

**Village of Libertyville**  
Board of Trustees  
Meeting of the  
**Parks and Recreation Committee**  
118 W. Cook Avenue  
**December 4, 2012**  
**7:00 pm**  
**Agenda**

1. Approval of Minutes from the November 6, 2012 Meeting
2. MainStreet Libertyville Kiosk Request-Cook Park
3. Use of Village Property: Goose is Loose Festival 2013
4. Use of Village Property: Dog Days of Summer 2013
5. Floodplain Compensation Request
6. 2012 Swimming Pool Report
7. Park Operations
8. Other Updates/Follow-up
  - A) Lease Agreements with Sports Groups (Verbal Update)
  - B) EAB (Verbal Update)
  - C) Libertyville Recreation and Sports Complex Events Schedule (attached)
  - D) Marketing and Publicity (attached)
  - E) Other
9. Adjournment

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

## VILLAGE OF LIBERTYVILLE

### Parks and Recreation Committee

#### Minutes

Tuesday, November 6, 2012

Meeting called to order at 7:00 pm on Tuesday, November 6, 2012 by Chairman Drew Cullum. Those in attendance included Chairman Drew Cullum, Trustee Todd Gaines and Trustee Rich Moras. Recreation and Sports Complex staff in attendance included Director Connie Kowal, Parks Superintendent Jim Barlow, Business Manager Pam Bryant, Recreation Manager Julie Ludwig and Secretary Julie Fanning. Also in attendance included Mayor Terry Weppeler, Village Administrator Kevin Bowens and the Director of Public Works John Heinz.

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

Chairman Drew Cullum moved to approve the minutes from the October 2, 2012 meeting, seconded by Trustee Todd Gaines. Motion approved.

#### 2) Libertyville Golf Course Review of Options

Director Kowal noted that the tentative lease was sent to Mr. Subry for review. The Parks and Recreation Committee made a motion to recommend the lease with any change deemed so by the Mayor and Village Administrator. The Village Board will review the lease and plan to include it in the upcoming 2013/14 fiscal year budget preparation.

#### 3) 2013 Libertyville Days Request

Civic Center Board President Art Kropp of the Libertyville Days Committee submitted the 2013 Libertyville Days request to be held on June 13-16<sup>th</sup>. Mr. Kropp noted that there are no changes from the 2012 request. The Parks and Recreation Committee will make a recommendation to approve the 2013 Libertyville Days request to be held on June 13-16<sup>th</sup>.

#### 4) Floodplain Compensation Request

Director Heinz explained that the Lake County DOT is requesting permission to use compensatory storage in Butler Lake Park. The Committee requested a Topographical map to further review the area in question. It was noted that the should be flattened so that another greenspace field may be used for sports.

#### 5) Park Operations

The Committee has requested that staff review and get quotes for an outside firm to analyze the Park Maintenance Division operations.

#### 7G) Use of Village Property: Cook Park-United Methodist Church of Libertyville

Pastor Reverend Dr. Stephen C. Williams of the United Methodist Church of Libertyville was present to request the use of Cook Park and use of farm animals on Sunday, December 16, 2012 from 5:30 p.m. to 6:00 p.m. for a Live Nativity event. Pastor Williams has overseen similar events for the past 25 years in Downers Grove, Naperville, Franklin Park and Lombard. The event is well received by local residents. Additionally, Pastor Williams has requested the use of the sound systems speakers for the event. There will be farm animals used for the event scenes, but will be in a fenced in area when not in use. Pastor Williams will clean the park after the event. The Parks and Recreation Committee will make a recommendation to the Village Board to approve the use of Cook Park on Sunday, December 16<sup>th</sup> from 5:30 p.m. to 6:00 p.m. for a Live Nativity event.

**6) Integrity Physical Therapy**

Director Kowal explained that he was contacted in late September regarding the termination of the Integrity Physical Therapy lease. Integrity Physical Therapy has closed multiple locations due to cost reductions. The current lease is set to expire the end of December 2013. Director Kowal is looking to get a lump sum final payment for the lease termination.

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

**A) EAB**

Staff has removed 135 trees and Casey Landscaping has removed 142 stumps. A total of 121 trees have been planted (37 trees a day).

**B) ADA Swimming Pool**

Jim Barlow explained that a ramp will need to be added to the Adler Pool to adjust for the proper pitch. This will not prevent the Village from opening end of May 2013.

**C) Downtown Sidewalks**

There is a large amount of gum on the Village sidewalks downtown. It was requested to Staff to remove the gum. Staff will plan for the cleaning of the sidewalks in the spring.

**D) Libertyville Recreation and Sports Complex Events Schedule**

Director Kowal distributed the events schedule for review.

**E) Marketing and Publicity**

Director Kowal noted the visit of Soccer professional Abby Wambach to the Libertyville Sports Complex. He noted that this was excellent exposure for the facility.

**F) Lease Agreements with Sports Groups**

Director Kowal has met with the Sports Organizations and is working on the proposed Lease Agreement and will have the Lease Agreement ready for the December meeting.

**Additional Items:**

**Sunken Pavers:** There are some sunken pavers on the south side of Cook Park. Staff will fix the pavers.

**V-Plow:** The Village has had the same V-Plow tractor for 28 years and is no longer functions. Staff has asked the Committee to review the options of contracting out or purchase a newer piece of machinery.

Motion to adjourn by Chairman Drew Cullum, seconded by Trustee Gaines. Meeting adjourned at 8:35 p.m.

Respectfully submitted,



Julie Fanning, Secretary  
Recreation and Sports Complex Department  
Village of Libertyville

Memorandum

To: Chairman Drew Cullum and Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

Date: November 28, 2012

Subject: MainStreet Libertyville Kiosk Request-Cook Park

MainStreet Chainman Ken Stemke will be present to discuss the Mainstreet Libertyville kiosk request. See attached request.

**From:** Ken Stemke [mailto:[KStemke@americanchartered.com](mailto:KStemke@americanchartered.com)]  
**Sent:** Monday, November 26, 2012 1:55 PM  
**To:** [tweppler@wepplerlaw.com](mailto:tweppler@wepplerlaw.com)  
**Subject:** MainStreet Libertyville

Hi Terry,

I want to run an idea by you as a follow up to our discussion at breakfast a few weeks back.

MainStreet Libertyville would like to explore the possibility of constructing a small but permanent structure in Cook Park that can serve as the MainStreet Libertyville Downtown Visitors Center. This would basically be a kiosk but one that you could walk into, perhaps the size of a covered gazebo, architecturally consistent with the Cook Mansion. The finished product could be timed for the 25th anniversary of MainStreet in April, 2014.

Let me know your initial thoughts and, if positive, what the path would be to get this done. I would like to budget for any necessary funds for expenses such as drawings/renderings for 2013. I could stop by your office if that is easiest for you.

Thx.

Ken  
Ken Stemke  
**American Bank**  
1st VP, Commercial Banking  
932 W. Randolph Street  
Chicago, IL 60607  
Phone: (312) 492-3133  
Mobile: (630) 215-8855  
Fax: (847) 418-3272  
Loan Originator Identifier: 631912

The logo features a large, stylized number '25' with a decorative circular border around the '5'. The '2' is also stylized with a similar border.

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## Memorandum

To: Chairman Drew Cullum and Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

Date: November 28, 2012

Subject: Use of Village Property: Goose is Loose Festival 2013

Attached is a request from Mr. Bob Zamor, Chairman of the Libertyville Sunrise Rotary Club requesting the use of Cook Park and the closure of Church Street (from Milwaukee Avenue westward, up to, and including the alley abutting St. Lawrence Church) for the annual Goose is Loose Festival on Saturday, July 27, 2013 from 5:00 p.m. to 10:30 p.m. The Sunrise Rotary Club is also requesting the following items below. The Sunrise Rotary will provide a certificate of insurance naming the Village as additionally insured.

- 1) Close a portion of Church Street on from early morning, July 27 for setup and Sunday, July 28 for takedown of the event. Most of the takedown will take place on Saturday, July 27 at the conclusion of the event with the exception of the tent removal on Sunday, July 28.
- 2) Approval of a Village Liquor License and Raffle Permit for the event.
- 3) The Parks Division to provide snow fencing for the event to delineate the borders of the event.
- 4) The Public Works Department to provide barricades and coordinate the set up of the snow fencing and provide street cleaning services before and after the event.
- 5) The Police Departments approval for barricade setup and safe street closure. And a Police presence and patrol during the event.
- 6) The Fire Department to provide a fire hose, nozzle and hydrant wrench to fill the tent anchor barrels and to wash down the food and beverage areas after the event.

Mr. Zamor has spoken with St. Lawrence Church and there a no conflicts with his event.

Staff is requesting that the Parks and Recreation Committee make a recommendation to the Village Board to approve the use of Cook Park and the closure of Church Street (from Milwaukee Avenue westward, up to, and including the alley abutting St. Lawrence Church on Saturday, July 27, 2013 from 5:00 p.m. to 10:30 p.m. with a partial closure of Church Street from early morning, July 27 for setup and Sunday, July 28 for takedown of the event. Four votes are required for approval.

**Libertyville Sunrise Rotary Club**  
*“Service Above Self”*

November 20, 2012

Kevin J. Bowens  
Village Administrator  
Village of Libertyville  
118 W. Cook Street  
Libertyville, Il 60048

RE: 2013 Libertyville Sunrise Rotary “Goose Is Loose” Fundraising Event

Dear Kevin,

As President of the Libertyville Sunrise Rotary Club, I am requesting the use of Village property for our fundraising event this summer.

As you may recall, the “Goose is Loose” fundraiser was moved to downtown Libertyville two years ago and has been a resounding success. Attendance significantly improved over our previous venue, club proceeds for charitable giving increased, and we believe that a good time was had by all. We are coming to the Village to seek permission to repeat this fundraiser in July 2013.

Our request follows the parameters established last year:

- 1.) With your approval, we would like to schedule the event for Saturday, July 27, 2013
- 2.) We would like to hold the event on Church Street from Milwaukee Avenue westward, up to, and including the alley abutting St. Lawrence Church.
- 3.) We would need to close this portion of Church Street from early morning, July 27<sup>th</sup> (for set-up) through Sunday morning. We would also need Public Works to drop off barricades to affect this closure, while Rotarians would be responsible for their set-up and take down in accordance with Village requirements.
- 4.) The bulk of the set-up will occur on Saturday morning, and we will have personnel available at the Village’s convenience for any inspections that you require.
- 5.) The event will begin around 5:00 pm and end around 10:30 pm and will consist of a street dance format with live music, food, beer and soft drinks, and our Goose Drop Raffle.
- 6.) Access to the event will be controlled.

7.) The event will be broken down on the night of the 27<sup>th</sup>, with the exception of the tent, which will be removed early Sunday morning.

The Libertyville Sunrise Rotary Club will act as the coordinator for all functions associated with this event, and we will be responsible for:

- 1.) The tent, tables, chairs, garbage cans and dumpsters, electric power (via generator), food & drink vendors, and overall control of the event.
- 2.) Providing a certificate of insurance showing the Village, and others as required, as additional insured.
- 3.) Applying for a Village liquor license and raffle permits for this event.
- 4.) Notifying all of the nearby neighbors, especially the Episcopal Church, local merchants and professional offices.
- 5.) Advising the Village of all upcoming event planning meetings and opening these meetings to any and all community members.
- 6.) Attending any meetings required by the Village Board and/or Committees, the Village Administration and Departments, and to comply with all local permits and requirements.

We would ask for assistance from the Village Departments of Parks, Police, Fire, and, Public Works for the following:

- 1.) We request that the Parks Department provide snow fencing deemed necessary to delineate the borders of the event.
- 2.) We request that the Police Department approve the barricade set up for safe & effective street closure. Also we request a police presence and patrol during the event.
- 3.) We request that the Public Works Department provide the barricades necessary for street closure, coordinate the set up of the snow fencing, provide street cleaning services before and after the event.
- 4.) We request that the Fire Department provide a fire hose, nozzle and hydrant wrench to be used to fill tent anchor barrels and to wash down the food and beverage areas after the event.

We would like to thank you for the opportunity to discuss this event with you at the upcoming Parks and Recreation Committee meeting. We are most appreciative of the past considerations afforded to us by the Village, and we are confident that with your continued support, the members of the Libertyville Sunrise Rotary Club will be able to further serve the nearly two dozen local charities that we support.

If you have any questions or concerns, or need any further information, please feel free to contact me.

Sincerely,

Bob Zamor  
Libertyville Sunrise Rotary Club  
847-894-7576 (cell)  
847-367-0511 (home)  
Email: [bzamor@aol.com](mailto:bzamor@aol.com)



Memorandum

To: Chairman Drew Cullum and Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

Date: November 28, 2012

Subject: Use of Village Property: Dog Days of Summer 2013

Attached is a request from Libertyville business owner Bill Kaiser of Pampered Pupz requesting the use of Cook Park and the Civic Center Parking lot on from Friday, July 12 from 7:00 p.m. to Sunday, July 14 at 5:00 p.m. for the annual Dog Days of Summer Event. A certificate of insurance will be submitted naming the Village as additionally insured. Mr. Kaiser is requesting the following items below.

- 1) Use of Cook Park (*setup of Cook Park will begin on Friday, July 12 at 7:00 p.m. to to Sunday, July 14 at 5:00 p.m.*) and the Civic Center Parking Lot from Saturday, July 13 to Sunday, July 14 at 5:00 p.m.
- 2) Signs at the Libertyville Entrance, Sunrise Rotary Park and Cook Park, June 28 to July 14.
- 3) Fencing, Blockades, Grandstands and Picnic Benches
- 4) Contribute 27,000 gallons of water for the event.

Mr. Kaiser has spoken with St. Lawrence Church and there a no conflicts with his event.

The Parks and Recreation Committee and Staff are recommending that the Village Board approve the use of Cook Park and the Civic Center Parking lot on from Friday, July 12 from 7:00 p.m. to Sunday, July 14 at 5:00 p.m. for the annual Dog Days of Summer event. Four positive votes are required for approval.

Kevin Bowens,

December 4, 2012

Village Administrator, Village of Libertyville

This letter is to respectfully request the use of Village property for the Fifth Annual "Dog Days of Summer". Pampered Pup'z will produce Dog Days of Summer and sponsors will be: MainStreet Libertyville, PNC Bank, Green Tree Animal Hospital, Petranek's Pharmacy and possibly Sunset Foods..

This year, Libertyville will again be the Host City for Dock Dogs-Road to the National Championship. Based on feedback from last year's event, we would like to keep the format the same. The PNC Bank parking lot will feature an "Open Pool & Training" for Libertyville residence dogs Thursday, July 11<sup>th</sup> with Official Dock Dog Competition on July 11-14<sup>th</sup>. Saturday & Sunday, July 13-14<sup>th</sup> Cook Park will hold family entertainment and educational events. Friday night July 12<sup>th</sup> 7-10pm we request the use of Cook Park to hold a music venue after the opening ceremonies held at the PNC Bank parking lot. We would like to keep the vending area in the parkway of Cook Park (same as Lunch in the park set-up). The Civic Center Parking lot will feature a Water Park for dogs, "St. Larry's Sidewalk Café" and Auto Dealerships. St. Lawrence's Church knows of our proposal and it does not conflict with their schedule. We respectfully request from the Village:

Use of the Civic Center Parking lot and Cook Park  
Saturday, July 13<sup>th</sup> 7am thru Sunday, July 14<sup>th</sup> 5pm.  
Friday, July 12<sup>th</sup> 7-10pm use of Cook Park  
Signs at Libertyville Entrances & Cook Park June 28<sup>th</sup>-July 14<sup>th</sup>.  
Fencing, Blockades, Grandstands & Picnic Benches  
Contribute 27,000 gallons of water/fill pool

Thanking you in advance for your co-operation.

William Kaiser  
Pampered Pup'z

Memorandum

To: Chairman Drew Cullum and Members of the Parks and Recreation Committee

From: John Heinz, Director of Public Works

Date: November 28, 2012

Subject: Floodplain Compensation Request

Please find attached the information requested at the last meeting depicting a flat athletic field in Butler Lake Park.

There is an aerial photo with contours, and a cross section for the area. The area that would be impacted is in the same general area as discussed at the November meeting, however would not be sloped to create an amphitheater effect for the band shell but a flat area that can be used for athletics.

This should provide good items for discussion at the Dec. 4 meeting.



Memorandum

To: Chairman Drew Cullum and Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

Date: November 28, 2012

Subject: 2012 Swimming Pool Report

Attached is the 2012 Pool Report for Adler and Riverside Pools. Recreation Supervisor Gina Brown is on Medical Leave but Director Kowal will be present to answer any questions regarding the Pool Report.

## 2012 Pool Season

### Highlights:

- We had a very successful season of swimming at both Adler Pool and Riverside Pool.
- Out of 92 days of operation we were only closed 7 days. (5/29,6/2,6/9,6/11,7/27,8/20,9/5)
- With safety being our focus every season...this season staff made 20 rescues and performed first aid for 57 minor incidents.
- Continued to require all slide attendants to be lifeguard certified giving the facility more consistency with enforcing rules and safety. This is working well.
- We continued with the revamped Swim Lesson program from Little Swimmers to Level 4 to allow for a more fluid transition between levels. It has allowed younger children that are more advanced to be in the appropriate class.
- We plan to continue to offer 2 time slots for late afternoon/early evening swim lessons to accommodate those who cannot make the morning lesson times. Included in lessons were group lessons, diving lessons, private lessons, and parent/child lessons.
- Staff did a great job signing families up for swim lessons while registering them for a pool pass or if they came in to say "Thank you" at the end of a session staff would offer to register them for the next session.
- We hung a sign promoting our Pre-School Program. Also, set up a booth on busy days to cross market our programs and facilities of our Recreation & Sports Complex department.
- At the end of the season, we handed out "Thank You" flyers to patrons to show our appreciation, as well as cross advertise our programs and facilities.
- We added 2 Blue Bunny Ice Cream vending machines to Adler Pool instead of selling ice cream out of concessions.

### Challenges:

- We will continue to work closely with Karl Moeser of our Parks Division regarding our pool cleaning. Did a nice job with cleaning and look to do even better.
- The unusually hot summer weather was a definite challenge this season, and we were able to maintain a good operation and adapt to the many 100-degree days.

### Ideas for next season:

- Add exterior signage to promote our Concession Stand to Adler Park users to increase concession sales.
- Revisit 4:30am pool cleaning, versus evening cleaning.
- Promotional events to draw target audiences (Ex: the teenage market and band jams), and weekly events through sponsorships, such as Monday Madness, and Whacky Wednesday.

### Things to think about:

- Pricing
  - passes/daily fees
  - early bird purchasing options – added value
- ADA Compliance
- 60048 (Green Oaks), and Non-Residents
- Tweaking the Multi-visit 'punch pass' and creating more awareness of this option
- Need to stay ahead on competition of the swim lesson business
- Group Events-Group Sales

## Line Item Expenses

	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	YTD 2012-13	Projected F.Y.E. 4/13	Budgeted 2012-2013
701 SALARIES - ADMINISTRATIVE	28,939	30,425	26,692	31,312	32,195	29,517	31,759	17,423	26,000	32,500
702 SALARIES - CONCESSIONS	9,355	10,728	10,072	10,223	6,131	6,579	6,853	5,765	5,765	6,475
703 SALARIES - LG / ATTN / MAN	103,349	104,729	117,905	118,651	103,910	106,556	108,711	120,156	120,156	110,000
704 SALARIES - SWIM LESSONS	64,348	62,836	69,300	70,302	56,567	48,780	42,912	38,757	38,757	44,000
<b>TOTAL SALARIES EXPENSES</b>	<b>205,991</b>	<b>208,718</b>	<b>223,969</b>	<b>230,487</b>	<b>198,803</b>	<b>191,432</b>	<b>190,235</b>	<b>182,101</b>	<b>190,678</b>	<b>192,975</b>
705 SUPPLIES - SWIM LESSONS	2,112	1,458	1,466	1,175	541	1,563	1,241	3,003	3,003	1,800
706 MATERIALS AND SUPPLIES	3,684	3,495	3,127	3,486	3,424	2,672	3,637	4,000	1,242	4,000
707 SUPPLIES - MAINTENANCE	180	1,157	40	513.35	489	32	0	100	100	450
708 ELECTRICITY	18,604	20,009	22,391	30,728	25,000	29,017	28,890	16,000	14,000	16,500
709 NORTH SHORE GAS	25,505	21,886	36,864	28,531	28,000	11,313	14,150	10,000	12,000	16,000
712 MAINTENANCE BUILDING	9,893	2,893	10,718	7,861	3,761	5,894	3,959	4,850	4,850	4,850
716 MAINTENANCE POOLS	20,461	16,141	17,571	17,233	11,117	17,609	17,508	18,400	18,400	18,400
721 IRMA	11,425	14,243	16,360	19,237	?	15514	15,110	8000	18,000	18,331
723 OFFICE SUPPLIES	429	1214	311	132	17	212	294	150	150	150
726 TRAINING, SUBSCR & DUES	703	849	488	720	433	737	1652	802	802	950
730 EQUIPMENT RENTAL	995	938	490	302	404	0	0	0	0	0
732 CONCESSION EXPENSE	17,292	19,744	17,823	17,737	11,547	12,827	12,020	13,000	13,000	11,500
734 SPECIAL EVENTS	2,436	2,610	1,799	1,365	656	367	20	125	125	300
735 BIRTHDAY PARTIES	78	0	0	0	0	0	0	0	0	0
742 PRINTING / PHOTOCOPYING	1,323	928	681	613	304	545	78	400	400	450
752 UNIFORMS	3,871	8,349	5,716	7,997	6,724	5,925	6,401	5,290	5,290	7,000
790 CAPITAL OUTLAYS	2,295	4,235	0	0	0	0	0	15,000	15,000	15,000
793 EMPLOYEE IMRF	1,169	2,821	2,568	2,965	1,151	3,264	4,341	3,200	2,070	3,855
794 EMPLOYEE FICA/MEDICARE	15,753	15,960	17,126	17,533	13,454	14,493	14,352	15,500	13,830	15,991
799 MISCELLANEOUS	2,566	3,288	2,345	2,307	1,601	1,914	1,805	2,000	1,529	2,000
<b>TOTAL OPERATING EXPENSES</b>	<b>140,774</b>	<b>142,218</b>	<b>157,884</b>	<b>160,436</b>	<b>108,623</b>	<b>123,898</b>	<b>125,458</b>	<b>119,820</b>	<b>123,791</b>	<b>137,527</b>

### Adler / Riverside Profit and Loss

REVENUE	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	YTD 2012-13	Projected F.Y.E. 4/12	Budgeted 2012-2013
SWIMMING FEES	263,644	253,522	279,490	257,979	202,966	207,000	209,026	217,295	226,295	225,000
SWIMMING PROGRAMS	133,314	147,200	136,050	117,264	121,650	116,000	78,008	82,936	125,736	120,000
CONCESSIONS - POOLS	42,016	35,523	37,441	34,994	24,944	26,215	25,638	25,320	25,320	28,000
<b>TOTAL</b>	<b>441,762</b>	<b>436,245</b>	<b>452,981</b>	<b>410,237</b>	<b>349,560</b>	<b>349,215</b>	<b>312,672</b>	<b>325,551</b>	<b>377,351</b>	<b>373,000</b>

EXPENSES	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	YTD 2012-13	Projected F.Y.E. 4/12	Budgeted 2012-2013
SALARIES	205,991	208,718	223,969	230,487	198,803	191,432	166,292	182,101	190,678	192,975
OPERATING	138,479	142,580	157,884	160,437	108,623	123,898	125,458	119,820	123,791	137,527
CAPITAL	2,295	4,235	0	0	0	0	0	15,000	15,000	15,000
<b>TOTAL</b>	<b>346,765</b>	<b>355,533</b>	<b>381,853</b>	<b>390,924</b>	<b>307,426</b>	<b>315,330</b>	<b>240,744</b>	<b>316,921</b>	<b>329,469</b>	<b>345,502</b>

PROFIT / LOSS	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	YTD	Projected	Budgeted
	\$94,997	\$80,712	\$71,128	\$19,313	\$42,134	\$33,885	\$71,928	\$8,630	\$47,882	\$27,498

### Adler/Riverside Concession Profit and Loss

Revenue	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	ACTUAL 2011-12	YTD 2011-12	Projected F.Y.E. 4/13	Budgeted 2012-2013
Expenses-Supplies	42,016	35,490	37,391	34,994	24,944	26,171	25,638	25,320	25,320	28,000
Expenses-Salaries	17,292	19,734	17,823	17,737	11,547	13,480	12,021	13,000	13,000	\$11,500
Profit/Loss	9,355	10,728	10,072	10,223	6,131	6,485	6,853	5,765	5,765	\$6,475
	\$15,369	\$5,028	\$9,496	\$7,034	\$6,572	\$6,206	\$6,764	\$6,555	\$6,555	\$10,025

MEMORANDUM

TO: Chairman Cullum and members of the Parks and Recreation Committee

FROM: Kevin J. Bowens, Village Administrator 

DATE: November 28, 2012

SUBJECT: Park Operations

In follow up to the ongoing discussion regarding Parks maintenance operations, the Committee directed the Village Staff to determine if there were companies available that might evaluate the recent study of park operations and also review current service levels and operations. Village Staff has contacted three firms that we believe would be able and interested in performing this work, and those firms include: 3D Design Services, Grayslake, Illinois (has assisted the Village with previous landscape design and contract matters); Baker Tilly (Chicago office, has done similar studies in California and Rockford, Illinois, also performed work for Glenview, Illinois) and Clerestory Consulting (Evanston, Illinois, has done work for the Village of Glenview). Staff has provided each of the firms with a copy of the attached summary for the Parks Maintenance Evaluation, along with the RFP document and RFP results. Staff is currently waiting for proposals from these firms.

## PARKS MAINTENANCE EVALUATION

1. The Village for many years has provided services through a combination of primarily in-house staff along with contractual arrangements with private sector companies. Most “privatization” efforts for Village services have come either when services have been expanded and provided a better option than adding staff, or at times when the Village faced key capital or equipment decisions (e.g. street sweeping).
2. During the recent economic recession, the Village Board and Staff discussed what if any other services could be provided at a reduced cost through privatization. Village Staff conducted a service analysis in order to take a proactive approach to identify Village services as either “core” services or “elective” services, along with identifying which services could be provided by other options.
3. The maintenance of Village parks (lawn mowing and landscaping) and parks snow removal was one of several services identified as core but available through privatization. As part of the 2011-12 Village budget, the Village Staff and Board agreed to privatize parks maintenance associated with the Libertyville Golf Course and the Libertyville Sports Complex, which resulted in the staff reduction of 3 full-time employees and a savings of approximately \$50,000.00 per year.
4. As part of the 2012-13 budget preparation, the Village Board requested the Parks and Recreation Committee and Village Staff look at possible further savings in the parks maintenance area. The Parks and Recreation Committee and Village Staff determined to conduct an analysis in-house, and 1) identified all tasks performed in the parks division; 2) identified all man hours associated with each task; 3) recommended to the Committee that Staff evaluate the tasks of parks maintenance (lawn mowing and landscaping) and snow removal.
  - Staff prepared, reviewed with the Committee, and distributed a Request for Proposal (RFP) document to select number of landscape companies, with the goals of 1) determining if current services are being provided in a cost effective manner; and 2) if previously reduced service levels (due to budget cuts) could be reinstated. The Village received 3 proposals to provide parks maintenance and snow removal service.
  - At the same time and independent of the proposals received, the Staff assigned costs and analyzed in-house costs to provide the same services.
  - The results were reviewed with the Parks and Recreation Committee in October of 2012.

- Parks and Recreation Committee members expressed varying levels of satisfaction with the results.
5. Following discussion of the RFP's and analysis, the Village Staff recommended and the Parks Committee agreed that:
1. Village Staff solicit proposals for an independent evaluation of the Village analysis to confirm or adjust its accuracy;
  2. Conduct a review of service levels provided by the Parks Division, to determine if service levels are appropriate, and if operations can be modified in order to prove service delivery and restore some of the services which were reduced during previous budget cuts.

Memorandum

To: Chairman Drew Cullum and Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

Date: November 28, 2012

Subject: Other

A) Lease Agreements with Sports Groups (Verbal Update)

B) EAB (Verbal Update)

C) Libertyville Recreation and Sports Complex Events Schedule (attached)  
Attached are the events for the Libertyville Sports Complex and Recreation Department

D) Marketing and Publicity (attached)  
Attached are various articles and pictures regarding the marketing of the Recreation and Sports Complex Department.

E) Other

## Libertyville Recreation and Sports Complex Department Events

### *November and December Events 2012*

#### November/December Main Events-Sports Complex

Youth BB Evaluations	November 3
Clowning Around Event	November 10
MMA Event	November 10
WAG Dog Show	November 16-18
Girls Scout event (250)	November 17
Thanksgiving Day Private Rentals	November 22
NW BB tournament	November 24 & 25
Youth Basketball begins	November 26
BB Tournament Hoops for the Game	Dec 1 & 2
Tornadoes Volleyball Training starts	December 4
Mitzvah – Barrington	December 8
BB Tournament Play Hard Hoops	December 8 & 9
Lake County Lightning Team Meetings	December 9
Scout Night	December 14
NW Youth BB Tournament	Dec 15& 16
Lake Zurich Middle School N. Team Building (250)	December 21
NW Youth BB Tournament	Dec 22 &23
Winter Break Open Gym at the LSC	Dec 24-Jan 6
Religious youth sports festival	Dec 24
Holiday Break Camp at the LSC	Dec 26-27
JCYS Group outings	Dec 28
NW Youth BB Tournament	Dec 29 & 30
New Years Eve all nighter for kids	Dec 31

#### Seniors

BINGO and Lunch	November 2
Ballroom Dance Lessons	November 5
Massage	November 6
Veteran's Day Lunch and Party	November 9
Birthday Bash and Lunch	November 12
AFA Memory Screening	November 13
Scholl's Foot Clinic	November 15
Thanksgiving Lunch and Party	November 19
Community Care Connections	November 20
Massage	November 20
Legal Advice	November 20
Senior Center Closed for Thanksgiving	November 21-23
Marriot Trip	November 29
Decorating the Center for the Holiday Season	December 3
Less' Craft Corner	December 4
Holiday Ball form 6-8 pm	December 7
Birthday Bash	December 10
Legal Advice	December 11
Vince DeAngelis Variety Christmas Show	December 14
Glitter Girl Tappers Show and Lunch	December 17

Foot Clinic  
Christmas Party  
Senior Center is Closed

December 18  
December 19  
December 24- January 1

**Recreation**

No Dance Program Classes  
Tree Lighting Event, 6:30pm Cook Park

November 19-24  
November 23

Santa Calling  
Breakfast with Santa  
Dance Program is closed from

December 13  
December 15  
December 22 – January 6

# LIBERTYVILLE SPORTS COMPLEX

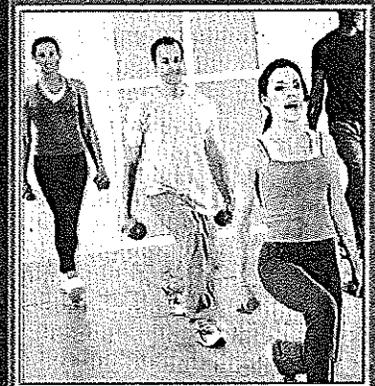
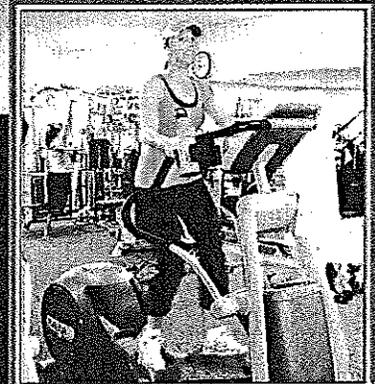
## OUR FITNESS CENTER



**Annual Memberships only  
\$365... that's "\$1 A Day  
For A Year"**

### Membership includes:

- Free Fitness Classes
- No non-resident fees...  
no enrollment fees
- Free Exercise Classes, Open Gym,  
Climbing Mountain
- Free wellness screenings and  
workshops
- Special Family Rates and Special  
Senior (60+) Rates
- For more info, call (847)367-1504  
or email [kmeserve@libertyville.com](mailto:kmeserve@libertyville.com)



The Fitness Center at the Libertyville Sports Complex  
Peterson Road and US Route 45 Northwest side of Libertyville

**Open House on Tuesday November 13th 5-8PM**

**[www.LibertyvilleSportsComplex.com](http://www.LibertyvilleSportsComplex.com) or call (847) 367-1504**



# In Profile

## How some village parks, buildings are named

BY ANNA TARKOV | atarkov@pioneerlocal.com

### LIBERTYVILLE

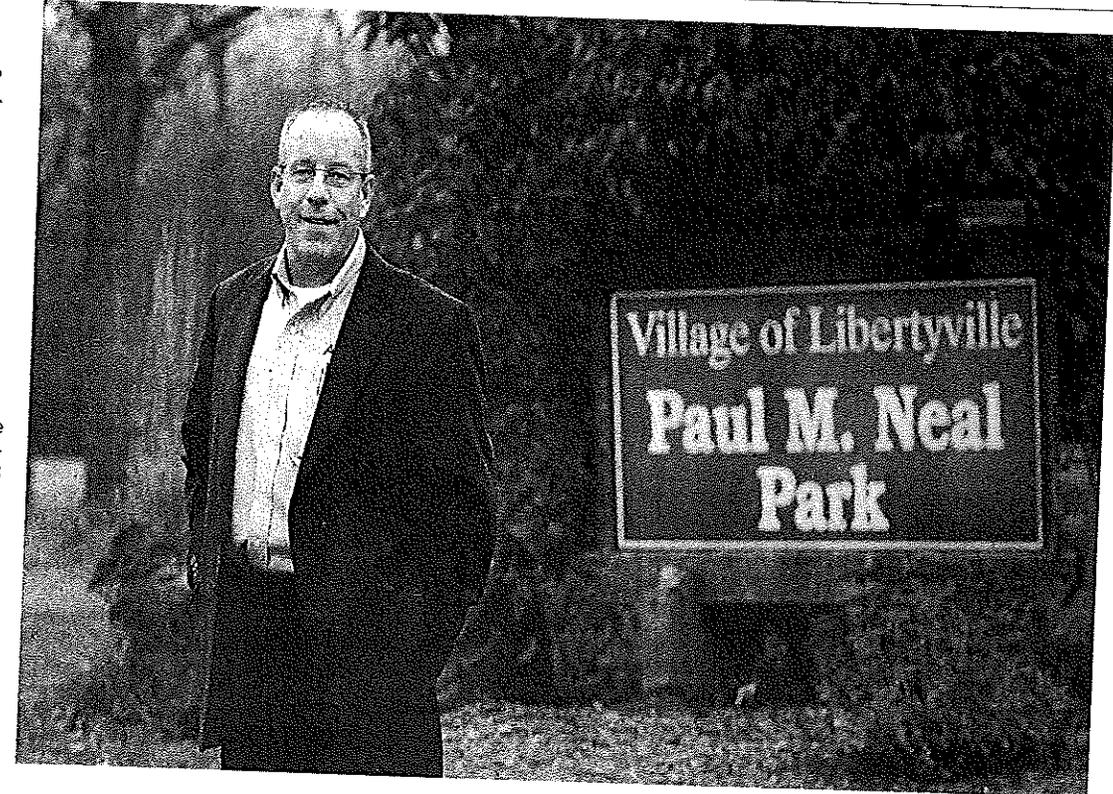
Duane Laska Park, Copeland Elementary, Butler Lake, the Schertz Building. They are all places familiar to Libertyville residents. But who are they named after and why?

Jim Moran, a village trustee and vice president of the Libertyville-Mundelein Historical Society, helped shed some light on the issue. Moran has been a student of local history since he got involved with the society at the age of 8.

"Right now, there aren't any conditions or criteria to get something named after someone," Moran said. "Requests are presented to the Village Board, we vote on it."

Though there are no stringent rules, distinguished service to the community seems to be an unspoken requirement. For instance, there are five parks named after former mayors, Duane Laska Park on Garfield Avenue being the most recent. Laska still lives in Libertyville today. He was mayor from 1997 to 2005.

Marty Neal's father, Paul M. Neal, is another former mayor whose name graces a local



Marty Neal of Libertyville in the park named after his late father and former Libertyville Mayor Paul M. Neal, located on New Castle Drive. | RYAN PAGELOW-Sun-Times Media

park. Neal Park is located inside a housing subdivision at 1251 New Castle Drive.

"I remember when they dedicated it," Neal said. "It was a big to-do. Our whole family was there."

Today, Neal says people

sometimes still ask if he's the same Neal the park is named after. Neal's father was mayor from 1980 to 1988.

Sometimes a park is named after an organization that donated money to refurbish it. Sunrise Rotary Park at

Milwaukee and Broadway is one such example.

Financing is currently playing a role in the naming of the Libertyville Sports Complex at Peterson Road and Route 45. Its naming rights are for sale, Moran said.

Conrad "Connie" Kowal, Director of Recreation & Sports Complex, said this is a marketing and advertising opportunity for interested companies and would be an added revenue source for the village. ■