

CITY OF PALOS HEIGHTS



RECREATION COMMITTEE

Meeting Minutes

March 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, Bylut and Clifford, Parks & Recreation Director Mike Leonard, City Administrator Dan Nisavic, and Recording Secretary Pat Sheppard.

APPROVAL OF MINUTES

Chairman Key moved to approve the minutes of the February 13, 2018 meeting as written, seconded by Alderman Clifford. All in favor. Motion carried.

ADDRESSES FROM THE AUDIENCE: None

LAKE KATHERINE REPORT: Chairmen Key reported on behalf of Gareth Blakesley

- Lake Katherine's waterfall was not going to be dyed green again this year for St. Patrick's Day due to parking issues in the past. If the parking lot expansion project is completed by next year, they will re-visit the event.
- Lake Katherine did remit a check to the City in the amount of \$10,000 as discussed at the last meeting.
- The Interior of the Nature Center and Auditorium was painted, probably the first time in over 10 years.
- Winter restoration was ongoing with removal of old phragmites, mowing and spraying of buckthorn before they start sprouting in spring Native seeding of areas was ongoing in these areas.
- A student work day was held from Sandberg High School and they were involved in removing phragmites.
- Gareth met with the Palos Kiwanis Club and gave a brief presentation about ways to partner, including promotion of their clean up days, a potential fall give away of native seeds and other options.
- Gareth attended a joint meeting with the Library Recreation Department, and the Public Arts Commission where they discussed the Recreation Program Book and ways to coordinate programs.
- Piloted a new restoration technique in the prairie, blanketing areas with invasive species with cardboard, then over seeding those areas with different grass seeds, then placing straw over the top. The success or not of this test plot will determine whether it will be a tool in our arsenal. We had 5 equal test plots with different grasses on each and a control plot.
- Gareth met with Green Hills, Justice, and Acorn public libraries to discuss ways to restore their grounds and partner.
- Gareth and staff gave a presentation on pollinators to Palos Heights Garden Club

- A Community Partnership Luncheon was held for those who have partnered with Lake Katherine heavily over the last year.
- A night hike was held which culminated in a campfire with marshmallows and hot chocolate.
- The parking lot expansion project, as indicated by the Mayor in his State of the City Address, is proceeding and was on the Roads and Construction Committee meeting agenda for this evening. The project will utilize best practices for green infrastructure, permeable surfaces, bio-swales, and green buffers to reduce storm water runoff.

Alderman McGovern voiced his disappointment in the waterfall not being dyed for St. Patrick's Day and also felt it was a big mistake. He felt that was one of Lake Katherine's biggest and most popular events which brought 100's of visitors to the area. He was disappointed in the lack of involvement of the Lake Katherine HOA members who were elected/appointed to the board to help resolve issues. He felt the HOA's would complain about one extra car parked, nonetheless more. Alderman Clifford concurred stating the event did bring much notoriety to Lake Katherine. The parking issue only last a couple of hours and the committee felt it could have been managed. Discussion ensued on the subject. Chairman Key said he would let Gareth know about the committee's disappointment.

DIRECTORS REPORT: Mike Leonard

- Shepard High School had reached out to Joe Smith to inform him that their school swim coordinator was retiring and inquired if the Parks & Recreation Department would be interested in taking over that program. Mike thought it was a great opportunity to offer swim classes, lap swims and water fitness classes to the community. He realized the program would have to be explored. He was aware of other communities that utilized the local high schools for aquatic classes and he would look into their agreements. Mike hoped they could get everything in place by the fall.
- The summer program book would be going to print by the end of the month.
- Mike distributed a 4-page informational brochure about the new Adopt-A-Park Program noting there would also be an application process and a waiver for civic groups/organizations to complete. A sign would be installed at the parks stating which group/organization adopted it. The group would be responsible for maintaining the grounds at the park. Mike said the Parks & Recreation Department would promote the program which would include reaching out to scout troops.

Alderman Clifford told Mike that Tom Crowhurst with the Lions Club had talked to him about the possibility of the Lions Club providing funding and some labor to improve a piece of city-owned property for a small play lot or passive park. Discussion ensued on the subject.

Alderman Clifford said he would have Mr. Crowhurst contact Mike.

The City Administrator read through the informational brochure and thought there were a few confusing points and that Mike should also check with IRMA in regards to volunteers.

- The annual Chocolate Chase Race was scheduled for Saturday, March 31.

NEW BUSINESS

- Palmer Park Master Plan Proposal. Mike said proposals were received from Upland Design and Teska Associates. After a thorough review of the proposals, it was Mike's recommendation to hire Upland Design in the amount of \$11,978.00 to provide professional services for the development of the Palmer Park Mater Plan which would include community meetings and design. If the OSLAD program opened up again, there would be an additional fee to help apply for the grant. Mike noted master plans had been developed for the Community, Crawford, and Meyer's Parks improvements. Mike said improvements to Palmer Park might include a walking

path around the perimeter of the park, a small shelter, a new playground with curbing, and renovated tennis courts. Discussion ensued regarding tennis and pickle ball courts.

Alderman Clifford moved to accept the proposal from Upland Design in the amount of \$11,978.00 to provide professional services to the City of Palos Heights for the development of the Palmer Park Master Plan, seconded by Alderman McGovern. On a voice vote, the motion passed unanimously. **AGENDA**

Alderman McGovern inquired why proposals/bids for the Recreation Department are not opened at a City Council meeting like Roads and Construction bids are. He was informed it was not required and it helped to expedite the project. Alderman Clifford stated opening bids at a public meeting was done for transparency.

B. Community and Palmer Park Tennis Courts Renovation.

Mike had received proposals from two (2) firms for professional services for Community and Palmer Parks tennis court renovations. The proposals include the development of a base plan, construction documents, bidding services, and construction observation. Mike noted that pickle ball courts would be added. The quotes for the services were as follows: Teska Associates was \$14,610, and Upland Design was \$21,570. It was Mike's recommendation to approve hiring Teska Associates.

Alderman Clifford inquired why this work would not be included in the Master Plan. Mike explained the difference was that the Master Plan was conceptual and does not develop construction plans or bidding documents.

Alderman McGovern asked if a water fountain could please be included in the renovation of Palmer Park. Mike confirmed there would be a water fountain.

Chairman Key moved to accept the proposal from Teska Associates to provide professional services for the renovation of the tennis courts at Community and Palmer Parks in the amount of \$14,610.00, seconded by Alderman McGovern. On a voice vote, the motion passed unanimously. **AGENDA**

C. Independence Day Celebration Rentals.

Chairman Key moved to approve hiring Big Top Rentals to provide tents, tables and chairs for the City's Independence Day Celebration in the amount of \$6,928.90, seconded by Alderman Bylut. On a voice vote, the motion passed unanimously. **AGENDA**

Mike confirmed this was the same company that had been used in the past.

D. Community Park: Sertoma Janitorial Services.

Mike explained they have an annual contract with Sertoma Centre to provide janitorial services for the PBO and Pavillion restrooms on the weekends (Friday, Saturday, Sunday). Mike said they had done a great job over the years.

Chairman Key moved to approve hiring Sertoma Centre Janitorial Services for the cleaning of the Community Park restrooms in the amount of \$1,263.00 per month, seconded by Alderman McGovern. On a voice vote, the motion passed unanimously. **AGENDA**

E. Pool Slides: Cleaning Service Systems, Inc.

Mike said the cleaning of the pool slides had been done in-house in the past, but they were not being caulked properly which should be done in the spring and the fall. Mike stated Cleaning Services Systems would clean, restore, wax and caulk the flume slide to extend its life.

Chairman Key moved to approve hiring Cleaning Services Systems, Inc to clean, restore, wax and caulk the flume slide and to clean and wax the drop slide in the amount of \$6,800.00, seconded by Alderman Clifford. On a voice vote, the motion passed unanimously. **AGENDA**

F. Parks & Recreation Revenue Policy.

Mike referred to the revenue policy in the meeting packet and explained it was a CAPRA accreditation requirement. He noted this was a policy specifically for the Parks and Recreation Department, not City wide. He further stated the policy basically was putting in writing their current practices. Mike said the policy only needed to be approved at the committee level.

Chairman Key moved to approve the Parks and Recreation Department Revenue Policy as presented, seconded by Alderman Clifford. On a voice vote, the motion passed unanimously.

G. PBO Request.

Mike said the Palos Baseball Organization requested approval to allow the lights to stay on until midnight on the Pony and North Fields on June 15 and June 22 for their annual coach's game and All-Star night.

Chairman Key moved to approve the request, seconded by Alderman McGovern. On a voice vote, the motion passed unanimously. **AGENDA**

OLD BUSINESS

None

ALDERMEN'S COMMENTS/QUESTIONS

Chairman Key noted he continues to receive compliments regarding the Recreation Center renovations and the Fitness Center. Aldermen McGovern inquired about memberships at the Fitness Center. Mike referred to the membership report in the committee packet and noted there was a gradual increase.

ADJOURN

There being no further business, Chairman Key moved to adjourn the meeting, seconded by Alderman McGovern. All in favor.

Meeting adjourned at 7:40 p.m.

Respectfully submitted,

Patricia M. Sheppard
Recording Secretary