

Village of Libertyville
Board of Trustees
Joint Meeting of the
Parks and Recreation Committee
Parks and Recreation Advisory Commission
118 W. Cook Avenue
November 2, 2010
7:00 pm
Agenda

1. Approval of Minutes from October 5, 2010 Meeting
2. Use of Village Property: Libertyville Days 2011
3. Noontime Rotary Club Follow-up Request
4. Athletic Republic Lease Update
5. CORE Golf Rental Agreement Update
6. Lacrosse America Lease Update
7. Day Camp Update
8. Other
 - A) Dog Days of Summer Event 2011 Continued
 - B) Recreation Events Update
 - C) October Golf Course Update
 - D) Driving Range Update
 - E) Fitness Club Update
 - F) Indoor Events Center
 - G) Winter Brochure Update
 - H) Butler Lake Update
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 Illinois 60048 (847) 362-2430.

VILLAGE OF LIBERTYVILLE
Parks and Recreation Committee
Parks and Recreation Advisory Commission

Minutes

Tuesday, October 5, 2010

The Parks and Recreation Committee met at 7:05 p.m. on Tuesday, October 5, 2010 at the Village Hall. Those in attendance included Chairman Drew Cullum, Trustee Todd Gaines and Trustee Nick Proepper. Parks and Recreation Advisory Commission Members included chair John Fischl, Tracy Mazzei, Bob Smith and Bruce Semersky. Parks and Recreation staff included Director Connie Kowal, Park Superintendent Jim Barlow, Business Manager Pam Bryant, Recreation Manager Julie Ludwig, Recreation Supervisor Randy Splitt, Recreation Supervisor Gina Brown and Secretary Julie Fanning. Others present were Mayor Terry Weppler, Village Administrator Kevin Bowens.

1) *Minutes of the Parks and Recreation Committee*

Chairman Drew Cullum moved to approve the minutes from the September 7, 2010 meeting, seconded by Trustee Todd Gaines. Motion approved.

2) *Other (Item 7c) Use of Village Property: Dog Days of Summer*

Bill Kaiser, owner of Pampered Pupz of Libertyville was present to discuss his annual "Dog Days of Summer" event. Bill requested use of Cook Park and Sunrise Rotary Park from Saturday, July 9, 2010 to Sunday, July 10, 2010 from 7:00 a.m. to 5 p.m. Bill explained that Sunrise Rotary Park will hold the dog lure event and fly ball competition, and Cook Park will hold the Lake County K-9 search and rescue presentation and the Sunday breakfast in the park. An additional request included the closing of Church Street to house the approximately 30 vendor stations. Chairman Drew Cullum questioned the closing of Church Street due to the closing of Church Street for Libertyville Days and the affect to businesses along Church Street. It was noted that crossing guards are needed if Sunrise Rotary were to be used. The crossing guards consist of trained Reserve Deputies. Although many of the plans for the event are in the preliminary stages of planning, Bill requested that the Committee approve the dates so he can continue to plan for the event. The Parks and Recreation Committee made a recommendation to reserve the dates of Saturday, July 9, 2010 to Sunday, July 10, 2010 from 7:00 a.m. to 5 p.m.

3) *Continued Discussion regarding the Athletic Republic Lease*

Director Kowal met with Administrator Bowens and Jon Palmen of Athletic Republic to discuss the Palmen Ventures lease. In March 2011, the Palmen Ventures lease will be in the third year of the contract lease terms. Jon has requested a reduction in his lease payment due to the lack of business and continued rising expenses. Chairman Cullum noted that the lease allows Palmen Ventures to give a six month notice to vacate the premises. Currently, the Village is reviewing the lease options.

4) *Continued Discussion regarding Brett Packee from CORE Golf*

Director Kowal explained that Brett Packee of CORE Golf submitted a request for specific space within the golf range for the winter and spring season. Brett has requested use of automated golf stations 19 and 20 through March 18, and specific use of the indoor putting range section. Director Kowal noted that the contract details will be confirmed in an upcoming meeting with Brett.

5) *Pool Report*

Recreation Supervisor Gina Brown presented the 2010 Pool Report. Areas of focus from the reports included the improvements to require slide attendants to become CPR certified and the struggle of securing staff for the daily pool cleanings at 4:30 a.m. The one day private lessons, and converting the pool cashier and pro shop attendant into one position were positive improvements. Chairman Cullum suggested reviewing with a local business within the restaurant industry to confirm that the concession stand is running at its optimal use. Commission member Tracy Mazzei suggested keeping the concession stand open during swim lessons. Gina explained that concession stand prices and fuel services have increased. Commission member Bruce Semersky suggested subleasing the concession stand to a local business. Vandalism has continued to be an issue within Adler Park and the Pool

area. Commission member Bob Smith noted there is new inexpensive camera technology that could help with the vandalism issue. Gina suggested that a punch pass would be a good idea for residents that do not visit the pool frequently. Additional suggestions for next year included bringing back more special events at the pool. The Committee thanked Gina for her report.

6) *Lacrosse America Retail Space*

Rich Martin, President of Lacrosse America was present to discuss his request to lease out the babysitting area that is approximately 900 square feet. Previously, Coastal Sol Enterprises entered into a lease agreement to build out the sections of the Sports Complex including the babysitting room. But after numerous attempts from the Village Administrator to contact Coastal Sol Enterprises, no contact has been made. Therefore, the Village is reviewing Lacrosse Americas request to lease the space and allow a minor build out to the babysitting space at the Sports Complex. Rich requested to be in the space no later than December 1st due to his busy season starting. The store will consist of lacrosse equipment as well as additional sports gear items. Currently, there a no local stores within the local Lake County area. Superintendent Barlow made one stipulation that included staff access to the electrical room located within the babysitting room. The Committee recommended the approval of the lease subject to the contract lease terms.

7) *Sports Complex Signage*

Director Kowal suggested that signage be placed on the building facades of the Libertyville Sports Complex's *Event Center, Fitness Club and Driving Range*. Currently, there is little signage that drivers can recognize driving by the Sports Complex. Director Kowal is in discussions with Director Spoden of Community Development and Director Heinz of Public Works to discuss the boundaries for the Sports Complex signage.

8) *Other*

A) *Use of Village Property: Adler Pool Parking lot*

The Committee approved the request from Norma Seymour of the Libertyville-Mundelein Community Associates of the Art Institute for use of the Adler Pool Parking lot.

B) *Use of Village Property: Cook Park*

The Committee approved the request from Chris Murrens of the America Need Fatima Organization to pray the Rosary in Cook Park on Saturday, October 16, 2010 at 12:00 p.m.

C) *Libertyville Sports Complex Halloween Event*

Director Kowal explained that the last two years of the Halloween event were cancelled due to weather. Therefore, staff has moved the event to the Libertyville Sports Complex. The event will be held on Thursday, October 28 from 5:00 to 8:00 p.m.

D) *Pumpkin Fest*

Director Kowal spoke with Laura Joyce of Libertyville Junior Women's Club to offer volunteer services at their downtown Pumpkin Fest event on Saturday, October 9, 2010 in exchange for booth space to promote the Halloween event at the Sports Complex. Staff will be present at the event to help with face painting and to promote the Halloween event.

E) *Winter Brochure*

Director Kowal explained that staff is in the developing stage of the winter brochure and the brochure will be sent to the printer tentatively on October 22, 2010 and sent to Libertyville households on November 12, 2010.

F) *Libertyville Golf Course Specials*

Director Kowal explained that golf specials have been advertised for the month of October for the Libertyville Golf Course. Staff is hoping to generate additional revenue before the course closes for the season.

G) EAB Update/Safari Chemical Information

Superintendent Jim Barlow explained that the all of the trees on the EAB removal list have been removed for the 2010 season. Staff will continue to keep a list of the EAB infested trees.

Staff researched the Safari Chemical and it does not guarantee eradication of the EAB disease. Staff will provide information to residents if they choose to be proactive in spraying their ash trees with the Safari Chemical.

H) Fitness Membership

Business Manager Pam Bryant discussed that staff is reviewing the option to provide one all inclusive membership for the Fitness Center rather than offer multiple membership options. Currently staff is reviewing the pricing for the membership.

I) Family Entertainment Center Building

Director Kowal is researching the possibility of offering the Family Entertainment Center building for lease until a buyer is confirmed. Currently, the building is sitting empty.

J) Canoe Launch

The canoe launch at Butler Lake is completed.

K) Special Events at the Sports Complex

On November 28, 2010 a large Mitzvah will take place at the Libertyville Sports Complex. Currently a popular singer within the Jewish Community will be at the event.

Staff is in the preliminary stages of planning a possible teen concert at the Libertyville Sports Complex. The teen concert will highlight a popular teen singer.

L) Boys Club Turf Discussion

It was noted that Boys Club Football has secured the financial support for the turfing of the football field at Butler Lake Park for the football field. Staff was not notified of this information but will discuss with the Boys Club Football.

The meeting was adjourned at 9:48 pm.

Respectfully submitted,



Julie Fanning, Secretary
Parks and Recreation Department

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

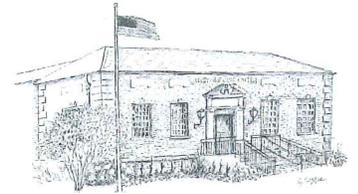
Date: October 27, 2010

Subject: Use of Village Property: Libertyville Days 2011

Ann Carlino and Dee Cox of the Libertyville Days Committee will be present to discuss the request for Libertyville Days 2011. Attached is the letter of request for use of Village Property for the 2011 Libertyville Days celebration from June 16-19, 2011.

LIBERTYVILLE CIVIC CENTER FOUNDATION
Libertyville Days Festival

135 W. Church St.
Libertyville, IL 60048
Phone 847-918-8880
Fax 847-918-8881
events@libciviccenter.org
www.libciviccenter.org
www.libciviccenter.org/festival2010.html



October 25, 2010

Mayor Terry Weppler
Village of Libertyville
118 W. Cook Avenue
Libertyville, IL 60048

REF: 2011 Libertyville Days Festivities

Dear Mayor Weppler, Village Trustees and Administrator Bowens,

Co-Chairman Dee Cox of the Libertyville Days Committee and President Art Kopp of the Libertyville Civic Center Foundation request that the Village grant approval to conduct the 2011 Libertyville Days Festival and grant approval to use Village property for running the festival.

Many Libertyville residents enjoyed the 2010 Libertyville Days Festival even though the weather did not cooperate on Friday again this year. The income from the festival was down but we were still able to generate \$20,000.00 from the festival for ongoing building improvements and upkeep to the Civic Center and provide fun and entertainment for residents and neighboring community guests.

We will need to begin planning the 2011 Libertyville Days event immediately as it requires over 9 months lead time to plan the festival, book events and enter into contracts to allow the event to run successfully. We are requesting that this issue be presented to the appropriate Village committee so that we can determine whether or not it will be feasible to run the Libertyville Days Festival in 2011. Both the Civic Center Foundation and the Libertyville Days Committee have given approval to proceed with the festival again this year subject to reaching agreement with the Village Board.

We are requesting the following actions for the 2011 Libertyville Days Festivities:

1. We request that the Village approve the Libertyville Days dates of June 16th-19th, 2011.
2. That the Libertyville Days Committee act as coordinator for all functions to be in the Downtown area during these dates, including sidewalk sales (coordinated with MainStreet) and any other community involvement.

3. Downtown Merchants should limit their sidewalk sales to the sidewalk in front of their place of business. This is to insure that outside vendors do not come in and setup shop.
4. The use of Libertyville Sunrise Rotary Park grass area only, bordered by the sidewalks, for the children's carnival rides. Close south side of Broadway from Milwaukee Avenue to Park Place.
5. The use of the community parking lot behind the Civic Center must be closed by 8:00 p.m. on Monday, June 13th for setup of adult rides. Public Works should drop off the barricades prior to 8:00 p.m. and the Police Dept. should block the parking area by 8:00 p.m.
6. The driveway to the east of the Episcopal Church will be used for the carnival games of skill.
7. Church Street between Brainerd Avenue and Milwaukee Avenue must be closed by 8:00 p.m. on Monday, June 13th. The setup will be the same as the 2010 event. Public Works should drop off the barricades prior to 8:00 p.m. and the Police Dept. should block the road at 8:00 p.m.
8. On Saturday, June 18th Milwaukee Avenue should be closed from 10:00 a.m. until Noon for the parade. Additionally, Milwaukee Avenue should be posted no parking from 10:00 a.m. until noon in the downtown area to ensure that cars do not block the view and to keep parade watchers on the sidewalk.
9. Cook Park will be used for the Arts and Crafts Fair during the times specified on the attached schedule.
10. Use of Cook Mansion stairs for family stage entertainment.
11. Close the commuter parking lot at the train station on Friday, June 17th to all vehicles prior to 10:00 p.m. and prohibit parking until Saturday at approximately noon.
12. The request for the expansion of the beer garden to include food vendors and main stage entertainment, explanation below.

We will make arrangements with a disposal company for garbage cans and dumpsters. We will have people making regular rounds of the Downtown area picking up refuse.

We are requesting the following assistance of the parks department, police department, fire department and public works department.

Parks Department:

1. Provide snow fencing in areas as deemed necessary (will provide map some minor changes).
2. Provide bleachers for the parade in Cook Park.
3. Provide microphone and speakers for parade announcer in Cook Park.
4. Provide Village picnic tables for the Civic Center Parking Lot.
5. Approve location of Arts and Crafts booths in Cook Park.

Police Department:

1. Police presence and patrol during the festival.
2. Police escorts during money pickup and guarding the money room on Friday evening and Saturday after the parade.
3. Put up barricades at Church Street and Community parking lot at 8:00 p.m. on Monday, June 13th.
4. Put up barricades at Train Station at 10:00 p.m. on Friday, June 17th.

Public Works Department:

1. Clean streets and parking lot before and after festival.
2. Provide barricades where needed as determined by Police Department.
3. Provide snow fencing as deemed necessary by Parks Dept. and Police Dept.
4. Provide snow fencing in those areas requested by the Libertyville Days Committee.

Fire Department:

1. Provide a fire hose to hose down the taste and beer garden areas.

A certificate of insurance will be provided showing the Village, Cook Memorial Library, Masonic Lodge and others as required as additional insured.

The Civic Center Foundation will be applying for the Village and State liquor license for this event.

The Civic Center Foundation requests the approval for the beer garden area expansion to including the food vendors and the main stage entertainment on Church Street. This area will be fenced off with snow fencing and some areas to include a 6ft construction fence and there will be appropriate coverage at access points. Everyone that is drinking will be issued a wristband for easier identification. The beer wagon will remain in the same location as previous years. Beer ticket sales will be relocated to the front of the beer tent and wristbands will be available at the access point on Church Street and next to the Beer ticket sales.

We want the Festival to remain a family event and will be seeking additional events of a family nature to encourage family participation.

We will be available for the Village inspection and walk through on Thursday, June 16th at 10:00 a.m. I will be available to represent the Libertyville Days Committee during the walk through.

We will be working with and notifying all of the neighbors, especially the Episcopal Church, St. Joseph's Church, The Masonic Temple and the neighborhood residents. We

welcome participation by the Police and Fire Departments at the Libertyville Days Committee meetings held the 3rd Thursday of the month at 7:00 p.m. at the Civic Center. We will request that North American Midway Entertainment - Astro Amusement provide the Police Department with a list of employees. We will be seeking permission to again park trucks at the Mungo Industrial Center.

We are requesting that the parade route remain from Milwaukee Avenue at the train station parking lot to Rockland Road.

Any community member is invited to attend our meetings and to assist or participate in Libertyville Days. Anyone requesting to make a presentation must call in advance to schedule the presentation.

Libertyville Days Committee members will be available to discuss any phase of the proposed festival as required and would appreciate a call advising us when we will be scheduled to make a presentation to the Village Board or the Parks and Recreation Committee. I will be making the presentation for the Committee. In order to confirm details with North American Midway Entertainment - Astro Amusement, vendors and entertainment groups we would appreciate scheduling as soon as possible for approval by the Village.

Should you have any questions or need any further information please feel free to call me

Sincerely,

Dee Cox and Art Kopp

enclosures

**LIBERTYVILLE CIVIC CENTER FOUNDATION, INC.
2011 LIBERTYVILLE DAYS FESTIVAL**

The hours of the 2011 Libertyville Days Festival will be:

Festival:

Thursday, June 16th	5:00 p.m. – 11:00 p.m.
Friday, June 17th	11:00 a.m. – 11:00 p.m.
Saturday, June 18th	10:00 a.m. – 11:00 p.m.
Sunday, June 19th	1:00 p.m. – 6:00 p.m.

Carnival:

Thursday, June 16th	5:00 p.m. – 11:00 p.m.
Friday, June 17th	12:00 p.m. – 11:00 p.m.
Saturday, June 18th	10:00 a.m. – 11:00 p.m.
Sunday, June 19th	1:00 p.m. – 6:00 p.m.

Beer Garden:

Thursday, June 16th	6:00 p.m. – 11:00 p.m.
Friday, June 17th	6:00 p.m. – 11:00 p.m.
Saturday, June 18th	1:00 p.m. – 11:00 p.m.
Sunday, June 19th	1:00 p.m. – 6:00 p.m.

Arts & Crafts:

Friday, June 17th	12:00 p.m. – 8:00 p.m.
Saturday, June 18th	10:00 a.m. – 8:00 p.m.
Sunday, June 19th	1:00 p.m. – 5:00 p.m.

Taste of Libertyville:

Thursday, June 16th

5:00 p.m. – 11:00 p.m.

Friday, June 17th

11:00 a.m. – 11:00 p.m.

Saturday, June 18th

11:00 a.m. – 11:00 p.m.

Sunday, June 19th

1:00 p.m. – 6:00 p.m.

Miss Libertyville Competition

Thursday, June 16th

6:30 p.m. – 8:00 p.m.

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 27, 2010

Subject: Noontime Rotary Club Request

George Boehm of Noontime Rotary Club of Libertyville has contacted Director Kowal to indicate that their organization had been responsible for the funding and efforts for the walking bridge at Butler Lake between the land and the band shell, as well as the maintenance shed at the Nicholas-Dowden Park.

He indicated that there was to be some sort of recognition in a plaque or sign at each location to signify their contribution to the community.

Staff is currently researching the history of this effort and will report back to the Committee once information is gathered.

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 27, 2010

Subject: Athletic Republic Lease Update

In March 2011, the Palmen Ventures dba Athletic Republic lease will be in the third year of their contract lease terms. After many discussions with Jon Palmen of Athletic Republic, a recommendation will be made to the Village Board at the October 26, 2010 Village Board meeting to decrease the cost per square foot to \$6.00 for only the third lease year term of the five year lease. Staff will report of the decision from the Village Board at November 2, 2010 Parks and Recreation Committee meeting.

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 27, 2010

Subject: CORE Golf Rental Agreement Update

Director Kowal met with Brett Packee of CORE Golf to follow-up from the October 5, 2010 Parks and Recreation Committee meeting. Brett has contacted the Village to rent portions of the Libertyville Golf Range (automated stations 19 and 20) and the former concession section of the indoor pro-shop for a putting area for his clients. This agreement will end mid March. Staff will report on the rental agreement at the November 2, 2010 Parks and Recreation Committee meeting.

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 27, 2010

Subject: Lacrosse America Lease Update

After repeated attempts by the Village Administrator to contact Coastal Sol Enterprises regarding the signed lease agreement between the Village and Coastal Sol Enterprises, no contact has been made. At the October 5, 2010 Parks and Recreation Committee meeting, it was determined by the Administrative Staff and the Parks and Recreation Committee to mail a certified letter to Coastal Sol Enterprises rendering the lease agreement with the Village null and void (copy of letter attached).

Lacrosse America has contacted the Village regarding leasing the babysitting room space at the Libertyville Sports Complex for a lacrosse equipment sport store. Recreation Supervisor Randy Splitt has met with Rich Martin of Lacrosse America to discuss the lease terms. Currently a lease is being developed pending Village Attorney review and will be submitted to the Village Board for approval at the November 9, 2010 Village Board meeting. Lacrosse America is looking to open on December 1, 2010 pending an approved lease agreement between the Village and Lacrosse America.



October 12, 2010

CERTIFIED MAIL

William Sigler, President
Team Sports Superstore
22251 Wilmington Avenue
Carson, CA 90745

Dear Mr. Sigler:

This letter is in follow up to my recent telephone calls and July 2010 letter regarding the proposed lease agreement between the Village of Libertyville and Team Sports Superstore, for space at the Libertyville Sports Complex. Due to the fact that you have not responded to several telephone calls or my July 8, 2010 letter, this letter is to formally advise you that the Mayor and Village Board are withdrawing the offer to lease the space to you and Team Sports Superstore.

Sincerely,

Kevin J. Bowens
Village Administrator

KJB/nb

c: Mayor and Village Board
Village Attorney
Recreation and Sport Complex Director

Village Hall

118 West Cook Avenue Libertyville, Illinois 60048 (847) 362-2430 (847) 362-9453 fax
www.libertyville.com

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 27, 2010

Subject: Day Camp Update

Recreation Manager Julie Ludwig will be present to discuss the 2010 Adler Day Camp Season.

Adler Day Camp Report for Summer 2010

- ↪ Adler Day Camp had another great summer.
- ↪ We had a total of 1,846 campers attend that is 54% up from summer 2009 which recorded 1,015 campers. 64% of the campers were Libertyville Residents.
- ↪ This summer there were 10 – 1 week sessions of camp. This was a one of the major changes for the year that staff felt was very well received by families.
- ↪ Kindergarten Camp went well this year (this is for ages 5 to 6 year olds that will be entering into Kindergarten in the Fall) 3rd year for this program. This program includes swim lessons as a part of their daily schedule.
- ↪ We had great staff retention this year 21 out of 34 counselors (62%).
- ↪ Staffing – 1 - Director, 1 - Assistant Director, 1 - Arts & Craft Coordinator, 32 – Counselor. This year the Camp Director, Kendra Engelhardt and Assistant Director, Katie Finley were both new to ADC and the Arts & Craft Coordinator, Melanie Renton has been with ADC for 3 year but her first year as Arts & Craft Coordinator. All three of the ladies worked well together and were a big asset to making ADC a success this year.
- ↪ To promote consistency within each grade, a head counselor was assigned to each grade for the entire summer. This change improved the quality of parent communication and decreased camper behavior issues,
- ↪ Day Camp Staff Training - 4 nights of Staff training that covered; Day Camp Staff Training Manual and team building activities. CPR/AED and First Aid Training was completed with the Pool Staff and Sports Complex Staff.
- ↪ There was good attendance at the Parent Orientation. The parents received information including the Parent Handbook, Camp Calendar, received Bus Passes for Summer School. At the orientation, parents had the opportunity to ask questions and meet the staff.
- ↪ Field trips were held mainly on site this year except for the annual Wheeling Water Park Trip. Session 1 – A Zoo to You – Exotic Animal Show, Session 3 - Survivor Game Show, Session 8 – Catch This! and Session 9 – Wheeling Water Park. The campers did smaller (local) field trips in town – Lunch in the Park, Liberty Movie Theatre, Libertyville Fire Station 1, etc. (these were free or the campers paid for it)
- ↪ Staff set a new pay structure for counselors; first year - \$8.25, second year - \$8.25, third year - \$8.25, fourth year - \$8.50, Lead Counselors - \$9.00, Arts & Craft Coordinator \$10.00, Assistant Director - \$11 - \$13, Director - \$12 - \$15. This was due to the new minimum wage increase July 1st to \$8.25 an hour.
- ↪ To keep cost down this summer, staff watched enrollment carefully to adjust staff schedules and controlled expenses.

Adler Day Camp Vision for Summer 2011

- * Hiring for the 2011 Day Camp Season will begin February 2011.
- * Revise the Staff Training Manual and training curriculum to incorporate basic games and team building activities.
- * Looking to add one lead counselor positions for camp 2011, which would bring the staff to 35 (4 leadership roles and 31 counselors).
- * Camps Daily and Weekly Activities
 - To have the returning staff help with the summer planning
 - Put more emphasis on the structure of each group's daily activities – have the counselors follow their weekly plans more closely.
 - Come up with new field trips that cost between free and \$5 per camper and that are within one hour from Libertyville.
 - To keep changing the activities at camp because of the campers (families) that return year to year. That will hopefully keep them coming back to Adler Day Camp from year to year.
 - Changing the weekly cookouts to 1 or 2 special event cookouts (because of the rising cost)
- * Better inform parents through the Village website and email. All the newsletters, calendars, registration forms, etc. will be on the website and that is where we will direct the parents. Staff is updating parents email addresses so we have better communication. Prior to camp, flyers will be distributed in District 70 Virtual Backpacks.
- * Continue with the weekly registration and the 10 weeks of camp.

Adler Day Camp Number 2010

Date	Session 1	Session 2	Session 3	Session 4	Session 5	Session 6	Session 7	Session 8	Session 9	Session 10	Totals
Full Day											
Kindergarten	8	15	19	12	10	16	13	14	19	15	141
Grade 1	12	20	20	17	17	24	27	26	23	27	213
Grade 2	18	18	21	24	16	18	26	35	31	27	234
Grade 3	13	20	17	23	21	19	23	30	28	21	215
Grade 4	26	17	13	15	11	14	25	23	31	28	203
Grade 5	15	13	14	11	11	17	25	22	24	21	173
Grade 6	15	15	15	9	7	6	15	16	19	13	130
Grade 7	4	5	9	11	6	7	10	6	10	5	73
Totals	111	123	128	122	99	121	164	172	185	157	1382

Before Camp	51	34	33	29	31	32	46	49	49	57	411
Friday before		4		7		7		7			25
After Camp	66	93	87	94	94	82	56	74	74	77	797
Bus Pick Up		87	80	73	72	69					381
SG Bus		8	12	14	10	10					54

	Half Day					Totals
Kindergarten	8	5	3	3	6	25
Grade 1	10	17	12	10	10	59
Grade 2	15	13	13	16	14	71
Grade 3	12	13	13	13	14	65
Grade 4	19	16	19	20	22	96
Grade 5	17	18	14	14	14	77
Grade 6 & 7	15	14	15	12	15	71
Totals	96	96	89	88	95	464

Grand Total
1846

Dates	7-Jun	14-Jun	21-Jun	28-Jun	6-Jul	12-Jul	19-Jul	26-Jul	2-Aug	9-Aug
Session Totals	111	219	224	211	187	216	164	172	185	157

2004	1245
2005	1255
2006	1478
2007	1308
2008	1299
2009	1015
2010	1846

Resident	1183
Non-Resident	663

34	2.80%	
223	15.10%	
-170	11.60%	Down from 2006
-9	1.00%	Down from 2007
-284	22.00%	Down from 2008
+831	55.00%	Up from 2009

Adler Day Camp Number 2009

Date	Session 1	Session 2	Session 3	Session 4	Session 5	Totals
Full Day						
Kindergarten	9	14	9	17	13	62
Grade 1	25	24	20	27	27	123
Grade 2	10	15	10	22	22	79
Grade 3	17	28	19	41	28	133
Grade 4	7	19	12	25	27	90
Grade 5	11	9	8	27	26	81
Grade 6	6	10	10	13	18	57
Grade 7	12	16	16	19	19	82
Totals	97	135	104	191	180	707

Before Camp	35	32	26	43	42	178
Friday before		6	6	6	5	23
After Camp	42	88	85	76	67	358
Bus Pick Up		82	83	72		237

	Half Day			Totals	
Kindergarten	6	6	7	19	
Grade 1	15	15	16	46	
Grade 2	13	20	11	44	
Grade 3	23	21	17	61	Grand Total
Grade 4	14	16	15	45	1015
Grade 5	17	19	14	50	
Grade 6 & 7	17	13	13	43	
Totals	105	104	86	308	

Dates	8-Jun	13-Jun	29-Jun	13-Jul	27-Jul
Session Totals	97	240	208	277	180

July 4th week

2004	1245
2005	1255
2006	1478
2007	1308
2008	1299
2009	1015

34	2.8%
223	15.1%
-170	11.60%
-9	1%
-284	22.00%

Down from 2006
Down from 2007
Down from 2008

Resident	680
Non-Resident	338

ADLER DAY CAMP PROFIT AND LOSS

REVENUE	ACTUAL 2002	ACTUAL 2003	ACTUAL 2004	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	ACTUAL 2009	Projected 2010
RESIDENT FEES			\$138,897.20	\$141,862.00	\$170,391.50	\$137,141.75	\$152,032.90	\$115,901.00	\$138,608.50
NON-RESIDENT FEES			\$50,569.00	\$46,844.00	\$72,806.00	\$73,122.00	\$100,372.35	\$75,847.30	\$100,458.00
SNACK SHACK					\$2,508.40	\$2,740.45	\$2,751.00	\$3,012.00	\$4,167.75
LATE FEES			\$10.00	\$25.00					
Total FEES	\$163,738.80	\$162,799.71							
SPONSORSHIP				\$500.00			\$250.00		
TOTAL	\$163,738.80	\$177,258.00	\$189,476.20	\$188,731.00	\$245,705.90	\$213,504.20	\$255,406.25	\$194,760.30	\$243,234.25

EXPENSES	ACTUAL 2002	ACTUAL 2003	ACTUAL 2004	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	ACTUAL 2009	Projected 2010
SALARIES	\$81,386.88	\$100,150.00	\$93,906.15	\$94,213.63	\$76,698.15	\$76,676.31	\$84,814.94	\$74,686.88	\$78,758.45
BONUSES	\$5,089.50		\$1,928.81	\$3,114.19	\$2,284.93	\$0.00	\$0.00	\$0.00	\$0.00
SNACK SHACK					\$2,014.59	\$1,513.87	\$1,709.63	\$1,299.41	\$2,123.79
BUSSING	\$4,545.00				\$1,920.00	\$1,970.00	\$2,385.00	\$450.00	\$3,167.68
SUMMER SCHOOL BUSSING					\$4,176.00	\$3,744.00	\$3,960.00	\$2,679.60	\$3,220.00
FIELD TRIPS	\$4,188.00				\$5,621.73	\$3,087.01	\$3,269.90	\$2,866.25	\$3,195.00
SUPPLIES	\$12,712.33	\$26,892.42	\$20,716.75	\$20,527.02	\$8,092.27	\$8,796.49	\$6,857.65	\$6,352.34	\$4,723.02
CAMP SHIRTS					\$5,389.59	\$4,464.45	\$2,377.60	\$2,926.80	\$515.47
Total EXPENSES									
Swim Lessons							\$4,194.00	\$2,395.00	\$4,365.00
TOTAL	\$107,921.71	\$127,042.42	\$116,551.71	\$117,854.84	\$106,197.26	\$100,252.13	\$109,568.72	\$93,656.28	\$100,068.41

PROFIT / LOSS	\$55,817.09	\$50,215.58	\$72,924.49	\$70,876.16	\$139,508.64	\$113,252.07	\$145,837.53	\$101,104.02	\$143,165.84
Profit %	34%	28%	38%	38%	57%	53%	57%	48%	41%

TEEN TRAVELERS CAMP PROFIT AND LOSS

REVENUE	ACTUAL 2002	ACTUAL 2003	ACTUAL 2004	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010
RESIDENT FEES	\$4,573.30	\$3,999.98	\$4,225.00	\$8,007.50	\$8,333.00	\$14,110.00	\$25,203.17	\$25,828.50	\$26,897.78
NON-RESIDENT FEES	\$2,648.32	\$2,698.31	\$2,629.25	\$2,040.00	\$1,390.00	\$2,700.00	\$6,855.56	\$8,235.00	\$9,032.00
TOTAL	\$7,221.62	\$6,698.29	\$6,854.25	\$10,047.50	\$9,723.00	\$16,810.00	\$32,058.73	\$34,063.50	\$35,929.78

EXPENSES	ACTUAL 2002	ACTUAL 2003	ACTUAL 2004	ACTUAL 2005	ACTUAL 2006	ACTUAL 2007	ACTUAL 2008	ACTUAL 2009	ACTUAL 2010
SALARIES					\$4,867.00	\$6,564.00	\$12,557.25	\$12,231.56	\$12,243.75
BUSSING						\$145.00	\$751.30	\$533.80	\$1,254.30
FIELD TRIPS						\$411.00	\$1,085.50	\$1,760.35	\$1,546.25
SUPPLIES						\$304.02	\$1,698.14	\$1,873.14	\$277.30
TENT							\$687.50		
TOTAL	\$0.00	\$0.00	\$0.00	\$0.00	\$4,867.00	\$7,424.02	\$16,779.69	\$16,398.85	\$15,321.60

PROFIT / LOSS	\$7,221.62	\$6,698.29	\$6,854.25	\$10,047.50	\$4,856.00	\$9,385.98	\$15,279.04	\$17,664.65	\$20,608.18
Profit %					50%	56%	48%	52%	57%

Teen Travelers Camp Numbers 2004-2010

Teen Travelers Camp 2010

Date	Session 1	Session 2	Session 3	Session 4	Totals
Attendance	44	40	54	43	181
Waiting list	9	0	0	0	9
Session Totals	44	40	54	43	

Resident	138		Grand Total
Non-Resident	43		

Teen Travelers Camp 2009

Date	Session 1	Session 2	Session 3	Session 4	Totals
Attendance	45	47	45	41	178
Waiting list	11	10	1	0	22
Session Totals	45	47	45	41	

Resident	139		Grand Total
Non-Resident	38		

Teen Travelers Camp 2008

Date	Session 1	Session 2	Session 3	Session 4	Totals
Attendance	45	43	43	44	175
Waiting list	1	3	1	0	5
Session Totals	45	43	43	44	

Resident	140		Grand Total
Non-Resident	35		

Teen Travelers Camp 2007

Date	Session 1	Session 2	Session 3	Session 4	Totals
Attendance	23	24	26	25	98
Waiting list	3	4	4	5	16
Session Totals	23	24	26	25	

Resident	83		Grand Total
Non-Resident	15		

Teen Travelers Camp 2006

Date	Session 1	Session 2	Session 3	Session 4	Totals
Attendance	17	14	16	12	59
Waiting list	3	0	6	2	11
Session Totals	17	14	16	12	

Resident			Grand Total
Non-Resident			

Teen Travelers Camp 2005

Date	Session 1	Session 2	Session 3	Session 4	Totals
Attendance	16	15	19	14	64
Waiting list	5	4	2	4	15
Session Totals	16	15	19	14	

Resident			Grand Total
Non-Resident			

Teen Travelers Camp 2004

Date	Session 1	Session 2	Session 3	Session 4	Totals
MWF Group	15	18	9	17	59
Tue / Thurs Group	0	8	0	13	21
Waiting list				2	2
Session Totals	15	26	9	30	

Resident			Grand Total
Non-Resident			

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 27, 2010

Subject: Other

A) Dog Days of Summer Event Continued

Director Kowal met with Bill Kaiser of Pampered Pupz to follow up on the October 5, 2010 Parks and Recreation Committee meeting. Bill Kaiser of Pampered Pupz will be present to discuss new information regarding the Dog Days of Summer Event 2011. Attached is his corrected request and a layout of the event.

B) Recreation Events Update

The Libertyville Sports Complex hosted the first ever Halloween Event on Thursday, October 28, 2010 from 5:00 to 8:00 p.m. The event activities included a hayride, inflatables, train, kid's sports and climbing mountain activity. Staff will summarize the event at the meeting.

C) October Golf Course Update

In October, staff introduced new fall events at the Libertyville Golf Course. The marketing strategy objective is to bring awareness to the Libertyville Golf Course par 3 course and to inform the public that the course is open during the fall season. Staff will provide an update on the success of the events.

D) Driving Range Update

Director Kowal met with staff to discuss the overall driving range operations including building programs to increase revenues, efficiency and to address many of the shortcomings and mechanical malfunctions within the facility. Staff is beginning to review specials to drive more business for the months of November through April.

E) Fitness Club Update

It was determined by staff in order to be competitive in the marketplace, a simplified marketing approach to membership fees and benefits be set at the Fitness Club. The update membership rates/drives will commence with the Winter Brochure registration and to capture the New Year's resolution market.

F) Indoor Events Center

Staff is actively seeking new rental opportunities/programs during the upcoming busy winter season. Staff is reviewing all open areas within the facility that can become potential rental opportunities or program offerings.

G) Winter Brochure Update

The Winter Brochure 2011 draft has been submitted to the printer. After final review and approval from staff, the brochure will be sent to Libertyville households tentatively November 12, 2010.

H) Butler Lake Update

Administrator Bowens will report on the Butler Lake Update at the meeting.

Julie Fanning

From: Connie Kowal
Sent: Tuesday, October 26, 2010 3:37 PM
To: Julie Fanning
Subject: FW: DDOS 2011
Attachments: Parks Letter Nov 2010.docx

—Original Message—

From: pupdaddy@pamperedpupz.com [<mailto:pupdaddy@pamperedpupz.com>]

Sent: Monday, October 25, 2010 4:11 PM

To: Connie Kowal

Subject: DDOS 2011

Hi Connie,

Thanks for working so closely with me on this. Attached is the new letter for the revised DDOS 2011. I took away the request for Rotary Park (we'll ask for that in 2012:) I also added Grandstands if possible. Last year we had to get them from the Glenview Park District. Let me know if we are on the schedule for Nov 2nd.

Thanks,
Bill

Kevin Bowens,

November 2, 2010

Village Administrator, Village of Libertyville

This letter is to respectfully request the use of Village property for the Third Annual "Dog Days of Summer". Pampered Pup'z will produce Dog Days of Summer and sponsors will be the same as last year: MainStreet Libertyville, PNC Bank, Libertyville's Mile of Cars, Austin's and Petranek's Pharmacy.

Based on feedback from last year's event, we would like to expand the scope of this year's event to encourage more participation from Libertyville dogs, their owners and people that do not own dogs. This year, Libertyville will again be the Host City for Dock Dogs-Road to the National Championship. The PNC Bank parking lot will feature an "Open Pool & Training" for Libertyville residence dogs Thursday, July 7th with Official Dock Dog Competition on July 8-10th. Saturday & Sunday, July 9-10th Cook Park will hold family entertainment and educational events. The Civic Center Parking lot will feature a Water Park for dogs and "St. Larry's Sidewalk Café". Church Street will have Veterinarians, Rescue Groups, Food and Retail Vendors.

We respectfully request from the Village:

Use of the Civic Center Parking lot, Church Street and Cook Park

Saturday, July 9th 7am thru Sunday, July 10th 5pm.

Signs at Libertyville Entrances & Cook Park June 24th-July 10th.

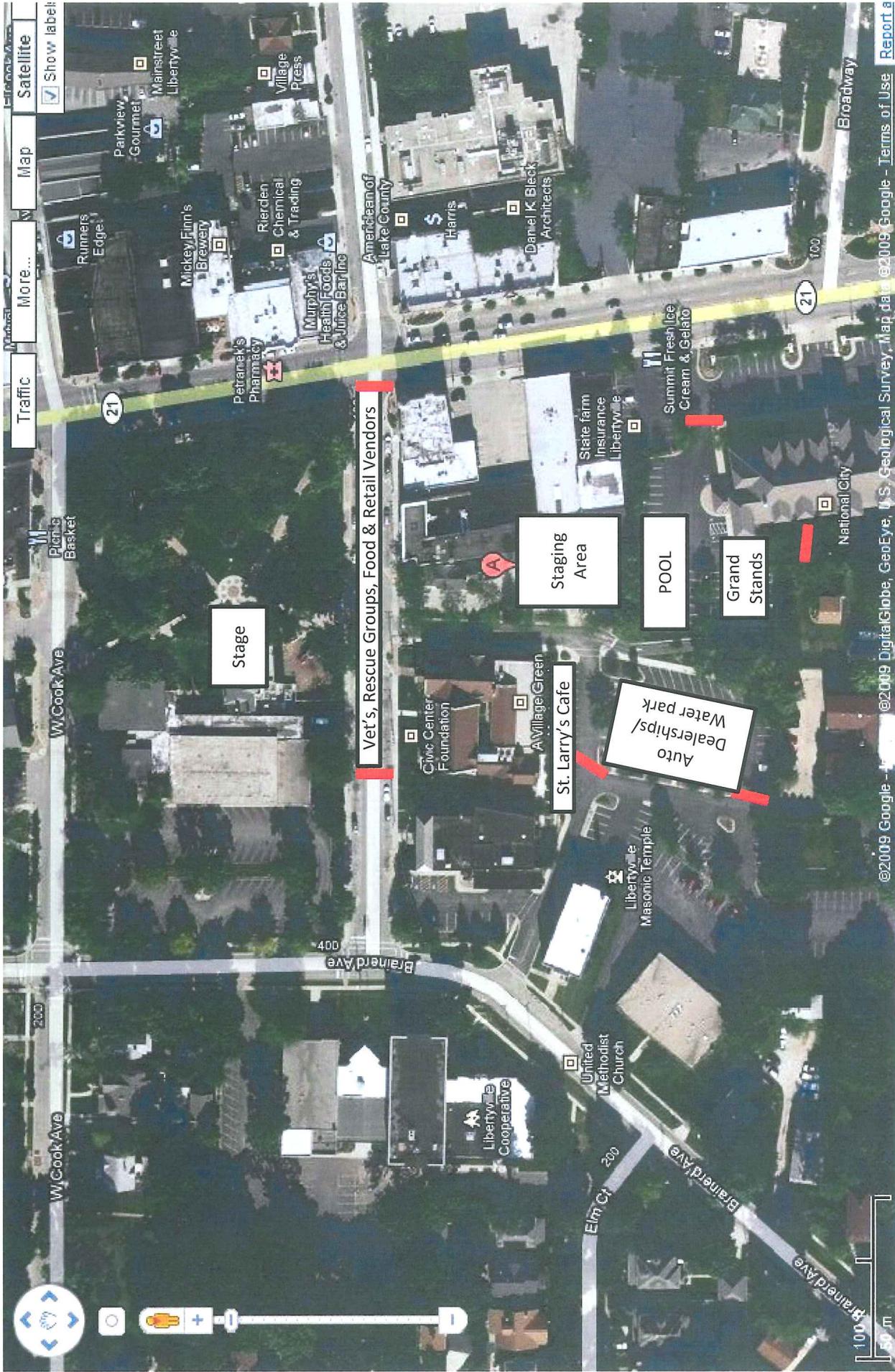
Fencing, Blockades, Grandstands & Picnic Benches

Contribute 27,000 gallons of water/fill pool

Thanking you in advance for your co-operation.

William Kaiser

Pampered Pup'z



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 = Blockade

Libertyville Golf Course, OCTOBER GOLF PROMOTIONS

Libertyville's Nine-Hole, Par-3 Golf Course

Located in southeast Libertyville, Country Club Rd & Valley Park Dr.

For tee-time reservations call (847)362-5733

Questions? Email: ckowal@libertyville.com or call 847-918-7275

Columbus Day Weekend Sat. October 9, Sun. October 10, & Monday October 11

"Family & Friends" Special

Family and Friends 4-somes for only \$30....2-somes for only \$20

Non-residents only \$3 per person more

9AM until 4P, Tee-time reservations suggested--call (847)362-5733

Mondays and Wednesdays in October

"Ladies Day" Specials

Only \$10 (reg. \$13).....Senior ladies 55 and better---only \$9

Non-residents only \$3 more....

9AM-4PM

Tuesdays & Thursdays in October

"Seniors 2-for-1 Days".....Seniors 55 and better

Two play, one pays, only \$12...Non-resident only \$15

9AM-4PM

Sunday October 31.....Halloween

Play All Day on Halloween Day

9AM-Sundown.....Two-somes, three-somes, four-somes only

\$20 Residents, \$24 Non-residents

Note to Sunday football fans: it's the Bears "bye" week

SPECIAL "EVENTS"-October

"Guys & Gals 'Alternate Shot' Autumn Classic"

Saturday October 16.....9AM-3PM

"Guy & Gal" 2-person teams....one ball, alternate on every shot, for all nine holes

\$25 per "team"..each player gets 3-pack of golf balls & a Libertyville Driving Range pass

Champions in "All-Ages", Youth (under 18) and Senior (55 and better) Divisions

Limited number of entries....Call (847)362-5733 to enter your "team"

"3-Club Challenge"....Can only carry 3 clubs (your choice)

Saturday October 23.....9AM-3PM

\$15 per contestant, includes a 3-pack of golf balls and a Libertyville Driving Range pass

Champions in Men, Women, Senior (55 and better), and Youth divisions (under 18)

Limited number of entries....Call (847)362-5733 to enter

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