

# CITY OF PALOS HEIGHTS



## RECREATION COMMITTEE

### Meeting Minutes

February 13, 2018

#### CALL TO ORDER

Chairman Key called the regular meeting of the Recreation Committee to order at 7:00 p.m. at the Palos Heights Administration Center, 7607 W. College Drive. In attendance were Aldermen Key, McGovern and Clifford, Parks & Recreation Director Mike Leonard, City Administrator Dan Nisavic, Lake Katherine Board Chairman Terry Horvath, and Recording Secretary Pat Sheppard. Absent was Alderman Bylut.

#### APPROVAL OF MINUTES

Chairman Key moved to approve the minutes of the January 9, 2018 meeting as written, seconded by Alderman McGovern. All in favor. Motion carried.

**ADDRESSES FROM THE AUDIENCE:** None

#### LAKE KATHERINE REPORT: Terry Horvath

- The Volunteer Appreciation Dinner was held on January 11 with 90 people in attendance.
- Volunteers continue clearing buckthorn and sow native seeds.
- A Natural Resources Management committee meeting was held recently to plan spring and summer adult education programs and work days.
- Another *Nature by the Books* series was recently held at the Palos Heights Public Library. Terry reminded the committee that Lake Katherine had received the George Palmer award for their cooperation with the library, which she accredited to the efforts of Gareth Blakesley and other staff members.
- Applications were coming in for tree and bench dedications.
- Bookings for wedding and other events were filling up quickly for the clubhouse and auditorium.
- A Nature and Literature Festival was scheduled for April 28.
- WinterFest was held on February 3 with approximately 420 people in attendance.
- There had been several changes made to the Board of Directors. The new officers were as follows: Terry Horvath, Chairman; Somali Tomczak, Vice Chair; Diana Roscish, Secretary; and Frank Oswald, Treasurer. There were three (3) resignations including Matt Hunt and two (2) of the HOA appointed members, and several new board members were welcomed. She felt there were some issues with the HOA members which she hoped would be resolved soon.
- Lake Katherine had a successful year financially and they were going to make a \$10,000 contribution back to the City as well as making much needed repairs and improvements to Lake Katherine facilities.
- Terry stressed that Lake Katherine was a beneficial attraction for the City that brings many visitors into the City...Lake Katherine was not a drain on the City as some people were saying.

She felt they were building good relationships with other organizations both inside and outside the Palos Heights community.

Chairman Key thanked Terry for her report. There was some discussion on other benefits Lake Katherine offers such as a healthy lifestyle and a means to getting back with nature. Mike Leonard said he could give Gareth some information on a program/campaign offered through the Illinois Parks & Recreation Association called *Unplug Illinois*. He said there was a whole environmental section about the benefits of nature and how to promote them. Mike said there was also an international organization called the Outdoor Walking Society that have events (nature trail hikes) around the country.

Alderman Clifford inquired if there was any update on the new parking lot at Lake Katherine. The City Administrator said they were still waiting to hear back from MWRD regarding the funding, but it looked promising.

**DIRECTORS REPORT:** Mike Leonard

- The first draft of the summer brochure was with the printer.
- The Recreation Department would be unveiling an Adopt-A-Park Program soon and Mike would bring it to the committee next month.
- Staff was working on a Marketing Plan and will move forward with it when the budget was approved.
- Mike had reviewed the proposed F/Y 2018 budget with Chairman Key.
- Basketball leagues, youth and men's, were in full swing.
- Mike and staff continue to work on the CAPRA accreditation and planned to submit the application in the fall. It was his hope to be accredited by the end of 2019 or 2020. Discussion ensued on the subject.

**NEW BUSINESS**

A. Proposal from Zenere Landscapes to provide Landscape Maintenance Services.

Mike explained to the committee there was an error on the recommendation memo in the packet. The two companies that submitted proposal were Zenere and Beary Landscape (not Hitchcock).

Chairman Key explained that Publics Works does the bulk of the landscaping work on the parks and other city-owned properties, but Zenere does more “manicure” type landscape work on a rotational basis. Mike noted Zenere was the City’s current provider for this service.

Chairman Key moved to accept the proposal from Zenere Landscapes in the amount of \$18,760.00 to provide landscape maintenance services for the City’s parks and the Recreation Center, seconded by Alderman McGovern. On a voice vote, the motion passed unanimously.

**AGENDA**

B. Proposal from Recreation Results to provide Professional Services for the Development of Performance Measurements.

Mike said he had received two (2) proposals for developing performance measurements for the Parks and Recreation Department: Recreation Results and Pros Consulting. Pros Consulting was more than \$17,000 higher than Recreation Results. He noted performance measures was

one of the standards that needed to be met for the CAPRA accreditation and would be useful for the Strategic Plan.

Chairman Key moved to accept the proposal from Recreation Results in the amount of \$3,780.00 to provide professional services for the development of performance measurements for the Parks and Recreation Department, seconded by Alderman McGovern. On a voice vote, the motion passed unanimously. **AGENDA**

C. Agreement with Central States Fireworks.

Mike explained the City had been using Central States Fireworks for 12 years or more at a cost of \$12,000.00 per year. He said they put on a fabulous show and three years ago Palos Heights' were ranked as the best. It was his recommendation to enter into a 3-year agreement with Central States at a cost of \$12,000 per year.

Chairman Key moved to approve a 3-year agreement with Central States Fireworks to provide the fireworks display for the City's Independence Day Celebration in the amount of \$12,000 per year, seconded by Alderman Clifford. On a voice vote, the motion passed unanimously. **AGENDA**

D. Parks and Recreation Department 2017 Annual Report.

Mike said this was the first year the department had prepared an annual report. The report summarized the year both financially and administratively, and included the pool and fitness center. Mike felt it was a very successful year. They were on track with the Master Plan and the Business Plan. Mike attributed the success to the efforts of his staff. Mike asked the committee to review the report at their leisure and he would be available to answer any questions.

**OLD BUSINESS**

None

**ALDERMEN'S COMMENTS/QUESTIONS:**

**ADJOURN**

There being no further business, Chairman Key moved to adjourn the meeting. All in favor. Meeting adjourned at 7:39 p.m.

Respectfully submitted,

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Patricia M. Sheppard  
Recording Secretary