

Village of Libertyville
Board of Trustees
Meeting of the
Parks and Recreation Committee
118 W. Cook Avenue
December 7, 2010
7:00 pm
Agenda

1. Approval of Minutes from November 2, 2010 Meeting
2. Noontime Rotary Club Update
3. Rental Usage/Lease Agreement Updates
4. Fitness Center Membership Pricing for Part-time Employees
5. Butler Lake
6. Parks Division Mower
7. Revisions to Dutch Elm Ordinance
8. Cook Park Trees
9. Other Updates
 - A) Dog Days of Summer Event 2011 Update
 - B) Driving Range Update- Winter Operation
 - C) Fitness Center Update- Memberships and Open House (December 8)
 - D) Indoor Events Center Update
 - E) Winter Brochure Update- Distribution
 - F) Libertyville Girls Softball- Micro Fields and Dugout Roofs
 - G) Senior Center Staff Position
 - H) Rental of the Miniature Golf Course Building (FEC)
 - I) Park Usage Request
 - J) Signage at the Libertyville Sports Complex
 - K) Directional Signage at Libertyville Sports Complex
 - L) Signage at Libertyville Golf Course
 - M) Directional Signage at Libertyville Golf Course
 - N) Other
10. 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, November 2, 2010

The Parks and Recreation Committee met at 7:05 p.m. on Tuesday, November 2, 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 Wepler, Village Administrator Kevin Bowens.

1) *Minutes of the Parks and Recreation Committee*

Chairman Drew Cullum moved to approve the minutes from the October 5, 2010 meeting, seconded by Trustee Todd Gaines. Motion approved.

2) *Libertyville Days*

Dee Cox of the Libertyville Days Committee noted one change for the 2011 Libertyville Days Festival. The requested to expand the beer garden to include food. The area will be controlled with wristbands. It was asked if the Library has been approached regarding their customer access to the Library. Mayor Wepler noted that the Library Board was more concerned with the weekly Farmers Markets rather than the Libertyville Days Festival. Chairman Cullum asked if there will be increased Police force this year, and if so, who would be paying for the Police presence. It was noted that the Libertyville Civic Center will pay fifty percent of the Police fees. Administrator Bowens noted page two, number 8, of the Libertyville Days proposal that "No Parking 10am to Noon" has not been approved in the past. The Libertyville Days Committee noted that they have never had to post the no parking signage. A motion was made for the Parks and Recreation Committee to make a recommendation that the Village Board approve the 2011 Libertyville Days request.

3) *Noontime Rotary Request*

A member of the Noontime Rotary Club, George Boehm, has approached the Village in requesting signage be placed on the storage facility at Nicholas Dowden as well as the bandshell at Butler Lake Park due to their donation in years past. Mayor Wepler requested that the Noontime Rotary Club submit their proposal for signage.

4) *Athletic Republic Lease*

Director Kowal summarized the request from Jon Palmen of Palmen Venture dba Athletic Republic has requested a decrease in the cost per square foot to \$6.00 for only the third lease year of the five year lease term due to business struggles. The Parks and Recreation Department will be submitting an agenda supplement request a decrease to \$6.00 per square foot for only the third lease year of the five year lease term for upcoming Village Board approval.

5) *CORE Golf Inc.*

Director Kowal explained that Brett Packee, owner of CORE Golf Inc. has submitted a short term rental request for use of the Driving Range's specific automated tee stations (19, 20) and exclusive use of the former concession stand section of the Golf Range Pro Shop for a teaching area.

6) *Lacrosse America Lease Update*

A certified letter was mailed to Coastal Sol Enterprises rendering the lease agreement with the Village null and void. Recently, Lacrosse America contacted the Village to lease the babysitting are at the Indoor Event Center at the Sports Complex to offer a lacrosse/sports apparel shop. Lacrosse has requested to be open by December 1, 2010. A minimal build out of the babysitting room by Lacrosse America will include a glass door and racks to hang the sports apparel and products.

7) Day Camp Update

Recreation Manager Julie Ludwig summarized the 2010 Summer Day Camp season. She noted that registration/revenues increased due to the two week session camps being switched to one week sessions. The one week session better accommodate the vacation and work schedules of families. It was suggested to defer the day camp revenues to May 1, but this will be reviewed in the upcoming budget. It was suggested to review charging for offsite field trips and further promote the offsite field trips, and to review the profit/loss for such activities in the upcoming budget planning process.

8A) Other: Dog Days of Summer

It was requested from Bill Kaiser, Chairman of the Dog Days of Summer event to borrow grand stands from the Libertyville Sports Complex if they were available. Additionally, it was requested to use the aluminum pick tables. The final request will be submitted to the Village Board for approval in November for use of Cook Park and the closing of Church Street from Saturday, July 9, 2011 from 7:00 a.m. to Sunday, July 10, 2011 at 5:00 p.m.

8B) Recreation Update

Over 800 children, parents and grandparents attended the Halloween Event at the Libertyville Sports Complex on Thursday, October 28 from 5:00 to 8:00 p.m. Over eighty volunteers helped with the event. Staff was able to secure sponsors such as MainStreet Libertyville, Libertyville Township, Libertyville Civic Center and Wildberry Pancakes Café. Positive comments were received from those in attendance and there was good publicity for the event.

8C) October Golf Course Update

The Libertyville Golf Course was open the month of the October with various promotional events. The objective of the promotional events was to inform the public that the golf course was open, and create a fall golf program, increase revenues and increase awareness for next year.

8D) Driving Range Update

To gain additional customers to the golf range during the fall, the facility offered the \$5.00 bucket of balls promotion. Director Kowal noted that there have been multiple errors with the new automated range cards that staff is currently working with Range Automation Systems to replace.

8E) Fitness Club Update

Staff will be promoting the "\$1.00 a day annual fitness membership" at the Fitness Center. Trustee Gaines asked if we are comparable to a fitness facility such as X-Sport Fitness. Director Kowal noted that the closest comparable fitness center is Mundelein Parks and Recreation Fitness Center. Staff will be reviewing outside banners to promote the new membership program.

8F) Indoor Events Center Update

Staff is working on filling the available facility rental times. Director Kowal met with the Miles of Cars Committee to discuss possible future rental opportunities. Director Kowal will also be meeting with representatives from the Chicago Black Hawks, Chicago Sky, Chicago Wolves and Northwestern University.

8G) Butler Lake Update

Administrator Bowens reminded the Committee that resident Valerie Carlson was concerned about the over growth of the native prairie plantings at Butler Lake. It was discussed with JF New to remove part of the plantings, but if the plantings are removed, it may give way to additional growth of the plantings.

8H) Girls Softball Request

John Moon of Libertyville Girls Softball has approached the Village to request the addition of dugout roofs to sections of the softball fields at Nicholas Dowden. Commission Member Bob Smith suggested that he meet with Mr. Moon because he has past drawings of a similar project completed by Libertyville Little League.

The meeting was adjourned at 8:55 pm.

Respectfully submitted,

Julie Fanning

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: December 1, 2010

Subject: Noontime Rotary Club Update

George Boehm of the Noontime Rotary Club met with Director Kowal in mid November and asked that research be done on any plans for repair or renovation of the Butler Lake Bandshell.

Before preparing any sign design plans, Mr. Boehm wanted to confirm that the signage fits any changes that would be needed for the bandshell and/or any naming issues for the bandshell.

Memorandum

To: Chairman Drew Cullum and Members of the Parks and Recreation Committee
From: Connie Kowal, Director of Recreation and Sports Complex
Date: December 1, 2010
Subject: Rental Usage/Lease Agreement Updates

A) Chicago Lacrosse Company

The lease agreement for the period of December 1, 2010 to June 30, 2013 was approved at the Village Board meeting on Tuesday, November 9, 2010. The signed contract was received back on Tuesday, November 23, 2010. The tenant will pay \$1,000 a month in year 1 and a 3% increase in year 2 and the six months of year 3.

B) CORE Golf, Inc.

Brett Packee of CORE Golf, Inc. will be renting golf stations 19 and 20 for \$650 a month from November 1, 2010 to end of March 2011. Brett will also be renting the former indoor concession area (now the "putting room") at the Golf Range for his private lesson use from November 1, 2010 to end of March 2011 for \$250.

C) Athletic Republic

The Contract for the lease agreement change for year 3 of the 5 year lease agreement was delivered to the tenant for signature. The lease agreement reduction was approved by the Village Board.

D) Integrity Physical Therapy

Integrity Physical Therapy has been a tenant at the Indoor Events Center at the Libertyville Sports Complex for several years. Their current lease expires January 31, 2011. Director Kowal has talked with an Integrity executive and they looked to extend their lease another 3 years. Currently, they pay approximately \$23 a square foot (\$1,000 a month). They look to keep a flat rate, but Director Kowal will look to negotiate slight increases in years 2 and 3 of the 3-year extension. Director Kowal will have the lease ready for review as soon as possible so as to have before the Board at either the December 14, 2010 or the January 11, 2011 Village Board meeting.

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: December 1, 2010

Subject: Fitness Center Membership Pricing for Part-time Employees

The annual memberships at our Fitness Center are "\$1 a Day for A Year" with a one-time \$365 Payment or a \$415 annual membership on a monthly payment plan. All full time employees of the Village are offered Fitness Center memberships at half price. Additional family members are at regular plan rates.

Currently, part time employee are not eligible for this discount, but is suggested by Director Kowal and Staff that to enhance employee relations and teamwork, as well as enable a healthy lifestyle for all village employees, that part time staff should be eligible for this discount (other family members would pay the regular rate).

MEMORANDUM

TO: Chair Cullum and Members of the Parks and Recreation Committee

FROM: Kevin J. Bowens, Village Administrator 

DATE: November 30, 2010

SUBJECT: Butler Lake

You may recall that in September 2010 Libertyville resident Valerie Carlson of 716 Stonegate Road submitted a letter and photographs to the Mayor and Village Board expressing her concerns regarding the condition of the shoreline along the Butler Lake Park lagoon (north of Lake Street). Mayor Weppler referred Valerie's letter and materials to the Parks and Recreation Committee for further review.

As I mentioned at a recent Committee meeting, the Butler Lake Dredging and Ecosystem Restoration Project was performed through an agreement with the US Army Corps of Engineers (USACE) approved in 2005 (the project was the result of mitigation requirements associated with the construction of the Libertyville Estates subdivision levee along the Des Plaines river, for which the Village provided easements to the Army Corps and Lake County). The project was recently closed out by the USACE, and the project spanned four Mayors, four USACE Lt. Colonels, and numerous USACE project managers. The scope of the Butler Lake project included dredging a portion of Butler Lake and shoreline stabilization which included native prairie restoration, riffle and fishing piers. The final cost for the project was \$3,456,307.69, of which 65% was paid by the Federal government and 35% was covered in local matching funds (which included a cash contribution by the Village in the amount of \$569,200, work in-kind in the amount of \$278,263.34, and land easement credits valued at \$560,000).

Although I am currently awaiting a copy of an "operations and maintenance manual" from the USACE, telephone conversations with USACE staff indicate that the Village would be limited in any changes to the project. USACE staff indicated that if the Village was to remove any native planting areas along the shoreline, they would need to be replaced somewhere else within the project limits. Since receiving the materials from Valerie Carlson, the Village has also received letters from the Green Team at the United Methodist Church and adjacent resident Joan Sayre indicating their support for the project (copies of letters attached).

While I await a copy of the USACE operations and maintenance manual to specifically determine what, if any, changes the Village could make to the project, Village staff has discussed several ideas by which some of Valerie's concerns could be addressed and the whole project could be enhanced. Those ideas include:

1. Opening up two or three areas along the shoreline of the lagoon for the creation of "fishing

piers” similar to those established on that portion of the main lake (USACE staff indicated they believe this would be permissible since it is in keeping with the original intent of the project);

2. Installation of small decorative informational signs (similar to those at Independence Grove) identifying the project and the native plantings;
3. Work with JF New (currently under contract to maintain the shoreline plantings) to change the seed mix for future plantings around the lagoon shoreline to lower growing native plants.

If the Committee is in agreement, Staff can pursue these improvement ideas and obtain costs estimates, again subject to a detailed review of the USACE operations and maintenance manual.

September 5th 2010

To: A member of the Village Board of Libertyville.

Allow me to introduce myself. My name is Valerie Carlson and I have been a Libertyville resident for over fifty two years. I have lived 716 Stonegate Road for thirty one years. My father-in-law Carl Carson was Libertyville Village Clerk for more than thirty years and my mother-in-law worked in the Library at Cook Mansion. So you can see that the roots run deep.

I have never petitioned the Village Board before but now feel compelled to do so.

I am concerned about the neglected state of the Butler Lake Park Lagoon. (not Butler Lake, just the Park.)

Five years ago, the lagoon was a charming retreat. A small oasis in the middle of Libertyville. Shade trees, grassy slopes, and a view of the water everywhere you looked. People would fish, picnic, canoe, bring their lunch and then walk its perimeter. The park was always well maintained and a credit to the Parks and Recreation Department.

Five years later, the lagoon and its shoreline look overgrown, untidy, unkempt and you can only catch a glimpse of the water through some dead vegetation. Some of the "native plants" that were introduced to prevent shoreline erosion have grown to over nine feet tall!. Others are now so close together that they have created an entire wall between the walking path and the water. Beautiful shade trees have been lost and there isn't one grassy slope around the entire shoreline. Does it have to look like this? Does no-one care? Unless a lot of this vegetation is removed and replaced with either grass, ground cover or low growing native plants, we eventually will not be able to see any water at all. I am sure there must be a better answer to shoreline erosion than what we have at the moment.

I hope that you will give this matter your full attention and arrive at a decision that will return Butler Lake Lagoon to the unique place it once occupied

Because a picture is worth a thousand words, I have taken some photographs to help you understand my concern.

Photographs taken 8/8/10

A view of the lagoon from Lake Street.
Two beautiful shade trees lost in the
weeds, thistles and dandelions. Five
years ago you would have had a
panoramic view of the entire lagoon as
you drove west over the bridge



Another view of the lagoon from Lake Street. This used to be a grassy bank favored by anglers. Now it is overgrown by prairie plantings, some as tall as eight feet. And the water is completely hidden from view.



The bandshell on the island is now almost obscured from view. An audience seated or lying on the ground has a difficult time seeing the musicians.

Park personnel do a great job taking care of the willow trees and mowing the grass on the island (although a few of the bushes could be moved from its edge.) With the bandshell's back wall removed and tables in place, it would make a unique picnic area, and music events would still be possible.



A beautiful tree near the foot bridge. At the moment it is hidden by an overgrown bush and weeds. Removing them would reveal a much better view of the water.



A view of the lagoon from Lake Street Bridge. The entire shoreline of the lagoon used to be as inviting as the grassy slopes on the Island. Because the shoreline is now overgrown, the island is now the only place where you can fish.



Just to give you an idea how high the plants have grown, I asked my five foot tall grand-daughter to stand in front of them. The water is completely hidden from view.



A bench for sitting and admiring the view. But there is no view! Native plants, now over eight feet tall, have grown together and hidden nearly everything from sight. No view, but lots of mosquitoes! Very few people sit here now.



Walking on the East side of the lagoon most of the water and the new Lake Street Bridge is 90% obscured by the tall native plantings.

A grass or ground covered bank would help open up the view and probably would be much cheaper and easier to maintain.



This used to be a favorite picnic spot. Situated close to a parking space, under two beautiful shade trees and right next to the water. Now it is inaccessible because of the overgrowth.



The water is right behind the overgrown grasses, but again out of sight.

Quite a few people have mentioned the lagoon seems to be a lot more "buggy" now that the grass banks have been taken over by native plants. Also, a few women who walk or jog early in the morning or late at night have mentioned they felt safer when they could be seen from the road and the bushes were not so tall.



The tall plants now make it difficult to see around the curves of the pathways. As it is also a bike path (and quite a few of the riders go very fast) there is always the danger of a collision. When someone is pushing a stroller, jogging, walking a dog or holding onto a couple of children it would be much easier and safer ~~if~~ you could see more of the path and who is coming towards you.



Another view of the Bandshell and Island,
Again it is obscured from view.

A low ground cover that blooms in spring
and summer would make this and other
parts of the lagoon spectacular.

Butler Lake Park is just that, a Park. It is
not a Prairie, not a Forest Preserve, not a
Wetland. It is a park that also features a
charming lagoon and we should treat it
with care. We can always grow more
native plants but we will never get
another lagoon. Let's make sure it is
available for everyone to see and enjoy.



October 11, 2010

Dear Kevin Bowens and Committee Members:

A recent article in the Chicago Tribune noted that Valerie Carlson (Stonegate Road in Libertyville) had complained to the Village Board that prairie grasses and wildflowers were blocking her view of Butler Pond.

I am writing in support of our magnificent "mini-prairie" that was so generously funded by the Army Corps of Engineers several years ago. It continues to get better with each passing year and provides us with three full seasons of beauty, color, and an amazing array of insects.

Please do not destroy an entire shoreline of plantings. Butler Park is a scenic treasure—one of just a few "natural" areas in Libertyville. It provides the people who frequent the park with a great deal of visual enjoyment.

I know Valerie very well, and she has done an amazing job of cleaning up and replanting the sunken garden in Butler Park. Between her meticulously manicured yard and the now-lovely sunken garden, she gets to experience the pleasure of "formal" gardens as often as possible. Also, if I am not mistaken, she can see Butler Pond from her upstairs balcony or whenever she goes for a walk in the Park.

Please keep Butler Park as it is. Most of the acreage in the Libertyville Park System is covered in grass. Prairie grasses and wildflowers are a special treat. Even large corporations have learned that perennials reduce the amount of mowing and maintenance needed. Let's vote for beauty over boring.

I would be delighted to come to your next Board meeting in November to show you photographs taken in Butler Park to substantiate my plea to retain the plantings in favor of plain grass.

Thank you.

A handwritten signature in cursive script that reads "Joan Sayre". The signature is fluid and elegant, with a long horizontal flourish extending to the right.

Joan Sayre

October 11, 2010

Dear Kevin Bowens and Committee Members:

A recent article in the Chicago Tribune noted that Valerie Carlson (Stonegate Road in Libertyville) had complained to the Village Board that prairie grasses and wildflowers were blocking her view of Butler Pond.

I am writing in support of our magnificent "mini-prairie" that was so generously funded by the Army Corps of Engineers several years ago. It continues to get better with each passing year and provides us with three full seasons of beauty, color, and an amazing array of insects.

Please do not destroy an entire shoreline of plantings. Butler Park is a scenic treasure—one of just a few "natural" areas in Libertyville. It provides the people who frequent the park with a great deal of visual enjoyment.

I know Valerie very well, and she has done an amazing job of cleaning up and replanting the sunken garden in Butler Park. Between her meticulously manicured yard and the now-lovely sunken garden, she gets to experience the pleasure of "formal" gardens as often as possible. Also, if I am not mistaken, she can see Butler Pond from her upstairs balcony or whenever she goes for a walk in the Park.

Please keep Butler Park as it is. Most of the acreage in the Libertyville Park System is covered in grass. Prairie grasses and wildflowers are a special treat. Even large corporations have learned that perennials reduce the amount of mowing and maintenance needed. Let's vote for beauty over boring.

I would be delighted to come to your next Board meeting in November to show you photographs taken in Butler Park to substantiate my plea to retain the plantings in favor of plain grass.

Thank you.

A handwritten signature in cursive script that reads "Joan Sayre". The signature is fluid and elegant, with a long, sweeping underline that extends to the right.

Joan Sayre

MEMORANDUM

TO: Chairman Cullum and Members of the Parks/Recreation Committee

FROM: Kevin J. Bowens, Village Administrator *KJB*

DATE: November 30, 2010

SUBJECT: Repair of Parks Division Mower

The Parks Division utilizes two large mowers (16' cut width) for mowing grass in Village parks (approximately 575 acres). A 2000 Jacobsen wide-area mower is the main piece of mowing equipment, with a 1990 Toro as a backup. Recently the engine of the 2000 Jacobsen failed, and Staff met to review various options for replacement or repair. The Jacobsen mower is 10 years old, with 6847 hours of operation, and is included in the Village vehicle replacement schedule with a life of approximately 13 years. Because this is the front-line mower for all of the large parks, it will need to be either replaced or repaired. The estimated costs for a replacement mower would be in the range of \$58,000 - \$60,000 and the Village is not in the position to purchase a new mower at this time.

Staff is recommending that the mower be repaired with a replacement engine and other reconditioned parts, for a cost of approximately \$12,000. This will allow continued use of the Jacobsen mower for several years and will position the mower for future duty as either a backup mower or with a greater trade-in value. The repair of the mower will make sure it is ready for mowing in spring 2011 and allows the Village additional time to evaluate other options including the potential replacement of the mower. If the Parks and Recreation Committee is in agreement, I will authorize a purchase order for the repair of the Jacobsen mower. Please contact either me or Parks Superintendent Jim Barlow if you have any question or would like additional information.

HR-9016 TURBO™

W i d e - A r e a R o t a r y M o w e r



JACOBSEN

TEXTRON
TURF CARE AND SPECIALTY PRODUCTS

Kevin Bowens

From: John Heinz
Sent: Friday, November 12, 2010 9:16 AM
To: Kevin Bowens; Pat Wesolowski
Cc: Jim Barlow; David Thornborough
Subject: Parks mower

Attachments: Jacobsen Mower info.pdf

Kevin and Pat- yesterday I met with Jeff Fanella, Steve Elliot and Jeff Owens to discuss the disposition of the Parks Dept. Jacobsen mower.

This is the mower that does the vast majority of the large mowing jobs in Parks. It is 10 years old and has 6800 hours logged on it, which is significant.

The mower was sent to Burris Equipment as the engine was not operating properly and we found out it is plain worn out and needs significant repairs.

I have attached a summary of options we have for this mower from fixing the existing engine, to installing a new/re-built engine to purchasing a new mower. There are pros and cons to all options.....I told them the biggest con is money these days.

If we decide to repair the engine on the existing mower, they are worried about the ability to keep this mower going without other significant repairs to the other parts of the mower beside the engine at a significant cost.

While it appears we have survived the fall rush for its use by using the old and tired Toro back-up, we will need to make a decision on what to do with this one. If we need to repair the engine, they would like to do it sooner than later, so other issues do not arise.

I have not spoken in depth with Jim about this mower, but I know it is the work-horse of the mowers and it is needed in good working condition.

We would be glad to meet to discuss this if you wish, please let us know, thanks, John

Jacobsen HR9016
Repair status & quotes

I have received final quotes for the options presented to us for the repair of the Parks Mower P124, 2000 Jacobsen model HR9016, with over 6800 hours of service. The mower is presently at Burris Equipment in Waukegan, awaiting our reply as to how we want to proceed. Regardless of what direction we take, we owe Burris \$970.80 for work performed to this date.

The quote from Burris is for the amount of \$6, 827.91. This is for parts and labor just to get the engine running and only replacing what is broke. No engine reconditioning is included in this quote. We would also include the previous labor amount of \$970.80 for a total of \$7798.71.

Jacobsen makes an engine re-power kit available, which replaces our VM Motori engine with a Kubota engine. In my previous communication, I suggested a price I had received in an inquiry a few years ago, to be in excess of \$13,000. The actual price today is \$20,600.

I inquired with the US distributor of VM Motori engines in Tampa about the availability of a reconditioned motor. They are able to provide what they refer to as a *long block*, to which we could bolt up to our existing machine. I received a quote for the long block and included the cost of a fuel injection pump, injectors and a turbo assembly. The quoted amount of \$12,024.91 includes inbound freight from Italy to Tampa and to our location. It also includes the special tools we need to assemble and time the fuel injection pump. This assumes that we are performing these repairs in house. They have a long block in route and presently it is for inventory. If they have to order one up, consider 5 weeks shipping once it is loaded on the boat. Delivery via air adds \$1,000 to the cost.

The other option is to replace the 10 year old machine. Presently, a new Jacobsen HR9016 can be purchased off of State Contract for \$58,712.71.

To summarize:

\$7798.71 – Burris – repair what is broken, no engine reconditioning

\$12,024.91 – new VM Motori block/fuel components – we install

\$20,600 – Kubota re-power kit – we install

\$58,712.71 – New Jacobsen HR9016

My recommendation would be initially to replace the machine with new. The Vehicle Replacement Schedule lists a replacement interval of 13 years. I think a 10 year interval is more appropriate, considering our recent experiences. If repair is the remaining option, I would recommend completing the repairs in-house and spend an additional \$4,200+ for the new VM Motori engine. We could expect a longer in-service period with a new engine, compared to a repaired engine that has accumulated wear of over 6800 hours usage.

Jeff Fanella 11/10/2010

TRADE-IN? (LOW VALUE)
LEASE-PURCHASE?
FINANCE OVER
5 YEARS

\$20,000 - PARTS
4800 - OUTSIDE LABOR
181 11/10/10

PARKS MOWING EQUIPMENT

11/15/2010

- P123 1990 Toro 580D Wide Area Mower** (hour gauge reading-6824 hrs)
Width of cut – 16 ft
Mowing rate – 14.4 acres/h at 7.5 mph
- P124 2000 Jacobsen HR9016 Wide Area Mower** (hour gauge reading-6847 hrs)
Width of cut – 16 ft
Mowing rate – 16.5 acres/h at 8.5 mph
- P127 2009 Toro GM3280D Recycling Mower** (hour gauge reading-424 hrs)
Width of cut – 6 ft
Mowing rate – 3.6 acres/h at 5 mph
* This mower is converted for winter use with a cab and a broom for snow removal and ice rink maintenance
- P128 2009 Toro GM3280D Recycling Mower** (hour gauge reading-784 hrs)
Width of cut – 6 ft
Mowing rate – 3.6 acres/h at 5 mph
* This mower is converted for winter use with a cab and a broom for snow removal and ice rink maintenance
- P130 1995 Toro GM325D Recycling Mower** (hour gauge reading-5060 hrs)
Width of cut – 6 ft
Mowing rate – 3.8 acres at 5.5 mph
* This mower is converted for winter use with a cab and a broom for snow removal and ice rink maintenance
- P152 Ford 917A Flail Mower** (pull-behind rear tractor mount)
Width of cut – 62 inches
For maintaining un-manicured turf areas
- P201 Toro 21 inch Push Mower**
- P202 Toro 21 inch Push Mower**
- P204 Toro 21 inch Walk-Behind Mower**
- P208 Ransomes Walk-Behind Mower**
Width of cut – 3ft
- P209 Ransomes Walk-Behind Mower**
Width of cut – 4 ft

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: December 1, 2010

Subject: Revisions to Dutch Elm Ordinance

Staff has recently reviewed the Dutch Elm Disease Ordinance and the recent outbreak and identification of the Emerald Ash Borer (EAB) as well as recent incidents relating to nuisance vegetation, staff would like to recommend changes to this Ordinance. Attached is a copy of the Ordinance with a new name and the recommended changes we have suggested for your review and subsequent referral to the Village Board for review. The recommended changes are underlined in this document.

Article II. Dutch Elm Disease Dead, Diseased or Nuisance Vegetation

Sec. 15-26. - Declared nuisance.

- (a) All species and varieties of ~~elm-Elm~~ Elm trees (trees of genus *Ulmus*) infected with the fungus disease of elms caused by *Graphium ulmi*, commonly known as Dutch ~~elm Elm disease~~ Disease, or ~~elm-Elm blight~~ Blight, as determined by laboratory analysis by the Section of Applied Botany and Plant Pathology, Illinois Natural History Survey, Urbana, Illinois, are hereby declared to be public nuisances.
- (b) All species and varieties of ~~elm-Elm~~ Elm trees that are dead or substantially dead and all dead ~~elm-Elm~~ Elm wood to which the bark is still attached, which because of their condition, may serve as a breeding place for infestation ~~for of~~ the European Elm Bark Beetle (*Scolytus multistriatus*) are hereby declared to be public nuisances.
- (c) All species and varieties of Ash trees (trees of genus *Fraxinus*) infected with the wood-boring beetle *Agrilus plannipennis* or *Agrilus marcopoli*, commonly known as Emerald Ash Borer as determined by laboratory analysis by the Section of Applied Botany and Plant Pathology, Illinois Natural History Survey, Urbana, Illinois, are hereby declared to be public nuisances.
- (d) All species and varieties of Ash trees that are dead or substantially dead and all dead Ash wood to which the bark is still attached, which because of their condition, may serve as a breeding place for infestation of the Emerald Ash Borer Beetle (*Agrilus plannipennis* or *Agrilus marcopoli*) are hereby declared to be public nuisances.
- (e) All species and varieties of Chestnut trees (trees of *Castanea dentata*) infected with the fungus of Chestnut trees caused by *Cryphonectria parasitica*, commonly known as Chestnut Blight Fungus as determined by laboratory analysis by the Section of Applied Botany and Plant Pathology, Illinois Natural History Survey, Urbana, Illinois, are hereby declared to be public nuisances.
- (f) All species and varieties of Chestnut trees that are dead or substantially dead and all dead Chestnut wood to which the bark is still attached, which because of their condition, may serve as a breeding place for infestation of the Chestnut Blight Fungus (*Cryphonectria parasitica*) are hereby declared to be public nuisances.
- (g) All vegetation or other obstructions which prevent person driving vehicles of public streets, alleys or highways from obtaining a clear view of traffic when approaching an intersection or pedestrian walk.
- (h) All limbs of trees which project over a public sidewalk less than eight (8) feet above the surface thereof or less than ten (10) feet above the surface of a public street.
- (i) Any dead tree or dead wood declared a nuisance or hazard not in a naturalized setting shall be removed per the direction of the director of public works or designee.

Formatted: Bullets and Numbering

Formatted: Indent: Left: 0.25"

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Formatted: Indent: Left: 0.25"

Formatted: Bullets and Numbering

Formatted: Indent: Left: 0.25"

Formatted: Bullets and Numbering

Formatted: Indent: Left: 0.25"

Formatted: Bullets and Numbering

Formatted: Bullets and Numbering

Sec. 15-27. - Removal of infected trees.

It shall be unlawful for any owner of any lot or land in the village to permit or maintain on any such lot or land, any ~~elm-Elm~~ tree or dead ~~elm-Elm~~ wood, ~~Ash tree or dead Ash wood and Chestnut tree or dead Chestnut wood~~ which is a public nuisance. It shall be the duty of any such owner promptly to remove or cause to be removed and ~~burn or cause to be burned~~ dispose of in accordance with state and federal agency guidelines any such ~~elm~~ Elm tree or dead ~~elm-Elm~~ wood, ~~Ash tree or dead Ash wood and Chestnut tree or dead Chestnut wood~~ under the supervision and direction of the director of public works or designee.

Sec. 15-28. - Entry on private property.

In order to carry out the purposes of this article and to implement the enforcement thereof, the director of public works or designee is hereby authorized and empowered to enter upon any lot or land in the village at all reasonable hours for the purpose of inspecting any ~~elm-Elm, Ash or Chestnut tree~~~~tree or dead elm wood~~ situated thereon. The director of public works or designee may remove such specimens from any such tree as are required for the purposes of the laboratory analysis, or to determine whether such tree because it is dead or substantially dead, may serve as a breeding place for the disease or infestation of ~~e~~Elm, ~~Ash or Chestnut trees~~. It shall be unlawful for any person to take any action to prevent the director of public works or ~~his representative~~ designee from entering on any lot or land in the village for the purpose of such inspection, or to interfere with the director of public works or designee in the performance of any of ~~his~~ their duties provided for under the provisions of this section.

Sec. 15-29. - Notice to owner.

If, on laboratory analysis of any specimen removed from any ~~elm-Elm, Ash or Chestnut~~ tree on any lot or land in this village by the director of public works or designee, it is determined that such tree is a public nuisance, or if the director of public works or designee determines that any dead or substantially dead ~~elm-Elm~~ tree or dead ~~elm-Elm~~ wood ~~Ash tree or dead Ash wood and Chestnut tree or dead Chestnut tree~~ on any such lot or land is a public nuisance, the director of public works shall serve notice with reference thereto or cause notice to be served as herein provided. Such notice shall be personally served upon the person to whom was sent the tax bill for the general taxes for the last preceding year on such lot or land or shall be sent by registered mail to such person. Such notice shall advise that the owner will have thirty (30) days from and after the date of the service of the notice within which to remove such tree, trees or dead wood and have same destroyed. In case of the failure of the owner to do the same or have same done within the thirty-day period, the village will do so or cause same to be done at the cost and expense of the owner. The notice otherwise shall contain the substance of section 11-20-12 of the Illinois Municipal Code [65 ILCS 5/11-20-12] as amended.

Sec. 15-30. - Removal by village; lien.

In case the owner of a lot or land refuses or neglects to remove any tree, trees or dead wood under this article within thirty (30) days after the notice is served, the director of public works or designee shall proceed to remove or have same removed and duly destroyed, and to collect from the property owner the reasonable cost thereof. This cost is a lien upon the real estate affected, superior to all other liens and encumbrances, except tax liens; provided that notice has been given as herein described; and further provided that within sixty (60) days after such cost and expense is incurred the village, or person performing the service by authority of the village in his own name, files notice of lien in the office of the county recorder of deeds. The notice shall consist of a sworn statement setting out:

~~(1)~~

(1) A description of the real estate sufficient for identification thereof.

Formatted: Bullets and Numbering

~~(1)~~ ~~(2)~~

(2) The amount of money representing the cost and expense incurred or payable for the service.

Formatted: Indent: Left: 1"

Formatted: Bullets and Numbering

~~(2)~~ ~~(3)~~

(3) The date or dates when such cost and expense was incurred by the village.

Formatted: Indent: Left: 1"

Formatted: Bullets and Numbering

However, the lien of the village shall not be valid as to any purchaser whose rights in and to such real estate have arisen subsequent to the tree removal and prior to the filing of such notice, and the lien of the village shall not be valid as to any mortgagee, judgment creditor or other lienor whose rights in and to such real estate arise prior to the filing of such notice. Upon payment of the cost and expense by the owner or persons interested in such property after notice of lien has been filed, the lien shall be released by the village or person in whose name the lien has been filed and the release may be filed of record as in the case of filing notice of lien.

Sec. 15-31. - Cost of removal in addition to penalties.

If the village removes from any lot or land in the village any infected ~~elm-Elm~~ Ash or Chestnut tree which is a public nuisance, or any dead or substantially dead ~~elm-Elm~~ tree or dead ~~elm-Elm~~ wood, Ash tree or dead Ash wood and Chestnut tree or dead Chestnut wood, the assessment of the cost of the work done by the village against the owner of the lot or land involved shall be in addition to the penalties imposed in this article for any violation or noncompliance with any provision of this article.

Sec. 15-32. - Property owned by village.

Any ~~elm-Elm~~ tree or dead ~~elm-Elm~~ wood, Ash tree or dead Ash wood and Chestnut tree or dead Chestnut wood on property owned by the village which is a public nuisance shall promptly be removed and ~~burned-disposed~~ under the supervision of the director of public works or designee at the expense of the village.

Sec. 15-33. - Violations.

Any person violating any of the provisions of this article by failing, neglecting or refusing to comply with the provisions of any notice herein provided for, within thirty (30) days after the service thereof, or who shall resist or obstruct the director of public works or designee in carrying out the provisions of this article is guilty of an offense.

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: December 1, 2010

Subject: Cook Park Trees

In September 2008 the Parks staff were asked to have a tree survey/inventory conducted for Cook Park. Staff contacted Urban Forest Management, Inc. to conduct this survey/inventory. Staff received a copy of this report 9/29/10. The report was to be used to help in identifying tree conditions at Cook Park and to help staff strategically plan for the future.

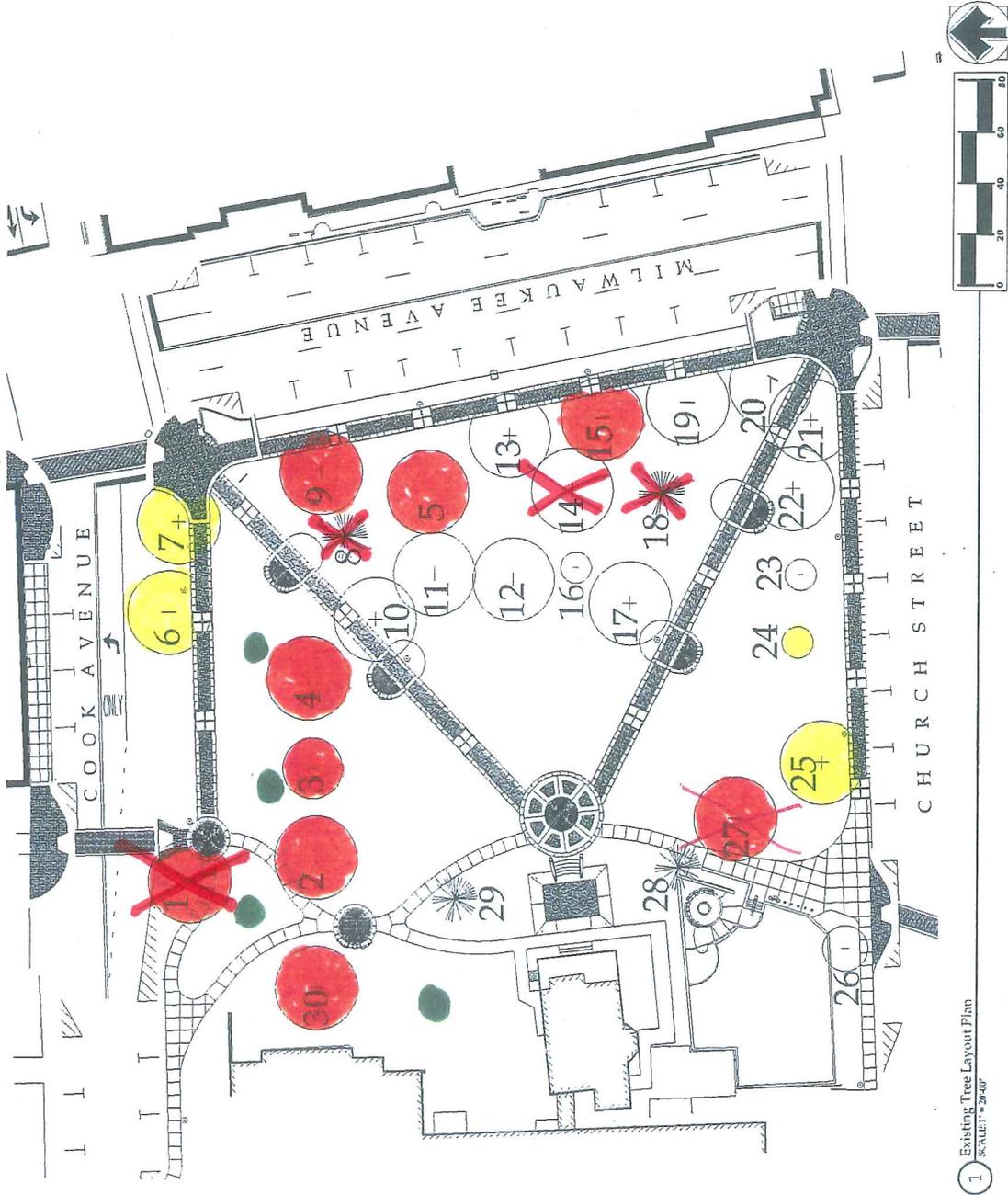
Several trees were identified as being hazards and recommended for removal. The two trees that were identified as being immediate risks were removed right away and a decision was made to re-plant four trees in the park to accommodate the removal of some of the other identified hazards. Staff had four trees planted in the Park in the fall of 2009. This was done to accomplish the task of minimizing the impact of the removal of the identified hazardous trees.

All four of the newly planted trees have been maintained and are establishing themselves. Staff would like to remove some of the hazardous trees to alleviate some of the hazards and allow the newly planted trees the space they need to continue their healthy growth. Staff recommends that this be considered for Committee review and subsequent referral to the Village Board for their review. A copy of the Cook Park Tree Inventory and results as well as a map of the Cook Park trees has been attached for your review.

Revised: 10-2010

Libertyville Parks and Recreation - Cook Park

Tree Location and Inventory Plan



TAG #	Tree Type	Size
1	Hackberry	22"
2	Sugar Maple	30"
3	Sugar Maple	26"
4	Sugar Maple	29"
5	Sugar Maple	29"
6	Ash	26"
7	Ash	24"
8	Fir	17"
9	Norway Maple	21"
10	Norway Maple	22"
11	Chestnut	11"
12	Ash	21"
13	Norway Maple	20"
14	Linden	27"
15	Norway Maple	20"
16	Chestnut	26"
17	Chestnut	19"
18	Fir	16"
19	Linden	22"
20	Norway Maple	18"
21	Hackberry	22"
22	Tulip Tree	16"
23	Burr Oak	7"
24	Ash	15"
25	Ash	11"
26	American Elm	27"
27	Larch	34"
28	Austrian Pine	37"
29	Austrian Pine	27"
30	Sugar Maple	31"

PREPARED BY:

 3044 BARNHILL
 OAKVILLE, OH 44130
 440.421.8971 FAX
 440.421.8972

- Ash trees (EAB)
- Remove (condition 4)
- Newly Planted in Fall 2009
- X - Removed (#14 split this Fall 2010)

1 Existing Tree Layout Plan
 SCALE = 2"=40'



Urban Forest Management, Inc.

September 29, 2008

Mr. Dennis Matusek
Village of Libertyville
118 W. Cook Street
Libertyville, IL 60048

**RE: *Tree Inventory and Report
Cook Memorial Park
Libertyville, IL***

Dear Mr. Matusek:

Enclosed please find the tree inventory listing and report for Cook Memorial Park, located at the northwest corner of Cook Street and Milwaukee Avenue in Libertyville, IL.

All thirty (30) trees previously tagged by the Village were included in the inventory. Data collected from the trees included species, size, condition, form and any observed problems.

The following inventory listing and report will provide a more detailed review of the trees and area in general.

Please call me if you have any questions.

Sincerely,
URBAN FOREST MANAGEMENT, INC.


Todd R. Sinn
Senior Forester

TREE INVENTORY
COOK MEMORIAL PARK
LIBERTYVILLE, IL

September 29, 2008

Prepared by:

URBAN FOREST MANAGEMENT, INC.
960 Route 22 Suite 207
Fox River Grove, IL 60021
(847) 516-9708

Contents

Item	Page N°.
I. Background and Methodology	1
II. General Comments	1
III. Tree Inventory	

I. Background and Methodology

A tree inventory was conducted at the Cook Memorial Park, located at the northwest corner of Cook Street and Milwaukee Avenue, in downtown Libertyville, IL. Thirty (30) trees had previously been tagged by Village staff.

Trees were measured for diameter at d.b.h. (Diameter at breast height--4.5' above the soil line) and evaluated for species, size, condition, form and any observed problems were recorded. The tag number is used to identify each tree within the tree inventory listing. The following is a key for interpreting the condition and form data found on the tree inventory listing:

Condition	General evaluation of tree vigor. Condition classes are:
	1-excellent 4-fair to poor
	2-good to fair 5-poor
	3-fair 6-dead
Form	Subjective evaluation comparing tree with specimen tree of the same species. Form classes are the same as those listed above under condition, with the exception of number six, which translates to 'very poor form'.

II. General Comments

Thirty (30) trees were included in the inventory. The tag numbers were #'s 1 - 30.

Species inventoried within the park include Norway maple, sugar maple, Horsechestnut, hackberry, white ash, green ash, Austrian pine, Douglas fir, littleleaf linden and other species in smaller quantities. The most common species inventoried was both sugar and Norway maple, each with 17% of all species, followed by horsechestnut and white ash, each with 10%. The majority of the trees were planted; few are naturally seeded on this site.

The site is a high use recreational park. The park is primarily maintained turf with scattered trees, planting beds, walkways and picnic tables. No understory is present.

It appears that the trees have been maintained in the recent past, but most of them also contain varying amounts of deadwood, decay and/or structural defects. Approximately 36% (11 trees) of the inventoried trees are in conditions 4 or 5. Trees with conditions of 4 and 5 are declining and will not improve.

Trees in this condition have defects that cause structural instability in the tree. When trees reach this condition and have a target to hit when they fail, they are hazardous. Due to the high pedestrian use of this park and its proximity to buildings and roadways, every

tree with a condition 4 or 5 is considered hazardous. Any of these trees could fail at any time.

Generally speaking, trees in high use areas with a condition 5 should be removed immediately, and those with a condition 4, should be removed within six months to one year.

Inventory Listing

Cook Memorial Park
Libertyville, IL

Prepared by Urban Forest Management, Inc. 9/29/08

Tag No.	Common Name	Botanical Name	Size	Cond.	Form	Problems	Comments
1	Hackberry	<i>Celtis occidentalis</i>	22	4	3	minor deadwood, trunk scar, one sided, decay	
2	Sugar Maple	<i>Acer saccharum</i>	30	4	4	minor deadwood, trunk scar, one sided, decay, damaged leader, metal in trunk, multiple leaders	
3	Sugar Maple	<i>Acer saccharum</i>	26	4	4	minor deadwood, trunk scar, one sided, decay, metal in trunk, dieback, double leader	
4	Sugar Maple	<i>Acer saccharum</i>	29	4	3	heavy deadwood, basal decay, weak crotch, multiple leaders	Cabled
5	Sugar Maple	<i>Acer saccharum</i>	29	4	3	minor deadwood, trunk scar, decay	
6	Green Ash	<i>Fraxinus pennsylvanica</i>	26	3	3	minor deadwood, weak crotch, multiple leaders	
7	Green Ash	<i>Fraxinus pennsylvanica</i>	23	3	4	minor deadwood, slight sweep, basal swell, multiple leaders	
8	Douglas-fir	<i>Pseudotsuga menziesii</i>	14	4	3	minor deadwood, sparse foliage, limbed up	
9	Norway Maple	<i>Acer platanoides</i>	21	4	3	minor deadwood, girdling root, dieback	
10	Norway Maple	<i>Acer platanoides</i>	21	3	3	minor deadwood, weak crotch, girdling root, twist in trunk, double leader	
11	Horsechestnut	<i>Aesculus hippocastanum</i>	11	2	3	one sided, double leader	
12	White Ash	<i>Fraxinus americana</i>	20	3	3	basal scar, weak crotch, multiple leaders	
13	Norway Maple	<i>Acer platanoides</i>	19	3	3	minor deadwood, weak crotch, trunk scar, multiple leaders	
14	Littleleaf Linden	<i>Tilia cordata</i>	26	2	3	weak crotch, multiple leaders	
15	Norway Maple	<i>Acer platanoides</i>	20	4	3	basal decay, trunk scar	
16	Horsechestnut	<i>Aesculus hippocastanum</i>	17	3	3	minor deadwood, weak crotch, multiple leaders	
17	Horsechestnut	<i>Aesculus hippocastanum</i>	10	2	3	weak crotch, multiple leaders	Forked at 3.5' with 10", 6" co-leaders
18	Douglas-fir	<i>Pseudotsuga menziesii</i>	15	4	3	broken limbs, minor deadwood, limbed up	
19	Littleleaf Linden	<i>Tilia cordata</i>	22	2	3	weak crotch, double leader	
20	Norway Maple	<i>Acer platanoides</i>	17	3	3	girdling root, multiple leaders	
21	Hackberry	<i>Celtis occidentalis</i>	21	3	3	weak crotch, multiple leaders	
22	Tuliptree	<i>Liriodendron tulipifera</i>	15	3	3	minor deadwood, twist in trunk	
23	Bur Oak	<i>Quercus macrocarpa</i>	7	2	2	weak crotch, double leader	
24	White Ash	<i>Fraxinus americana</i>	13	2	3	weak crotch, multiple leaders	Forked at 4.5' with a 7" co-leader
25	White Ash	<i>Fraxinus americana</i>	10	3	2	basal scar, borers, weak crotch, multiple leaders	
26	American Elm	<i>Ulmus americana</i>	27	3	3	minor deadwood, multiple leaders	
27	American Larch	<i>Larix laricina</i>	34	5	4	minor deadwood, basal decay, damaged leader, hollow	
28	Austrian Pine	<i>Pinus nigra</i>	36	3	3	minor deadwood, weak crotch	Forked at 5'
29	Austrian Pine	<i>Pinus nigra</i>	27	3	3	damaged leader, metal in trunk	
30	Sugar Maple	<i>Acer saccharum</i>	30	4	3	weak crotch, trunk scar, decay, hollow, double leader	

Memorandum

To: Chairman Drew Cullum and Members of the Parks and Recreation Committee
From: Connie Kowal, Director of Recreation and Sports Complex
Date: December 1, 2010
Subject: Other Updates

A) Dog Days of Summer Event 2011 Update

The Village Board approved use of Cook Park and Church Street from Saturday, July 9, 2011 at 7:00 a.m. to Sunday, July 10, 2011 to 5:00 p.m. for the 3rd annual Dog Days of Summer event.

B) Driving Range Update

Winter hours will be adjusted for December, January and February. Holiday Specials are being created for merchandise, golf range cards and buckets of balls. Staff is planning a golf ball “pickup” strategy to prepare for January, February and snow and efficiencies in the retrieval of golf balls with snow and/or soft ground.

Special events are being planned to attract golfers to the driving range in the winter months for hitting golf balls, buying range cards, and special events to attract the interest of golfers in general, and setting the marketing tempo for the Spring and Summer of golf season.

C) Fitness Center Update and “Open House”

An “Open House” for the Fitness Center at the Libertyville Sports Complex will be held on Wednesday December 8 from 5:00 a.m. to 10:00 p.m. The Open House will give tours, have special sessions with guest speakers, refreshments and also introduce the “\$1 a Day for a Year” annual membership pre-pay plan. The marketing in December gives a jump start in comparison to other clubs and the usual January “new year’s resolution” theme.

D) Indoor Events Center Update

There have been meetings with several promoters and organizations to gain interest for events in spring, summer and beyond. Sports teams such as the Stanley Cup Champion Chicago Blackhawks, Chicago Sky women’s WNBA team, Chicago Wolves minor league hockey team and the Lake County Fielders minor league baseball team have been approached and have expressed interest. Follow up will take place with each, as well as the other sports teams in the Chicago area to stage special events, clinics/camps and other promotions.

Local concert promoters are being contacted as to indoor or outdoor concert events.

A “box lacrosse” (indoor version of lacrosse) tournament promoter is interested in the indoor events center during July for a “box lacrosse” indoor tournament.

Director Kowal met with MainStreet Executive Director Pam Hume as to collaborating on special events beneficial to the Department as well as MainStreet and looking at targeted calendar/seasonal dates for special events, as well as usage of Indoor Events Center for a winter-version of Farmers Market.

E) Winter Brochure Update

The winter brochure was mailed to Libertyville household in early November. Staff is currently researching new distribution points for the brochure so as to gain more exposure and getting the brochure in the hands of more people.

F) Libertyville Girls Softball Usage

John Moon of the Libertyville Girls Softball Association is working on the Dugout Roof Project with Village staff, as well as Parks & Recreation Commission member Bob Smith. Libertyville Girls Softball member Jay Mervis met with Director Kowal on November 30 on the needs for additional fields and micro field plans at Nicholas-Dowden fields.

G) Senior Center Staffing

Staff member Less Boyd resigned in October and Director Kowal and Staff are looking to hire a part time staff member to work at the Senior Center.

At the request of Libertyville resident and Senior Council member Joyce Quilty, Director Kowal and Staff met with Ms. Quilty, as well as Libertyville Township Supervisor Kathleen O'Connor. Ms. Quilty looked for improvements, more monies, and the potential of a Full-Time Senior Center staffer and was seeking ways it could be accomplished via the Village and the Township. The Township contributes monies to the Senior Center via a Grant, but no direct monies. Ms. O'Connor would bring the topic up at their next meeting of the Township Board to get direction.

H) Rental of the Miniature Golf Course Building (FEC)

Director Kowal is looking to rent the vacant building. Upon inspection with Assistant Fire Chief Ken Komers and the Village Building Inspector David Fischer, it was determined that approximately \$5,000 in repairs (3-4 week turnaround) could make the building ready for rental. Kowal has met with interested parties. Other options are for short term rental targeted at Halloween stores, Christmas tree sales, baseball instructors, golf instructors, etc.

I) Park Request

Resident Susan Tenuta has approached the Village to install a tent to a portion of Greentree Park for her daughter's back yard wedding. Staff was to inform the Committee of this request. Staff is working with Community Development on the approval process.

J) Signage at the Libertyville Sports Complex

Director Kowal looks to get signage on various parts of the Libertyville Sports Complex to give it a marketing edge to the huge volume of vehicular traffic on US Hwy 45 and Peterson Road. He has met with John Spoden of the Community Development Department as to Zoning and Signage codes. Director Kowal has met with North Shore Sign Company as to potential signage

“looks”. Currently there is no signage identifying the basic “pillars” of the Sports Complex: The Indoor Events Center, the Fitness Center, the Driving Range, the Softball Field, the Kinder Korner pre-school and the unused Miniature Golf Course. The plan would be for basic signage above each “pillar” to gain a huge marketing advantage, and be visible to vehicular traffic and those entering the grounds looking for specific entrances. Currently, there are three basic signs, one at the Peterson Road entrance (with no “pillar” identification) and at the US Hwy 45 entrance (with no “pillar” identification) and the Digital Messageboard Signage at the Peterson/US Hwy 45 corner. It is hoped to get signage plan in place as soon as possible.

The Marketing Committee of the Village of Libertyville recently voted at their December meeting to support signage efforts at the Libertyville Sports Complex.

K) Directional Signage at Libertyville Sports Complex

Director Kowal has met with John Heinz of the Public Works Department as to the steps needed to getting roadside directional signage on Peterson Road just west of Butterfield Road, as well as on Peterson Road just east of US Hwy 45. Also on US Hwy 45 just south of Casey Road, and on US Hwy 45 just south of Peterson Road. Letters to IDOT and County are being prepared to “state the case” for this important directional signage for customers of the Libertyville Sports Complex. It is hoped to get signage plan in place as soon as possible.

L) Signage at Libertyville Golf Course

Director Kowal met with John Heinz of the Public Works Department and John Spoden of the Community Development Department to develop a plan for signage at the Libertyville Golf Course, specifically at the corner of Country Club Drive & Valley Park Drive, and at the corner of Country Club Drive & Golf Road. Currently no signage exists to inform the public that there is a golf course. It is hoped to have plans in place by the time of the opening of the Golf Course in Spring of 2011.

M) Directional Signage for the Libertyville Golf Course

Director Kowal met with John Spoden of the Community Development Department and John Heinz of the Public Works Department to create better and more improved directional signage for the Libertyville Golf Course. Currently, two signs exist at the corner of Golf Road and Milwaukee Avenue, each small in size and with below adequate verbage. Besides those locations, it was recommended to look at directional sign locations on Rockland Road at St. Mary’s Road and Rockland Road at Kenwood so as to give proper directions to golf course customers. Appropriate direction is needed as to whether signage locations would be a Village, County or IDOT issue to explore, with the hope signage can be erected in time for the opening of the Golf Course in Spring of 2011.