

**Village of Antioch  
Park Commission Meeting  
Municipal Building: 874 Main Street, Antioch, Illinois  
Wednesday October 22, 2014**

**CALL TO ORDER**

Acting Park Board Chairman Cedric Johnson called the October 22, 2014 regular meeting of the Park Board to order at 6:56 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: Angela Brooks, Ron Horton, Will Martino, Jen Dosch and Acting Cedric Johnson Others present were: Parks and Recreation Special Event Coordinator Shawn Roby, Program Supervisor Mary Quilty, Program Recording Secretary Toni Galster. Absent: Chairman Jim Weber and Gina Wolf.

**APPROVAL OF MINUTES**

Member Will Martino moved, seconded by Member Jen Dosch to approve the September 17, 2014 meeting minutes as corrected. Upon voice vote: **Yes:** 4: Angela Brooks, Ron Horton, Will Martino, and Jen Dosch. **No:** 0. **Absent:** Angela Brooks, Jim Weber. THE MOTION CARRIED.

**COMMUNICATIONS**

**REPORTS**

**Chairman Weber:** Shawn informed the Board of the three items that Jim Weber wanted to talk about at this meeting. First one was the entrance to the William E. Brook Wetlands. This was an Eagle project started and completed by Bart Winkler's son and eagle scout group. Shawn comments how great the entrance looks now.

Second Shawn reminded Jen Dosch and Ron Horton that they must go online to complete the Open Meetings course before the end of the year.

Finally, Jim wanted to know if the parking lot at Pedersen Park would be completed soon. Shawn explained to the Board that the work has been started, the old parking lot has been torn out, and right now there is only a gravel parking lot. Shawn hopes that Public Works will be able to expand the parking lot and have it completed by spring.

**Director of Parks & Recreation / Special Events Coordinator: Shawn Roby**

**Final Pride in Antioch Day:** Shawn expressed to the Board that since the Pride of Antioch Day is on the same day that the Treat the Streets and Monster Mash Bash is on and typically only staff is available to work the cleanup event. Shawn asked if the board would consider cancelling the final cleanup event of 2014. No one at the meeting had a problem cancelling the meeting since they too could not attend. Jen Dosch did ask if the garbage from under the bleachers at

the Tim Osmond Sports Complex had been cleaned up, Shawn assured her it was. Shawn then asked the Board if they should just turn the Pride of Antioch Day into a Park Walk or discontinue it all together. Attendance has been very low. Shawn asked the board to see if any interest in reaching out the scouts in town might be a better idea moving forward as a kind of adopt-a-parks program.

Angela questioned where the information is posted regarding that there is a Pride of Antioch Day. Shawn told her that it has been in every newsletter since May, it is on the Village website, and Toni has posted it on Facebook weekly. Shawn also told the Board about the survey that was conducted this past summer regarding the communicating with the residents. The results were number 1 - Newsletter, 2 - Website and 3 - Brochure were the number one source of information, followed by social media and signs. Cedric suggested that we get on a program that would text the residents when an event is up and coming.

Shawn is working on pages for the website that will feature all the community parks in the Village. Photos will be taking and all the amenities that are in each park. Shawn hope that this will keep the public more aware of the happening in the Village

Shawn is also currently working on a co-op newsletter between the Village / Library / District 34 and 117. Together Shawn believes that a newsletter can be mailed out each month to every resident and township resident in Antioch.

Shawn has had several conversations with Dustin Nielson about installing a digital billboard or the corner of Main Street and Orchard. This board would advertise upcoming events throughout the year. Shawn would also like to install some type of signage in the entrance of all the subdivisions in the Village. His vision is to have a plastic sleeve in the front portion of the sign so we could just slip a sign behind the plastic sleeve so it will be protected from the weather. Angela questioned Shawn, why can't signs be put up at stop signs and lights with the QR Code so people could scan it and see what events were coming up. Shawn explained though it's not a bad idea, the Village just doesn't have the money at this time to make those types of signs. Toni is currently looking into creating a Tweeter account, and other Social Media accounts. We all need to look into Meta Tags and Hashtags that can be used for these accounts.

**Facility Usage Update:** Shawn has just recently discovered that the additional organizations are going to be looking for space to have practice and games during the fall with regard to softball. A few years back while Mike Kudla was the Parks Director, Mike convinced the Village Board to erase all the organization fees for the parks that they were paying especially since the majority if them were funding the upkeep and expansion of public property. Mikes reasoning for erasing the fee were, the organizations contribute so much to their fields, such as maintenance and building structures in the parks and so on. Recently Shawn has been approached by new organizations that want use of our parks as well. Shawn explained to the Park Board that these new organizations have not and will probably not put any money or time and effort to maintain these parks. Because fee structures for field usage were removed new organizations can utilize the fields at no cost.

In the past few months Shawn has been researching other communities to see how they handle organizations using their fields. In his finding Shawn discovered that many communities charge their organizations a fee for a set amount of time. Then charge them when they use more time then requested. Shawn asked the Board if a contract should be signed by the organization for a 5 year contract. The organization would be required to maintain, the parks

themselves and so on. If a contract isn't signed, then A Base Line Maintenance cost would be required by the organization at the beginning of each season.

Shawn told the board that Waukegan currently charges their organizations \$150.00 for the first hour and \$35.00 for each additional hour. Shawn reminded the Board that the Waves use to pay the Village \$1000.00 for the season for the use of the pool. In the same move to remove the fees for organization that fund the upkeep of the facilities we also removed fees from groups like the waves who actually only put money in to the pool that benefit themselves not the rest of the public (starting blocks). Will Martino suggested that the Village should be requiring the organizations that use our pool and party start donating money if we don't charge them a fee.

Another option to consider when considering taking on a new fee structure is that can the public works department complete the work that we would be taking over. For instance with regard to the football fields at Tim Osmond Sports Complex or the maintenance related to those fields is and can public works actually provide the personnel to complete those tasks. Shawn is looking into seeing if a third party could come in and cut the grass at these parks once or even twice a week during the months they are being used by these groups. In this scenario we would base the fee structure on the value of the contracts.

**Discussion about "Eve with Santa":** Shawn has been throwing around ideas of having an Eve with Santa. Since the Parks Department sold out of the North Pole Express tickets, Shawn would like to do something for the people that didn't get tickets. Shawn asked the Board do we create something this year or for next year. It could be on the 22<sup>nd</sup> or 23<sup>rd</sup> of December. The Board all were against the idea for this year due to the lack of time to plan.

Jen Dosch would like to see a history tour in the community. Shawn thought it would be nice, but we would need some type of vehicle to get the residents around town to enjoy the tour as well as volunteers to actually handle the tours if possible unless they are some sort of recorded type tour.

Upcoming Events: Saturday, October 25<sup>th</sup> is the Treat the Streets and New Monster Mash Bash event. The Treat the Streets will start at 12 noon until 3:00 pm downtown and the Monster Mash Bash will start at 1:00 pm until 4:00 pm at the bandshell on Skidmore.

St. Peter's Footlights will start on Friday, November 7<sup>th</sup> and end on Saturday, November 8<sup>th</sup>.

The Ornaments for the Ornament Decorating contest go on sale Thursday, November 6<sup>th</sup> at the Parks Building. Ornaments are \$5.00 each. The Parks Department will be having 3 decorating nights at the Parks Gym for residents to decorate their ornaments. Residents that choose not to take advantage of this will need to get their ornaments back to the Parks department by November 20<sup>th</sup> in order to be judged for the contest. The winner and their family or group will flip the switch to turn on the Christmas tree after the Christmas Parade on Friday, November 28<sup>th</sup>.

The Pool Passes will go on sale Monday, November 10<sup>th</sup>. Early Birds will save \$10.00 on their passes until January 31<sup>st</sup>. New this year: Ski & Skate Resale. Residents looking to sell slightly used winter sports equipment and clothing will be able to drop off their items on Friday, November 14<sup>th</sup> 4:00 pm. – 7:00 pm. at the Parks Building. The sale will be on Saturday, November 15<sup>th</sup> 8:00 am. – 11:00 am.

## **Program Supervisor Report**

Not much is going on with the Camp Crayon at this point. Every month we have had a new child has signed up for the class. The Sale of Zumba punch cards is growing. More people have started taking this class since April has been the instructor.

## **Financial Reports**

Financial Reports for the period ending September 30, 2014 were reviewed. The budget this year is going in the right direction. The Village has found ways to cut the budget.

**Next Meeting:** Set for Wednesday, November 19, 2014 time has been changed to 6:30 pm

## **Other Business**

Will mentioned that the Neumann homes subdivision has donated 24 trees that will be planted in Sprenger Park and Mary's Park. The HOA has also repaired the fence in the subdivision. Will reminded the Board that the paths are on the highest priority of their list. The crack willows are growing continuously through the path and destroying them. Will told the Board that the paths are looking like the old path, beaten and worn. He would like to see them repaired with asphalt. Moving forward Will believes that work needs to be done on the berm.

Will asked Shawn if anything has come about with the Art Program he had suggested. Shawn told the Board that he has spoken to a few instructors and they seem interested. Angela reminded the Board that she is certified K-12 in Pottery and Jewelry making and would be interested in teaching a class or two.

Angela has suggested that the Parks Department send out an email to all the Park Board Members whenever there is an event going on. In return they should send these emails to their HOA's and post it on their Social Media outlets. Shawn told the Board he will provide the list of HOA's to the members.

Jen suggested again the History Tour, serving hot chocolate during the tour. She suggested the Saw Mill would be a great place to start with its ghost history.

Jen asked Shawn about having directional signs made for the ice rink this year so the residents in town will know where it's at.

Jen ask Shawn about the parking at Tim Osmond Sports Complex, she asked if the Viking

Football will be paying for all the repairs to the grass area. Parents tear up the area where they are dropping off and picking up their kids. Jen suggested getting rid of the grass and replacing it with gravel.

There being no further discussion, Member Will Martino moved, seconded by Member Angela Brooks to adjourn the Park Commission meeting at 8:25 p.m.

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Chairman Jim Weber

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Toni Galster, Secretary