



City of Palos Heights  
Recreation Committee Meeting  
Tuesday, October 13<sup>th</sup>, 2020  
7:00 PM  
**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 Clifford, Alderman McGovern, Director of Parks and Recreation Matt Fairbanks and Recording Secretary Jessica Swiedals. Gareth Blakesley was absent from the meeting.

**APPROVAL OF MINUTES**

Chairman Key moved to approve the minutes of the September 8<sup>th</sup>, meeting as written, seconded by Alderman Clifford. On a voice vote, the motion passed unanimously.

**PUBLIC COMMENT** - none

**LAKE KATHERINE REPORT**

Representative from Lake Katherine was absent from meeting.

**PARKS & RECREATION REPORT**

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

- **Palmer Park-** Over the past month, work has been continuing on the park. Dirt has been spread on the baseball field, approximately ninety percent of the playground equipment has been delivered and some has been installed. The shelter is currently being installed, benches along the path have been installed and stone has been delivered to the playground for the pour and play foundation. Integral Construction provided Rec staff with a schedule for completion indicating that this current week as well as next week much of the remaining work will be completed on site including the site furnishings being installed, the remainder of the concrete and asphalt work as well as the color coding on the basketball courts. Finally, to be completed will be the parking lot and landscaping. Recreation staff as well as Upland Design have concerns over the timeline. The completion date is October 19<sup>th</sup> with the punch list and occupancy turnover scheduled for November 2<sup>nd</sup>. There was a delay with the playground equipment for over two weeks and during that two week period construction could have continued on other areas of the park however, there were days that no work was completed. The deadline may not be met for this project and due to that Director Fairbanks reached out the city attorney too see about how to pursue the liquidated damages.
- **Special Events-** October 2<sup>nd</sup> the Recreation staff held a movie in the park showing the movie Onward. There were about thirty people who participated and the kids went home with a fall themed craft. On October 3<sup>rd</sup> Recreation staff hosted a concert in the park sponsored by CNB Bank. Miss Angie performed children's songs and the band "What About Bob" played for about one hundred and twenty people. Masks were required and hand sanitizing stations were available throughout the park. There was also signage encouraging social distancing located throughout the park. Recreation staff will be having a drive through trick or treat event in the pool parking lot and Community Park where families can drive through and collect candy that is being passed out by various vendors, businesses and staff. This event will be held on October 31<sup>st</sup> from 10 am to 12 pm.

- **Outdoor Basketball Courts-** Recreation staff are re-opening the outdoor basketball courts. Signage will be added to encourage social distancing and to deter sick people from visiting the courts. Alderman McGovern inquired about adding a small basketball court near the tennis courts. Director Fairbanks agreed to look into this matter.
- **CAPRA-** Staff continued to work on CAPRA and started learning how to use Microsoft Teams and Knowledge Owl. Both of the platforms allow staff to share documents and files as well as store data for all of the standards. The strategic plan, marketing plan and public relations plan as well as a possible new ADA plan will all need to be updated. Staff filled out an updated timeline of estimated completion dates for their assigned standards. Staff are hopeful to finish before the deadline.
- There was discussion about the Misty Meadows property and the development of a new tot lot and small park. Director Fairbanks requested the approval to utilize JSD for professional services.

## **NEW BUSINESS**

1. Motion to approve Upland Design's payment in the amount of \$ 8,375.90 for professional services completed on the Palmer Park project.  
Alderman Key motioned to approve the payment to Upland Design in the amount of \$3,471.92 for professional services completed on the Palmer Park project. Alderman McGovern seconded the motion. On a voice vote, the motion passed unanimously. - **VOUCHER**
2. Motion to approve the Integral Construction payment #2 in the amount of \$ 177,812.02 for work completed on the Palmer Park project.  
Alderman Key motioned to approve the Integral Construction payment in the amount of \$177,812.02 for work completed on the Palmer Park project. Alderman McGovern seconded the motion. On a voice vote, the motion passed unanimously. **AGENDA**
3. Motion to approve moving forward with JSD for professional services to develop the Misty Meadows property.  
Alderman Key motioned to approve the decision to go with JSD for professional services for the Misty Meadows Property. Alderman Bylut seconded the motion. On a voice vote, the motion passed unanimously. -**VOUCHER**

## **OLD BUSINESS –**

### **ADJOURNMENT**

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

Meeting adjourned at 7:30 p.m.

Respectfully submitted,

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Jessica Swiedals  
Recording Secretary