

Parks & Recreation Committee

Minutes of the Meeting on
March 20, 2023

**Village of Homer Glen
14240 W 151st Street, Homer Glen, IL 60491
Village Community Room**

1. Call to Order.

The meeting was called to order at 6:30 p.m. by Co-Chair Rose Reynders.

2. Pledge of Allegiance to the Flag.**3. Roll Call.**

Present at 6:30 p.m. were Co-Chair Trustee Reynders, Members Dale Janssen, Dan Kenney, Russell Knaack, Bob Kman, and Amy Blank.

Also Present: Committee Secretary Alana Charboneau, Village Manager Carmen Maurella, Community Events Coordinator Jacquelyn Huff, Parks Coordinator Jennifer Vittori, and Village Engineer Brett Wescott

Members Absent: Co-Chair Nicole La Ha and Member Marty Pavlik.

Resigned: Edward Cryer

4. Approval of Amendments to the Agenda.**5. Approval of Minutes****a. July 18, 2022**

Motion made by: Trustee Reynders

Seconded by: Dale Janssen

All in favor, zero (0) opposed. The motion passed unanimously.

b. August 15, 2022

Motion made by: Trustee Reynders

Seconded by: Dale Janssen

All in favor, zero (0) opposed. The motion passed unanimously.

c. September 19, 2022

Motion made by: Trustee Reynders

Seconded by: Dale Janssen

All in favor, zero (0) opposed. The motion passed unanimously.

6. Public Comment. - None**7. Reports from Co-Chairs.**

Co-Chair Reynders reported about her grandson's condition. Working with Village Engineer Brett Westcott on the Veteran's Memorial, will have more up to date information on Thursday. Jennifer Vittori asked about adding information to the agenda, Trustee

Reynders stated Jennifer Vittori can give her and Alana the information to put into the agenda.

8. Old Business

- a. Discussion Regarding Parking Expansion within Heritage Park. See attached supplemental sheet and attachments.**
- Brett Westcott discussed the parking expansion. He reached out to another engineering consultant for more options. Parking #1 will not be happening because it is where HomerFest will be happening, leaving a couple other options. Engineer Westcott stated with the take that happens on 151st street, we would lose parking in the front of village hall so parking #5 provides 88 parking spots and similarly with #4 around the Parks and Rec building. Parking #2 is a little bit smaller, but would provide a turnaround in the northeast corner on the ring road. Parking #3 is 104 parking stalls in the inner circle. Looking at existing greenage, they stayed away from existing utilities along the west side. No major work necessary. There will be some tree removal along ring road. Trustee Reynders suggested we could relocate them. Amy Blank stated 20 trees is a lot. The area is full of mature trees so she stated concern about losing them. Parks Coordinator Vittori stated it just depends on what size space we can get, if they will make it through transportation, and what trees specifically it is affecting. Engineer Westcott stated there are grant funds allocated for the parking project. Specifically, for \$250,000 for electrical and \$500,000 for grading. Engineer Westcott stated we could do one or two at the same time instead of all four. Engineer Westcott said he could be one of those inspectors, but will need another one out there watching the workers so they do not cut corners. If decided to move forward, start with the engineering first. Design engineering is under \$100,000. There was discussion about parking #5. Member Blank asked about HomerFest being on asphalt. Trustee Reynders stated Trustee Dan Fialko suggested moving HomerFest to the other side of the parking lot, on the asphalt. Trustee Reynders stated once they are a certain size, they require medians. Member Kenney stated, if we put Fest on parking, it wouldn't solve the parking issue. Trustee Reynders stated parking #2 and #3 would serve the most to the village. The group agreed. Community Events Coordinator Jacquelyn Huff stated during Homer for The Holidays, we lost a lot of parking because there is no place for people to turn around. Member Russell Knaack asked about parking area

#2 with the ability to turn people around. Engineer Westcott stated we could expand it and create a turnaround, and it wouldn't change costs by much. Co-Chair Reynders stated we are still waiting for a grant for the col-de-sac. With \$750,000 from the grant, Co-Chair Reynders questioned if she and Member Blank had a budget for it that they were going to match with the grant. Engineer Westcott was unsure, he said he would follow up with Village Manager, Carmen Maurella. Brett Westcott stated the easiest to grade would be #2, #4, and #5. Member Kman asks about #4 parking, the committee stated different events that the parking would be used for. He asks about what other money we have available for the project. Trustee Reynders stated we should have about 1.2M available. Concern for #3 Parking lot and the trees was mentioned again and what trees will be removed. Brett Westcott stated it is possible to cut the parking down. Jennifer Vittori stated that she doesn't know how far the spots go back, but there is drainage, curb, and hill to consider. Brett Westcott stated he will find out from someone and at HR Green about the concerns, ensuring they are not being impacted and the best way to preserve them. There were concerns about whether or not the construction site would be safe to be around. Westcott said there would be no huge hazards and they will make sure it is safe and passable. Bob asked if there was a way to go one step further with parking lots #2, #4, and #5, in order not to go a month of waiting. Co-chair Reynders stated she was looking at money to decide. Bob stated, since we have the money for #2, we could go for it. Co-Chair Reynders and Engineer Westcott stated to maximize the grading. Member Blank stated Westcott said to get the engineering done first, which will take a long time, then move forward with parking lot #2, #4, and #5. Engineer Westcott said he will contact HR Green to conduct a draft contract agreement and bring it to AMF for approval.

b. Policies and Procedures for Renting Space at all Village of Homer Glen Parks.

Co-Chair Reynders began talking about the policies and procedures for renting space at Village Hall. Co-Chair Reynders stated we have a lot of requests of people using Heritage Park, such as resident Sandra Harney. Jacquelyn Huff stated that she did speak to Sandra Harney on January 4, telling her she would have to provide her own tents, she could use the pavilion. Sandra Harney did not agree with the available options. Co-Chair Reynders stated we need to come up with a

better policy and procedure. Member Blank showed a sample of a request for a social event in Heritage Park and stated there are a lot of people who want to have different events. Co-Chair Reynders stated there has been events where people will still leave their garbage behind. Huff asked if the people know they don't get access to the whole park, it should still be open to the public and they should be aware. Russell Knaack stated someone of the people are asking for exclusive use, others are not. Westcott asked about a fee, Co-Chair Reynders stated we should have a fee. Amy Blank stated that up until now, we are just saying no. Jacquelyn Huff stated an example at her old job, people rented out the pavilion for \$50, but no special or additional add-ons. Dan Kenney stated even for Village events it is not exclusive. Co-Chair Reynders stated we should require people to get a permit. Member Kenney stated we should make it as simple as possible, only provide garbage cans, they must pick up after themselves or we will charge them. Member Blank stated right now it is first come first serve, non for profits, schools and businesses are all treated equally, but no private renting in the park. They can charge entrance fee, but Village can't. Member Janssen asked what is the big problem we are trying to solve. Amy Blank stated the big events. What portions of the park we will allow for exclusive use, break it down for the public. Parks Coordinator Vittori stated Rustic Fair, football, and soccer are examples of events we would have to shut down the parking lot for. Exact policy and procedure and apply it to every park we have within the village, heritage park, and what can be used for private and public.

c. Discussion Regarding Usage of Pickleball and Tennis Courts.

- There was conversation about whether or not to use the tennis and pickleball courts. Jacquelyn Huff suggested two schedules, one for parks and one for tennis and pickleball, supervised by staff, with a fee. Co-Chair Reynders agreed to up the fee. Committee Secretary Alana Charboneau mentioned the tennis and pickleball lessons are also an issue with people waiting to use the courts. Co-Chair Reynders suggested only have lessons on the weekend or certain days of the week. Dan mentioned until we have the staff and infrastructure, we are not a commercial organization. There was agreement to figure out what is realistic, fee schedule, what can they rent out/use as a space, then bring it to the board. Keep the procedures from before, no staking, no amplified sound, etc. Agreement on subject

to approval. Further discussion at the next meeting. Co-Chair Reynders and Jacquelyn Huff discussed clubs and organizations reserving the parks, like the Royals, which we have organized through the Village. Jacquelyn Huff stated Carmen Maurella did not want to continue the tennis and pickleball lessons if Village Staff would be doing all the work. We suggested charging more to be able to make a profit and use that money for our staff and parks. Amy Blank asked about CivicRec. Alana Charboneau said we are still making use of it. There was talk about having an actual Park and Rec department, but would need funding in order to put that into place. More discussion about what days should be available for tennis and pickleball, limiting the availability, so both residents and Andy, the pickle ball instructor, can have his lessons. Jennifer Vittori mentioned a request for a hitting wall, for residents to be able to serve themselves in the courts. Member Kenny agreed. Jennifer Vittori will look into pricing.

d. Discussion Regarding Splash Pad, Grants and Specs.

- Co-Chair Reynders discussed the Splash Pad. She reiterated that they agreed on the rectangle one. Co-Chair Reynders mentioned Carmen Maurella was notified about \$200,000 that the Village would be reimbursed with. He would allocate that \$200,000 for the Splash Pad. The Splash Pad is around \$350,000. Co-Chair Reynders said she would look into whether they budgeted for it or not. Still waiting on a grant from the state. With the grant, it would require bathrooms and a pavilion. Co-Chair Reynders asked Engineer Westcott if he spoke to Carmen Maurella about the sewer overflow/filtration. Maybe ask have been Bill Frossard the sewer overflow/filtration system. The Splash Pad does not need a sewer, but with the amount of water it would need to be filtered. There is a sewer at the back of the baseball he concession stands which is where the line would go. Village Manager Maurella wants to do that as soon as possible. Jennifer Vittori asked about donations. Trustee Reynders stated we do not have any as of right now but are getting started. Jacquelyn Huff mentioned the prospect of Events getting a flatbed printer to be able to print our own signs. There is a budget in place for both the Splash Pad and Veterans Memorial. Engineer Westcott and Co-Chair Reynders are working on the Veteran's Memorial. Still in the works about the details. Touch of Green was the only business that bid on the Veteran's Memorial.

e. Discussion Regarding the Heroes Trail West Extension project as a brief update:

- Engineer Westcott said they should hear back about April about the ITEP (Illinois Transportation Expansion Program) funding. ITEP is a program that runs every 2 years and issues out funding for trails extension programs. It is an 80-20 split. Village has already agreed to fund 20%. Plans to IDOT for review in August 2023, then next year is construction. If no ITEP funding, local money will be elected. It is West from Culver Park along the ComEd easement, to connect to the existing trail system. Brett Westcott also suggested expanding the trail out to the Veteran's trail which reaches Lockport, Lemont, and so on. They give an average of 1.1M per project.

New Business

- a. Discussion Regarding sidewalk/trail repair in Cedar Glen subdivision.**
- Engineer Westcott explains there is an existing path and at this time, it terminates at the property. The issue with tying it down to 159th street is running out of right away. Westcott stated because the speed limit is 40-45 mph, there must be a distance of 10 feet minimum from the roadway to maintain for pedestrian safety. Another issue was running into phone poles. Engineering would be involved. The main issue is if the property owners will allow us to have a portion of their backyard. Westcott suggested a feasibility study for a couple options. Engineer Westcott said there was no need for consultants. He could go on GIS and get some basic measurements. Parks Coordinator Vittori asked about an option to put the path on the East side of Cedar, but would still require right of way. Discussion about a sidewalk would be a much easier connection.
- b. Discussion Regarding purchasing a "Thermometer Sign" for Splash Pad fundraising.**
- mentioned in Old Business.
- c. Discussion Regarding the Art Guild requesting to hold an event in Heritage Park in August 2023.**
- Mentioned in Old Business.
- d. Introduction – New Events Coordinator.**

- Jackie Huff introduced herself and provided a short summary of where she worked before starting at the Village. The rest of the group introduced themselves.
- e. **Discussion Regarding new tennis courts in Stonebridge.**
- Jen Vittori said she has not heard from anybody since December. Hoping she can go out with the companies to get pricing and see what they are able to do with the courts
- f. **Discussion Regarding advertising for events in 2023.**
- Jacquelyn Huff mentioned to the group about changing the sponsorship packet. Before, the packet was too big, too in your face, and overwhelming for business owners. Hoping by condensing it, it will help with advertising. Changing incentives. Up our social media presence, making them more engaging. Alana Charboneau mentioned she changed and updated the HomerFest website. Reynders asked about how the events are being advertised. The group agreed on more advertising for vendors.
- g. **Presentation and Discussion of Proposed Special Events for 2023.**
- Jacquelyn Huff mentioned the Special Events the Village will be hosting in 2023. A lot of the same events from past years. She also discussed the idea of “Pop-Up” events, using different parks and bringing new crowds to all of the parks we own. There was discussion about a golf outing, a bags tournament, a haunted trail, a 5k or “Turkey Trot”. A little more planning and advertising is needed.
- h. **Reports and Communications from Staff – *Member* Russell Knaack** just asked to update the current Parks and Rec’s committee members on the Village website. Co-Chair Reynders stated she and Carmen Maurella discussed reviewing the committees and the members involved, allowing others to join or be removed.
- i. **Committee Member Updates- none.**
- j. **Adjournment.**
Member Bob Kman made a motion to adjourn; seconded by Member Russell Knaack. The motion carried. The meeting was adjourned at 8:29 p.m.

Respectfully Submitted:



Alana Charboneau
Committee Secretary