



City of Palos Heights
Recreation Committee Meeting
Tuesday, October 12, 2021
7:00 p.m.
MINUTES

CALL TO ORDER

Chairman Key called the regular meeting of the Recreation Committee to order at 7:03 p.m. at the Palos Heights City Hall, 7607 W. College Drive. In attendance were Chairman Key, Alderman Clifford, Alderman Begley, Alderman Bylut, Director of Parks and Recreation Matt Fairbanks, Director of Lake Katherine Gareth Blakesley, and Recording Secretary Tayler Swiedals.

APPROVAL OF MINUTES

Chairman Key moved to approve the minutes of the September 14, 2021 meeting as written, seconded by Alderman Bylut. 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 Monarch Celebration was held on September 18th and 19th raising approximately \$8,500 with a cost of \$3,500. This year's events included timed entries allowing guests access to the butterfly tent, tractor rides, animal guests, crafts, and the University of Illinois Ask A Master Gardener table. Lake Katherine staff would like to thank all the staff, volunteers, public works and the police department for all the help to put on this event.
- The Monarchs and Margaritas fundraiser was held on September 17th where guests and sponsors were able to release a butterfly in the tent. The event had a revenue of \$7,484.34.
- MWRD Commissioners Du Blucet and Sepulveda and staff visited Lake Katherine for a tour around the facilities.
- Education classes and after school programs have been filling up for this year.
- Lake Katherine is entering tree dedication season, and will be planting the trees throughout the fall season until the ground freezes. They will be replacing the trees that were lost this summer.
- Lake Katherine had 2 work groups including an adult transition program and an accounting group come out.
- The last fishing day of the year was Saturday, October 9th with 35 people in attendance.
- Staff from Lake Katherine, the Parks and Recreation Department and the Library began meeting again to collaborate efforts for events.
- Lake Katherine will be holding their Oaktober event on Saturday, October 16 from 2-7 pm. One Allegiance will be selling alcohol, and Oak saplings that were donated will be given out. This is a free event.

PARKS & RECREATION REPORT

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

- **Misty Meadows-** JSD revised the bid documents to be in accordance with our city's codes per the suggestions from Morris Engineering. Fencing needs to be removed from the East end of the lot due to a sewer line placement. Additional landscape buffers will be added to replace the fencing. The drinking fountain had to be removed because there are no viable means to hook it up on the property. The bid documents have been approved and were submitted for public notification in the paper last

Friday. We are scheduled for the bid open Thursday, October 28th at 2:00 pm at City Hall. Once the bid open takes place, we will begin purchasing playground equipment as discussed previously. The RAB members were presented options for the pour n play color scheme at the September meeting, and the board members preferred the hunter green, bright green, and black mix for the field colors, and the gray for the sports figures.

- **Recreation Program Manager-** Jenna Scinto had her last day Friday, October 1st, and the staff posted the position on September 27th and have received 6 applicants to date. Staff will begin interviews next week.
- **Power Softball Scoreboard-** Director Fairbanks and staff met with the Jeff from Power to discuss the possibility of adding a scoreboard to their field closest to the PBO. They are proposing to install a similar scoreboard to the Bronco field at PBO which would be 14 feet wide and 5 feet high located in the right field area between first and second base to be closer to access to power from the restroom. The sign would be paid for by a donor, and the maintenance and upkeep would be the responsibility of Power. They are preparing a proposal for Director Fairbanks to present to the Recreation Committee. Power will be required to purchase an AED per the affiliate agreement before the scoreboard is approved. Director Fairbanks was initially against the scoreboard, but reconsidered after Power agreed to reposition the location of the scoreboard and forego fencing around it.
- **Veterans Day Breakfast-** Staff will be hosting the annual Veterans Day Breakfast in the Orchard Room at the Recreation Center on Wednesday, November 10th from 9-10:30 am. All elected officials and senior staff have been invited. We currently have 49 people registered for the event with a typical outcome of around 100 guests. Alderman Clifford expressed his appreciation for the event. Alderman Clifford suggested putting out a donation box for the Manteno Veterans Home at the Recreation Center for the holiday season.
- **CAPRA-** With the National conference behind us, staff is waiting to receive a date for our evaluation and whether it will be virtual or on-site sometime this month or early next month. Staff is required to submit and upload everything 10 weeks prior to the date of the evaluation. Staff is working on preparing new department procedures including a recycling program, youth concussion protocols, and a social media program. Staff is working with City Administrator David Strohl to get these procedures approved. The RAB members have suggested staff research examples of these procedures in like-size communities, and Director Fairbanks has been in contact with colleagues to get this information. The next CAPRA meeting is later this week.

NEW BUSINESS

- a. Motion to approve payment to the Southwest Special Recreation Association (SWSRA) in the amount of \$7,623.13 for summer camp inclusion services.
Alderman Key motioned to approve payment to the Southwest Special Recreation Association (SWSRA) in the amount of \$7,623.13 for summer camp inclusion services. Alderman Clifford seconded the motion. On a voice note, the motion passed unanimously. – **AGENDA**
- b. Motion to approve payment to Upland Design in the amount of \$10,869.88 for professional services for Orchard Park and the OSLAD grant application .
Alderman Key motioned to approve payment to Upland Design in the amount of \$10,869.88 for professional services for Orchard Park and the OSLAD grant application. Alderman Clifford seconded the motion. On a voice note, the motion passed unanimously. – **AGENDA**
- c. Motion to approve proposal from Upland Design in the amount of \$4,650.00 for the Palos Pool Landscape Plan.
Alderman Key motioned Alderman Key motioned to approve the proposal from Upland Design in the amount of \$4,650.00 for the Palos Pool Landscape Plan. Alderman Clifford seconded the motion. On a voice note, the motion passed unanimously. – **AGENDA**

- d. Motion to approve the recommendations of the Recreation Advisory Board candidates for the Mayor's approval.

Alderman Key motioned to approve the recommendations of the Recreation Advisory Board candidates for the Mayor's approval. Alderman Begley seconded the motion. On a voice note, the motion passed unanimously.

OLD BUSINESS-

- a. **Veterans Tot Lot-** After reviewing the budget and having to push back work for Misty Meadows into next year, money has opened up in capital to purchase a slide for the tot lot this year. The vendors have informed Director Fairbanks that prices for playground equipment will be increasing significantly in the coming year. Public Works will install the slide next year. Due to safety issues, the lot and swings will be pushed back and the slide will go in the middle. Director Fairbanks will prepare an official invoice to present at next month's Recreation Committee meeting. Alderman Clifford suggested adding seating for the lot.
- b. **Cal-Sag Trail Sealcoating-** Last month, we did sealcoating and line stripping at Cal Sag from Lake Katherine's parking lot through Chicago Christian's branch of the pathway. A segment in front of the garden area by Lake Katherine will be changed from all yellow to white to delineate what side to use when coming off the trail.
- c. **Fitness Center Hours-** Based on attendance and lack of staffing, staff is suggesting to keep the current hours for the fitness center through the remainder of the year to be revisited at the beginning of next year. The committee members agreed were in agreeance.

ADJOURNMENT

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

Meeting adjourned at 7:37 p.m.

Respectfully submitted,

Tayler Swiedals – Recording Secretary