



City of Palos Heights
Recreation Committee Meeting
Tuesday, September 14, 2021
7:00 p.m.
MINUTES

CALL TO ORDER

Chairman Key called the regular meeting of the Recreation Committee to order at 7:07 p.m. at the Palos Heights City Hall, 7607 W. College Drive. In attendance were Chairman Key, Alderman Bylut, Alderman Begley, Alderman Clifford, Director of Parks and Recreation Matt Fairbanks, Director of Lake Katherine Gareth Blakesley, and Recording Secretary Lauren Koszola.

APPROVAL OF MINUTES

Chairman Key moved to approve the minutes of the August 10, 2021 meeting as written, seconded by Alderman Begley. On a voice vote, the motion passed unanimously.

PUBLIC COMMENT – None

LAKE KATHERINE REPORT

Director of Lake Katherine Gareth Blakesley provided the Lake Katherine update:

- The August monthly fishing day had 30 participants in attendance.
- The new meditation garden opened in the Children’s Forest.
- The Golden Oldies night had 35 people in attendance.
- The Sunset Sonata had 35 people in attendance.
- Lake Katherine staff attending the Welcome Back Trinity College Event.
- Staff starting meeting with the Trinity Christian College Consultant Group.
- Two evening canoe kayak tour had 13 people in attendance
- Fall planting planning including tree replacement and new tree and shrub dedications.
- Vegetation clearance in front of benches all south shore benches have clear views to the lake.
- Family Camp Out was held in August.
- Monarch Celebration is on September 18 and 19. Monarchs and Margaritas fundraiser is on Friday September 17.

PARKS & RECREATION REPORT

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

- **Misty Meadows-** Staff presented the updated playground renderings to the RAB in August. Those in attendance liked and supported the playground layout and color scheme presented. The updated concepts were also shared with the Schofield foundation. Both Kendall and Michael’s feedback, was they liked the overall playground but wanted to try to include additional colors and sports along with what we already had which was hockey, football and soccer. Director Fairbanks brought the ideas back to JSD and have a scheme that has 13 total sports including representation of Paralympics and Olympic sports including Rowing, Swimming and Gymnastics. JSD prepared Bid documents to be advertised once approval from the attorney and IRMA is confirmed. The invitation to bid for contractors will be posted in local papers by the end of September with a bid opening to take place in the mid to late October.

- **Orchard Park/OSLAD-** Director Fairbanks worked with Upland Design to prepare an OSLAD application for the Orchard Park. The application was sent out prior to the deadline of September 1st and receipt was confirmed by IDNR. The application included letters of support from Senator Cunningham, Representative Hurley, Representative Slaughter, SWSRA and the Palos Heights Public Library Director. The matching grant amount ended up being \$282,100.00. The next step in the processes is for IDNR to review all OSLAD applications. After they review they will request site visits and possibly call with any questions about the project. Afterwards, IDNR will invite grant candidates to Springfield to present the project to committee in late 2021 or early 2022. 30 to 60 days after the project is presented they will announce grant recipients.
- **Pool-** The 2021 pool season concluded on Monday, September 6th. This year the pool began its season with limited operations due to Covid-19, however soon after opening all restrictions were lifted and the pool could operate a full capacity. This year the pool had 1,322 season passes sold which led to pass revenue of \$73,100. In addition to our pass holder's pool attendance, the pool had 22,000 visits took place. The drop-in visits came to \$92,000 in sales. Swim lessons also had a very successful season with 350 participants and \$21,602 in revenue. A final report will be presented at a later time once staff has all the final expense and revenues collected.
- **Recreation Center Hours-** Staff discussed with Alderman Key and City Administrator Strohl the hours of operation for the Recreation center after Labor Day. The hours of operation on the weekends scheduled through Labor Day weekend are Saturdays 7:30am- 7:00pm and Sundays 7:30am-5:00pm. Hours adjust after Labor Day on weekends to later in the evening for both of those.

As with many businesses right now, we are operating the fitness desk and front desk short staffed. We have been able to make a few job offers recently but it will take another 2-5 weeks to be fully train to be able to work shifts solo. In order to best serve our patrons and to not burn out our current staff we would like to keep the adjusted summer hours through the final weekend in September.

Historically fitness center usage and front desk registrations are not in high demand during the later hours on weekends. If we have renter interested in an event after closing hours we will work to accommodate those requests on a case by case situation. Both Alderman Key and City Administrator Strohl agreed with this plan of action.

- **Fitness Center Equipment-** Our current 5-year lease for Fitness Center equipment expires in early 2022. All current equipment is currently out of warranty and all repairs are paid at cost. Staff is currently working with vendors on pricing for new, upgraded equipment. A new 3-year proposal will include estimated costs, resale / trade-in value of the current equipment, a new financing estimate, and information sheets on the proposed equipment. Currently our lease is in the final payments and payments are \$3,365 during a 60 month period. One of the new proposed lease is a 3 year at \$2,750. The new models have more technology such as Bluetooth connection for head phones and access for the user to log into streaming services. This equipment will have more interactive features to allow members better individualized workouts. All new equipment will be covered for three years parts and labor to match the time of the lease as well. Attached in the packet are two documents. One is the original lease memo presented to the Rec Committee in 2016 for the purchase of equipment and the second is one of the new proposals of new cardio equipment. Staff would like to speak to fitness center members to see if there is certain equipment they would like to see or would like to change.
- **CAPRA Update-** Staff has worked extremely hard over the last 30 days on CAPRA standards which need to be completed. Staff are also reviewing CAPRA standards that have been marked as complete and updating and editing as needed. Staff will be presenting a few Parks and Recreation Department

policies and procedures to the City Administrator and the Recreation Committee next month to satisfy some outstanding standard requirements. We should be hearing from NRPA sometime in the fall when are self-evaluation review will take place in 2022. Once that date has been determined, the Department is required to submit completed self-evaluation 10 weeks prior to the visit date.

NEW BUSINESS

- a. Motion to approve addendum 1 to the agreement between the Parks and Recreation Department and Experimental Station for participation in the Link Up Illinois Link Match Grant Program to award an additional \$5,000.00 in funds to be used by December 31, 2021.
Alderman Key motioned to approved addendum 1 to the agreement between the Parks and Recreation Department and Experimental Station for participation in the Link Up Illinois Link Match Grant Program to award an additional \$5,000.00 in funds to be used by December 31, 2021. Alderman Bylut seconded the motion. On a voice vote, the motion passed unanimously. – **AGENDA**
- b. Motion to approve JSD’s Legal Bid Notice for the Misty Meadows park project upon review and approval from IRMA.
Alderman Key motioned to approved JSD’s Legal Bid Notice for the Misty Meadows park project upon review and approval from IRMA. Alderman Clifford seconded the motion. On a voice vote, the motion passed unanimously. – **AGENDA**
- c. Motion to approve payment to JSD Professional Services in the amount of \$7,530.00 for work done on the Misty Meadows park project.
Alderman Key motioned to approved payment to JSD Professional Services in the amount of \$7,530.00 for work done on the Misty Meadows park project. Alderman Bylut seconded the motion. On a voice vote, the motion passed unanimously. – **AGENDA**
- d. Motion to approve the Parks and Recreation 2021-2024 Strategic Plan.
Alderman Key motioned to approve the Parks and Recreation 2021-2024 Strategic Plan. Alderman Begley seconded the motion. On a voice vote, the motion passed unanimously. – **AGENDA**
- e. Motion to approve final payment to Campfire Concepts for work on the Parks and Recreation 2021-2024 Strategic Plan in the amount of \$4,250.00.
Alderman Key motioned to approve final payment to Campfire Concepts for work on the Parks and Recreation 2021-2024 Strategic Plan in the amount of \$4,250.00. Alderman Bylut seconded the motion. On a voice vote, the motion passed unanimously. – **AGENDA**
- f. Motion to approve hiring Central States Fireworks in the amount of \$18,000.00 for the July 3, 2022 Independence Day Celebration.
Alderman Key motioned approve hiring Central States Fireworks in the amount of \$18,000.00 for the July 3, 2022 Independence Day Celebration. Alderman Clifford seconded the motion. On a voice vote, the motion passed unanimously. – **AGENDA**

OLD BUSINESS-

- a. **RAB Member Recruitment-** After the last meeting, staff followed up with the eight residents that indicated they had some interest in applying for the RAB positions. Out of the eight that staff reached out to, four of them submitted applications. The applications will be reviewed and discussed at the next scheduled RAB meeting. After this meeting interviews will be scheduled. Director Fairbanks and RAB will present their recommendations to the Recreation Committee and the Mayor for appointment in October.

ADJOURNMENT

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

Meeting adjourned at 7:39 p.m.

Respectfully submitted,

Lauren Koszola – Recording Secretary