

**VILLAGE OF LIBERTYVILLE
PARKS AND RECREATION ADVISORY COMMISSION**

January 21, 2021

3:00 p.m.

(Virtual)

Please join my meeting from your computer, tablet or smartphone.

<https://global.gotomeeting.com/join/232716453>

You can also dial in using your phone.

United States: [+1 \(786\) 535-3211](tel:+17865353211)

Access Code: 232-716-453

Due to public health concerns as a result of the COVID-19 pandemic, per the Governor's Executive Orders it is not practical or prudent for Village Commissions and Committees to meet in-person. Therefore, the Parks and Recreation Advisory Commission is holding this meeting virtually.

AGENDA

1. Open Meeting
2. Approval of Meeting Minutes
3. Charles Brown Park Renovation Project
4. Open Item
5. Adjournment

VILLAGE OF LIBERTYVILLE
Parks and Recreation Advisory Commission
DRAFT Minutes
Thursday, December 10, 2020

A meeting of the Parks and Recreation Advisory Commission was held virtually on Thursday, December 10, 2020 at 3:00 p.m. Those in attendance included Commission Members: Megan Huber (3:18 p.m.), Aaron Zych, Meredith Castro, Amanda McDonagh, Lisa Roti (3:19 p.m.) Also in attendance was Deputy Village Administrator Ashley Engelmann, Trustee Pat Carey, David Thornborough, Parks Superintendent and Julie Ludwig, Recreation Manager.

Roll Call

On Roll Call the meeting was called to order:

AYES: Huber, Castro, Zych, McDonagh,
Roti

NAYS: None

Charles Brown Park Renovation Project

Ms. Engelmann discussed the timeline for the project and the goal for completing the project by April 30. If need be funds will be carried over into next fiscal year for completion of the project. The goal for the meeting is to review the scope for the project so that it can be shared with the vendors. Once the vendors receive the scope staff will meet with vendors onsite. Vendor designs will be due January 15. Once these are received, they will be reviewed with the commission and then the public input process will occur.

Ms. Engelmann reviewed the draft scope with the group. A summary may be found below:

- Move swings to the west and have the playground on the east, if feasible
- ADA accessible ramp
- Add in new pickleball court striping over resurfaced basketball court with new 8-foot fencing around court (resurfacing of basketball court should be included in the quote)
 - New basketball hoops should be included in the quote
- Add in option for bathroom structure-porta potty enclosure
- The structure should be designed to include play zones for both 2-5 year-old and 5 to12 year-old age groups
- The proposal should include removal and disposal of the existing structure and all existing wood chips-option to donate equipment to Kids Around the World should be included
- Wood chips should be replaced with wood chips, however; the proposal should include options for pour in play areas or alternatives in order to facilitate ADA equipment use
- Swings should be included in the design, alternatives to traditional swing-n-slide and bucket swings will be accepted- please consider including a saucer playground swing in at least one option
- Provide information on grant/discount opportunities as well as joint purchasing information
- Include purchase and install of a new playground age-appropriate sign in quote
- All removal and disposal costs should be included in the quote along with the cost to provide a dumpster
- Include turf restoration as necessary, plywood should be utilized to reduce damages to existing turf

Components of Options- Two design options should be provided- At least one option should include a ramped structure for ADA accessibility

- One themed option

Member McDonagh asked if we have flexibility to switch equipment out once we get the vendor proposals. Ms. Engelmann clarified that we do if we have room to fit the equipment.

Member McDonagh also asked if a toned-down version of a 5–12-year-old age range could be looked at if two age groups cannot fit in the site. Ms. Engelmann responded that we could ask the vendors about this.

Ms. Engelmann explained how funding is received for the Parks Improvement Fund which comes from developer donations in lieu of park land.

Member Roti asked what the total amount of funds are in the Parks Improvement Fund account. Ms. Engelmann will follow up with her with that information.

Member Zych inquired about the public input process for the design. Ms. Engelmann responded that we will use a survey process on our website and social media and can ask about the design as a whole, as well as specific equipment.

The Commission had consensus on the scope of the project as presented. Ms. Engelmann noted that our next meeting will be held on January 21 which will allow us to review the playground proposals.

Member McDonagh asked if a splash pad has been discussed for Libertyville. It was noted that it is not part of the Parks Master Plan and that there may be some discussion when the pool is looked at but a strong desire was not expressed during the parks master plan process for a splash pad. In addition, they are very costly.

Open Item

None.

Adjournment

At 3:36 p.m. Member Castro moved to adjourn the meeting; Member Zych seconded the motion.

The motion carried on roll call vote as follows:

AYES: Huber, Castro, Zych,
McDonagh, Roti

NAYS: None

Respectfully submitted,

Ashley Engelmann
Deputy Village Administrator