

**VILLAGE OF LIBERTYVILLE
BOARD OF TRUSTEES**

**Meeting of the
Parks and Recreation Committee**

**Tuesday, May 5, 2020
6:00 pm**

AGENDA

Please Note: Meeting Conducted Virtually Due to Governor's Executive Orders #2020-10 & 18

**DUE TO PUBLIC HEALTH CONCERNS THIS MEETING WILL BE CONDUCTED
VIRTUALLY**

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

<https://global.gotomeeting.com/join/393090789>

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

United States: +1 (571) 317-3112

Access Code: 393-090-789

1. Approve Minutes of the Tuesday February 4, 2020 Meeting
2. Swimming Pool 2020 Closure Plan
3. Main Street Summer Events
4. May Programming
5. Other Updates/Follow-up
 - A. Adler Park Playground Project Status
 - B. Charles Brown Park Playground Project Status and OSLAD Update
 - C. July 3rd Fireworks Status and Options
 - D. LSC Property Sale Update
 - E. Other
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
Adler Lodge
Tuesday February 4, 2020

The meeting of the Parks and Recreation Committee was called to order at 6:00pm at the Adler Park Lodge on Tuesday February 4, 2020. Parks and Recreation Committee members in attendance included Chairman Patrick Carey, Trustee Peter Garrity, and Trustee Richard Moras. Also in attendance were Mayor Terry Wepler, Village Administrator Kelly Amidei, Recreation-Sports Complex Director Connie Kowal, Recreation Manager Julie Ludwig, and Recreation Supervisor Katelynn Putkonen.

1) Minutes of the Parks and Recreation Committee

Trustee Garrity motioned to approve the minutes of the Tuesday January 7, 2020 meeting. Chairman Carey seconded and the minutes were unanimously approved.

2) Swimming Pool Operations 2020

Katelynn Putkonen, Recreation Supervisor-Aquatics & Operations, presented a recap of 2019 swimming pool operations and a preview of the plans for the upcoming 2020 swimming pool season. It was noted by Director Kowal the timelines for the 2019 swimming season were extremely tight due to the managerial changes from outsourced Jeff Ellis Management and bringing in all areas 'in-house' including the hiring of Ms. Putkonen on February 10, 2020. Director Kowal also praised Ms. Putkonen for her efforts and energy to tackle the task at hand. The Committee members echoed these comments as well. Discussion centered on the 2020 calendar dates and the length of the swimming season. Ms. Putkonen indicated staffing continues to be one of the main obstacles in swimming dates to offer. The early return to school of high school and college students in early August is an issue. Minimum wage concerns were addressed and Staff indicated this will be a challenge now and over the next three years of minimum wage 'phase-in'. Mayor Wepler mentioned the topic of pool closure days due to weather and other factors. He suggested all Trustees receive a text or email alert, similar to is currently sent, posted, or communicated to season pass or affected residents. Ms. Putkonen indicated she will add all Trustees to her list of those to alert of swimming pool changes in hours or general operation.

3) Date Change for July 4th Fireworks

Village Administrator Amidei advised the Committee that the July 4th fireworks have been moved to July 3rd. Administrator Amidei indicated a fireworks vendor contract was secured and several Libertyville area stakeholders were advised of this date change. Also, Administrator Amidei mentioned a communication plan would go into place to advise all residents, as well as surrounding areas, of this new date. Trustee Garrity asked if the \$25,000 to secure the services of a fireworks company was enough for a quality show. Administrator Amidei indicated she believed so and reminded the Committee that \$50 donation campaign requested via the Libertyville Foundation had produced around \$3,000 in 2019, and this effort can be undertaken again in 2020. Administrator Amidei did not believe the Mile of Cars car dealership sponsorship donation of \$7,500 could be increased.

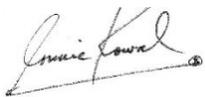
4) Other Updates/Follow-up

- a. Cook Park Playground Fence Installation Update – Administrator Amidei indicated the fencing needed to complete the project should be installed in the next couple of weeks, depending on the weather.
- b. Adler Park Playground Update – Administrator Amidei advised the Committee that with a good stretch of weather, it is possible for the Adler Park Playground Project to be completed during the current fiscal year.
- c. Charles Brown Park Playground Update and OSLAD Grant – Administrator Amidei indicated the Village was not awarded an OSLAD grant; however, it is one of several alternates awardees if another Village or Park District cannot accept the award. Adjustments to the design plans will need to be made in order to consider a design within monies budgeted in FY 2020-2021. Administrator Amidei also indicated Nicholas-Dowden Park Playground is next on the list of new playgrounds and a consultant would be needed due to the stormwater planning for Nicholas-Dowden.
- d. Charles Brown Park Reservoir Project and Usage Adjustments – Director Kowal advised the Committee that due to the excavation being conducted at Charles Brown Park for the Reservoir Project, adjustments will be made to accommodate resident and public usage. Two of the three softball fields will not be available in 2020. Director Kowal has notified the local sports leagues which normally use these fields for their practices.
- e. LSC Property Sale Timelines and Adjustments – Director Kowal briefed the Committee that while there are no timelines yet for the pending sale of the LSC Property, Staff is working on adjustments that will need to be considered for future operations. Administrator Amidei and Director Kowal look to discuss in greater detail after the current budget process and a sale target date becomes clearer.
- f. Upcoming Committee Meetings and Locations – Director Kowal advised there will not be a March Committee meeting due to Village Budget meetings. The next Committee Meeting will be on Tuesday April 7, 2020 at 6pm at the Crawford House.
- g. Recreation-Sports Complex Department Marketing, Promotion, PR – Director Kowal referenced these attachments with the Committee.
- h. Recreation-Sports Complex Department Calendar of Events – Director Kowal noted this attachment to the Committee.
- i. Other – Mayor Wepler advised he had a resident suggest the need for a skatepark in the Village. He indicated a location would be hard to find. Director Kowal indicated skateboard and rollerblade participants currently use one of the two tennis court areas at Nicholas-Dowden Park that have been designated for such activity.

5) Adjournment

Chairman Carey asked for a motion to adjourn. Trustee Garrity motioned and Trustee Moras seconded. Motion was approved in a 3-0 vote. Meeting adjourned at 7:03pm.

Respectfully submitted,



Connie Kowal
Director, Recreation-Sports Complex

Memorandum

To: Members of the Parks and Recreation Committee

From: Kelly A. Amidei, Village Administrator

Date: May 5, 2020

Subject: Swimming Pool 2020 Closure Plan

Background

A major Recreation offering affected by COVID-19 and the May 30, 2020 extension of the Governor's stay-at-home order is the operation of the Village's swimming pools, which were previously scheduled to open on May 23, 2020. Based upon projections shared during the April 21, 2020 Finance Committee meeting, the Board expressed concern pertaining to the safety of opening the pools in 2020 and directed staff to prepare for a cancelled summer pool season.

Analysis

In order to facilitate an effective and efficient cancellation of the seasonal swimming pool operation, staff will be undertaking the following steps:

1. Press release to inform the public
2. Adjustments to the Department's website and registration system
3. Notification to customers that have preregistered for pool programs or passes
4. Issuance of refunds, as appropriate
5. Suspension of annual contracts and associated expenses
6. Notifying seasonal staff

While it is unfortunate that the COVID-19 pandemic has impacted the Village's pool season, it is also becoming clear that other communities and park districts are, or are getting close to, adopting similar models. It will likely be very difficult to promote social distancing within an environment such as a swimming pool and maintain confidence in the public's perception that it is fully safe.

Staff will make every attempt to secure alternative arrangements with another agency for residents that still wish to participate in aquatic activities this summer.

Recommendation

Provide feedback to staff related to closing procedures outlined above.

Memorandum

To: Members of the Parks and Recreation Committee

From: Kelly A. Amidei, Village Administrator

Date: May 5, 2020

Subject: Main Street Summer Events

Background

Mayor Wepler previously indicated that the Committee should hold an informal discussion pertaining to the viability of holding Main Street summer events.

Analysis

Not applicable.

Recommendation

Discussion of above-referenced topic.

Memorandum

To: Members of the Parks and Recreation Committee

From: Kelly A. Amidei, Village Administrator

Date: May 5, 2020

Subject: May Programming

Background

The Village Board recently discussed several operational and personnel changes to the Recreation & Sports Complex Department. Such changes were made on account of safety and financial concerns pertaining COVID-19 and will significantly reduce program offerings in the short-term. While there is a fair amount of housekeeping to be done during the month of May in terms of closing out cancelled programs and activities, staff will also be working hard to identify programs and activities that can still progress with appropriate social distancing guidelines.

Analysis

Administrative staff and the Village's Recreation Manager will be meeting extensively in the coming days and weeks to evaluate the structure of program offerings for first quarter of fiscal year 2020-2021 (May-July). With the Committee's consent, staff are also considering a survey instrument to the community in order to aid in this process.

As previously shared with the Village Board, program offerings in the short-term will be relatively limited due to health risks associated with COVID-19. When viable programs are identified, they will be advertised on the Village's website and social media pages.

From a financial perspective, staff will be working hard during the month of May to ensure a clean close-out of cancelled programs. Such activities include identification of impacted programs, communication with affected participants, and the issuance of refunds as appropriate.

Staff are also working on facilitating a building systems shutdown of the Libertyville Sports Complex. Public Works staff, along with the Village's partners at Ampol, are in the process of evaluating the ongoing maintenance structure of the facility to not only minimize costs, but to protect the asset from further deterioration.

Finally, staff continue to survey neighboring agencies that offer recreation programs and services. Many of these agencies have indicated that their program offerings will be impacted due to COVID-19. Nevertheless, some opportunities to engage in shared service arrangements will likely exist. Staff will bring such opportunities to the Committee's attention for future consideration.

Recommendations

- Provide general feedback.
- Provide feedback related to a potential survey instrument to help identify programming needs.

Memorandum

To: Members of the Parks and Recreation Committee

From: Kelly A. Amidei, Village Administrator

Date: May 5, 2020

Subject: Other Updates/Follow-up

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