that hiring a consultant to review this project would be beneficial for short and long term planning efforts. Trustee Moras indicated that this effort is part of a process that takes time, and needs to involve the potential input and participation of other agencies and other stakeholders. Administrator Amidei indicated that she would connect with other Lake County agencies for their input, cost sharing ideas, along with potential grants for a Butler Lake Management Plan and report back to the Committee at an upcoming meeting.

**7) Other Updates/Follow-up**

**a) Swimming Pool Update**

Director Kowal indicated that the Department completed its search for a full-time Recreation Supervisor that would have responsibilities for swimming pool operations. Ms. Katelynn Putkonen will join the Department on February 7, 2019. Ms. Putkonen has worked in the Grayslake, Round Lake and Northbrook park districts and previously served as Aquatics Supervisor for Round Lake Park District. Director Kowal indicated that applications are being accepted for all pool operation positions including lifeguards, swim instructors, managers and cashiers needed for summer swimming operations.

**b) Recreation and Sports Complex Calendar of Events**

Director Kowal reviewed with the various events, activities and programs that took place recently with the Recreation-Sports Complex Department.

**c) Recreation and Sports Complex Marketing and Publicity**

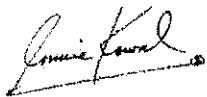
Director Kowal referenced the various advertising and news articles that promoted and marketed the Department programs, activities and events.

**d) General Project Updates**

There were no other general project updates to report.

Chairman Carey asked for a motion to adjourn. Trustee Moras motioned for adjournment. Trustee Garrity seconded the motion. Motion was approved in a 3-0 vote. Meeting adjourned at 8:05pm.

Respectfully submitted,



Connie Kowal  
Director, Recreation-Sports Complex

Memorandum

To: Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

Date: March 27, 2019

Subject: Sports Organization Report – Libertyville Little League

Each year the four (4) major youth sports organizations in Libertyville provide an annual update to the Committee. This year Staff looks to have a presentation from one organization at a designed Committee meeting, instead of all four organizations making their presentations at one meeting. At the April Committee meeting, Libertyville Little League President Bill Bennett will be presenting the LLL report.

Memorandum

To: Members of the Parks and Recreation Committee  
From: Kelly Amidei, Village Administrator  
Date: March 27, 2019  
Subject: Butler Lake Floating Dock Proposal from Libertyville High School

Libertyville (LHS) Associate Principal Ray Albin has requested the Village consider allowing a temporary floating dock in Butler Lake for use during the school year.

This is an initial concept idea and details need to still be resolved; however, given appropriate hold harmless agreements and parameters for maintenance responsibility being designated to LHS, staff does not see any concerns with this concept.

Staff would like to discuss this with the Committee to provide a recommendation to Staff to proceed with this concept and discussions with LHS.

Memorandum

To: Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

Date: March 27, 2019

Subject: Cook Park Playground Update

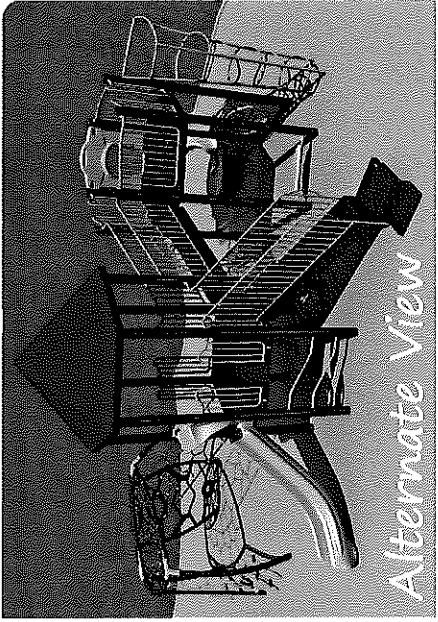
Deputy Village Administrator Ashley Engelmann will be updating the Committee on the progress of the Cook Park Playground Replacement Project and timelines for installation. Attached is the final rendering.



# Cook Park Playground, Option 7 Libertyville, IL

Design • Build • PLAY!

Colors:  
Decks - Blue  
HDPE - Blue  
Basic - Burgundy  
Accents - Metallic  
Plastics - Champagne



Alternate View





Memorandum

To: Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

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## Recreation-Sports Complex Department Events Programs

High School Spring Sports Training Libertyville, Vernon Hills, Carmel	Feb 26 – March 22
Play Hard Hoops (Deerfield feeder) basketball tournament	March 1-3
NIGFBA Girls Basketball Tournament	March 4-10
Kessel Spring AAU Basketball Training Begins	March 11 – May 23
Rhythmic Gymnastics expands to full week	March 11 – August
Wisconsin Jrs Volleyball Tournament	March 16
Play Hard Hoops Basketball Tournament	March 16
Hoops for the Game Basketball Tournament	March 17
St Johns School PE Day	March 21
Gurnee Viking Middle School Fieldtrip	March 22
Waukegan Jefferson Middle School Fieldtrip	March 22
Children Clothing Consignment Show	March 21-24
Spring Break Programs	March 25-29
Private Family Event Gurnee	March 30
Kessel Spring AAU basketball season	April 1 - May 25
Illinois Jrs Spring Volleyball practices	April 1 – June 27
Bike Resale Event at Adler Lodge	April 6
Kessel Basketball Tournament	April 6-7
Round Lake Area Flag Football	April 7
St Josephs' Grade School Libertyville Mother/Son Sports Event	April 12
Basketball Tournament Hoops for the Game	April 13-14
Lunch with the Bunny at Adler Lodge	April 19
Sports Festival	April 20 -21
Basketball Tournament Hoops for the Game	April 27/28