

**Village of Libertyville**  
Board of Trustees  
**Parks and Recreation Advisory Commission**  
118 W. Cook Avenue  
**September 6, 2011**  
**6:00 pm**  
**Agenda**

1. Approval of Minutes from August 2, 2011 Meeting
2. Libertyville Sports Complex 10<sup>th</sup> Year Anniversary
3. Programming and Events
4. Upcoming and Recent Events
5. What if/Other
6. 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 Advisory Commission

**Minutes**

Tuesday, August 2, 2011

The Parks and Recreation Advisory Commission met at 6:10 p.m. on Tuesday, August 2, 2011 at the Village Hall. Those in attendance included Commission members John Fischl, Bruce Semersky, Bob Smith and Donna Thomey. The Commission member absent included Chairman Lisa Matthews. Parks and Recreation staff included Director Connie Kowal, Parks Superintendent Jim Barlow, Recreation Manager Julie Ludwig, Recreation Supervisor Gina Brown and Secretary Julie Fanning.

**1) Minutes of the Parks and Recreation Advisory Commission**

Commission member John Fischl moved to approve the minutes from the July 5, 2011 meeting, seconded by Donna Thomey.

**2) Butler Lake Bandshell Update**

The Advisory Commission reviewed three options for the Butler Lake Bandshell. Option one included the removal and replacement of the roof and the repair of the structural components. Option two included the removal of the roof and support structures to have an open air pavilion with the option of installing a temporary tent based on the function. Option three included that with the leadership of the Parks and Recreation Advisory Commission; develop a comprehensive report including a feasibility study, revenue stream projections, conceptual plan, neighborhood input, funding sources from private and corporate donors, and other macro factors.

The Parks and Recreation Advisory Commission made a recommendation to present option two for the removal of the roof and support structures to have an open air pavilion with the option of installing a temporary tent based on the function.

**3) Parks, Recreation, and Sports Complex Community Projects**

Director Kowal explained that the department receives multiple requests for community projects. Currently the department is/has worked with Eagle Scouts to complete their Eagle Scout projects. Suggestions for community projects include weeding and buckthorn removal. Parks Superintendent Jim Barlow noted that certain projects create additional maintenance. Commission member John Fischl noted that in the past, the Libertyville High School Football team has helped in removing the invasive Buckthorn within the parks. Trustee Moras noted that he could contact him Boy Scout Council to review any community projects that are needed.

**4) Libertyville Sports Complex 10 Year Anniversary**

Director Kowal noted that the Libertyville Sports Complex will be in 2012 and staff will use the anniversary as a time to promote and advertise the facility.

**5) Noontime Rotary**

Director Kowal noted that the Noontime Rotary will be possibly targeting their community donation towards the Cook Memorial House. It was noted that the Noontime Rotary may offer small donations (scholarships) for multiple community project rather than one large community project.

**6) What if/Other**

**A) Ron Santo Memorial Blood Drive:** The blood drive will be held at the Libertyville Sports Complex on Wednesday, August 10.

**B) Town Hall Meetings:**

Commission member Donna Thomey asked if the Village has town hall meetings. Administrator Kevin Bowens explained that residents are invited to attend the Village Board meetings on the second and fourth Tuesday of each month at 8:00 p.m. Additionally, the meetings of the Parks and Recreation Committee and Advisory Commission are public meetings.

**C) Recreational Survey:**

Director Kowal suggested offering a survey to residents regarding their recreational needs and overall usage of the recreational facilities and programs within the Village of Libertyville. It was suggested to use the website [SurveyMonkey.com](https://www.surveymonkey.com) to post the free survey. Staff suggested to possibly post it in an upcoming brochure to get additional exposure.

**D) Baseball Improvements:**

Commission member Bob Smith suggested that the south east corner of Charlie Brown Park be skinned. Additionally Mr. Smith noted that baseball loses many baseballs at the Butler Lake Fields and he suggested installing netting to catch some of the lost baseballs.

The meeting was adjourned at 6:55 pm.

Respectfully submitted,



Secretary  
Village of Libertyville

Memorandum

To: Members of the Parks and Recreation Advisory Commission  
From: Connie Kowal, Director of Recreation and Sports Complex  
Date: August 31, 2011  
Subject: Libertyville Sports Complex 10<sup>th</sup> Year Anniversary

At the August Commission meeting, there was introductory discussion regarding the start of the 10<sup>th</sup> year of operation of the Libertyville Sports Complex in June of 2012 and the potential of a promotional effort for this 10<sup>th</sup> year anniversary. This anniversary is an opportunity to augment the awareness, marketing and merits of the facility.

Commission input is requested as to concepts, themes, events to give additional ideas to an initial game plan to be developed by Staff. Milestone dates, monthly highlight events, special logos, sponsorship opportunities, VIP events, etc. will be the building blocks to this proposed concept.

Memorandum

To: Members of the Parks and Recreation Advisory Commission

From: Connie Kowal, Director of Recreation and Sports Complex

Date: August 31, 2011

Subject: Programming and Events

The programming events and facilities usage of the Sports Complex and the departmental recreational facilities of the Village is an on-going process in the building, maintaining and creating usage opportunities, and revenue stream potential.

The Advisory Commission input is desired as to targeted groups and targeted or trendy activities that are advantageous to build programming or events for Staff to consider.

## Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: August 31, 2011

Subject: Upcoming and Recent Events

Below is a listing of some of the recent events at both the Sports Complex and recreational facilities, as well as a preview of upcoming events at our department facilities.

August 5-7	Rockford Invitational Basketball Tournament
August 13	Libertyville Open Golf Tournament
August 18	Libertyville Dance Ensemble had the Summer Musical Theatre Performance of Alice in Wonderland at the Sports Complex
August 19	Senior Center went to Irish Fest in Milwaukee
August 20	WHY 2K Obstacle Course Fun Run
August 20	Club Challenge Golf Tournament
August 21	Billy Blanks Tae Bo Fitness Challenge
August 27	Bat Mitzvah – Deerfield family
August 27	Tranel Financial is renting Adler Park for a Client Appreciation Picnic
August 28	Libertyville Senior Council is sponsoring a Trip to the Cubs Game
August 30	IFN Worship Celebration Service
Sept 3, 4, 5	Adler Pool Final Weekends
Sept 2	Senior Open Golf Tournament
Sept 6	Kinder Korner Pre-School Starts
Sept 6	Fall Programming begins
Sept 9	Senior Center will be attending the Indian Summer Fest in Milwaukee
Sept 11	Medline Corporate outing
Sept 11	Adler Lodge Rental – Placing Paws Event
Sept 12	Libertyville Dance Ensemble starts Fall Classes
Sept 12	Senior Center Birthday Bash
Sept 16	Mom & Son Campfire Cookout at Adler Park
Sept 17	Mundelein High School 50 Year Celebration Reunion Party
Sept 23	Baxter Corp Team Building
	Crossroad Church Youth Overnighter

Memorandum

To: Members of the Parks and Recreation Advisory Commission

From: Connie Kowal, Director of Recreation and Sports Complex

Date: August 31, 2011

Subject: What if/Other