

Minutes
Village of Homer Glen
PARKS & RECREATION COMMITTEE
Monday, January 25, 2016 – 6:30 p.m.
Village Board Room, 14917 S. Founders Crossing

A. Call to Order

Meeting called to order at 6:35 p.m. by Co-Chairperson Sharon Sweas.

B. Pledge of Allegiance

C. Roll Call; Establish Quorum

Present: Co-Chairperson Sharon Sweas and Members Marty Oster, Ed Cryer, Dale Janssen, Cassandra Courtright, Bob Kman, Jerry Young and Russ Knaack. Absent: Co-Chairperson Christina Neitzke-Troiike and Member Regina Robinson. Present on behalf of Village of Homer Glen staff: Administrative Analyst, Sean Keane.

D. Approval of Amendments to Agenda

None

E. Approval of Minutes

Member Janssen made a motion to approve the Committee's minutes of November 23, 2015; seconded by Member Cryer. All Aye. *Motion Passed.*

Member Kman made a motion to approve the Committee's minutes of January 6, 2016; seconded by Member Courtright. All Aye. *Motion Passed.*

F. Chairpersons Report

Trustee Sweas had no formal report for the Committee.

G. Village Staff Report- Specific Parks and Recreation Project Updates

1. Maintenance Burns at Erin Hills Park & Dragonfly Restoration Area
 - o Staff Liaison Keane updated the Committee on the Erin Hills Park prescribed burn that will occur in the spring of 2016. The burn bid was awarded to Homer Tree Care. The Dragonfly Restoration Area prescribed burn will be conducted by ComEd.

H. Old Business

1. Continue Discussion Regarding Park Naming Contest
 - Member Young stated that he has been in communication with representatives of both Homer Junior High and Oak Prairie Junior High. The schools decided to change the deadline for the contest to February 19 to allow adequate time to have the winners chosen and sent to the Committee by March 1.
 - The park name suggestion form will go live on the Village's website on February 2. This form will allow any resident to submit a suggestion for the park name to be considered by the Parks and Recreation Committee.
 - The Committee discussed possible prizes for the winners of the park naming contest. The overall six winners of the contest will receive an iTunes gift card and will have the opportunity to take a picture with Mayor Yukich at a Village Board Meeting.

2. Continue Discussion Regarding Creating a Formal Parks and Recreation Donation Program
 - Member Kman stated that he spoke with Bob Porter of the Lockport Park District regarding parks donation programs. Mr. Porter recommended that the first step is to create a "wish list" of specific items or projects and create costs for each of these.
 - Member Young stated that once the Committee has a donation program in place, he is willing to reach out to local businesses.
 - Member Courtright stated that the Committee still needs direction as to how the Village could accept donations for Parks and Recreation.
 - Trustee Sweas and Staff Liaison Keane will speak to the Village's Finance Director to seek direction on how the Village could accept donations for Parks and Recreation.
 - Member Knaack stated that if the Finance Director determines there is no way for the Village to accept donations, then the Committee should invite representatives of the Homer Glen Foundation to the next meeting. Member Young stated that he could invite members of the Homer Glen Foundation to the next Committee meeting.

I. New Business

1. Annual Review of Standard Operating Procedure No. 010- Facility or Park Naming Policy
 - The Committee had no suggested changes for S.O.P. No. 010- Facility or Park Naming Policy.
 - The Committee also reviewed S.O.P. No. 01- List of Items, Projects, Etc., and Standing Committees to which Consideration of these Items Shall be Sent. Member Knaack suggested that under the items for the Parks and Recreation Committee, “park design” should be included.
 - Furthermore, the Committee discussed park maintenance. The Village will have a Facilities Manager who is responsible for overseeing the parks and trails. Park Maintenance is not a specific duty that is delegated to the Committee. If the Committee has specific maintenance issues, these can be communicated at the Committee meetings and then will be forwarded to Village staff. Furthermore, if the Village has specific maintenance issues or projects, these will be communicated to the Committee.

2. Erin Hills Park Signage
 - Staff Liaison Keane presented two possible sign designs for park rule signage at Erin Hills Park. The Committee chose a similar design to the sign at Stonebridge Park. The Committee came up with a list of rules to include on the sign.

3. Village Hall Park- RFP for Professional Services Related to the Creation of a Master Park Development Plan
 - Staff Liaison Keane updated the Committee on the RFP for Professional Services Related to the Creation of a Master Park Development Plan. Eighteen proposals were received. A Committee of staff and Village Trustees will be formed to narrow down these proposals.

J. Public Comment

None

K. Adjournment

Member Knaack made a motion to adjourn the Committee Meeting, seconded by member Kman, all Aye. *Motion passed.* Meeting adjourned at 7:53 p.m.

Respectfully Submitted,



Sean Keane