

**Village of Antioch
Park Commission Meeting
Municipal Building: 874 Main Street, Antioch, Illinois
Wednesday October 23, 2013**

CALL TO ORDER

Park Board Chairman Jim Weber called the October 23, 2013 regular meeting of the Park Board to order at 7:09 pm in the Municipal Building: 874 Main Street, Antioch, IL.

PLEDGE OF ALLEGIANCE

The Antioch Park Commissioners led the Pledge of Allegiance.

ROLL CALL

Roll call indicated the following Commissioners were present: Ron Horton, Will Martino, and Chairman Jim Weber. Others present were: Parks and Recreation Special Event Coordinator Shawn Roby, Program Supervisor Mary Quilty, Recording Secretary Toni Galster, Absent Angela Brooks, Cedric Johnson, Gina Wolf, Cindy Bucci arrived at 7:15 pm.

APPROVAL OF MINUTES

Member Ron Horton moved, seconded by Member Cindy Bucci to approve the September 23, 2013 meeting minutes as corrected. Upon voice vote: **Yes:** 3: Ron Horton, Will Martino, Cindy Bucci. **No:** 0. **Absent:** Angela Brooks, Cedric Johnson, and Gina Wolf. THE MOTION CARRIED.

COMMUNICATIONS

Mr. Malsch asked the board if the pool repairs were completed. Shawn informed Mr. Malsch and the Park Board that the repairs are still being done and should be completed soon. Ron Horton told Shawn that the grates from the pool were scattered all over the pool deck. Shawn assured Ron that it is the contractor's responsibility to clean the pool area before they leave, and if any grates are missing, then the contractor will have to replace them.

REPORTS

Chairmans Report- Jim Weber:

Fall Fest recap.

Shawn expressed his deepest appreciation to Toni, Mary and Bernadette for their hard work on the Fall Fest. The festival went well, considering the cold weather and the rain that came in the later afternoon, the turn out was great. The kids games were a big hit. Next year we will need to drop the evening band and concentrate more on more family activities during the day. Toni received \$1,800.00 in sponsorships to help pay for many of the activities that were held. The National Honor Society from Antioch High School helped out with the kids games. The Leader of NHS was able to get over 100 kids to help out with set up, run the games and break down. Shawn mentioned that we need to get them for our Daddy Daughter Date Night in February.

Ron Horton wanted to thank Toni, Mary and Bernadette for all their hard work at the Fall Fest.

Stakeholders meeting recap,

Jim could not attend. The Stakeholders meeting was last Wednesday, unfortunately Shawn could not attend. Tom Shaughnessy attended the meeting. The AYLL, AYSO, Viking Football and District 34 organizations were all in attendance. Shawn told the Board that while Mike Kudla was the Director of the Parks & Recreation he organized an intergovernmental agreement with the schools to make sure that the Parks Department would get the use of the gyms for our programs first. Shawn will talk to Sherry Melton of the Jr. Sequoits, to help the Sequoits get more gym space time. Shawn will try to get her in behind us for any available space. Shawn doesn't want all the gym time, but at the same time he wants to make sure the Department has the use of one school gym a day for the 5 Star Sports programs.

Cindy inquired when the gym requests need to be in the Parks office, Shawn told her they are looking at May 1st for the Fall & Winter programs. Shawn would like to see a better planning window for the Parks Department. The stakeholders will be getting together Tuesday, November 19th to have a draft night to decide what organization needs what gym space, days & times. Shawn would like to see each organization choose one day a week for each school. The gyms can only be used until 9:00 pm each night. We cannot use Emmons school gyms; they charge \$50.00 per hour to use their gym.

Jim mentioned that if the Parks Department doesn't use Antioch Upper Grade gym, then the Viking Cheerleading, Border Town Bandits or AYLL could be using it. Shawn would like to start working with the local churches, perhaps to use their gym for open gym night on Tuesday nights.

Shawn will be sending meeting notices and special events on the outlook calendar to each board member, he asked that each board member not reply to all on the list for fear that it might open up issues with the open meetings act. If you can not participate in the event or meeting Shawn has asked that each member emails Shawn directly.

Park Clean Up Rotation:

Jim would like to see a regular park rotation on the parks for cleanup during the course of the summer and that we have our community groups and organizations help out with them.

Shawn indicated that he has informed groups like the Boy Scouts of the new program and there seemed to be a great attitude toward the effort.

Ron Horton would like to see this program start in April, on a Saturday for 3 or 4 hours. Shawn mentioned that our Public Works guys Tanner and Scott trimmed the trees and bushes in the Saw Mill. The Davey "Arborist" just completed a tree inventory in the Village in the two past weeks. Shawn told the board that the Village needs to know what trees we have and what needs to be replaced. Ron Horton mentioned his son Ryan is going through the Arborist course, he will be certified shortly. There is a Arborist course that will be starting soon in Mundelein, 10 week course. It would be nice if one of our public work guys could take this course, it would benefit the Village.

Directors Report- Shawn Roby

Bench Dedication Discussion

Shawn apologized that the Bench dedication was not included in the packet. Jim Keim would like to see location recommendations from the Park Board, Shawn will mail each member an overview of each park, he would like everyone to mark areas of each park that they feel would be perfect location for benches and plaques and locations that should never be used. Cindy Bucci questioned Shawn, when do the park locations need to be completed, Shawn told her at the next board meeting in November. Cindy then asked if the Park Board members could all just sit down one evening and go over each park instead of printing an overview of each park for each member. This would save on printing cost. Shawn said he will set a secondary meeting up for next week. Jim asked if the parks between JJ Blinkers and the Barker Shoppe were considered parks. Shawn indicated that they were!

Jim said the Tree City plaques are gone, so they can print those maps up too. Shawn indicated that the Village is undergoing a tree inventory and will be doing maintenance annually which might help to get us back into Tree City USA. To qualify for the Tree City USA you must spend something like \$2.00 annually per capita on tree maintenance.

With regard to the dedication policy, Jim asked if the person the plaque is being dedicated to; does the person have to be from Antioch, or a family member, or Executor of the will? Shawn explained that standards are what the Park Board needs to decide, who would qualify and how they would qualify. Jim feels that any application should go before the Park Board for consideration. Shawn would like the Board to take home his dedication policy and digest it and change anything they think needs to be changed, then email Shawn any changes and he will put all the changes into one policy. Jim indicated that the size of the plaques should be standardized.

Pool Parties

The Parks Department will start taking reservations for pool parties the second week of January. Shawn has come up with new ideas to maximize the pool usage; pool went from \$1,500 in parties in 2012 to \$8,900 in 2013. Shawn explained that the pool was rented for \$150.00 for the evening to have a party. At this fee the staffing requirement of the pool meant that cost could not be covered. Program Supervisor Mary Quilty had the idea of holding multiple parties on the same night by having a semi-private parties. Instead of having parties every night, only have parties Thursday through Sunday, and have parties Saturday and Sunday morning as well. If a deck was built in the future we could hold parties during the operational hours of the pool. Shawn is recommending no more than 3 semi-private pool parties at a maximum of 40 people to assure that no line will ever be too long on the slide or diving board. Jim would like to see Thursday pool party at \$300.00 and Friday and Saturday pool parties set at \$400.00 for private parties.

Ron and Cindy don't like the limiting the days of the week to have pool parties. Shawn explained that by adding Saturday and Sunday mornings it would be the same number of rental days. Ron would like the weekend parties to start at 9:00 am and go to 11:00 am. Currently the pool has swim lessons on Saturday, Shawn would rather have it changed to a true parent child swim lessons, train the parents to teach their tots how to swim, and this way this class could be taught anytime during the day.

Jim asked how many lifeguards are needed for a pool party. Shawn explained with the design of the pool 6 or 7 lifeguards are required, for parties over 70 people then 7 or 8 lifeguards are

needed. Cindy would like to see the pool rentals at \$200 for Monday, Tuesday Wednesday, \$300 for Thursday as a private party, Jim wants to see a private party at \$500. Shawn would like to see more pool parties given away as prizes. Toni has recommended a teen board to help make teen decisions. Will recommended that have Monday programming and three Tuesday's during the summer as teen nights for this upcoming year, if it doesn't take off, then open it up for pool parties.

Shawn needs to get an approval to have the pool blocked off Monday and Tuesday for programming and teen nights. Wednesday – Sunday for preferred pool parties, semi and private pool parties should include Saturday and Sunday mornings:

Shawn needs an approval of the \$200 for a semi-private pool party, 50 people per party and \$400 for a private pool party, up to 100 people and \$500 for parties over 101. Upon voice vote:
Yes / No

Facility Usage

Shawn did not see any garbage removal statement within the facility usage contract. Shawn would like to see that added, Jim brought up the line about the No Smoking in any of the Village parks, but then it goes on to say only in the designated smoking areas on the ground. Shawn said this was put in the contract before the smoking ban went into affect. Shawn told the board he will have the designated smoking areas taken out of the contract.

Will asked about the fee schedules. Shawn indicated that the Village Board removed the fee schedule 3 years ago and it has not been put back. Shawn reminded the board that groups like AYLL put considerable amounts of money into the fields that they use.

Shawn is recommending that in the case of a group like the Antioch Waves when they are using direct labor like the lifeguards during their meets that they should be paying for that. Jim believes that the Waves should be paying \$50.00 an hour for the lifeguards on duty. Waves will have first choice at the use of the pool for their meets; this is before any parties are scheduled for the summer.

The last two years AYLL has been putting their money into the fields, adding storage sheds, seeding the fields. Shawn mentioned that fields have been aerated around town. The Public Works will continue to aerate the field until they are back to where they should be.

Ron Horton asked what the Electric bill was for AYLL. Shawn said last month it was around \$700.00 Jim told Ron that they changed the light bulbs. The recent bill is now \$400.00.

Will asked Shawn about seeding in Sprenger Park, Shawn explained that two weeks ago Ron Horton and public works had plans to do the work at Sprenger top dressing the fields but unfortunately it rained during the weekend and the fields were too wet for work to be done without causing more damage. Ron had arranged with the Fox Waterway to use their dirt. Our Public Works department will transport the dirt. There will be field usage restrictions on the fields until this is complete. The Public Works department will use Lake Villa's Hydro Spreader. Total cost will be approximately \$2500.00.

Program Supervisor Mary Quilty:

Mary had a recommendation to increase the 3% annual summer day camp fee, Will asked about the swimming; Shawn explained that he is getting flack from people about the swim lessons. Mary will revisit this in one year. Mary's proposal was for 3% on Camp Crayon and 3% on Summer Day Camp with an immediate \$3.00 increase in 2014.

Member Jim Weber motioned to accept the increase , seconded by Member Will Martino to approve the \$3.00 this year and 3% increase for Camp Crayon and Summer Day Camp Fee, Upon voice vote: **Yes:** 3: Ron Horton, Will Martino, Cindy Bucci. **No:** 0. **Absent:** Angela Brooks, Cedric Johnson, and Gina Wolf THE MOTION CARRIED.

Directors of Parks and Recreation Department (continued)

Upcoming Events

Saturday, October 26th will be our Annual Treat the Streets, this year it will be from 12 noon until 3:00 pm.

The Christmas Parade on Friday, November 29, 2013

The Polar Express tickets go on sale November 5th at 9:00 am we have secured December 12th, 13th, 18th, and 19th.

The January 18, 2014 wine walk tickets go on sale December 3rd, and the 2014 Daddy Daughter Date Night tickets go on sale December 10, 2013 we are only selling 500 tickets. Shawn is currently working on a Formal Masquerade ball for the spring.

Financial Reports

Financial Reports for the period ending September 30, 2013 were reviewed. The budget this year is going in the right direction. The Village has found ways to cut the budget. Jim Weber asked about the pool numbers, Shawn told the board the numbers have not been finalized and will continue to change between now and the end of the year when revenue is collected for early bird sales of pool passes. The pool only had a \$9,000 profit due to the bad weather that we had this past summer; we lost around \$40,000 in revenue. Shawn also mentioned the Com Ed bill was over charged by \$10,000. Shawn is expecting the numbers to drop in the future because purchases will level off as well as better staff control.

Other Business

Will has tried to get a meeting with Dennis; Shawn assured Will that Dennis has been working on the curb work in Heron Harbor and Eagle Ridge. Shawn will try to get a meeting for Will and Dennis to sit down and talk. Will also mentioned that the Swing Set for Sprenger Park, it seems that pieces are missing or lost, Shawn has asked the Public Works department to locate them. Will would like to have Shawn talk to Jim Keim about using the money that was promised a second donation from his HOA in the total amount of \$12,000.00 to purchase a swing set, Shawn asked if the donation was allocated for certain upgrades. Will asked if this money could be used to replace the swing set that was lost. Shawn will be looking into this for Will.

Adjournment

There being no further discussion, Member Ron Horton moved, seconded by Member Will Martino to adjourn the Park Commission meeting at 9:07 p.m.

Chairman Jim Weber

Toni Galster, Secretary