

VILLAGE OF LIBERTYVILLE
Parks and Recreation Advisory Commission
Minutes
Thursday, March 14, 2019

A meeting of the Parks and Recreation Advisory Commission was held on Thursday, March 14, 2019 at 3:00 p.m. at the Libertyville Village Hall. Those in attendance included Commission Members: Bill Plumb, Megan Huber, Jami Schaer, Aaron Zych and Meredith Griffin. Also in attendance was Village Administrator Kelly Amidei, Deputy Village Administrator Ashley Engelmann and Recreation and Sports Complex Director Connie Kowal.

Introductions

Deputy Administrator Engelmann opened the meeting by introducing Village staff and asked that each member introduce themselves and provide a brief background for the benefit of the group.

Purpose of Commission/Parks Master Plan

Administrator Amidei began by providing the group with a history of the Commission and the recent Parks Master Plan. She noted that the purpose of the group is to assist staff and the Village Board with implementing the recommendations outlined in the Parks Master Plan. The Parks Master Plan was adopted by the Village Board in the fall of 2018. It is a guide to implementing improvements in the parks. The plan assessed existing park conditions, determined community sentiment about existing services and facilities, identified park needs and developed an action plan to implement strategies over the next 15 years. The plan also recommends setting up a Friends of the Parks group to assist with funding for improvements.

Deputy Administrator Engelmann explained to the group that they are subject to the Open Meetings Act (OMA) and reviewed basic components of the OMA. She noted that the group is an advisory commission to the Parks and Recreation Committee which is comprised of Village Board members and to the Village Board as a whole.

Proposed Meeting Dates

Deputy Administrator Engelmann explained that the group will most likely need to meet monthly and that night meeting space is limited. She provided three time options for the group's consideration and asked that they select their top choices. She will review the group's preferences and let them know which time/day will be the standing meeting date. Options for consideration included: the third Thursday of the month at 3:00 p.m., the fourth Monday of the month at 5:00 p.m., or the first Wednesday of the month at 8:30 a.m.

Cook Park Playground Replacement Project

Deputy Administrator Engelmann provided the group with an overview and update on the Cook Park playground renovation project, which is underway. She explained that staff solicited three designs each, from three vendors. The options were paired down to three total designs. Staff requested community feedback through an online survey. A grant application was submitted for one of the designs. The grant was received in the amount of \$33,516. The total cost of the project is \$152,995 with a budgeted amount of \$200,000. The playground equipment will be installed at the end of April, weather permitting.

Friends of the Parks

Deputy Administrator Engelmann discussed the concept of developing a Friends of the Parks group which could fall under the Libertyville Foundation. The purpose of the group is to assist with soliciting donations, or fundraising to help offset costs for improvements to the parks. The Parks Master Plan recommends that the Village establish such a group. Staff is reviewing the requirements to create the group and will provide future information on the concept.

Other

Deputy Administrator Engelmann stated that she will put together a tentative schedule for the group for the Adler Park playground renovation project. She recommended that at the next meeting they meet onsite at Adler Park. Director Kowal stated that he would check to see if the Adler Lodge was available to begin the meeting and then the group can walk the park for ideas for the renovation project.

Adjournment

Member Plumb made a motion to adjourn the meeting and Member Griffin seconded the motion. The meeting was adjourned at 4:00 p.m.

Respectfully submitted,

Ashley Engelmann
Deputy Village Administrator