



City of Palos Heights
Recreation Committee Meeting
Tuesday, April 13, 2021
7:00 p.m.
MINUTES

CALL TO ORDER

Chairman Key called the regular meeting of the Recreation Committee to order at 7:00 p.m. at the Palos Heights City Hall, 7607 W. College Drive. In attendance were Chairman Key, Alderman Bylut, Alderman McGovern, Alderman Clifford, Director of Parks and Recreation Matt Fairbanks, Director of Lake Katherine Gareth Blakesley, IT Coordinator Chuck Hankus, and Recording Secretary Lauren Koszola.

APPROVAL OF MINUTES

Chairman Key moved to approve the minutes of the March 9, 2021 meeting as written, seconded by Alderman Clifford. On a voice vote, the motion passed unanimously.

PUBLIC COMMENT - none

LAKE KATHERINE REPORT

Director Gareth Blakesley provided the Lake Katherine update:

- Phase one of the Parking Lot concept is now under review by IDOT. IDOT is assessing to see if the project's scope meets the criteria initially laid out for the use of the funds from the South West Conference of Mayors. Said funding comes from a federal program STP (Surface Transportation Program) funds and is typically used for bike trail projects, not necessarily parking expansions. The budget cost for phase one is estimated at \$872,000. This includes additional elements on the plan, such as the detention basin and surveying, which totals \$44,000 and does not include the access road on the plan's right side. The access road will come at a later date. Funding is coming from the South West Conference of Mayors. The funding was requested and was increased from \$633,000 to \$719,000. This is the Federal STP fund. This fund is matched from MWRD funds to an amount of \$184,000 and is 20% matched. MWRD match requirement dictates the use of the most up-to-date green infrastructure. The current estimated timeline for the project is two years.
- Lake Katherine will be hosting several events and programs for Earth Day and Arbor Day, including recycled garden art, earth day celebration, all about herbs, and multiple children's programs. The Brews and Birdhouse event was held on Thursday, March 11, and was sold out. Adventure Spring Walk and the Egg Hunt had 70 participants. All that attend were split into different groups and time slots.
- Canoe and kayak rentals will resume a week before Memorial Day. Rentals, in general, are starting to pick up from April through October. Staff is hoping that rentals remain steady for the remainder of the year.
- Lake Katherine staff participated in First Aid and CPR Training the first two weeks of April.

- Public works started chipping the walking trail for the spring and summer seasons. A pole was removed by the Nature Center to make the space favorable for weddings and to become a location for future rentals possibly.
- Volunteers will be working on getting the gardens prepped, along with multiple work days coming up to help clean up around the lake.
- Lake Katherine staff have secured a couple of Nature Landscaping contracts for creating a 10X10 pollinator garden. One will be going to a Montessori School in Blue Island, and another will be for a Palos Heights resident. There is one more potential garden in the works for a school in Worth.
- The Clubhouse had ADA accessible doors installed recently, and a portable restroom was installed near the garage.

PARKS & RECREATION REPORT

Director of Parks and Recreation Matt Fairbanks, provided the Parks & Recreation update:

- **Staff Update-** On March 22, Administrative Support Supervisor, Jessica Swiedals, informed staff that she had accepted a new job and her last day with the Parks and Recreation Department was April 1. Staff began interviews the week of April 12 and will continue to do 1st round interviews for the next couple of weeks. Staff hope to have an offer by mid-May for the position.
- **Recreation Center-** With the work on the electric poles along 127th street, ComEd reached out to schedule a date to coordinate a power outage for work that would affect the Recreation Center. The power outage is scheduled for Saturday, May 1, and the Recreation Center will be closed that day. Staff will send out emails to members to inform them about the closing.
- **Cal-Sag Trail-** People's Gas communicated to the Director of Public Works, Adam Jasinski, regarding work on the Cal-Sag Trail's west end. People's Gas needs to do some follow-up work from a project from last year. The project is near Fullers Carwash on Southwest Highway. Work will begin in July 2021. They are estimating the work will last two weeks.

IDOT will be closing one lane of the Cal-Sag Trail at the Harlem underpass for repair and painting. They will need to install decking under the bridge. The decking will limit the height of the trail. Users can continue to bike and walk under but could not stand up on their bike while going under the underpass. Staff requested signage be made to inform trail users of reduced lane width and signage about the overhead height. IDOT will block off the lower area or close it off entirely if the headroom is an issue for users. IDOT informed staff that the project would begin in late May and take about four months to complete.

- **Misty Meadows-** The Mayor has reached out to the Schofield Family Foundation, which Kendall Coyne and Michael Schofield run to inquire about a possible donation. The Mayor discussed possible locations and the possibility of working together. A packet was sent to the Foundation for review. Kendall Coyne's father, who helps facilitate the Foundation, has followed up with The Mayor about scheduling a meeting.
The Misty Meadows project schedule that JSD put together for the City, has a Community meeting needing to take place either late April or in May. The Community meeting will provide an outlet for the residents to come and give feedback on what they would like to see developed at the park. Director Fairbanks will be sending the Committee an email to secure a date for the Public Meeting.

- **Book Buddy Bench-** Alderman Key and Director Fairbanks received an email from Kristin Restivo, current Palos Heights resident and former Recreation Department Little Learners Preschool staff. The email was requesting to privately honor a former Parks and Recreation Department Little Learner’s preschool teacher, Natalie Multack, who suddenly passed away in September of 2020. In Ms. Multack’s honor, Kristin Restivo would like to gift a “Book Buddy Bench” and Children’s Library Box on Recreation Center property as a way to foster friendship & reading readiness within the Palos Heights Community. Director Fairbanks brought it to the Committee’s attention that the presented bench didn’t meet the park design standards. He also discussed the location of where the resident wanted the bench. Director Fairbanks also suggested that the City come up with a policy for memorials for the future as this is the second request about a memorial. Alderman Key suggested Director Fairbanks reach out to City Administrator about the creation of the policy. Alderman Key also suggested that Director Fairbanks invite Kristin Restivo to the next Recreation Advisory Board meeting to present this idea to the board.
- **CAPRA-** Staff continues to work on completing assigned standards. Superintendent of Facilities Joe Smith has helped assist staff during the check-in meetings. At the most recent CAPRA meeting, staff did an inventory on the current completion status. The staff has 100 of 154 total standards completed or near completion. Of these 154 standards, 36 are considered fundamental and must be completed. The staff has 20 of the 36 completed or near completion. Staff is still on schedule to complete the accreditation.

NEW BUSINESS

1. Motion to approve Campfire Concepts payment #3 in the amount of \$4,250.00 for work on a Strategic Plan, Marketing Plan and Branding Style Guide for the Parks and Recreation Department.
Alderman Key motioned to approve Campfire Concepts payment #3 in the amount of \$4,250.00 for work on a Strategic Plan, Marketing Plan and Branding Style Guide for the Parks and Recreation Department. Alderman Clifford seconded the motion. On a voice vote, the motion passed unanimously. – **AGENDA**
2. Motion to approve Upland Design payment #1 in the amount of \$4,140.00 for work on Master Plan Park Planning for Orchard Park.
Alderman Key motioned to approve Upland Design payment #1 in the amount of \$4,140.00 for work on Master Plan Park Planning for Orchard Park. Alderman Bylut seconded the motion. On a voice vote, the motion passed unanimously. - **AGENDA**
3. Motion to approve the agreement between the Parks and Recreation Department and Experimental Station for participation in the Link Up Illinois Link Match Grant Program.
Alderman Key motioned to approve the agreement between the Parks and Recreation Department and Experimental Station for participation in the Link Up Illinois Link Match Grant Program. Alderman Bylut seconded the motion. On a voice vote, the motion passed unanimously. - **AGENDA**
4. Motion to enter into a 48-month copier lease in the amount of \$175.75/month with Choice Office Equipment.
Alderman Key motioned to approve entrance into a 48-month copier lease in the amount of \$175.75/month with Choice Office Equipment. Alderman Clifford seconded the motion. On a voice vote, the motion passed unanimously. - **AGENDA**

5. Approval to amend agreement with Tivity Health and the Silver Sneakers program for the purpose of removing associated partner programs of Tivity Health.
Alderman Key motioned to approve amend agreement with Tivity Health and the Silver Sneakers program for the purpose of removing associated partner programs of Tivity Health. Alderman Clifford seconded the motion. On a voice vote, the motion passed unanimously. - **AGENDA**

6. Motion to approve Zenere Landscape proposal in the amount of \$8,100.00 for spring and fall clean up at parks, the swimming pool, and recreation center. They will make monthly maintenance visits to the Recreation Center, Walsh-Westgate Park and the Veterans play lot, and mid-summer pruning at the pool.
Alderman Key motioned to approve Zenere Landscape proposal in the amount of \$8,100.00 for spring and fall clean up at parks, the swimming pool, and recreation center. They will make monthly maintenance visits to the Recreation Center, Walsh-Westgate Park and the Veterans play lot, and mid-summer pruning at the pool. Alderman Clifford seconded the motion. On a voice vote, the motion passed unanimously. - **AGENDA**

Discussion- Alderman Clifford was in communication with some residents about the possibility of getting additional playground pieces at Veterans Play Lot. The residents suggested a possible slide or carousel. Alderman Key suggested to Director Fairbanks to price a couple of equipment options to add to the existing playground equipment at Veterans Play Lot.

OLD BUSINESS – none.

ADJOURNMENT

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

Meeting adjourned at 7:56 p.m.

Respectfully submitted,

Lauren Koszola – Recording Secretary