

Village of Libertyville
Board of Trustees
Meeting of the
Parks and Recreation Committee
118 W. Cook Avenue
November 1, 2011
7:00 pm
Agenda

1. Approval of Minutes from October 4, 2011 Meeting
2. Pool Report 2011
3. Miniature Golf Course
4. Golf Course/Driving Range/Softball Fields/Grounds Privatization Update
5. Other Updates/Follow-up
 - A) Libertyville Sports Complex Lighting/Energy
 - B) Veterans Day Promotion
 - C) EAB
 - D) Athletic Republic Lease Update
 - E) Hidden Talent MMA Rental Update
 - F) Sunrise Rotary Park Gazebo Update
 - G) Libertyville Recreation and Sports Complex Events Schedule
 - H) Marketing and Publicity
 - I) 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.

VILLAGE OF LIBERTYVILLE

Parks and Recreation Committee

Minutes

Tuesday, October 4, 2011

Meeting called to order at 7:05pm on Tuesday, October 4, 2011 by Chairman Drew Cullum. Those in attendance included Chairman Drew Cullum, Trustee Todd Gaines and Trustee Rick Moras. Recreation and Sports Complex staff in attendance included Director Connie Kowal, Business Manager Pam Bryant, Recreation Manager Randy Splitt, Recreation Manager Julie Ludwig and Secretary Julie Fanning. Also in attendance included Mayor Terry Wepler and Village Administrator Kevin Bowens.

1) Minutes of the Parks and Recreation Committee

Chairman Drew Cullum moved to approve the minutes from the September 6, 2011 meeting, seconded by Trustee Richard Moras. Motion approved.

2) Libertyville Days 2012

The Libertyville Civic Center foundation submitted their request for use of Village property for the Libertyville Days Festival to be held from Thursday, June 14 to Sunday, June 17. The Civic Center foundation requested to extend the beer garden hours on Thursday evening from 11:00 p.m. to 11:30 p.m., and on Friday and Saturday evening from 11:00 p.m. to 12:00 a.m. Chairman Cullum noted his concerns for the extended hours due to the issue of surrounding neighbors being disturbed by the extended beer garden hour. The Civic Center Foundation members assured the Committee that there is always a strong police presence and the beer garden has been a controlled environment. Trustee Moras noted that there has not been any issues with the beer garden in the past, but should there be issues that arise with the extension of the beer garden hours in 2012, then the Committee would have to revisit this request for Libertyville Days 2013. The Civic Center suggested to keep the same beer garden hours for Thursday, June 14 to 11:00 p.m. and only extend the beer garden hours to midnight on Friday, June 15 and Saturday, June 16. The Parks and Recreation Committee made a recommendation to approve the Libertyville Days 2012 request with the extension of the beer garden hours on Friday, June 15 and Saturday, June 16 until midnight.

Mayor Wepler clarified to the Committee and Staff that the founding members of Libertyville Days Festival were the Libertyville Lions Club, Libertyville Knights Club, the JC's and the Libertyville Junior Women Club. For years the Libertyville Civic Center Foundation has played the largest role in the coordination of the Libertyville Days Festival, but the Lion, Knights and Libertyville Juniors Women's are still very active participants at the festival. Therefore for their work and volunteerism in the festival, each 501c3 organization (Lions, Knights and the Libertyville Junior Women's Club) receives a donation to use for their organization efforts.

3) Libertyville Sports Complex Rental Proposal-Hidden Talent MMA

Director Kowal explained that Darrell Romanos, CEO of Hidden Talent MMA has approached the Village to host four mixed martial arts events at the Libertyville Sports Complex in the spring and summer of 2012. Director Kowal and Recreation Manager Randy Splitt met with Mr. Romanos to discuss the event in further detail. Mr. Splitt noted that Mr. Romanos is a new promoter for the mixed martial arts programs but is confident that with the right fighters involved the event will be a success. The Committee made a recommendation to continue to pursue this rental request for the Libertyville Sports Complex.

4) Day Camp 2011 Report

Julie Ludwig presented her report for the 2011 day camp season detailing that attendance increased four percent. For the safety of the children campers, staff implemented a swimming information sheet that parents completed regarding their children swimming experience. The staff retention rate was low at 48% of the counselors returning. Hiring for 2012 will begin in February 2012. Staff will continue to update the policies and procedures for the camp. Staff will better inform the parents regarding information posted on the Village website regarding camp information. Mayor Wepler asked if the fee schedule changed for the 2011 camp season. Ms. Ludwig noted that rates increased \$5.00. Additionally, there were many non-resident campers in 2011 which may account for commuter parents needing a central location to their

jobs. Ms. Ludwig noted that she visits the Abbott camp fair to promote the camp, but will be looking to expand to visit additional large local corporations to inform them of the day camps. The Teen Travelers camp was down one registrant from the 2011 season. Ms. Ludwig noted that there was a low retention rate for returning staff. Staff closely monitored enrollment and adjusted schedules to control cost.

5) Use of Village Property-Cook Park

The Parks and Recreation Committee made a recommendation that the Village Board approve the use of Cook Park on Saturday, October 15, 2011 from 12:00 p.m. to 1:00 p.m. for a public rosary rally organized by the America Needs Fatima organization.

6) Other Updates

a. EAB

Director Kowal updated the Committee that 27 of the 28 trees infested EAB tree were removed.

b. Northbrook Cyclocross Event

Director Kowal explained that based on the major impact of the potential cyclocross event on the Adler Park grounds, it was suggested to the event organizer to host the cyclocross event at the Libertyville Sports Complex Driving. Director Kowal has not received feedback from the event organizers regarding the new location.

c. Athletic Republic Lease

Director Kowal has spoken with Jon Palmen of Athletic Republic regarding his interest in renegotiating his rental terms for years four and five of this five year lease. Director Kowal will continue to review his rental terms and report back at a future meeting.

d. Sunrise Rotary Park Gazebo Update

Director Kowal updated the Committee on the improvement to Sunrise Rotary park. The siding has been completed on the gazebo and the planting will be completed mid October by the Sunrise Rotary Club.

e. Bolander Building Update

Director Kowal briefed the Committee on the continued discussion of the Bolander Building. Staff continues to plan for the moving of staff, office equipment and the storage and relocation of recreation programming and rink relocation. Mayor Wepler suggested that one of the meeting rooms could be converted into a class space for recreation programs.

f. Libertyville Recreation and Sports Complex Events Schedule

Director Kowal said the Mundelein High School 50th reunion will be held on September 17.

g. Marketing and Publicity

Director Kowal explained that staff continues to promote through paper and online ads. For September staff will be promoting the Halloween Fest and dance programs. Trustee Moras noted that it is possible to hold a poker tournament event as long as the event is organized by a 501c3 organization. Business Manager Pam Bryant noted that the Special Recreation Association of Central Lake County could possibly be interested in such an event.

Motion to adjourn by Chairman Drew Cullum, seconded by Trustee Gaines. Meeting adjourned at 8:45pm

Respectfully submitted,



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

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 26, 2011

Subject: Pool Report 2011

Recreation Supervisor Gina Brown who manages the operations of the Village swimming pools (Adler and Riverside Park Pools) will give an overview of the recent 2011 Pool season.

2011 Pool Season

Highlights:

- Out of 92 days of operation we were only closed 7 days. (5/29,6/2,6/9,6/11,7/27,8/20,9/5)
- With safety being our greatest concern every season...this season staff made 27 rescues (average is between 25-35) and performed first aid for 70 minor incidents. (average is between 70-80)
- This is the first year that required all slide attendants to be lifeguard certified giving the facility more consistency with enforcing rules and safety.
- I implemented a mentoring program this year to provide consistent guidance and training to all staff. I re-structured staff into "pods" where every 2 managers are assigned a pod – Every week at our in-service training sessions we would break into our pods for training circuits and rotate as a pod. The purpose is to create a trusting relationship between staff as well as offer support from our management staff as it is sometimes difficult for non-management staff to approach me with issues, questions etc...*(attached is an example of our in-service training activities.)*
- *No more 4:30am morning cleaning!!!* During pre-season planning we added the pool cleaning responsibilities to the night staff shift for Monday-Thursday allowing there to a manager on site and more bodies are available to get the job done quicker.
- We revamped the swim lesson program from Little Swimmers to Level 4 to allow for a more fluid transition between levels. It has allowed younger children that are more advanced to be in the appropriate class.
- We added our very popular diving lessons to our night lesson program.
- We plan to continue to offer 2 time slots for night swim lessons to accommodate those who cannot make the morning lesson times. Included in lessons offered at night are group lessons, diving lessons, private lessons, and parent/child.
- This season I provided staff with some easy tools to help them be proactive for our customers rather than reactive emphasizing the importance of customer service.
- I trained the staff to sign families up for swim lessons while registering them for a pool pass or if they came in to say "Thank you" at the end of a session staff would offer to register them for the next session.
- Karl Moeser from our Parks Department painted the shower area in both the Women's and Men's washroom which greatly improved the appearance.
- We moved an already existing sign from inside the Adler Pool facility that says "Welcome to Adler Pool" to the front entrance outside the facility to welcome patrons.
- New and improved signage inside and outside the Adler Pool facility clearly stating rules & pricing as well as height signage at the entrance to the slides so that patrons can measure themselves to see if they are tall enough.
- We hung a sign promoting our Pre-School Program as well as set up a booth on busy days to cross market our programs and facilities.
- At the end of the season we handed out "Thank You" flyers to patrons to show our appreciation as well as cross advertise our programs and facilities.
- Year 3 of focusing on staff safety and wellness proved very successful as for the third consecutive year without Workman's Compensation claims.
- Continuing to use our vending machine and adding a Blue Bunny Ice Cream vending machine.

Challenges:

- We will continue to work with Karl Moeser closely to perfect pool cleaning. Though it was successful there is room for improvement.
- This season it was very difficult to maintain product through the many power outages caused by weather or shut down for repair by ComEd. I had to order product to maintain inventory anticipating product loss and we squeaked by with little loss so at the end of the season I had a lot of left over product to bring over to the ISC concession stand and had to move those expenses to the Complex expense account since that is where the product will be sold for profit.

Ideas for next season:

- Re-structure training for pool managers with heavy emphasis on the following key points:
 - Communication
 - Ownership of managerial position
 - Inspire your staff-how to do it
 - Customer service & marketing programs and facilities
 - Ways to team build effectively
 - Accountability
- Add exterior signage to advertise products to patrons using the public park to increase concession sales.
- I would like to find a way to possibly capture the teenage market with an event, such as a band jam.
- I would also like to bring back weekly events through sponsorships, such as Monday Madness, and Whacky Wednesday or host a movie night.

Things to think about:

- Pricing
 - passes/daily fees
 - early bird purchasing options – added value
- ADA Compliance
- Drains
- Lake Bluff Pool
- 60048 (Green Oaks)
- Tweaking the punch pass by changing our marketing
- Trend of swim lessons
- Group sales

Line Item Expenses

	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	YTD 2011-12	Projected F.Y.E. 4/12	Budgeted 2010-2011
701 SALARIES - ADMINISTRATIVE	28,939	30,425	26,692	31,312	32,195	29,517	13,154	30,000	31,600
702 SALARIES - CONCESSIONS	9,355	10,728	10,072	10,223	6,131	6,579	6,853	6,853	6,300
703 SALARIES - LG / ATTN / MAN	103,349	104,729	117,905	118,651	103,910	106,556	103,386	103,386	112,500
704 SALARIES - SWIM LESSONS	64,348	62,836	69,300	70,302	56,567	48,780	42,899	42,899	53,000
TOTAL SALARIE EXPENSES	205,991	208,718	223,969	230,487	198,803	191,432	166,292	183,138	203,400
705 SUPPLIES - SWIM LESSONS	2,112	1,458	1,466	1,175	541	1,563	474	1,500	1,800
706 MATERIALS AND SUPPLIES	3,684	3,495	3,127	3,486	3,424	2,672	2,753	3,000	3,000
707 SUPPLIES - MAINTENANCE	180	1,157	40	513.35	489	32	0	450	450
708 ELECTRICITY	18,604	20,009	22,391	30,728	25,000	29,017	15,917	28,000	28,000
709 NORTH SHORE GAS	25,505	21,886	36,864	28,531	28,000	11,313	8,704	15,000	18,000
712 MAINTENANCE BUILDING	9,893	2,893	10,718	7,861	3,761	5,894	1,844	4,800	4,850
716 MAINTENANCE POOLS	20,461	16,141	17,571	17,233	11,117	17,609	10,223	18,000	18,300
721 IRMA	11,425	14,243	16,360	19,237	?	15,514	0	16,000	18,070
723 OFFICE SUPPLIES	429	1214	311	132	17	212	294	294	150
726 TRAINING, SUBSCR & DUES	703	849	488	720	433	737	441	750	950
730 EQUIPMENT RENTAL	995	938	490	302	404	0	0	0	0
732 CONCESSION EXPENSE	17,292	19,744	17,823	17,737	11,547	12,827	13,000	13,000	13,000
734 SPECIAL EVENTS	2,436	2,610	1,799	1,365	656	367	20	100	300
735 BIRTHDAY PARTIES	78	0	0	0	0	0	0	0	0
742 PRINTING / PHOTOCOPYING	1,323	928	681	613	304	545	78	200	450
752 UNIFORMS	3,871	8,349	5,716	7,997	6,724	5,925	6,401	6,401	7,000
790 CAPITAL OUTLAYS	2,295	4,235	0	0	0	0	0	10,000	10,000
793 EMPLOYEE IMRF	1,169	2,821	2,568	2,965	1,151	3,264	1,291	3,400	3,635
794 EMPLOYEE FICA/MEDICARE	15,753	15,960	17,126	17,533	13,454	14,493	11,557	15,000	15,335
799 MISCELLANEOUS	2,566	3,288	2,345	2,307	1,601	1,914	1,455	2,000	2,150
TOTAL OPERATING EXPENSES	140,774	142,218	157,884	160,436	108,623	123,898	74,452	137,895	145,440

Adler / Riverside Profit and Loss

REVENUE	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	YTD 2011-12	Projected F.Y.E. 4/12	Budgeted 2010-2011
SWIMMING FEES	263,644	253,522	279,490	257,979	202,966	207,000	209,026	222,026	220,000
SWIMMING PROGRAMS	133,314	147,200	136,050	117,264	121,650	116,000	78,008	119,380	125,000
CONCESSIONS - POOLS	42,016	35,523	37,441	34,994	24,944	26,215	25,638	25,638	28,000
TOTAL	441,762	436,245	452,981	410,237	349,560	349,215	312,672	367,044	373,000

EXPENSES	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	YTD 2011-12	Projected F.Y.E. 4/12	Budgeted 2010-2011
SALARIES	205,991	208,718	223,969	230,487	198,803	191,432	166,292	183,138	203,400
OPERATING	138,479	142,580	157,884	160,437	108,623	123,898	74,452	137,895	145,440
TRANSFER	0	0	0	0	0	0	0	0	0
CAPITAL	2,295	4,235	0	0	0	0	0	10,000	10,000
TOTAL	346,765	355,533	381,853	390,924	307,426	315,330	240,744	331,033	358,840

PROFIT / LOSS	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	YTD	Projected	Budgeted
	\$94,997	\$80,712	\$71,128	\$19,313	\$42,134	\$33,885	\$71,928	\$36,011	\$14,160

Adler/Riverside Concession Profit and Loss

	ACTUAL 2005-06	ACTUAL 2006-07	ACTUAL 2007-08	ACTUAL 2008-09	ACTUAL 2009-10	ACTUAL 2010-11	YTD 2011-12	Projected F.Y.E. 4/12	Budgeted 2010-2011
Revenue	42,016	35,490	37,391	34,994	24,944	26,171	25,638	25,638	28,000
Expenses-Supplies	17,292	19,734	17,823	17,737	11,547	13,480	13,000	13,000	\$13,000
Expenses-Salaries	9,355	10,728	10,072	10,223	6,131	6,485	6,853	6,853	\$6,300
Profit/Loss	\$15,369	\$5,028	\$9,496	\$7,034	\$6,572	\$6,206	\$5,785	\$5,785	\$8,700

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 26, 2011

Subject: Miniature Golf Course

While the Miniature Golf Course is on the market for sale, other short term rental/lease options are being explored. Recently, there has been interest from an individual who looks to operate a Miniature Golf Course in the area, and has looked at our property since much of the infrastructure, etc. is in place.

Site inspection has taken place and the exchange of information for the interested party to continue the next steps and potential costs to bring the Miniature Golf Course grounds and building to workable order.

If this structure proceeds to a workable option, lease/rental terms will be negotiated.

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 26, 2011

Subject: Golf Course/Driving Range/Softball Fields/Grounds Privatization Update

In May 2011, Landscape Concepts Management was awarded the bid contact for their services to maintain the following locations. Attached are staff summaries regarding the privatized areas.

Libertyville Golf Course
Riverside Park Grounds
Libertyville Sports Complex Driving Range
Libertyville Sports Complex Softball Field and Grounds



MEMORANDUM

To: Connie Kowal, Recreation and Sports Complex Director
John Heinz, Director of Public Works

From: Jim Barlow, Park Maintenance Superintendent

Date: October 25, 2011

Re: Landscape Concepts Maintenance Year End Summary 2011 (Golf Course)

Overall Landscape Concepts did an acceptable job maintaining the Golf Course. They started out the season a little late and with limited knowledge on how the maintenance operations work on a Golf Course. I think their philosophy was that it was just like other landscape maintenance. I think they have gained a significant amount of knowledge in the maintenance operations of a Golf Course. There was a steep learning curve for them, they made some mistakes but learned from them.

The main problems we experienced with them was the maintenance of the greens. In the beginning of operations they experienced an outbreak of Dollar Spot and did not react in treating the disease quickly enough to limit areas of damage. The cycle of disease outbreak continued until the greens were in need of remedial work. They accepted that work needed to be done to bring the greens back into good condition by the early fall. We provided them with solutions to the problem and they acted upon them promptly. The greens responded well and look much better now.

The other problem with the maintenance of the greens involved mowing. The greens mower is a delicate machine and needs constant adjusting. It took most of the season for them to realize this fact. We coached them on this point throughout the season and I have to admit we were just as confused about the myriad problems they were facing regarding this. We were spoiled by years of adjustments being made by our own staff that were operating the equipment on a daily basis as well as weekly visits by our in-house mechanic. Juan learned a lot about this machine this summer and with continued knowledge he will be better able to handle these adjustments in the future.

Additional concerns we experienced through the season included frequency of mowing. In the early part of the season we received quite a bit of rain and we experienced perfect weather conditions to grow turf. This resulted in the grass growing faster than the specs provided for to keep the grass under control. It is very difficult to predict the growth of turf from season to season and we must adjust our schedules to the conditions as much as possible. I think it would be in our best interest to review the specifications and adjust them to deal with this situation in the future. This may incur some additional costs.

As you are aware Juan Jacobs was quite accommodating with the additional needs we requested throughout the season. I found that Juan responded quickly to my phone calls and was able to meet with us as needed. On many occasions when we made an unannounced visit to the course Juan met with us immediately and responded to our concerns and questions. He has informed me that he has learned a lot this year and will apply this knowledge moving forward.

As pointed out earlier in this memo we need to review the specifications and revise as needed. To this point I have already spoken with Dave Heinrich, (our account manager) and expressed a desire to work together on this. I suggest we meet with all parties involved at some point in January to review/revise the specs and I look forward to input from all parties. I believe with some minor changes and with the knowledge that was gained this year that things will work better next season. I must emphasize again that this may incur additional costs. We will endeavor to keep the costs as low as possible and may be able to make necessary adjustments within the specs to not incur these additional costs.



MEMORANDUM

To: Connie Kowal, Recreation and Sports Complex Director
John Heinz, Director of Public Works

From: Jim Barlow, Park Maintenance Superintendent

Date: October 25, 2011

Re: Landscape Concepts Maintenance Year End Summary Sports Complex 2011

Landscape Concepts performed very well in the maintenance of the **Sports Complex Grounds**. Based on my visits the grounds looked as good as or better than in the past years. The turf was mowed, relatively weed free and fertilized. The planting beds were mulched and relatively weed free. The only issue that needed attention was trash clean-up of the grounds and parking lots. This situation was resolved.

Landscape Concepts performed acceptably well in the maintenance of the **Ball Field**. They did have a few problems early on in the maintenance mainly due to lack of experience and they used a home made broom and hand dragged the field. This situation was remedied by the use of the Golf Course sand trap rake and gained experience. They also performed remediation work in August. After some minor changes were implemented they maintained the field well. The only outstanding remaining work that needs to be done is re-sodding part of the infield. This task will be performed when the games are finished in November. Scott, one of the Village staff members worked alongside with Juan on the maintenance of the Ballfield. He was the point man.

Landscape Concepts performed acceptably well in the maintenance of the **Driving Range**. They experienced some of the same issues with Dollar Spot as they did at Riverside Golf Course. They performed some remediation work and the greens recovered this fall. They have since modified some of their maintenance practices and are now doing a better job. In addition they had no experience setting up and maintaining the turf tees. We coached them on this work and through gained experience they performed the tasks well. The final issue that we experienced was lack of mowing on a couple of occasions. I'm not sure why this happened but we will be more diligent in this task in the future. Jason, one of the Village staff members worked alongside with Juan on the maintenance of the Driving Range. He was the point man.

I would like to meet with all parties involved in this and refine the specifications. I have spoken with Dave Heinrich (our account manager), and he agrees that we can meet and make the necessary changes. I would like to meet in early January to discuss. This may result in additional costs but we will do our best to avoid these additional costs.

Staff Feedback

Libertyville Golf Course (Connie Kowal, Director)

It was a tale of many ups and downs during the 2011 golf season at the Libertyville Golf Course and its maintenance. In a season with one of the worst set of weather conditions in recent history, the challenges to the Libertyville Golf Course from Mother Nature and mighty Des Plaines River were plentiful.

Added to this equation was the privatization of the landscaping and grounds maintenance to the Golf Course and Riverside Park with Landscape Concepts Management (LCM). From a timing perspective, the baton was passed to LCM in mid-May after the course had already been opened, which put all concerned in a tough catchup position, as well as a speed-up learning curve process. LCM also needed to rent from the Village proper golf maintenance equipment to perform some of the daily tasks.

Nevertheless, through the efforts of Staff and LCM, hard work, teamwork and communication with on-site walkthroughs helped the learning curve. LCM took the advice and expertise from Department Staff very well in learning the nuances of golf course specialization in the day to day set up and maintenance. Juan Jacobs of LCM did a nice job as the point man for LCM as he hustled, took advice and communicated quite well with our Staff. To the credit of LCM, they worked hard to gain the valuable knowledge each day and improved as the season progressed.

LCM was very good in the mowing of the tees, rough and fairways and was able to develop a good routine during the course of the year and adapting to the weather conditions. The maintenance of the greens was/is the biggest area of concern for any golf course since greens require the ultimate amount of tender loving care and full day watch. You don't want to "lose" your greens to burn out, disease or general wear and tear as greens are the signature piece of any golf course in the eye of the golfer. Mid/late June our greens were almost lost, and the catch-up process of maintenance and chemicals was a tough learning curve, but everyone worked through the situation. And we were able to mitigate again customer concerns due to a very understanding clientele. By season's end, the greens were looking good and respectable.

Overall the experience that LCM gained at the Golf Course this year will prove valuable for the 2012 golf season as we review our options during the planning process.

Riverside Park Building and Grounds

LCM also had the responsibility for the landscape maintenance and the building/tennis courts at Riverside Park. LCM did a really good job in these areas to keeping to the high standards and our "front yard" look to the Riverside Park building, parkway and grounds. Juan Jacobs and his LCM crew worked hard and communicated quite well as to the maintenance, needs and updates with Staff.

Libertyville Sports Complex Driving Range (Jason Wojciechowski, Golf Range Employee)

Overall they were easy to work with on most issues. Other than a couple scheduling mishaps on their behalf the range was mowed well and when they said it would be. The short game area

looked good for most of the season as well as the grass tees. Juan was good and easy to work with and would assist with anything he could on the range when I asked.

I have a couple things that might need to be addressed for any future contracts.

- mowing around the outside of the nets and along the snow fence in the back of the range for ease of picking balls that get through maybe 10 feet or so

- string trimming around sewer grates, electrical boxes and any low areas that the mower doesn't cut, also for ease of picking.

- fixing/repairing any big "pot holes" on the range all year round.

- maintaining the south tees boxes for rental/school use.

Other than a couple minor things that were missed due to a learning curve or lack of contract clarity, I think it overall it went pretty well.

Libertyville Sports Complex Softball Field and Grounds (Scott Jenkins, Recreation Supervisor)

There was a learning curve at the beginning. Landscape Concepts did not have the proper equipment to maintain the field, or the knowledge of how to prep the field. The biggest complaints about the field were that it was hard, it was "wavy" and that there were numerous divots. As a result, Libertyville Girls Softball gave up their time slot on Saturdays, and summer softball teams reconsidered if they wanted to play on the field for the fall season.

There has been an improvement from the summer season to the fall season. Juan has a better idea of how to prep the field, what to look for when prepping the field and what our expectations are for the field. The biggest difference is that he started using the sandpro to drag the field instead of using a broom.

Memorandum

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

From: Connie Kowal, Director of Recreation and Sports Complex

Date: October 26, 2011

Subject: Other Updates/Follow-up

- A) Libertyville Sports Complex Lighting/Energy: See attached memo regarding the Libertyville Sports Complex lighting.
- B) Veterans Day Promotion: As a way to thank our Military veterans, and current members of the Military on the upcoming Veterans Day on Friday November 11 (11-11-11), looking to get the Committee input on the concept of providing a free day/weekend to Veterans for free use of the Fitness Center, free use of Open Gym/Climbing Mountain at our Indoor Events Center, and a free bucket of golf balls at our Driving Range at the Libertyville Sports Complex. It is a small way to say thank you, market and promote our facilities, and do something good.
- C) EAB: As of 10-21-11 27 of the 28 EAB Infested trees that have been identified for removal this fall, have been removed, stumps ground and parkway areas have been restored.
- The 28th tree has not been removed at this time pending a decision of whether or not we will be planting trees this fall. The resident at 1111 Dawes St. has treated the Ash tree on their parkway. They did this before the Village put forth a potential fall tree planting program. They would rather replace the tree at this time and have signed up for a new tree through our program but will hold off removal action until a decision is made on whether or not we are going to follow through with our planting program.
- D) Athletic Republic Lease Update: Director Kowal will meet with Jon Palmen of Athletic Republic the first part of November.
- E) Hidden Talent MMA Update: Update attached.
- F) Sunrise Rotary Park Gazebo Update: The Libertyville Sunrise Rotary Club has completed the Sunrise Rotary Park improvements.
- G) Libertyville Recreation and Sports Complex Events Schedule: Listing attached.
- H) Marketing, Publicity and Advertising: The department continues to publicize multiple events through the various ads and press releases. See attached.
- I) Other

MEMORANDUM

TO: Mayor and Village Board

FROM: Kevin J. Bowens, Village Administrator 

DATE: October 5, 2011

SUBJECT: Libertyville Sports Complex Lighting

Over the last several months the Village has been approached by numerous companies promoting electricity savings by upgrading the lighting system at the Libertyville Sports Complex (LSC) with a more efficient system. These various companies have indicated that various grants and rebate programs might be available to help reduce the cost of replacing the lighting system, however much of the information provided by the various companies has been conflicting. Village staff has indicated that while we were interested in looking at any cost savings, the Village has no funding in the budget to pay for all or a portion of the lighting upgrade.

At the same time, the Village was approached by the Metropolitan Mayor's Caucus (of which we are a member), who has teamed up with 360 Energy Group, LLC to offer member municipalities an opportunity to analyze potential energy savings at municipal facilities and receive assistance to apply for available grants, all at no cost to member municipalities. A representative of 360 Energy Group met with Village staff and toured the LSC, and identified substantial savings through the replacement of existing T-12 and incandescent fixtures with a more energy efficient T-8 fixtures and electronic ballast. 360 Energy provided the Village staff with information on the Illinois Clean Energy Community Foundation grant and a grant through the Illinois Department of Commerce and Economic Opportunity (DCEO), both which can be applied for without making the commitment to move forward with the project. 360 Energy Group has assisted the Village in applying for the grants, and we anticipate it will take approximately 1 to 2 months to receive a determination as to whether or not we will receive a grant award. 360 Energy Group anticipates that the total cost of the project would be approximately \$137,213.00, with the potential of obtaining approximately 75% funding through both grants.

If we are awarded the grants the information will then be reviewed with the Parks and Recreation Committee and Mayor and Village Board, to determine whether or not we wish to go forward and further analyze any direct costs to the Village and projected payback. If the Village desires to proceed with the project, 360 Energy Group will assist with preparing a bid package at no cost to the Village. Please contact me if you would like any additional information.

Cc: Administrative Staff

**Parkway Tree
EAB
Disposition
(2011)**

Location/Address	Notification Date/Form	Action/Date Removal/Treatment	Stump Soil/Seed	Material Disposition
1010 Mayfair (PW) 17"	9/15/11- L	9/29/11 Removed	10/13/11	Chipped
1015 Mayfair (PW) 19"	9/15/11- L	9/28/11 Removed	10/13/11	Chipped
1029 Mayfair (PW) 20"	9/15/11- L	10/5/11 Removed	10/13/11	Chipped
1034 Mayfair (PW) 12"	9/15/11- L	9/28/11 Removed	10/13/11	Chipped
1021 Mayfair (PW) 21"	9/15/11- L	9/30/11 Removed	10/13/11	Chipped
1014 Mayfair (PW) 12"	9/15/11- L	9/28/11 Removed	10/13/11	Chipped
1014 Dawes (PW) 17"	9/15/11- L	9/30/11 Removed	10/13/11	Chipped
1016 Dawes (PW) 17"	9/15/11- L	10/3/11 Removed	10/13/11	Chipped
1028 Dawes (PW) 13"	9/15/11- L	9/30/11 Removed	10/13/11	Chipped
1106 Dawes (PW) 18"	9/15/11- L	10/3/11 Removed	10/18/11	Chipped
1111 Dawes (PW) 21"	9/15/11- L	*Pending Planting*		
1110 Dawes (PW) 11"	9/15/11- L	9/28/11 Removed	10/13/11	Chipped
1113 Dawes (PW) 7"	9/15/11- L	9/28/11 Removed	10/13/11	Chipped
1107 Dawes (PW) 16"	9/15/11- L	10/3/11 Removed	10/18/11	Chipped
1105 Dawes (PW) 25"	9/15/11- L	10/4/11 Removed	10/18/11	Chipped
1039 Dawes (PW) 11"	9/15/11- L	9/30/11 Removed	10/13/11	Chipped
1033 Dawes (PW) 16"	9/15/11- L	10/6/11 Removed	10/13/11	Chipped
1029 Dawes (PW) 20"	9/15/11- L	10/6/11 Removed	10/13/11	Chipped
1027 Dawes (PW) 16"	9/15/11- L	10/4/11 Removed	10/13/11	Chipped
1021 Dawes (PW) 17"	9/15/11- L	10/3/11 Removed	10/13/11	Chipped
513 Hemlock (PW) 17"	9/15/11- L	9/28/11 Removed	10/13/11	Chipped
1033 Juniper (PW) 16"	9/15/11- L	9/28/11 Removed	10/13/11	Chipped
1021 Juniper (PW) 12"	9/15/11- L	9/29/11 Removed	10/13/11	Chipped
840 Pembroke (PW) 17"	9/15/11- L	9/29/11 Removed	10/17/11	Chipped
821 Pembroke (PW) 8"	9/15/11- L	9/29/11 Removed	10/13/11	Chipped
508 W. Golf (PW) 16"	9/15/11- L	10/3/11 Removed	10/18/11	Chipped
1134 Crane (PW) 16"	9/15/11- L	10/6/11 Removed	10/21/11	Chipped
620 Burdick (PW) 18"	9/21/11- L	10/5/11 Removed	10/21/11	Chipped

Notes

Location: Parkway (PW), Private (PR), Park (P), Business (B)

Form: Letter (L), Doorhanger (DH)

*** Resident treated tree for EAB and will plant a new tree to replace if fall tree planting program is approved. They have ordered a tree. We will remove the tree prior to planting if necessary.**

Hidden Talent MMA Event Update at the Libertyville Sports Complex

Suggested Date/Time: Has been moved from mid-March to Saturday April 7 (the night before Easter, an Open Date, a slow date for rental business for the facility).....doors would open at 6:30pm with the first of ten bouts beginning at 7:30pm.....last bout should conclude around 10:30-11:00pm.....set up would be Saturday AM with take down/clean up occurring immediately after the event....

The event would be the only event in the building.....no other activities inside, including Fitness Center which would close early TBD.....the Driving Range would remain open until TBD as this is "Masters Week" with golf fever beneficial to driving range business

The "ring" location/seating would be on our "orange" and "blue" basketball courts, which are located on the west side of the building at the south end (the two courts that are closest to the Fitness Center).....anticipated attendance to be around 1,000 people

VIP areas would be created, potentially in balconies overlooking the ring (similar to Bentley concert)

The event would be open to adults and children (age TBD).....important to the promoter as other such MMA events have families attending, particularly friends and families of the participants from the local area.....there are many youth fans of the sport, and local clubs have youth learning Martial Arts, etc.....Family Sections, like at ballparks and arenas, can be created on the main floor and in balcony area to create areas to attract families and kids....

Concessions would be a 100% revenue stream for the Sports Complex. Merchandise sales/booths/vendors and a potential Sports Complex revenue share TBD.

Parking with potential revenues to the Village, is being discussed, with the possibility of a parking fee as part of the ticket price (ex: \$25 ticket, includes parking and Sports Complex would get \$X, similar to what some minor league baseball teams do)

Beer sales.....Like many ballparks and arena, beer sales would be permitted, via a local restaurant with license and trained staffing, insurance, dram shop, etc. (ex: Austin's, Mickey Finn's, etc. and a revenue share of sales TBD).....like with ballparks we could have age ID be higher than 21.....But there would be combinations of the following setups that would be developed---a designated Family Section for spectators with children to watch the event where no beer would be permitted or sold.....or a special indoor Beer Tent type of setup for beer sales and beer consumption but no children....

Sponsorships could have a revenue share component, with Sports Complex exclusive categories (Pepsi-Cola) being protected from competitors (Coca-Cola, etc.), unless Pepsi gives up these rights or gives up first rights to a special sponsorship with the Sports Complex.....

Police, fire, ambulance, security, etc. would need to be based upon the Sports Complex guidelines and working with Libertyville Police and Fire as to the precautions deemed necessary, at the expense of MMA Promoter....

Official Licensing and Sanctioning...a needed requirement as agreed to by Promoter, to deliver the highest MMA standards, guidelines, oversight, safety and attract the best participants, etc.

A one time event, at the option of the Sports Complex upon review of operations, facility, and revenues.....with option for several other events, but at the option and discretion of the Sports Complex....

Timing: If the Promoter has all his details in place, guarantees, paperwork, etc. Promoter would need to start marketing in January 2012 for 3 months of promotion to enhance his/our success...hence a November-December approval and sign off would be needed for Promoter to have ample time for this April 7 event....

Revenue to Sports Complex (to be negotiated further): A guaranteed Rental fee, Concessions, and potential percentage of Parking, Vendors/Sponsorships, Beer Sales.....

Libertyville Recreation and Sports Complex Department Events

November

Nov 3	Annual Dinners & Musical at Vernon Hills High School (Seniors)
Nov 5/6	Lacrosse Program Starts
Nov 6	Islamic Prayer Service
Nov 9	Bob Levi "Opera in TV Commercials" Program & Luncheon (Seniors)
Nov 11	Veterans Day Luncheon (Seniors)
Nov 12	Libertyville Boys Club Football Awards Family Night
Nov 13	Mitzvah Event
Nov 14	Birthday Bash (Seniors)
Nov 17	Wii Bowling Tournament (Seniors)
Nov 18	Visiting Angels & American Home Care Bingo & Luncheon (Seniors)
Nov 19	Wag Agility Dog Show
Nov 21	Thanksgiving Luncheon (Seniors)
Nov 23-25	Senior Center Closed for Thanksgiving (Seniors)
Nov 27/28	Basketball Tournament Coed
Nov 25	Annual Tree Lighting in Cook Park
Nov 30	Marriott Trip to See Irvin Berlin's White Christmas (Seniors)

October

Oct 1	Private event, Fundraiser
Oct 3	Wisconsin Juniors Volleyball tryouts
Oct 5	Abbott Volleyball leagues begin
Oct 5	Senior Center-Library Program
Oct 7	Senior Center-Lunches and Bingo
Oct 7-9	Kids Consignment Sale
Oct 10	Senior Center-Birthday Bash
Oct 10	Illinois Cosmetologist monthly seminar
Oct 11	Wineberry Homeowners meeting
Oct 12	Scout Night Event
Oct 12	Senior Center Flu Shots
Oct 13	Senior Health Fair at the Sports Complex Sponsored by Senator Duffy and Representative Sullivan
Oct 14	Senior Center-Little Black Dress Fashion Show and Lunch
Oct 15	Barter Expo show
Oct 19	Scout Night Event
Oct 19	Senior Center-Vince DeAngelis Variety Show and Lunch
Oct 21	Senior Center Lunch and Bingo
Oct 22	Mitzvah – Vernon Hills Family
Oct 24	Abbott BB starts

Oct 28	College of Lake County Discovery Class-The African Queen
Oct 31	Senior Center Halloween Party
Oct 26-31	Halloween Parties for Mommy and Me and Pre-Ballet Dance Classes
Oct 27	2 nd Annual Halloween Fest-Sports Complex