

VILLAGE OF LIBERTYVILLE BOARD OF TRUSTEES

**Meeting of the
Parks and Recreation Committee
Village Hall
118 W Cook Avenue, Libertyville
Tuesday, January 8, 2019
7:00 pm**

1. Approve Minutes of the Tuesday, December 4, 2018 Meeting
2. Use of Cook Park – David Adler Music & Arts Center - “Festival of Arts” Event
3. Other Updates/Follow-up
 - A. Cook Park Playground Update (Verbal)
 - B. Swimming Pool Operations Update (Verbal)
 - C. Staffing Study Update (Verbal)
 - D. Recreation and Sports Complex Calendar of Events (Attached)
 - E. Recreation and Sports Complex Marketing & Publicity (Attached)
 - F. General Project Updates (Verbal)
4. 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
Meeting Minutes of the Parks and Recreation Committee
Village Hall
Tuesday, December 4, 2018

Chairman Pat Carey called the meeting to order at 6:00 p.m. on Tuesday December 4, 2018. Parks and Recreation Committee members in attendance included Chairman Pat Carey, Trustee Rich Moras and Trustee Pete Garrity. Also in attendance were Village Administrator Kelly Amidei, Deputy Village Administrator Ashley Engelmann, Finance Director Nick Mostardo, Recreation Manager Julie Ludwig and Recreation-Sports Complex Department Director Connie Kowal.

1) Minutes of the Parks and Recreation Committee

Trustee Rich Moras motioned to approve the minutes of the Tuesday November 6, 2018 meeting. Trustee Pete Garrity seconded. Minutes approved 3-0 vote.

2) Sports Organizations Report – Libertyville Girls Softball Association

Kelly Tyrakowski (President) and Mike Pezzella (Vice President) of the Libertyville Girls Softball Association (LGSA) presented an overview of their organization, a review of the 2018 season and a preview of their 2019 season to the Committee. They indicated they fielded 14 teams with 230 girls in their house league program and 70 girls played on one of their four travel teams. They also focused on the fields at Nicholas-Dowden and their investment in the fields and grounds to allow for quality facilities. They reviewed their umpire, coaching, volunteer and other league operations. Both Ms. Tyrakowski and Mr. Pezzella thanked the Village for their support of LGSA efforts. Trustees thanked Ms. Tyrakowski and Mr. Pezzella for their leadership efforts and praised LGSA volunteers for providing such an outstanding softball program for Libertyville girls.

3) Summer Day Camp Report

Recreation Manager Julie Ludwig presented a report of the recent 2018 Adler Summer Day Camp and the Teen Travelers Biking programs. Both camps had successful seasons with good participation. The Summer Day Camp had 1,802 campers (1,102 Libertyville residents) during the 10 weekly camps. The Teen Travelers Biking Camp had 365 youngsters with 70% of the participants Libertyville children. Trustees complimented Ms. Ludwig for the successful operation of these camps. Trustee Moras inquired if any capital improvements were needed for this program. Ms. Ludwig indicated that most of the needs were operational such as supplies but additional picnic tables might prove useful in future planning.

4) Swimming Pool Operations

The Committee was presented with three options to consider for the operation of the Village swimming pools: Option 1 was consideration of a one-year extension of the current agreement with Jeff Ellis Management (JEM), Option 2 was consideration of returning to an in-house operation of swimming pool operations, and Option 3 was consideration to extend the current agreement with JEM via the 2-year option clause. Director Kowal indicated JEM was not interested in extending the current professional services agreement for only one-year. Discussion then centered on the option of a 2-year extension per the current agreement or taking the swimming pool operations in-house, as the Village had done every year prior to the 2018

swim season. Trustee Moras indicated that while the 2018 swim season went well it resulted in an operating loss of \$144,000. He did not want to make the decision based entirely on finances as he realized the tight timeframes to bring operations back in-house for 2019, but the financial results of 2018 were a concern with the current agreement. Chairman Carey indicated it did not make sense to extend the agreement for two more years after the negative financial results of 2018. Trustee Garrity expressed similar comments including the tight timing element and the ability to find a qualified Manager, hire staff, prepare for the season and having the ability to train staff to maintain high safety standards. Village Administrator Amidei indicated that Staff will need to quickly develop a game plan to bring operations in-house. She indicated that Staff would work with Finance Director Mostardo to plan budgetary items for the current fiscal and 2019-2020 fiscals. Director Kowal indicated if operations were brought in-house, timeframes will be tight and the process would need to start quickly, no later than mid-December, to allow for posting for the position, the interview process, and the ability to hire someone with swimming pool management experience by the end of January. Kowal also indicated Staff would need to move quickly to post and publicize positions such as lifeguards, instructors and other front line staff. Finance Director Mostardo indicated he believed if a full-time position was made available the interest level would be high and the probability would be good to find an experienced swimming pool manager for Libertyville. Ms. Ludwig indicated taking operations in-house could work even with tight timing issues, but hiring an experienced swimming pool candidate is very important due to the fact no current staff members have swim experience. Ms. Ludwig also mentioned that the dates and the length of the swim season would likely have fewer dates of operation due to the workforce limitations as the majority of lifeguards start high school or college early/mid August. The Committee recommended Administrator Amidei and Staff revisit if JEM will consider a one-year extension and if not, pursue bringing swimming operations back in-house and post for a Supervisor position. Besides swimming duties, this position would have other duties throughout the year in the Recreation-Sports Complex Department, similar to when the position was in-house. It was also recommended that Staff explore other swimming management expertise to assist the Village in safety or other training for the 2019 season.

5) Other Updates/Follow-up

a) January Committee Meeting

Since the first Tuesday of January is New Year's Day January 1, the Committee indicated they will move the January Committee Meeting to Tuesday January 8 at 6pm. Administrator Amidei indicated she will advise of any changes to the 6pm start time due to other meetings on that date prior to the 8pm Village Board Meeting.

b) Cook Park Playground Update

Deputy Village Administrator Engelmann updated the Committee on the Cook Park playground project indicating there has been good response from public input via the on-line survey of the three options to consider. Engelmann mentioned there was good feedback via Facebook. Next step in the process is to await the formation of the Parks and Recreation Advisory Commission and its new members to gain their input. Discussion ensued pertaining to the timing of the project for its completion in the current fiscal year. Deputy Engelmann indicated there is a very tight timeline that could result in the risk of missing the 2018-2019 fiscal and/or construction too close to summer events such as Libertyville Days. Chairman Carey said he would discuss timing elements with Mayor Wepler.

c) Calendar of Events

Director Kowal reviewed the various events, activities and programs that took place recently within the Recreation-Sports Complex Department, including the annual Village Holiday Tree Lighting event on Friday November 23.

d) Marketing/Publicity

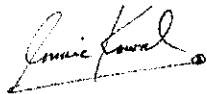
Director Kowal referenced the various advertising, marketing and articles that promoted and marketed the Recreation-Sports Complex events, programs and activities in November.

e) General Project Updates

There were no general project updates to report.

Chairman Carey asked for a motion to adjourn. Trustee Moras motioned for adjournment. Trustee Garrity seconded the motion. Motion was approved in a 3-0 vote. Meeting adjourned at 7:35pm.

Respectfully submitted,

A handwritten signature in cursive script that reads "Connie Kowal". The signature is written in black ink and is positioned above the typed name.

Connie Kowal
Director, Recreation-Sports Complex

Memorandum

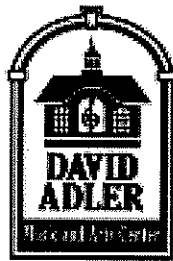
To: Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

Date: December 26, 2018

Subject: Use of Cook Park – David Adler Music & Arts Center - “Festival of Arts” Event

The Village received a request from the David Adler Music & Arts Center for the use of Cook Park, and adjacent streets, for their 39th Annual Festival of the Arts event on Saturday August 3, 2019. The details of their request are attached. Representatives from the David Adler Music & Arts Center will be in attendance to discuss the details of their request.



A Home for the Arts

November 30, 2018

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

Re: 2019 Festival of the Arts

Dear Mayor Weppler, Village Trustees and Administrator Amidei:

On behalf of the Board, staff, volunteers, and customers of The David Adler Music and Arts Center, I would like to thank the Mayor, Village board and Village staff for your many years of collaboration and support. We look forward to our continued partnership with the Village in the coming year.

We are requesting the usage of Cook Park and Church Street, between Brainerd and Milwaukee Ave., to host our 39th Annual Festival of the Arts, taking place on Saturday, Aug. 3, 10:00 am to 8:00 pm and Sunday, Aug. 4, 10:00 am to 5:00 pm. We are requesting to expand the Festival onto Church Street, requiring Church Street to be closed Friday-Sunday, in order to provide enhanced musical entertainment, a beer garden, a limited number of food vendors and children's activities.

We are requesting the following actions for David Adler Music and Arts Center's 39th Annual Festival of the Arts:

1. We request that the Village approve the Festival of the Arts dates of August 3-4, 2019.
2. That the Festival of the Arts Committee acts as coordinator for all functions in the Downtown area during these dates.
3. Use of the alley way between the property owned by St. Lawrence Church and Weppler Law for set-up of tent and stage.
4. Church Street between Brainerd Avenue and the entrance way into the Village parking garage off of Church Street must be closed by 2:00pm or following Lunch in the Park, on Friday, August 2 for tent and stage set-up.
5. Church Street between Brainerd Avenue and Milwaukee Avenue must be closed by 6:00am on Saturday, August 3. Public Works should drop off the barricades prior to 6:00am Saturday, August 3 and the Police Dept. should block the road at 6:00am Saturday, August 3.
6. We request that parking spots in front of Cook Park along Milwaukee Ave. and along Cook Street be allocated for exhibitor drop off between 6:00am-10:00am Saturday, August 3.
7. Use of Cook Mansion stairs for family entertainment stage.
8. We are requesting to post signs at the four entrances of Libertyville and a Banner hanging in Cook Park to promote the event from July 1 - August 4.

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

Parks Department:

1. Provide snow fencing in areas as deemed necessary (will provide map).
2. Provide Village picnic tables for the Church Street Beer garden and Kids Fest area.
3. Turn off park sprinkler system on Saturday, August 3 thru Sunday, August 4.

Police Department:

1. Police presence during the festival.
2. Put up barricades at 6:00am on Saturday, August 3 per mapped locations.

Public Works Department:

1. Clean streets after festival.
2. Receive and place barricades per mapped location.
3. Please note that festival committee members will be responsible for trash pickup and monitoring barricades during the festival. The Public Works Department is not needed for this task.

The Adler Center insurance company is requiring the Village provide in writing the type of insurance coverage required. Then a certificate of insurance will be provided showing the Village as additional insured. If the Village rents any items on our behalf, the Adler Center insurance company required the Village provide the Adler Center with a certificate of the Village insurance coverages adding the Adler Center as additional insured.

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

The Adler Center requests the approval for a beer garden and main stage area on Church Street. The area will be fenced off with snow fencing and in some areas, a 6ft. construction fence. There will be monitoring at access points to insure no alcohol is taken from the designated area. Everyone that is drinking will be issued a wristband for easier identification. The beer wagon will remain in the fenced area. Beer and wine ticket sales will be within the fenced area and wristbands will be available at the access points upon entering the Beer garden. Beer Garden hours: Saturday 12:00pm-9:00pm, last call at 8:45pm and Sunday 12:00pm-5:00pm, last call at 4:45pm. Sales will include beer, beer products and wine.

A rep from Festival committee will be available for the Village inspection and walk through on Friday, August 2nd at a time TBD.

We will notify all neighbors of the street closure, especially St. Lawrence Church, Library and the Civic Center.

Festival of the Arts committee members will be available to discuss any phase of the proposed festival as required and would appreciate notification as to when we will be scheduled to make a presentation to the Village Board.

I thank you and the Village Board in advance for this consideration. We are so proud to bring such wonderful artists and their work to the people of our great town.

Please let me know of anything additional which may be required by us.

Sincerely,

Heather Williamson
Program Director
David Adler Music and Arts Center
heather@adlercenter.org

Memorandum

To: Members of the Parks and Recreation Committee

From: Connie Kowal, Director of Recreation and Sports Complex

Date: December 26, 2018

Subject: Other Updates/Follow-up

- A. Cook Park Playground Update (Verbal)
- B. Swimming Pool Operations Update (Verbal)
- C. Staffing Study Update (Verbal)
- D. Recreation and Sports Complex Calendar of Events (Attached)
- E. Recreation and Sports Complex Marketing & Publicity (Attached)
- F. General Project Updates (Verbal)

Recreation and Sports Complex Department Events

Corporate Team Building Event	December 5
Basketball Tournament	December 8 & 9
Pickleball League Appreciation Luncheon	December 14
Final Week of Dance Ensemble Classes for the Fall Session	December 10-14
Final Week before Holiday Break for Kinder Korner Pre-School classes	December 10-14
Breakfast with Santa at Crawford House	December 15
Basketball Tournament	December 15 & 16
Fabrications Technology Inc. Holiday Party	December 21
Basketball Tournament	December 22
Lake County Lightning Baseball Camp	December 26-27
Holiday "Sports & More" Youth Camp	December 26-December 28
Basketball Tournament	December 28 & 29

DAILY HERALD Mon. Dec 17, 2018 Neighbor Section Page 2, printed



JOIN OUR FITNESS CENTER



ANNUAL MEMBERSHIPS

ONLY \$365

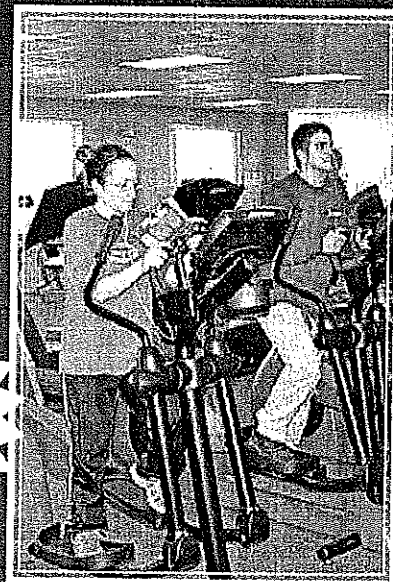
Membership Includes:

- Free Fitness Classes such as Yoga, Zumba, Cycle, H.I.I.T., Seniorcize, Cardio & Core, Strength & Flexibility & Basic Training
- No non-resident & no enrollment fees
- Special Family and Senior (60+) Rates
- LSC Fitness Center Member Magnet

(847) 367-1504



GET FIT IN 2019



1950 N. Highway 45
(Corner of Peterson Rd. & Route 45)



www.libertyvillesportscomplex.com/membership



JOIN OUR FITNESS CENTER



ANNUAL MEMBERSHIPS
Only \$365

Membership Includes:

Free Fitness Classes

- Yoga
- Zumba
- Cycling
- H.I.I.T
- Seniorcize
- Cardio & Core
- Strength & Flexibility
- Basic Training



- No non-resident & no enrollment fees
- Special Family and Senior (60+) Rates
- LSC Fitness Center Member Magnet

More Info



www.libertyvillesportscomplex.com/membership
or call (847) 367-1502



CORNER OF PETERSON ROAD AND ROUTE 45 NORTHWEST SIDE OF LIBERTYVILLE

Digital Ads in Daily Herald, December 2018

Ad copy digital ads in Daily Herald, December 2018

LIBERTYVILLE SPORTS COMPLEX

LSC
Libertyville Sports Complex
Proudly Serves Members

JOIN OUR FITNESS CENTER



ANNUAL MEMBERSHIPS ONLY \$365



GET FIT IN 2019

(847) 367-1504

Learn More

LIBERTYVILLE SPORTS COMPLEX

LSC
Libertyville Sports Complex
Proudly Serves Members

JOIN OUR FITNESS CENTER

ANNUAL MEMBERSHIPS

ONLY \$365

GET FIT IN 2019

(847) 367-1504

Learn More

LIBERTYVILLE SPORTS COMPLEX

LSC

JOIN OUR FITNESS CENTER >>

LIBERTYVILLE SPORTS COMPLEX

LSC
Libertyville Sports Complex
Proudly Serves Members

JOIN OUR FITNESS CENTER

ANNUAL MEMBERSHIPS

ONLY \$365

Membership Includes:

- Free Fitness Classes such as Yoga, Zumba, Cycle, H.I.I.T. and Seniorize
- No non-resident & no enrollment fees
- Special Family and Senior (60+) Rates
- LSC Fitness Center Member Magnet



(847) 367-1504

Learn More

LIBERTYVILLE SPORTS COMPLEX

LSC
Libertyville Sports Complex
Proudly Serves Members

JOIN OUR FITNESS CENTER

ANNUAL MEMBERSHIPS

ONLY \$365

GET FIT IN 2019

(847) 367-1504

Learn More

Friday December 28, 2018 Daily Herald, printed

LIBERTYVILLE
SP

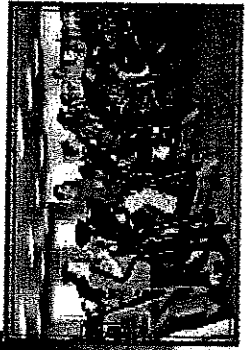


RTS
COMPLEX

LSC
Libertyville Sports Center
Fitness Center Member



Our Fitness Center



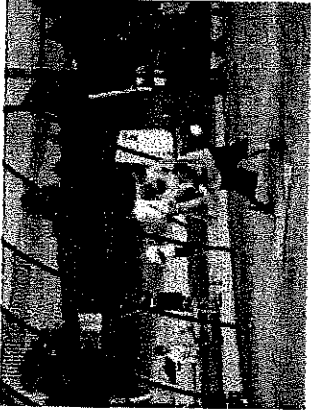
Get Fit in 2019!

ANNUAL MEMBERSHIPS ONLY \$365

Membership Includes:

- Free Exercise Classes, Open Gym, Climbing Mountain
- No non-resident fees... No enrollment fees
- Special Family Rates and Special Senior (60+) Rates
- LSC Fitness Center Member Magnet

ADULT SPORTS LEAGUES



Sign Up Now For

- Men's Basketball (18+ AND 30+ Leagues)
- Women's Basketball (18+ Leagues)
- Men's Indoor Soccer (18+ AND 30+ Leagues)
- Women's Indoor Soccer (30+ League)

Spring 2019
Leagues start in
April for:

- Adult Softball (12" & 16")
- Co-Ed Kickball

1950 N. Highway 45 (Corner of Peterson Rd. & Route 45)

www.LibertyvilleSportsComplex.com • CALL 847-367-1502

