

**VILLAGE OF LIBERTYVILLE BOARD OF TRUSTEES**

**Meeting of the  
Parks and Recreation Committee**

**Village Hall  
118 W Cook Avenue, Libertyville  
Tuesday, December 6, 2022  
6:00 pm**

1. Approval of the Tuesday, November 1, 2022, Meeting Minutes
2. LHS Environmental Club Presentation
3. Libertyville Girls Softball Presentation
4. Staffing Model Recommendation
5. 2023/24 Budget Recommendations
6. Other
  - A) Butler Lake/Food Truck Events (verbal updates)
  - B) Social Media Reports (Information Only)
7. Adjournment

**Any individual who would like to attend this meeting but because of a disability needs accommodation to participate should contact the ADA Coordinator at 118 West Cook Ave, Libertyville, 847-362-2430**

**VILLAGE OF LIBERTYVILLE**  
**Parks and Recreation Committee**

**Minutes**

A meeting of the Parks and Recreation Committee was held on Tuesday, November 1, 2022 at 6:20 p.m. at the Crawford Warming House. Those in attendance included Committee members: Chairman Pete Garrity and Trustee Matthew Krummick. Trustee Dan Love was unable to attend. Also in attendance was Village Administrator Kelly Amidei, Recreation Director Margaret Resnick, Recreation Manager Julie O'Toole and Recreation Supervisor Bridgette Sterba.

**Roll Call**

On Roll Call the meeting was called to order:

PRESENT: Garrity, Krummick

ABSENT: Love

**Approval of the Meeting Minutes**

Chairman Garrity asked for a motion to approve the minutes of the October 4, 2022. Trustee Krummick moved to approve the minutes, seconded by Trustee Garrity.

The motion carried on a unanimous voice vote

**Recreation Survey Results**

Chairman Garrity noted that some requests were for programs/classes that were already offered in the Community by the private sector or other agencies. He asked if it would be beneficial to partner with others. Perhaps the Village could be a clearinghouse for residents to find programs or information on recreation offerings in Libertyville. Trustee Krummick suggested if this was to happen, there needed to be very clear rules on what would be allowed so that the Village did not appear to be favoring one business or group over another. Village Administrator Amidei stated there is a calendar on the Village's website so the capability to do this is available. Chairman Garrity mentioned there were many comments that residents didn't know certain programs were offered. Due to the cost of printing and mailing a seasonal brochure, it is not recommend this practice return, but possibly mailing a brochure once a year to keep residents aware of the seasonal offerings. Chairman Garrity said now that the pandemic has subsided, he hoped the Village could start offering a Polar Express event in 2023. Staff will investigate what is needed to offer this program. There was discussion of offering birthday party packages at Adler Lodge and Crawford House. Staff will develop themes, recruit staff and promote.

**Facility Rate Comparison**

The comparison of area rental rates was reviewed. Chairman Garrity noted most area Park District's do not allow alcohol at their facilities. Director Resnick stated the ones that do have facilities that can accommodate larger groups for adult gatherings. Alcohol would not be allowed outside the building. Trustee Krummick asked if there would be a time at which these rentals would need to end. Staff suggested 11:00pm or midnight. Chairman Garrity will speak with the Mayor about changing the Village ordinance to allow alcohol at Adler Lodge and Crawford House. The Committee discussed the idea of a weekly or monthly food truck/music event at Butler Lake. Chairman Garrity suggested approaching local restaurants to see if there is interest. Village Administrator Amidei asked Recreation staff to work with the Economic Development Manager to reach out to area restaurants. Recreation Director Resnick asked

if there would be a charge for selling at these events. It was the consensus of the Committee these would be special events and no fees would be charged to the food vendor.

Motion by Trustee Krummick to recommend to the Village Board a change in the Village Ordinance to allow alcohol at rentals at Adler Lodge and Crawford House subject to rules determined by staff, second by Chairman Garrity. A voice vote was taken, motion passed unanimously.

#### **Aquatic and Daycamp Reports**

Recreation Supervisor Sterba presented the report for the 2022 Aquatic Season. Chairman Garrity suggested asking Josh Kraft to attend a Village Board meeting so that he could be recognized for receiving the "Golden Guard Award" from Jeff Ellis and Associates. He will be invited. Trustee Krummick asked if there are reserves for major break downs. Village Administrator Amidei said this would be covered in the general fund. Recreation Manager O'Toole said expected repairs are budgeted in the Aquatic budget. Chairman Garrity asked staff to conduct a survey of pool members and swim lesson participants to gauge their satisfaction.

Recreation Manager O'Toole presented the 2022 Daycamp report. Chairman Garrity asked if more teen programs were needed. Ideas for new programs were discussed, including a disc golf tournament.

#### **Sports Group Presentations**

Recreation Director Resnick asked if the Committee members wanted staff to request each youth sports group present to the Parks & Recreation Committee. The Committee would like the one group at the December, February, and March meeting.

#### **Social Media Reports**

Reports were reviewed.

#### **Project Update**

Village Administrator Amidei informed the Committee that the Paul Neal pickleball project had begun with excavation this week and possible paving on November 8. Design plans for Nicholas Dowden North are being developed and should be completed in March with construction beginning in July. Nicholas Dowden South project is moving along well and will need one full growing season before it is ready for use.

#### **Adjournment**

At 7:25 p.m., Trustee Krummick moved to adjourn the meeting, seconded by Chairman Garrity.

The motion carried on a unanimous voice vote.

Respectfully submitted,

Margaret Resnick  
Recreation Director

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**MEMORANDUM**

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**TO:** CHAIRMAN GARRITY AND MEMBERS OF THE PARKS AND RECREATION COMMITTEE

**FROM:** KELLY A. AMIDEI, VILLAGE ADMINISTRATOR

**SUBJECT:** LHS SHORELINE RESTORATION PROJECT

**DATE:** 12/6/2022

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Background

The LHS Environmental Club has requested the use of a part of the Butler Lake shore adjacent to the rear of the High School for a shoreline restoration project. The students have requested to make a presentation and I have asked them to attend tonight's committee meeting. (Please note 15 minutes have been allocated for this presentation and 15 minutes for questions).

Recommendation

Due to the requested use of this area for educational purposes and native plantings, staff recommends a similar arrangement with the High School as was done with the LHS dock. This is only if the committee recommends the Village of Libertyville proceeds with the project and the Village Board is in agreement.

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**MEMORANDUM**

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**TO:** CHAIRMAN GARRITY AND MEMBERS OF THE PARKS AND RECREATION COMMITTEE

**FROM:** MARGARET RESNICK, RECREATION DIRECTOR

**SUBJECT:** LIBERTYVILLE GIRL'S SOFTBALL PRESENTATION

**DATE:** 12/6/2022

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Background

The Parks and Recreation Committee has requested that affiliate sport groups attend a committee meeting to provide an update on their organization. The Libertyville Girls' Softball Association will be present at the meeting for a brief presentation.

Recommendation

None. Information only.

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**MEMORANDUM**

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**TO:** CHAIRMAN GARRITY AND MEMBERS OF THE PARKS AND RECREATION COMMITTEE

**FROM:** MARGARET RESNICK, RECREATION DIRECTOR

**SUBJECT:** STAFFING MODEL

**DATE:** 12/6/2022

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Background

One of the tasks assigned to the Recreation Director was to develop and recommend a staffing model for the Department.

Analysis

Currently the Recreation Department has three (3) full time staff and five (5) year-round, part time staff. This is supplemented with approximately 125 seasonal staff in the summer and contractors for outsourced programs all year. As the Department grows, there is a need for additional staff to supervise programs. The development of a part time, temporary Director position was a good start to get the Department back on track as the pandemic wound down, but for the Department to grow and meet the needs of the Community, a full time Director is needed. Following review of the needs with the Village Administrator; it is recommended that this position also be responsible for coordination of special events in the Village (Farmer's Market, Tree Lighting, etc.). Additional programming staff will only be added when additional programs are developed and offered.

Recommendation

Staff recommends moving forward with a full time Director of Recreation who would be hired at the end of the current fiscal year and appropriately budgeted in the 2023/24 budget. Another important step is to add a direct line of communication with the Adler Cultural Center, Civic Center, and Main Street administrators. This could be accomplished by making the Director the liaison to each of these organizations. Each of these entities offers recreational opportunities and having some coordination would improve services for the Community.

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MEMORANDUM

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TO: CHAIRMAN GARRITY AND MEMBERS OF THE PARKS AND RECREATION COMMITTEE

FROM: MARGARET RESNICK, RECREATION DIRECTOR

SUBJECT: 2023/24 BUDGET

DATE: 12/6/2022

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Background

Staff is preparing the 2023/24 Budget, keeping the members of the Parks & Recreation Committee up to date on proposed changes and is seeking approval of recommended 2023 Pool Membership and Daily Admission rates.

Analysis

Additional expenses in the 2023/24 Budget will include the addition of a full time from part-time Recreation Director, purchase of tables and chairs for rentals and parties to be held at Adler Lodge and Crawford House, additional staff to oversee these rentals, renovation of the preschool bathrooms at the Sports Complex to accommodate more program space, and potential Riverside renovations to accommodate an additional staff member. Attached are the proposed 2023 Pool Membership and Daily Admission rates and a comparison of area aquatic facilities. Increases are necessary to offset the increases in commodities necessary to operate the pools and minimum wage.

Recommendation

Staff recommends approving the 2023 Pool Membership and Daily Admission rates as presented.

**VILLAGE OF LIBERTYVILLE  
PROPOSED 2023 POOL MEMBERSHIP & DAILY ADMISSION RATES**

<b>Season Pass Type</b>	<b>2021 Rate</b>	<b>2022 Rate</b>	<b>Proposed 2023 Rate</b>
Individual Resident	\$100	\$105	\$110
Family of 2 Resident	\$175	\$180	\$185
Family of 3 Resident	\$250	\$255	\$265
Family of 4 Resident	\$310	\$315	\$320
Family of 5 Resident	\$370	\$375	\$380
Additional Person Resident	\$60	\$65	\$70
Senior Resident	\$60	\$65	\$70
10 Visit Resident	\$85	\$85	\$90
20 Visit Resident	\$170	\$170	\$180
Individual Non-Resident	\$180	\$180	\$185
Family of 2 Non-Resident	\$255	\$255	\$265
Family of 3 Non-Resident	\$330	\$330	\$340
Family of 4 Non-Resident	\$450	\$450	\$460
Family of 5 Non-Resident	\$450	\$450	\$475
Additional Person Non-Resident	\$60	\$60	\$70
Senior Non-Resident	\$95	\$95	\$100
10 Visit Non-Resident	\$125	\$125	\$130
20 Visit Non-Resident	\$250	\$250	\$260






<b>Daily Admission</b>	<b>2021 Rate</b>	<b>2022 Rate</b>	<b>Proposed 2023 Rate</b>
Resident-Adler	\$10	\$10	\$11
Senior Resident-Adler	\$6	\$6	\$7
Non-Resident-Adler	\$14	\$14	\$15
Senior Non-Resident-Adler	\$8	\$9	\$10
Resident-Riverside	\$8	\$8	\$9
Senior Resident-Riverside	\$5	\$5	\$6
Non-Resident-Riverside	\$10	\$10	\$11
Senior Non-Resident-Riverside	\$7	\$8	\$9

# SOCIAL MEDIA MONTHLY REPORT

## Recreation Pages: November 2022 Performance



	Facebook	Instagram
<b>Followers</b> 	<b>2228</b> <b>+18 (0.4%)</b>	<b>665</b> <b>+10 (1.5%)</b>
<b># of Posts</b> (Posted vs. shared) 	<b>10/5</b>	<b>4</b>
<b>Average Post Reach</b> 	<b>108/282</b> <b>166</b>	<b>155</b>

### Highlight Posts

