

CITY OF PALOS HEIGHTS



RECREATION COMMITTEE

Meeting Minutes September 11, 2018

CALL TO ORDER

Chairman Key called the regular meeting of the Recreation Committee to order at 7:02 p.m. at the Palos Heights Administration Center, 7607 W. College Drive. In attendance were Aldermen Bylut and McGovern, Parks & Recreation Director Mike Leonard, City Administrator Dan Nisavic, LK Board President Terry Horvath, and Recording Secretary Pat Sheppard. Absent was Alderman Clifford.

APPROVAL OF MINUTES

Chairman Key moved to approve the minutes of the August 14, 2018 meeting as written, seconded by Alderman Bylut. All in favor. Motion carried.

ADDRESSES FROM THE AUDIENCE: None

LAKE KATHERINE REPORT: Terry Horvath

- The Monarch Butterfly Fest is on Sunday, September 16, from 11 a.m. to 4:30 p.m. New this year: 1.) You can enter a chance to win an Eco kit if you bring your water bottle to the event, 2.) Burpee Museum will be there with some dinosaur artifacts, 3.) The frog lady will be there with amphibians, and 4.) Wildlife Discovery Center will have reptiles and a chance to see a sloth. The Burpee Museum will be tagging the monarch butterflies after the event to see if they migrate. The butterfly tent location has been moved to the butterfly garden, and there will be a small spider's lair. Other activities and education aspects include information about the Mayor's Monarch Pledge, scarecrows, kayaks and hayrides. There will be water stations where people can refill their water bottles in an effort to reduce plastic waste at the event. The entrance fee was increased to \$7 per person, children under 2 are free. Terry noted there may be discounts on Groupon.
- Canoe and kayak season will end on Columbus Day. Rentals were good this year.
- Tree orders are being submitted for fall planting which usually starts at the end of September depending on weather conditions.
- A variety of benches have also been installed recently.
- Routine maintenance includes mowing of the bike trail, trash and recycling pick up, and ongoing invasive species control.
- Planning for Fall Fest events include: an evening Cal Sag bike ride with the Recreation Department, fall night hike with the Library, and a new event in November called "Stories by the Lake" - an evening of poetry and prose with writers and performers presenting on the nature of place. Some of the annual program events are fall fishing, fall hayride and scrapbooking.
- Gareth will be bringing the draft Balloon Ordinance for Lake Katherine to the October meeting as an agenda item.

- The Summer Series fundraising events were great and well attended: Beer and Bullfrogs in June, Wine and Nature in July, and Sunset Sonata in August. They hope to plan more of these type of events in the future.
- Terry read some excerpts from McCloud's Summer Newsletter. McCloud is the contractor used to implement Lake Katherine's lake management plan and treat for algae. Weather conditions for the past three years have made it difficult to maintain/treat algae. Terry said they do get complaints from people about the amount of algae in the lake, but it had been very challenging and they have been working on trying to control it. Mike Leonard said they had algae problems at the pool this summer as well and had a hard time getting it under control.

DIRECTOR'S REPORT: Mike Leonard

- The Tennis Courts Renovation Project was moving forward. The new courts were paved and takes two (2) weeks to cure. The fence contractor had started to core and auger the holes to set the posts for the fencing. The courts will then be color-coated.
- They are planning for a Night Bike Ride with Lake Katherine.
- The Fall program book had come out in August and they were now working on the Winter-Spring book.
- The Cook County Clerk's Office has been using the Recreation Center for training of judges and Early Voting workers which brings in some additional revenue.
- Morris Engineering is preparing the bid documents for the Pool's Concrete Deck Replacement Project to go out for bid. Mike hopes to expedite this project to get it completed before winter.
- Mike referred to the Preliminary Pool Report in the committee's packet and noted the following: Daily gate admissions were \$110,322 which exceeded the budget amount of \$94,000; Concessions were \$49,548.78, budgeted was \$47,000; pass sales were \$104,000, budget was \$114,000. The estimated 2018 revenue was \$288,270.78, but Mike would not have the final numbers/report until November. Mike noted the pool has been operating in the black for the past nine (9) years since the renovation and other improvements.

NEW BUSINESS

1. Performance Measurement Report. Mike referred to the report prepared by Recreation Results. He explained there was a dashboard/excel program they will use to enter the data from the report in order to track their performance. The consultant conducted staff workshops to review the strategies to help them identify the performance measures. The performance measures they will be tracking are: total number of registration and sales; total earned revenue; household return rate; develop customer satisfaction with key touch points; innovation pilots launched; percent of residents served through paid services; staff morale and engagement; and community perception of department. Tracking will become important after year 2 to have comparative data for evaluation purposes. Mike also noted performance measures are required for CAPRA accreditation.

Chairman Key moved to approve the Performance Measurement Report for the Parks & Recreation Department, seconded by Alderman McGovern. On a unanimous voice vote, the motion carried. **AGENDA**

2. Facility Rental Fee Waiver Request. Mike said the Palos Heights Garden Club currently meets at Lake Katherine but needs a larger space and would like to move their meetings to the Recreation Center. Because they are a non-for-profit organization, it was Mike's recommendation to approve the rental fee waiver request as is done for other local community groups.

Chairman Key moved to approve the facility rental fee waiver request for the Palos Heights Garden Club, seconded by Alderman Bylut. On a unanimous voice vote, the motion carried.
AGENDA

ALDERMEN’S COMMENTS/QUESTIONS

Alderman McGovern had two requests: 1.) He asked if a handicap help bar could be installed in the bathrooms in the old section (like in the new addition), and 2.) Could a handicap parking spot be added in the parking lot by the northwest door. Mike said he would address both of the requests and felt ADA funding could be used to cover the costs.

Chairman Key passed along a compliment he had received regarding the friendliness and knowledge of staff, and the cleanliness of the Recreation Center.

ADJOURN

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

Meeting adjourned at 7:33 p.m.

Respectfully submitted,

Patricia M. Sheppard
Recording Secretary