

**Village of Antioch
Park Commission Meeting
Municipal Building: 874 Main Street, Antioch, Illinois
Wednesday, February 17, 2016**

CALL TO ORDER

Park Board Chairman Jim Weber called the February 17, 2016 regular meeting of the Park Board to order at 7:03 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, Gina Wolf, Will Martino, Cedric Johnson, Absent: Jen Dosch. Chairman Weber. Others present were: Parks & Recreation Director Shawn Roby. Absent: Programing Supervisor Mary Quilty

APPROVAL OF MINUTES

Member Gina Wolf moved, seconded by Member Ron Horton to approve the January 20, 2016 meeting minutes as corrected. Upon voice vote: **Yes:** 5: Angela Brooks, Ron Horton, Gina Wolf, Will Martino, Cedric Johnson. Absent: Jen Dosch **No:** 0. THE MOTION CARRIED.

COMMUNICATIONS

Jeff from the Clubland's requested from the Park Board that the Village transfer the lots in the Heartland Park to the Home Owners Association. Jeff went on to say that the petition will spell out in the PUD plan, that this land is public land. Neumann Homes deeded it to the Village of Antioch, now the HOA would like for the Village of Antioch to transfer this land back to them so they can take care of it.

Shawn explained to Jeff and the Park Board how this might affect other subdivisions and their parks. Will Martino inquired about the HOA and when they voted on this, did they have at least 60% of the home owners voting and agreeing to this land transfer. Jeff told the Board that they changed their voting policy, they can now vote online. The concern at staff level is precedence being set that will affect PUD's in the future as well.

Shawn brought up the fact that conversation regarding timing for amenities that are being promised need to be spelled out. For instance, some amenities are built in the beginning before the first house is built. Following that additional park amenities are front loaded to ensure that they are built and backed by a bond to provide the financials to fund it something happens to the developer.

REPORTS

Chairman Weber:

Jim would like to start the Park walk through. The Board all agreed to tour North Avenue Park and Osmond Brothers Park before the March 16th Park Board meeting.

Jim asked Shawn about the money in the budget. Shawn told the Board that he will go over the budget and what parks will be repaired and what items will be replaced.

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

Shawn apologized to the Board for his absence last month. He also told the Board that in March he will be on vacation during the March 16th Park Board Meeting. Mary will conduct the meeting. This year's budget will include roof work at Centennial Park, Williams Park will have new toilets installed in the restroom, Pedersen Park will have the Parking Lot re-surfaced. Tiffany bike path is the number one priority with the Village. Shawn told the Board that the Village is looking into different avenues to explore in regards to repairing the path. Shawn would like to see a bridge wide enough to walk and ride across that would cover the entire length of the flooded area. Shawn believes the Army Corp should be notified first before going forth with any plans. Shawn will be investigating alternative ways to repair the flood problem. Shawn also informed the board that the Lions Club has spoken to him regarding the pavilion at Williams Park. The pavilion they want to put in would be something that would improve the safety for the club and the village during the chicken bbq and could also be used for many other activities like rentals and the 4th of July celebration.

Subdivision Development Policy Discussion

Chairman Weber has asked again "Why aren't we getting Flat Usable Land from our Developers)? Shawn included in the Board Packet other communities and their requirements for park land dedication to the community. Shawn plans on inviting Michael Garrigan our new Director of Community Development, to the next Park Board meeting, so he can explain to the Park Board what his future plans for the subdivisions. Shawn has been working with Mr. Garrigan on ideas for improvement to the subdivision development code and would like to have him at the board for a clearer discussion about many items surrounding the code and trending concerns in development.

Jim Weber would like to see the what is being recommended for acquisition of trees that will be planted in the new subdivisions.

Parks Proposed 2016-2017 Budget

At the January Park Board meeting the Board asked that Shawn report this month a budget for the Parks Department. Shawn was happy to report that there will be money in the budget for use in the Parks in 2016, The budget as of today is \$902,031.00 for 2016-17. Within that budget amount is the return of the senior center expenses as they were in the 2014 budget, upgrade to the existing parks software to a more customer friendly modern package, skate park repairs, lightning detection work and expansion.

Public works is considering the idea of outsourcing the lawn mowing services which would free up the parks public work staff allowing them to focus on repairs and maintenance of the park facilities. There plan is to go out of RFP (Request for Proposals) starting in the spring to see what kind of financial commitment they are looking at.

Policy Recommendation Update

The Village Board has two recommendations regarding the refund and discount policy that the Park Board recommended. The first of the policies was the refund policy which would institute a more forgiving policy on those who might want to change or leave a program. The Village Board felt as though the policy was too easy to get out of and was extremely concerned that would open up the flood gates for future losses within programming. The Village Board recommended a more hardline policy of no refunds but for cases of hardship. They were also concerned that the hard cap of \$5.00 per administration fee was a little small for programs that

might be a considerably more expensive. A policy will be crafted that is more restrictive but allow for hardship case consideration.

The Discount policy was passed by the Village Board.

Discussion about Parks Program Guide Advertising

Upcoming Events

Shawn has brought up advertising to the Park Board for a few years now. Back when Shawn began at the Parks Department the brochure was only handed out to school aged kids in the Village of Antioch, District 34, Emmons District, Grass Lake District and a variety of the religious education schools. Today the parks department mails the brochures to everyone in the 60002 zip code (11,000+), in full color. In turn due to vendor adjustments and various other factors the cost of printing and mailing is actually cheaper than years ago.

Shawn believes that now is the time to start getting advertisers to help pay for the brochures. Advertisers would begin to lower the cost of the brochures considerably and open up the conversation regarding how often or to who we might send out brochures. The Spring and Summer brochure that is about to go out will be delivered to over 11,000 homes. Shawn asked the Board their opinion, should we seek advertisers and if we do, how and where would their ads go in the brochures. Angela would like to see the outside cover and inside cover only, not inside with the programs. Shawn told the Park Board that we need to establish a policy for the advertising, sizes, costs, multiple brochure advertising, etc.

Program Supervisor Report

Shawn explained that the other Contractual programs are holding steady. The Scholastic Book Fair will be the first week of March. Mary has discontinued the Tuesday Zumba class, due to low and sometimes no enrollment. Shawn would like to see additional days added for the Aqua Zumba this summer. Shawn told the Board that there is a new craze starting called fluid running, equipment is necessary for this class, Shawn is not sure if we should have the members purchase their own equipment or if the Village should purchase it. Mary is currently working on finding out if we could offer swim lessons for the winter months at the YMCA in Lake Villa. Mary is also looking into have art teachers from District 34 teach some type of art class for an after school program for the Parks Department.

Next Meeting: Set for Wednesday, March 16th, 2016 @ 7:00 pm

Financial Reports

Financial Reports for the period ending January 31, 2016, were reviewed. The Village will be working on ways to cut the budget.

Other Business

Angela Brooks told the Park Board that in the middle of March she and her family will be moving to Wisconsin. Shawn will be checking to see if she can still serve on the Board.

Gina Wolf inquired about all the Ash trees and how they will be replaced. Since there is no policy yet, can a resident purchase the tree on their own. Shawn told the Board he will have a

complete list of approved trees that residents can purchase to replace the Ash trees that have been taken down.

Will Martino ask for a plan for the replacement and removal of the tree's. Will also inquired if there if there were any funds for replacing the Ash trees. Shawn explained that at this point the most dangerous trees that could cause damage will be the first to come down. If the people taking down the trees sees a tree nearby that also needs to be taken down, they will take it at the same time.

Will also informed the Board that his subdivision did donate 2 fertilizations in Mary's and Sprenger Parks. He would like to set up the time for the fertilizing to begin. Shawn will set up a meeting with Public Works so they can go over their schedule to see when will be the best time to start.

Cedric Johnson mentioned that his friend Kathy Murphy approached him about Costco and their memberships. She would like to bring in a sample of the food they sell. Shawn told Cedric and the Board that Costco already has a representative that has come into the Village and offered the employees discounts to join.

There being no further discussion, Member Cedric Johnson moved, seconded by Member Gina Wolf to adjourn the Park Commission meeting at 8:52 p.m.

Chairman Jim Weber

Toni Galster, Secretary