



**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
COMMITTEE OF THE WHOLE MEETING  
VILLAGE HALL GERALD C. TURRY VILLAGE BOARD ROOM  
6:00 PM, JANUARY 20, 2026**

**AGENDA**

- I. Call to Order**
- II. Roll Call**
- III. Approval of Minutes**
  - 1. Minutes of the Committee of the Whole Meeting of January 6, 2026
- IV. Regular Business**
  - 1. 2025 Annual Report (Anne Marie Gaura)
  - 2. Parks and Recreation Rental Policies (Karen Hawk)
  - 3. Aquatic Center Admission Process and Non-Resident Pool Pass Cap Increase (Karen Hawk)
- V. Closed Session**
- VI. Adjournment**

DATE POSTED: January 15, 2026

**VILLAGE OF LINCOLNWOOD  
PRESIDENT AND BOARD OF TRUSTEES  
MEETING OF THE COMMITTEE OF THE WHOLE  
GERALD C. TURRY BOARD ROOM  
JANUARY 6, 2026**

**DRAFT**

**Call to Order**

Mayor Patel called the Committee of the Whole meeting of the Lincolnwood Board of Trustees to order at 6:04 P.M., Tuesday, January 6, 2026, in the Gerald C. Turry Village Board Room of the Municipal Complex at 6900 N. Lincoln Avenue, Village of Lincolnwood, County of Cook, and State of Illinois.

Upon roll call by Village Clerk Sokol Delisi, the following were:

PRESENT: Mayor Patel, Trustees Klatzco, Diaz Herrera, Sargon, Ikezoe-Halevi, Gussis, Martel  
ABSENT: None

A quorum was present.

Also present: Village Attorney Steve Elrod, Village Manager Anne Marie Gaura, Assistant Village Manager Madeline Farrell, Police Chief Jay Parrott, Community Development Director Patrick Ainsworth, and Management Analyst Elijah Bebora

**Approval of Minutes**

The December 16, 2025 Committee of the Whole meeting minutes were presented for approval.

Trustee Sargon moved to approve the minutes of the December 16, 2025 Committee of the Whole meeting minutes. Trustee Ikezoe-Halevi seconded the motion.

Upon Roll Call, the results were:

AYES: Trustees Klatzco, Diaz Herrera, Sargon, Ikezoe-Halevi, Gussis, Martel

NAYS: None

ABSENT: None

The motion passed.

**Regular Business**

1. Pre-Packaged Liquor for Special Events (i.e., Fatpour Movie Night)

Presenter: Assistant Village Manager Madeline Farrell

*Background:*

- In June 2025, Fatpour (Class A liquor license holder) requested permission to sell pre-packaged liquor for a one-night movie event at District 1860.
- State law permits such sales, but Village Code restricts Class A license holders from selling alcohol for off-premise consumption.

- The Village Board waived enforcement for that event.
- Staff now recommends creating a supplemental liquor license for Class A license holders within District 1860 to allow off-premise consumption of pre-packaged liquor (manufacturer-sealed containers) during special events.
- Current Class A license holders in District 1860: Fatpour, Fat Rosie's, Mia Francesca's.
- Proposed supplemental license would:
  - Require liquor commissioner approval for each event.
  - Limit consumption to District 1860 PUD.
  - Apply only to special events (permitted or not).
  - Maintain Basset training and compliance with state law.

*Board Discussion:*

- **Scope & Location:** Consensus that this applies only to District 1860 Village Green (private property).
- **Event Definition:** Debate on what qualifies as a “special event” and whether limits (e.g., number per year) should apply.
- **Notice Period:** Suggested 30-day advance notice for requests; flexibility for case-by-case approval.
- **Security:** Police presence recommended for events with 100+ attendees; review required per event.
- **Participation:** Support for allowing other Lincolnwood Class A liquor licensees (not outside businesses) to participate in events at District 1860.
- **Controls:**
  - No delivery service; alcohol must be sold at event.
  - Consumption restricted to common areas (Village Green, terrace).
  - Maintain safeguards for underage drinking (Basset-trained servers).
- **License Structure:** Preference for event-specific supplemental license rather than annual license; liquor commissioner to approve each event.
- **Future Considerations:** Hotel events and catering may require separate review later.

*Board Direction:*

- Limit supplemental license to District 1860 PUD only.
- Open participation to Lincolnwood liquor license holders (primarily Class A).
- Require advance notice (approx. 30 days) and case-by-case approval.
- Include security requirements based on event size.
- Ensure compliance with Basset training and state law.
- Keep flexibility for adjustments after initial events.

*Next Steps:*

- Staff to draft ordinance for supplemental liquor license category:
  - Event-specific approval process.
  - Conditions for location, notice, security, and compliance.
- Return to Board with proposed ordinance language for review.

## 2. Alternative Parking Solutions in the MB Zoning District

Presenter: Community Development Director Patrick Ainsworth and Police Chief Jay Parrott

### *Background:*

- Parking concerns have been observed in the MB (Light Manufacturing and Business) zoning district, specifically in the Devon/Lincoln Industrial Area and Northeast Industrial District (NEID).
- Issues include:
  - Insufficient off-street parking for employees and visitors.
  - Increased on-street parking causing congestion and safety hazards.
  - Tandem or stacked parking observed at multiple properties.
- Historical context:
  - Older building stock (1960s) designed with minimal parking compared to modern industrial parks.
  - Village previously invested in 230 off-street spaces in NEID using TIF funds; current utilization is ~56%, with 100 spaces unused.
- Previous efforts:
  - 2024 discussions considered text amendments and administrative parking plans; initial proposals were not adopted.

### *Board Discussion:*

- Current Conditions:
  - 12 businesses observed using tandem parking; some encroaching into right-of-way.
  - NEID faces severe congestion; Ridgeway is often impassable for trucks due to on-street parking.
- Options Presented:
  1. Enforcement: Address non-compliance and abandoned vehicles; adjust hours for municipal lots.
  2. Additional Off-Street Parking: Explore Arthur Ave. right-of-way for ~25 spaces; consider TIF funding for Lincoln-Devon area.
  3. Text Amendments: Expand shared parking provisions (e.g., increase allowable distance from 300 ft to 900 ft).
  4. Administrative Approval for Tandem Parking: Revisit 2024 proposal; establish criteria similar to valet parking for safety and ingress/egress.
- Key Points Raised:
  - Need clear justification before spending funds on new lots; avoid underutilized investments.
  - Inventory businesses: employee counts, growth plans, parking needs.
  - Enforce removal of inoperable vehicles occupying spaces.
  - Safety concerns: fire access, visibility, and blocking exits.

- Consensus that stacked parking may be acceptable for industrial uses with proper criteria.
- Consider future redevelopment (e.g., 6450 Hamlin) and potential zoning changes to support EAV growth.

*Board Direction:*

- Move forward with Option 4: Develop criteria for administrative approval of tandem parking; peer review by Police, Fire, Public Works, and Village Attorney before PC/ZBA consideration.
- Explore Option 2: Keep Arthur Ave. right-of-way and other potential sites under review for future off-street parking; no immediate construction.
- Conduct outreach and survey businesses to inventory current and projected parking needs.
- Return with draft language and findings for Board review.

*Next Steps:*

- Staff to:
  - Engage businesses for data collection (employee counts, parking needs, growth plans).
  - Draft revised text amendment for tandem parking with safety criteria.
  - Peer review proposed language internally and with legal counsel.
  - Present to PC/ZBA, then return to Village Board.
- Monitor potential redevelopment opportunities and TIF funding alignment for future parking solutions.

**Adjournment**

Trustee Sargon moved to adjourn the Committee of the Whole at 7:17 P.M., seconded by Trustee Martel.

The meeting was adjourned by voice vote.

Meeting Adjourned.

Respectfully Submitted,

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Sokol Delisi  
Village Clerk



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# MEMORANDUM

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**TO:** President Patel and Members of the Village Board

**FROM:** Anne Marie Gaura, Village Manager

**DATE:** January 15, 2026

**SUBJECT:** January 20, 2026 Meeting of the Committee of the Whole

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The Committee of the Whole (COTW) meeting is scheduled for 6:00 P.M. on Tuesday evening. Please find below a summary of the items for discussion.

**1. 2025 Annual Report (6:00 – 6:20 P.M.)**

[Attached](#) is the 2025 Annual Report for the Village of Lincolnwood. The purpose of this Annual Report is to outline some of the key achievements with the residents and businesses of the community. The goal is to share service enhancements provided that are designed to improve the quality of life in Lincolnwood and explain the positive changes taking place. This 2025 Annual Report also highlights the proud accomplishments of the Village's seven operating departments, which include: Community Development, Finance, Fire, Parks and Recreation, Police, Public Works and the Village Manager's Office.

**2. Parks and Recreation Rental Policies (6:20 – 7:00 P.M.)**

At the June 17, 2025, Committee of the Whole Meeting, staff presented proposed updates to the Parks and Recreation Department's rental policies and the recommendation by the Park and Recreation Board. Following the presentation, the Village Board requested additional data before determining the future direction of rentals for Village properties, including the Aquatic Center, Community Center, and Proesel Park Shelter/Pavilion. [Attached](#) is a memo from Parks and Recreation Director, Karen Hawk, with the additional information that was requested by the Village Board along with staff suggestions for moving forward.

**3. Aquatic Center Admission Process and Non-Resident Pool Pass Cap Increase (7:00 – 7:30 P.M.)**

Aquatic Center admissions and pool passes were discussed at a budget workshop meeting on Monday, October 20, 2025, as part of a revenue enhancement discussion. The Village Board requested that staff consider updates to the Aquatic Center admission process regarding age and residency verification, as

well as potential increases to the non-resident pool pass cap. [Attached](#) is a memo from Parks and Recreation Director, Karen Hawk, outlining the current policy along with a survey regarding what other communities are doing in respect to the admission process along with staff recommendation to increase the number of non-resident pool passes.

If you should have any questions concerning these matters, please feel free to contact me.



# 2025 ANNUAL REPORT





## CONTENT

Village Leadership	3
Community Development	4
Finance	5
Fire	6
Parks and Recreation	7 & 8
Police	9 & 10
Public Works	11 & 12
Village Manager's Office	13 & 14
By the Numbers	15
What's Coming in 2026?	16

# VILLAGE LEADERSHIP

## Elected Officials

The Village of Lincolnwood is governed by an elected Mayor, six Trustees, and a Village Clerk, all serving four-year at-large terms. The Mayor and Village Board set policy and pass legislation. Lincolnwood is a home rule community operating under a Council-Manager form of government, with a full-time Village Manager appointed by the Mayor and Village Board.



*Standing, left to right: Trustee Chris Martel, Trustee Craig Klatzco, Mayor Jesal Patel, Village Clerk Sokol Delisi, and Trustee Neal Gussis.*

*Seated, left to right: Trustee Atour Sargon, Trustee Jean Ikezoe-Halevi, and Trustee Grace Diaz Herrera.*

## Senior Management Team

The Senior Management Team is comprised of the Village Manager and the seven Department Directors. The Village Manager serves as the chief administrative officer overseeing the day-to-day operations of the Village with seven departments led by Department Directors reporting directly to the Manager.



*Standing, left to right: Fire Chief Barry Liss, Community Development Director Patrick Ainsworth, Parks and Recreation Director Karen Hawk, Finance Director/Treasurer Elizabeth Holleb, Public Works Director John Welch, and Police Chief Jay Parrott.*

*Seated, left to right: Village Manager Anne Marie Gaura, Assistant Village Manager Madeline Farrell.*

# COMMUNITY DEVELOPMENT

## Affordable Housing

The Illinois Housing Development Authority (IHDA) notified the Village that it determined Lincolnwood was a “Non-Exempt Local Government” under the State of Illinois’ Affordable Housing Planning and Appeal Act (AHPAA). This required the Village to prepare, adopt, and submit an Affordable Housing Plan (Plan) to IHDA by June 14, 2025.

Lincolnwood was selected, at no cost to the Village, to participate in the Homes for a Changing Region program which assisted the Village in assessing local housing needs and opportunities through meetings with local stakeholders, analysis of trends in the local housing market, and input through a community survey. The Village’s Plan was reviewed and approved by IHDA in December 2025.

## PC/ZBA Begins Meeting

Established in late 2024, the Plan Commission/Zoning Board of Appeals (PC/ZBA) held 10 meetings in 2025. Agenda items included preliminary discussions on signage and parking pads.

The PC/ZBA makes recommendations to the Village Board on zoning variations, text amendments, special uses, variations, and appeals.

## Hotel Update

Construction on the five-story, 152 room, dual-branded Marriott hotel is near completion with an anticipated opening by May. The Residence Inn/Springhill Suites hotel located in the District 1860 development on Lincoln Avenue will feature an indoor pool, fitness center, dining area and outdoor lounge.

## New Businesses

In 2025, Lincolnwood welcomed several new businesses including Burger Buz, The Trendy Table, A & B Wireless, Pregnant Planet, Edward Jones, Sylvan Learning, and Neon Gaming Hub. Several businesses also expanded and relocated within Lincolnwood including Dunkin’ at 4010 W. Touhy Avenue and Skinfection Spa.





## Bonds and TIF Certificates

The Village issued direct placement bonds totaling \$3,500,000 to fund the 2025 Infrastructure Program in the Water Fund. A direct placement allows the Village to avoid public offering issuance costs such as rating and underwriting fees, a savings of nearly \$40,000.

Pursuant to the redevelopment agreement for the North Lincoln Redevelopment Project Area, the Village issued \$12,300,000 Tax Increment Allocation Revenue Note 2025B. Repayment of this note will be from pledged incremental property taxes generated as a result of the District 1860 project.



## Financial Reporting

Both the Stub Year 2023 and Fiscal Year 2024 Annual Comprehensive Financial Reports (ACFR) were published. The Finance Department will complete the FY2025 Audit and publish the FY2025 ACFR by June 30, 2026.

## Assist-a-Family Donations

In 2025, approximately \$1,150 was distributed to Lincolnwood residents in financial distress who needed assistance with their water and utility bills. The Village continues to promote the program and opportunity to donate.

## Grocery Tax

Public Act 103-0781 had eliminated the State's 1% grocery tax effective January 1, 2026 and provided that municipalities and counties could impose their own local sales tax.

The Village Municipal Code was amended to establish a 1% municipal grocery tax that replaced the State's tax in order to continue to support general Village operations.

## Five Year Financial Forecasting

In 2025, the Village developed five-year financial forecasts for key operating and capital funds of the Village, which are incorporated in the FY2026 Budget to enhance long-term financial planning. The financial forecasts identified challenges that will require the Village to contain expenditure growth, look for saving opportunities, and grow revenues to sustain Village operations.

## Policy Updates

The Village amended its accounts payable, investment, and financial policies, providing clarity to staff and the public regarding the Village's obligations, goals, and financial practices.

## Fully Staffed Operations

In Fall 2025, the Fire Department reached full staffing levels for the first time in at least three years. The Village Board approved an amendment to the contract with Paramedic Services of Illinois (PSI) in 2024 increasing the base salary for employees, helping make the Village a more attractive employer.



## New Ford SUVs

The Village replaced two existing Fire Department vehicles with a new Deputy Fire Chief vehicle and Fire Prevention Bureau vehicle. Similar to the Fire Chief's vehicle, these new Ford SUVs are equipped with the latest lighting and audio technology, multiple mobile radios to ensure interoperability, and an onboard computer for CAD connectivity. These two vehicles provide a safe, reliable, and effective platform for the Deputy Fire Chief and Fire Inspector.



## New Haas Alert system

The Village installed HAAS Alert transponders on all five front-line Fire apparatus. The system is designed to send real-time digital alerts to motorists as they approach emergency scenes, as well as alerting motorists to approaching emergency vehicles from any direction.

The free service is compatible with many types of fleet vehicles and delivers alerts to drivers via smartphone navigation apps and in-car infotainment screens. The new technology, which has no cost to the public, should help minimize future collisions between the public and Village first responders.

## LUNAR Software

A key component of the newly purchased self-contained breathing apparatus (SCBA) used by fire personnel is the LUNAR tracking device. The LUNAR device is equipped with Firefighting Assisting Search Technology, which provides directional and distance guidance to locate firefighters rapidly during emergency situations.

LUNAR significantly enhances firefighter safety. It is particularly helpful when crews enter and operate within toxic or immediately dangerous to life and health atmospheres while on air.



## Annual Open House

The Annual Fire Department Open House welcomed approximately 150 people who enjoyed live demonstrations, close and personal tours of vehicles, food, refreshments and interaction with Fire personnel.

# PARKS & RECREATION

## ComEd Dog Park

An opportunity to construct a Village-owned dog park in the ComEd Right-of-Way east of the Valley Line path next to Goebelt Park became available. The Village Board reviewed a concept plan for space that includes a drive path on the park's east side and an option for a secondary path to the dog park further north on the Valley Line path.

The Village is still awaiting ComEd's conditional approval for the dog park but assuming approval is received in 2026, construction is anticipated for 2027.



## Recreation Center & Aquatic Center Feasibility Study

Both the Community Center and Aquatic Center require significant financial investment to continue operations. Following two community surveys that showed strong support for a recreation center and pool replacement, the Recreation Center and Aquatic Center Feasibility Study began in 2024 with a visioning workshop, public engagement session, interviews with key stakeholders, and sessions with School District 74 students.

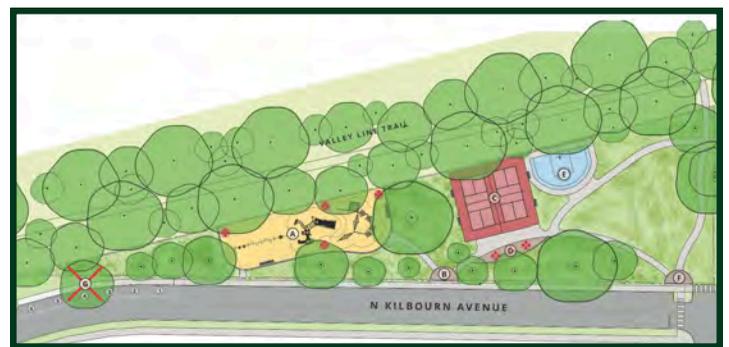
In 2025, the Village Board reviewed site options, stakeholder input, and initial concepts, ultimately supporting a conceptual design with two separate facilities, an aquatic center and a recreation center.



## OSLAD Grant for Proesel

Planning and design for the Proesel Park project took place in 2025. Construction is set to begin in the spring of 2026 as part of a significant renovation project partially funded by an Open Space Lands Acquisition and Development (OSLAD) grant through the Illinois Department of Natural Resources (IDNR).

Planned enhancements include a universally accessible playground, upgraded tennis and sand volleyball courts, two dedicated pickleball courts, a renovated inline skate court, improved basketball courts, and enhanced pedestrian pathways. Total cost of renovations is \$1,533,000 with the OSLAD Grant covering \$600,000.



## Goebelt Park

Following multiple revisions to the Goebelt Park design developed with Confluence, Inc., Village Staff prepared and released bid documents for park construction to take place in Fall 2025. The returned bids were significantly higher than budgeted, nearly double, requiring the Village to delay renovation of the park until funding is available.

# PARKS & RECREATION



## Community Center Upgrades

Three large windows at the Community Center were replaced due to age and deteriorating condition. The new units enhance the building's appearance and improve insulation and UV protection. In addition, the Community Center's large rental space was improved with a fresh coat of paint.



ARCHITECTURE RIVER TOUR

## Senior Events

A \$50,000 donation from Barry and Taffy Berger enabled Parks and Recreation to offer year-round trips and activities for participants 55+ at an affordable rate.

The five summer trips, including an Architecture River Tour at Navy Pier, Chicago Botanic Garden with lunch at PF Chang's, Chicago Cubs Game, Drury Lane, and Lunch at The Foxtail on the Lake, all sold out. Other senior activities have included Sip N' Paint events and pottery painting classes.



# POLICE

## Additional ALPRs

The Village installed three additional Automated License Plate Reader (ALPR) on the Village right-of-way. The ALPR units are strategically placed throughout the Village based on where criminal incidents are reported and historical locations that see a frequency of incidents reported to police.

ALPR data is only used to investigate reported crimes, recover stolen vehicles, and assist in locating missing and/or endangered persons. State law, which the Police Department strictly adheres to, will never allow ALPR use for Civil immigration enforcement or any other improper use.



## Police Patrol Vehicles

Three vehicles "squads" were replaced in the patrol division. These are all fully marked units and as a result of the replacements, a replaced vehicle from patrol was rebranded as the new community service officer vehicle.



## Less Than Lethal Training

The Police Department hosted training for the Axon Taser 10 instructor program. This allowed for the Police Department to re-certify two instructors and certify two new instructors in the less than lethal devices at a significant savings to the Village by hosting this training in cooperation with Axon.

Over the next two years, the Police Department will begin transitioning to the more effective Taser 10 as the current device, the X2 Taser, is being discontinued. This transition will be assisted by grant funds awarded from the Illinois Law Enforcement Alarm System (ILEAS).

## Low-Speed E-Bikes

Regulations regarding low-speed electric bicycles, commonly referred to as e-bikes, were adopted in late 2025 following discussions by the Village Board and Traffic Commission. The new regulations define a low-speed electric bicycle, require users to be 16 years or older, prohibit use in all public parks except Centennial Park, limit the speed to 15 mph on the paths, and prohibit use of e-bikes that operate faster than 28 mph and have a motor greater than 750 watts.

# POLICE



## Veterans' Day

The Lincolnwood Police and Fire Honor Guard performed the presentation of colors at School District 74's Veterans Day recognition. The Honor Guard performed at both Rutledge Hall and Lincoln Hall. Additionally, the Honor Guard did a presentation of colors for the residents at The Carrington.



## Lincolnwood Fest Safety

Walk-through metal detectors were implemented at both entrances to Lincolnwood Fest. As at many other outdoor festivals, the walk-through detectors were used as a precaution to prevent unsafe situations. Lincolnwood Fest remained a safe and inviting event for the community and visitors.



## National Night Out

The Village hosted an estimated 250 people for the annual National Night Out Against Crime. Local businesses provided support by offering food and information on their services and Nilus Township, the Lincolnwood Public Library and the North Shore Mosquito Abatement District were also present with information.



## Coffee with a Cop

Police personnel met with community members and morning commuters at the Coffee with a Cop event at the Starbucks on Touhy Avenue. Starbucks staff were very inviting and appreciated the presence of Police personnel.

# PUBLIC WORKS

## ADA Transition Plan

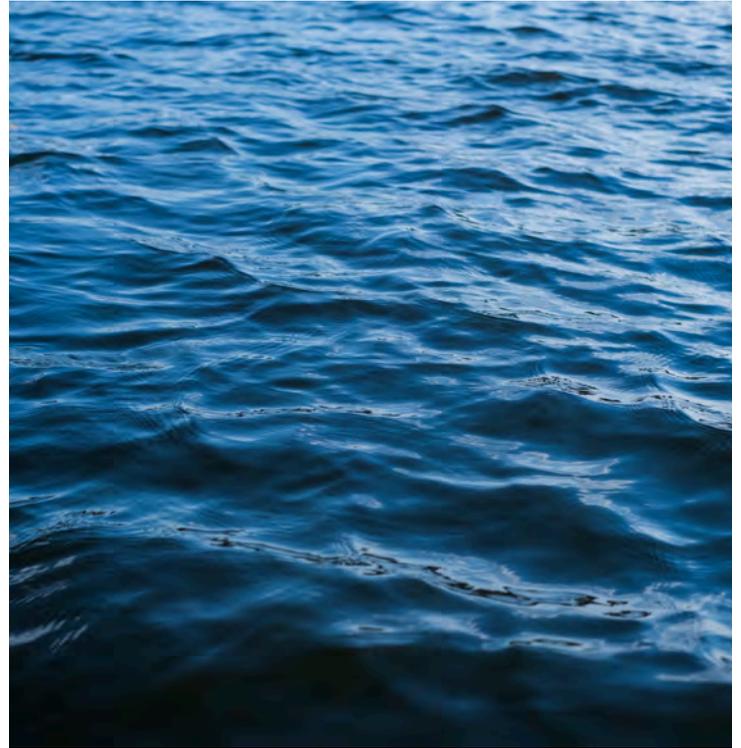
To remain eligible for federal transportation funding and ensure compliance with federal statutes, the Village is required to develop and implement an ADA Self-Evaluation and Transition Plan (Plan). The Village successfully secured free technical assistance from Chicago Metropolitan Agency for Planning (CMAP).

Concurrently to the Village-wide ADA transition plan, a separate Parks and Recreation Transition Plan was developed and approved to address ADA compliance within the Village's Parks. In future budgets, funding will be requested to address the issues identified in both Plans.



## Lead Service Line Replacement

The 2025 Lead Service Line Replacement project included 151 lead service line replacements (13% of total project). Construction costs are reimbursed via a loan through the Illinois Public Water Supply State Revolving Fund at 0% interest. This is a portion of the pre-approved \$6.2 million to be spent during the five-year (2024-2028) approval period.



## Water Rate Study

Raftelis was hired to analyze current and future expenditures including ongoing maintenance (salaries, water main replacements, facility improvements, etc.) and lead service line replacements and propose a financing plan.

In late 2025, the Water Rate Study was adopted with a 10% rate increase effective January 1, 2026. Modifications will be made to simplify the utility bills to reflect three rates, a fixed charge, water volume charge, and sewer volume charge. In addition, a change from quarterly to bi-monthly billing for residential customers will be implemented.

## Engineering Services

Following a Request for Qualifications (RFQ) process, the Village approved a five-year agreement with Christopher B. Burke Engineering (Burke) for general engineering services. The Village retains a professional engineering consulting firm to serve as Village Engineer and to provide engineering services.

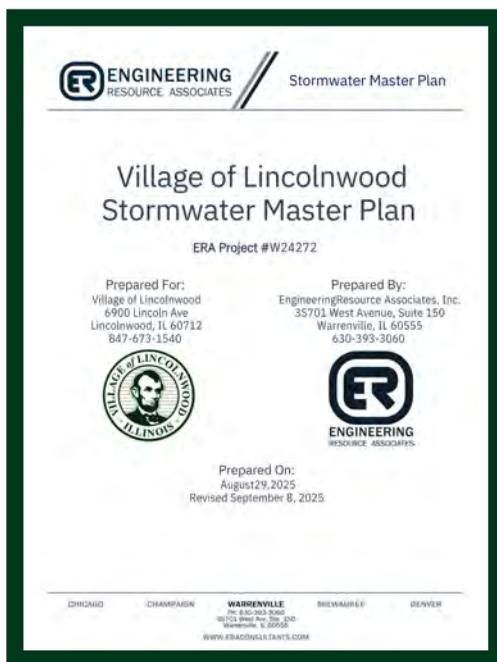
Burke has provided general engineering services to the Village since 2014 and offers significant institutional knowledge.

# PUBLIC WORKS

## Completed Tier 1A Projects

Following the Facilities and Space Needs Assessment, facility and space deficiencies were categorized into three tiers for repairs, maintenance, renovation, and expansion. Tier 1 improvements included priority items that need to be repaired or improved and are required to keep the facilities functioning.

An additional breakdown of Tier 1 into 1A, 1B, and 1C identified recommended completion dates. In 2025, all Tier 1A projects, including new or replacement emergency exit signage and lighting, ADA compliant water fountains, and roof limestone cap repairs, were completed.



## Stormwater Plan

Engineering Resource Associates (ERA) was hired to update the Village's 2012 Stormwater Master Plan. All major projects identified in the 2012 Plan are complete including the North Shore Channel Storm Outlet and Street Storage Program.

The Update identifies potential improvements to the combined and separate sewer areas, which will be presented for next steps as funding is available. In addition, an increased cost-share (from \$2,000 to \$5,000) for residents to install a flood-control system or convert their sewer service to an overhead sewer service has been included in the FY2026 Budget.



## Streetlight/Sidewalk Surveys

The 2024 Community Survey indicated inadequate street lighting and the condition of Village sidewalks were the two lowest-rated services for Public Works.

Staff will continue to make necessary repairs to sidewalks with grinding, removal, and replacement. The installation of new streetlights will need residential support as well as a funding mechanism for installation and maintenance.

## No Mow 'Til Mother's Day Pilot Program

The first year of the pilot No Mow 'til Mother's Day program took place with six registered participants. Participants were provided a flyer indicating they were participating in the pilot program.

# VILLAGE MANAGER'S OFFICE

## Technology Upgrades

The Village engaged a third-party provider to conduct Enterprise Resource Planning (ERP), HR/Payroll, and Enterprise Asset Management (EAM) system assessments and selection processes. The assessments revealed several challenges including manual, paper-based processes, disconnected systems, limited automation opportunities, and poor visibility and tracking.

The FY2026 Budget includes funding for ERP and HR/Payroll systems. Modern features and functionality will improve efficiency and effectiveness for all users, which ultimately improves staff's ability to provide good customer service to all parties.



## Student Achievers Fund

Student Achievers, Lincolnwood residents and high school seniors named Illinois State Scholars, have been recognized by the Village of Lincolnwood for 40 years.

Student Achievers are recognized at a Village Board meeting with a certificate and small gift. The top male and female students also receive a \$1,000 scholarship which has historically been funded by local banks. In 2025, the Village began soliciting donations for the Student Achievers Fund. The most successful fundraiser included a dunk tank at Lincolnwood Fest which raised \$2,786.



## Restrictions on Unregulated Substances & Flavored Vapes

The Village Board held extensive discussions on potentially restricting the sale and possession of unregulated intoxicating substances such as Delta-8 THC, Delta-10 THC, and Kratom, as well as flavored liquid nicotine products (vapes) within the Village of Lincolnwood.

Following movement on the topic at the Federal level and in the City of Chicago, the Village Board's consideration of regulations and/or restrictions will continue in early 2026. The Village currently has eight licensed Tobacco and Vape Shops in addition to multiple gas stations that sell these products.



# VILLAGE MANAGER'S OFFICE

## AV System Replacement

Originally installed in 2016, the Gerald C. Turry Village Board Room's audio, video and broadcasting equipment experienced hardware failures requiring extensive replacement.

The system replacement modernized and expanded the systems' broadcasting capabilities, enhanced the audio/visual quality, and improved system reliability to meet the Village's needs.



## New IT Managed Service Provider Contract

To meet changing expectations of the Village, IT industry, and technological needs of staff, the Village conducted a competitive process to select a new IT Managed Service Provider. Orbis Solutions has been providing Village-wide IT Services since January 2025.

## Department Directors Hired

Two key Department Director positions were filled this year after extensive searches. Elizabeth Holleb was selected as Finance Director having spent the majority of her career specializing in municipal finance. She joined Lincolnwood after most recently serving the Village of Lake Forest as Finance Director for over 12 years. Patrick Ainsworth joined the Village as Community Development Director with more than 13 years of experience in urban planning and economic development.



## Communications Specialist

With the position vacant, the Village reviewed the roles and responsibilities of the Marketing Coordinator and determined it was in the Village's best interest to transition the role to a Communications Specialist within the Village Manager's Office.

The Communications Specialist hired in Spring 2025 is the Village's first full-time, Village-wide Communications professional. The position is responsible for the newsletter, social media, e-newsletter, website, sponsorships, and graphic design.



# BY THE NUMBERS

**\$45M**

value of construction from permits issued

**1.31mi**

Water Main Replaced

**2.14mi**

Roadway Resurfaced

**600ft**

Re-poured Sidewalk

**172**

Lead Service Lines Replaced

**12,092**  
Police Calls

**1,404**  
Fire Calls

**2,105** EMS Calls

**100**  
Resolutions

**7,647**

Vehicle Stickers

**3,240**

Building Inspections

**1,376**

Adjudicated Cases

**49**

Ordinances

**349**

Freedom of Information Requests Completed

**50**

Board & Commission Meetings

**1,335**

Summer Camp Registrants

**373**

Business Licenses Issued

**35k**

Lincolnwood Fest Attendees

**851**

Opened

**906**

Closed

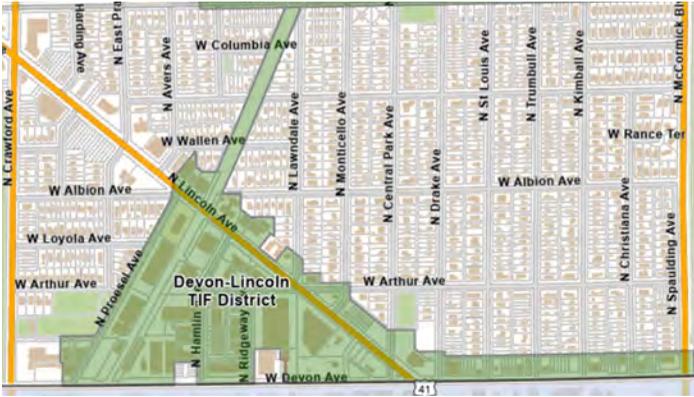
Code Enforcement Violations

Note: More cases were closed than opened due to carryover violations from the previous year.

**2,400**

Turkey Trot Runners

# WHAT'S COMING IN 2026?



## TIF Revitalization Pilot Project

To assist with the economic revitalization of the Devon Lincoln Tax Increment Financing (TIF) Area, the Village will use \$300,000 from the Devon - Lincoln TIF to launch several initiatives including the recruitment of sales tax generating businesses, assist with renovating older buildings within the TIF through the establishment of a grant program, and to market this area that follows Illinois TIF regulations.

All actions associated with the utilization of these funds is to attract tax generating uses in underutilized spaces.

## Lincolnwood Town Center

The Lincolnwood Town Center property sold to a local development group affiliated with Prairie Ridge Development and Xroads Real Estate Advisors, a Chicago-based real estate company.

While the Village has not received any specific development plans, the Village anticipates a series of improvements to the Lincolnwood Town Center property in the future.

## Public Safety Facility Improvements

The Police and Fire Department's locker rooms have been identified as an immediate concern due to the current conditions and staff growth of each Department. The locker rooms, staff and public restrooms, as well as the showers, will also be repaired or replaced as part of this project. State grant funding in the amount of \$2,130,000 was received for this project.



## Pratt Avenue Bike Lane

Pratt Avenue improvements will take place in 2026, adding 1.97 miles of east-west bike lanes from Lincolnwood Drive to McCormick Boulevard. This will create the Village's first uninterrupted east-west bikeway, connecting to the Valley Line Trail, Union Pacific Trail, and Centennial Park Path. Parking and sidewalk changes will improve safety for all users.



## Water Fund Expenditure Consultant

As a follow up to the water rate study completed in 2025, the Village will engage a consultant to conduct a comprehensive analysis of the expenditures in the Water & Sewer Fund.

This analysis will provide feedback on the current long-term expenditure forecasts of both operating and capital expenditures for the water utility, with an emphasis on cost projections for water main and lead service line replacements. This analysis will help to project future water rate increases required to maintain this self-supporting operation.



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager  
**FROM:** Karen Hawk, Parks and Recreation Director  
**DATE:** January 20, 2026  
**SUBJECT:** Parks and Recreation Rental Policies

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## Background

At the June 17, 2025, Committee of the Whole Meeting, staff presented proposed updates to the Parks and Recreation Department's rental policies and the recommendation by the Park and Recreation Board. The June 17<sup>th</sup> memo is attached for reference. Following the presentation, the Village Board requested additional data before determining the future direction of rentals for Village properties, including the Aquatic Center, Community Center, and Proesel Park Shelter/Pavilion.

In response, staff compiled two years of data addressing the following areas:

1. Historical price increases
2. Number of days and hours each facility is available for rental
3. Rental revenue received in 2024 and 2025

Parks and Recreation implemented rate increases for all rentals—Community Center, Shelter, Aquatic Center pods, and full pool—effective January 1, 2025. Additional increases took effect January 1, 2026, for the Community Center and Aquatic Center rentals due to rising operating costs, supply needs, and comparisons to nearby agencies.

Shelter rentals will be suspended in 2026 due to construction activity on the south end of Proesel Park; therefore, no rate adjustments will occur for that facility.

<i>Rental Rates R / NR</i>	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Community Center (hourly)</b>	\$126 / \$214	\$145 / \$225	\$160 / \$240
<b>Shelter (daily)</b>	\$235 / \$294	\$255 / \$309	Suspended
<b>Pod (3-hour rental)</b>	\$230 / \$305	\$245 / \$320	\$260 / \$330
<b>Full Pool (hourly)</b>	\$420 / \$485	\$435 / \$500	\$450 / \$515

### **Community Center**

Rentals may be booked up to one year in advance for both residents and non-residents. Annual availability is approximately 319 days, excluding days blocked for internal events, staff trainings, and holiday closures. Daily availability varies due to programming, classes, and staffing needs.

### **Proesel Park Shelter**

The availability for Shelter rentals is approximately 122 days from May 1 to October 31. Shelter rentals are a daily rate, not hourly, and allow only one renter per day. Weekday availability is limited due to Summer Camp, which operates at the Shelter Monday through Friday until 6:00 p.m. Therefore, the number of available days excludes weekdays while camp is in session from mid-June to mid-August and only includes the weekends during that time.

It should be noted that, for the 2027 season, staff will return to the Park and Recreation Board to make changes to the shelter rental structure, moving from a full-day rental to an hourly rate. This will potentially allow more rentals per day and increase revenue.

### **Proesel Park Family Aquatic Center**

Three pods are available for 3-hour rentals. These rentals are only available during regular hours of operation, starting after the first full week of the pool opening and ending after the first weekend in August (extensions are subject to staffing availability). Full pool rentals also start the weekend after the first full week of the pool season and end after the first weekend in August (extensions are subject to staffing availability). Full pool rentals are held only on Saturdays and Sundays between 7:00 and 9:00 p.m.

Pod rentals are available approximately 70 days during a season, and full pool rentals are available for 16 -18 days.

### **Rental Revenues**

The number of rentals and revenue for each facility in 2024 and 2025 are below.

	<b>2024 Resident</b>	<b>2024 Non-Resident</b>	<b>2024 Totals</b>	<b>2025 Resident</b>	<b>2025 Non-Resident</b>	<b>2025 Totals</b>
<b>Community Center</b>	64	10	<b>74</b>	51	19	<b>70</b>
<b>Shelter</b>	30	13*	<b>43</b>	26	17*	<b>43</b>
<b>Pod</b>	14	15	<b>29</b>	25	12	<b>37</b>
<b>Full Pool</b>	5	8	<b>13</b>	5	12**	<b>17</b>

	<b>2024 Resident</b>	<b>2024 Non-Resident</b>	<b>2024 Totals</b>	<b>2025 Resident</b>	<b>2025 Non-Resident</b>	<b>2025 Totals</b>
<b>Community Center</b>	\$ 40,485	\$ 6,247	<b>\$ 46,732</b>	\$ 37,412	\$ 19,286	<b>\$ 56,698</b>
<b>Shelter</b>	\$ 6,580	\$ 10,969*	<b>\$ 17,549</b>	\$ 6,375	\$ 11,973*	<b>\$ 18,348</b>
<b>Pod</b>	\$ 3,220	\$ 5,185	<b>\$ 8,405</b>	\$ 5,920	\$ 3,520	<b>\$ 9,440</b>
<b>Full Pool</b>	\$ 4,190	\$ 6,640	<b>\$ 10,830</b>	\$ 3,480	\$ 18,895**	<b>\$ 22,375</b>

\*Large-scale event; \*\*NASA Swim Team

NASA Swim Team usage is included in the non-resident rentals and accounts for half of the total in the 2025 financials for full pool rentals.

**Proesel Park Large-Scale Rental**

For the past six years, the Village has allowed a softball tournament to be held in Proesel Park. Staff’s understanding of the event from past years is that the organization handles all registration for the tournament off-site. Several years ago, the organization requested that a concession vendor be on-site to sell merchandise and food. Staff denied the request at that time, as the current practice is not to allow charging of admission, collecting fees, or selling goods and services on Village property.

In 2025, staff became aware of the extensive nature of this tournament during a walk-through on August 14, 2025, with the organization's event planner. At that time, the staff was made aware of planned activities and equipment uses by the organizers that were not listed on the park or shelter permit applications.

These activities included the following:

1. Petting Zoo
  - a. Organizers stated they planned to host a petting zoo, to which staff notified them that no animals or petting zoo would be allowed. The organizers did not host the petting zoo once they were made aware.
2. Multiple Bounce Houses
  - a. Staff allowed the bounce houses after notating the amenity on their agreement and the organization provided a Certificate of Insurance naming the Village as an additional insured.
3. Golf Carts in the Park
  - a. They stated they would have multiple golf carts in the park to transport event equipment. Village Code Chapter 6-3-9 (G) states the following:

*Driving. No person, other than an authorized employee or representative of the Village, shall drive any electric, gas- or battery-powered vehicle, with the exception of wheelchairs or equivalent personal mobility devices for the disabled and official vehicles, on any area within any public park, except: (1) on the paved roads or parking areas of the park; (2) within other areas specifically designated as temporary parking areas by the Village; or (3) as expressly authorized in connection with an amusement license granted pursuant to Chapter 9, Article 2, of this Code*

The Village Board allowed the use of golf carts at the request of staff at the August 19, 2025, meeting. Staff also required signed waivers by all drivers utilizing the carts.

4. Bringing in food trucks, a catering company, and gas grills.
  - a. There was no mention of this at the walk-through, but on the day of the event, there was a catering company that was cooking the food in the park, and there was a Kona Ice truck, which was parked inside the park rather than on the street. Rita's truck was also on-site for the event.
  - b. The event organizer instructed both trucks to park on the grass by the shelter in the park. Staff were on-site and asked Kona Ice to move to the street. Rita's truck was also parked on the street. The event planner told staff that the two trucks were to park on the grass, not in the parking spaces. Staff explained that this was not allowed, and the planner became upset, saying she would pay the fine but that the trucks would still park on the grass. Staff then contacted the Lincolnwood Police Department.
5. The event permit listed 500 as the total participation, but when doing the walk-through, the organizer stated that they were expecting 1,500 throughout the day.
  - a. During the walk-through, staff told event organizers that they needed to rent a dumpster to be placed at the park, to be paid for by the organization.
  - b. Staff followed up with organizers in the weeks leading up to the event to ask about the dumpster.
  - c. The organizers stated they would have additional garbage totes, but did not provide those either.
6. Event participants were smoking in the park and were found with alcohol on numerous occasions.
  - a. Staff repeatedly asked participants not to smoke and to remove alcohol from the park. Participants all complied.
7. Parking Concerns – participants blocked neighbors' driveways and pedestrian walkways and parked in restricted areas such as ADA accessible spaces and fire lanes.
  - a. Staff contacted the Lincolnwood Police Department to address parking issues.
8. Utility Needs
  - a. Organizers planned to bring in a portable toilet trailer that would require a water connection and wanted the Village to provide water to the trailer. This was communicated to the staff the evening before the delivery.
  - b. Staff notified the organizer that a water connection could not be provided, so organizers brought in a portable water tank for the trailer.
  - c. It was communicated on the evening of the event that they needed access to power. Staff provided access to power for their DJ and announcers.
9. Tent
  - a. The organizers also erected a tent next to the Village's tent by the Aquatic Center, which was not communicated to staff.

Parks and Recreation and Public Works staff worked closely with the organization leading up to the event to ensure the event ran as smoothly as possible without violating Village Code. During the walk-through with event organizers, the event planner stated that the walk-through was

intended to communicate their plan and ensure everything would go smoothly, not to request approval.

Due to the number of concerns that arose before the event, full-time Parks and Recreation staff were on-site during the entire event. When issues were encountered, staff addressed them with the organizers.

Following the event, there was an excessive amount of garbage in the park, and Public Works staff were called in to clean up the site and remove all items left behind.

According to the organization's website, the event raised more than \$500,000.00. The rental was approved by the Village Board as a large-scale rental as required for park gatherings exceeding 150 attendees. All other aspects of the rental were not made clear on the application and only became clear at the time of the walk-through.

For field permits in Proesel Park when more than 150 people are present, the permit must be approved by the Village Board before issuance. The Village Code currently states the following:

*A permit shall be obtained from the Village Department of Parks and Recreation to reserve all or any portion of Proesel Park or Lincolnwood Centennial Park for an activity or picnic. The maximum number of persons allowed on park permits issued by the Department of Parks and Recreation on any given day shall not exceed 150. Groups exceeding 150 persons, other than those sponsored by the Department of Parks and Recreation, must obtain a permit to use Proesel Park from the Village Board. Permits are available for other parks in the community and will be evaluated on a per-request basis. Not more than 50 persons shall be permitted at any event in any other park for which a permit is granted pursuant to this Section **6-3-4**. Picnic hours for events in other parks are 10:00 a.m. to 6:00 p.m., unless special permission is granted by the Department of Parks and Recreation.*

For an event of this type to occur in the future, the current ordinance will need to be revised to reflect specific requirements and reclassify this type of event from an athletic field permit and shelter rental to a "special event" to be held in Proesel Park if the Village chooses to allow events of this type.

Suggested specific requirements include the following:

1. Proof of 501(c) (3) not-for-profit status.
2. Written approval by the Director of Parks and Recreation and the Village Board.
3. Requests must be submitted at least 90 days in advance of the event to be placed on the Village Board agenda for approval or denial.
4. Organizers for the event must be present at the Village Board meeting where approval or denial will take place.
5. Organizers must comply with all Village Code requirements.
6. Organizers must make all aspects of the event clear on the application (a new special event application will be created).

7. Higher fees will be associated (potentially \$25,000 or more) with events of this size to address all costs, including all Village labor associated with the planning, execution, and clean-up of the event, in addition to all other fees associated with the rental. This includes police, parks and recreation, and public works staff.
8. Certificate of Insurance naming the Village as an additional insured.
9. A dumpster and portable toilets will be required and coordinated by the Village, with the expense charged to the renter.
10. Utilities needs must be coordinated in advance by the Village and at the expense of the renter.
11. Other requirements as determined and approved by the Village Board.

Staff anticipate that, should events of this nature be allowed to move forward, there may be requests from other organizations. The current fee charged to this organization is \$7,500 and is based on field usage, field setup, supplies, and labor costs involved in the field maintenance. This also includes the cost of a one-day shelter and tent rental.

Additionally, it is difficult for staff to track whether renters are charging admission, fundraising for their organization, or selling goods/services if the activity occurs off-site. Staff can only address these issues if they witness them while on Village property or if individuals notify us.

### **Staff Recommendation**

Staff recommend reaffirming the current practice of not allowing these types of rentals under any circumstance, including the Proesel Park rental, as staff believe that organizations and individuals should not profit from taxpayer-funded facilities.

If the Village wishes to amend the current practice to allow a “special event,” staff recommends implementing the specific requirements listed above and determining which types of organizations or groups may be eligible to charge admission, collect fees, fundraise, or sell goods/services.

### **Park and Recreation Board Discussion and Recommendation**

At the December 9, 2025, Park and Recreation Board meeting, the Board discussed the current practice of not allowing rentals to charge admission, collect fees, or sell goods/services. In a unanimous vote, the Board recommended that the Village continue with the current practice of not allowing any rentals to charge admission, collect fees, or sell goods/services.

### **Policy Question #1**

Does the Village Board wish to amend the current practice of not allowing any rentals to charge admission, collect fees, or sell goods and services?

### **Policy Question #2**

Does the Village Board want to amend the Village Code to accommodate special events that utilize various components of the park and raise funds for those organizations?

**Policy Question #3**

If the Village Board chooses to allow special events that raise funds for their organization, does the Board want to establish specific requirements for the types of events or organizations that would be allowed to charge admission, collect fees, or sell goods/services?

**Direction**

Staff are seeking direction from the Village Board regarding the Parks and Recreation rental policy questions above.

**Attachments**

1. June 17, 2025, Committee of the Whole Memo
2. PowerPoint Presentation



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Karen Hawk, Parks and Recreation Director

**DATE:** June 17, 2025

**SUBJECT:** Community Center Rental Policy

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## **Background**

In April and May of 2022, Parks and Recreation Staff solicited a recommendation from the Park and Recreation Board regarding charging admission, the sale of goods and services, or the collection of fees while utilizing Village property for a rental. At that time, an organization was requesting to sell merchandise and concessions at their annual softball tournament held in Proesel Park.

The Parks and Recreation rental practice for at least the past five years has been not to allow renters to sell goods/services or charge admission. However, the written policy, as stated below, requires Village Board approval for a renter to sell goods/services or charge admission.

*No rental agreement will be issued to any party interested in charging admission, selling goods/services or collecting other fees unless given approval by the Village Board. The applicant must call the Recreation Office to be placed on the Village Board Agenda to gain said approval at least three months prior to the rental date. Events of this nature require appropriate liquor liability insurance to sell alcohol if applicable.*

When last brought to the Park and Recreation Board in 2022, the Board determined that the practice of not allowing rentals to sell goods and services or charge admission should remain in place. Since no changes were recommended at that time, no further action was taken by staff.

While the policy states that the Village Board may approve a rental to sell goods/services or collect fees, there are currently no requirements in place to identify what type of event or organization would be acceptable to receive approval.

Over the past year, Parks and Recreation has been approached numerous times by various groups requesting to host events and charge admission to their attendees. As this type of request continues to be asked by private renters, staff are seeking to reaffirm the current practice or determine what types of events, organizations, or groups could receive Village Board approval.

Parks and Recreation agencies' policies vary on this topic. Some agencies allow renters to charge admission, while others prohibit it entirely. Some agencies allow it with the express permission of the agency Director or Board, and others allow charging admission for 501(c) (3) not-for-profit organizations and fundraisers only.

The chart below lists each agency policy.

<b>Agency</b>	<b>Policy</b>
City of Elgin	Collecting and/or selling admissions or tickets at the door during event hours needs approval by the Centre Manager. Under Section 6.06150J of the Elgin Municipal Code, it is unlawful for any person renting, leasing or otherwise utilizing any space with The Centre for a private function in which alcohol is being served, including, but not limited to, banquets, dinners for weddings or other special occasions, periodic meetings of service organizations, to permit any person to attend said private function except by appointment or special invitation, or to levy an admission charge to guests as such private functions. The prohibitions of this subsection shall not apply to bona fide political fundraising events or bona fide charitable fundraising events sponsored by a not-for-profit corporation registered and in good standing with the state.
City of Evanston	No admission fees may be charged or concessions sold in any City of Evanston facility or park unless stated in contract and approved in writing thirty (30) days prior to rental by the Director of the Parks, Recreation & Community Services Department. If violated, the rental will be immediately terminated with no refund.
Addison Park District	The buildings, facilities or equipment shall not be used by any person for private business or any activity on which any individual or group makes a profit or gain, except as permitted by the Executive Director or the Park Board.
Bloomingdale Park District	No Individuals or groups may use Bloomingdale Park District facilities with the purpose of private monetary gain or fundraising without special permission from the Executive Director of the Bloomingdale Park District.

Bourbonnais Township Park District	Admission may not be charged to any parks and/or facilities for monetary gain or fundraising without approval from the BTPD Board of Commissioners. Gambling and betting is not permitted. Approval requires 90-day notice.
Burr Ridge Park District	Selling, exchanging, soliciting, fee collection, and barter are prohibited unless approved by the Board of Commissioners. Users are not allowed to post any advertisements for products or services for sale. Such requests should be made 45 days prior to the rental date.
Downers Grove Park District	Permits are not issued to individuals or groups charging admission or fees for the purpose of private monetary gain unless written permission is granted. No person shall sell, offer to sell or exchange property, or buy, or exchange any property, or take up any collections of any money or property of value in or on Park District facilities.
Grayslake Park District	The renter may not charge an admission, sell tickets or solicit donations at the facility without consent of the Grayslake Park District Board of Commissioners. This includes selling any articles or accepting orders for articles.
Northbrook Park District	No person shall buy or sell, offer to buy or sell property, collect money or property of value in the park system. The posting of advertisements for any product or services is not allowed.
Park Ridge Park District	No individuals or groups may use the Park Ridge Park District indoor or outdoor facilities with the purpose of monetary gain. For fundraising purposes, special accommodations can be arranged for not-for-profit organizations within the geographical boundaries of the Park Ridge Park District. (Conduct Ordinance 18-3).
Prospect Heights Park District	If you are charging admission to your event you or your organization may be required to provide the Park District with a Certificate of Insurance (General Liability) in the amount of \$1,000,000. You must provide adequate supervision and/or proper police security if requested by the Park District. The damage deposit for groups that are charging admission will be \$1,000.00 and may be

	refundable if no damage or clean-up is required.
Rolling Meadows Park District	Allows fundraisers to be held at our rental facilities with proof of non-for-profit status.
Roselle Park District	The rental client/organization/company is not allowed to use Park District facilities for financial gain. Failure to comply could result in the rental deposit not being refunded to the rental client, additional fees being charged to the rental client and possible exclusion from future usage.
Round Lake Area Park District	The Park District Executive Director must approve any and all fundraising events.
Springfield Park District	Admission fees or charges may not be imposed, nor shall the vending of any food, drink, and/or merchandise be allowed without appropriate Park District permits.
Streamwood Park District	Collecting admissions and/or tickets at the door, selling/collecting admissions on Streamwood Park District property (including the parking lot) is prohibited unless you are an established nonprofit organization, and have received prior written permission from the Streamwood Park District.
Worth Park District	Renters or users are not allowed to charge admissions unless authorized by the Director of Parks & Recreation.

While not always the case, a park and recreation agency typically offers a lower-cost, more economical option for facility rentals than a banquet hall, private hall, restaurant, or hotel, making them a more feasible option for many renters.

The Lincolnwood Community Center is a local taxpayer-funded facility, and staff oppose for-profit organizations or private renters profiting at the taxpayers' expense.

While staff do not recommend allowing not-for-profit organizations or private renters to charge admission for their events, the Village could consider allowing 501(c)(3) not-for-profit organizations to host events and fundraisers where admission and the sale of goods and services could occur. Should the Village want to consider this change, staff requests that specific requirements be met to be eligible for Village Board approval. Those requirements may include some or all of the following:

1. Proof of 501(c) (3) not-for-profit status
2. Written approval by the Director of Parks and Recreation and the Village Board
3. Requests must be submitted at least 90 days in advance of the event to be placed on the Village Board agenda for approval or denial
4. Certificate of Insurance naming the Village as an additional insured
5. Other requirements as determined and approved by the Village Board

**Staff Recommendation**

Staff recommend reaffirming the current policy but setting requirements for the type of event and organizational status that may be eligible to receive Village Board approval.

**Park and Recreation Board Discussion and Recommendation**

Park and Recreation Board recommend reaffirming the current policy, amending with Parks and Recreation staff suggested policy changes with the addition to allow only the sale of goods/items directly related to their organization.

**Direction**

Staff are seeking direction from the Village Board regarding potential requirements that must be met to receive Village Board approval for charging admission or selling goods and services at a Community Center rental.

**Attachments**

1. Draft Park and Recreation Board Meeting Minutes – June 10, 2025
2. PowerPoint Presentation

# Background

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- At the June 17, 2025, Committee of the Whole meeting, staff presented proposed updates to the Parks and Recreation Department's rental policies and the recommendation by the Park and Recreation Board.
- Village Board requested additional information from staff.
- Staff have compiled two years of data addressing the following:
  - Historical price increases
  - Days and hours each facility is available for rental
  - Revenue received in 2024 and 2025

# Rental Rates

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	<b>2024</b>	<b>2025</b>	<b>2026</b>
<b>Community Center (hourly)</b>	\$126 / \$214	\$145 / \$225	\$160 / \$240
<b>Shelter (daily)</b>	\$235 / \$294	\$255 / \$309	Suspended
<b>Pod (3-hour rental)</b>	\$230 / \$305	\$245 / \$320	\$260 / \$330
<b>Full Pool (hourly)</b>	\$420 / \$485	\$435 / \$500	\$450 / \$515

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# Days and Hours Available

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- Community Center is available for approximately 319 days.
  - This excludes programs, events, trainings, and holiday closures.
- Proesel Park Shelter is available for approximately 122 days.
  - Excludes weekdays during summer camp.
  - No rentals available in 2026.
  - Changes will be made from full-day rental to hourly in 2027.
- Aquatic Center is available for 70 days for pod rentals and 16-18 days for full pool private rentals.

	<b>2024 Resident</b>	<b>2024 Non- Resident</b>	<b>2024 Totals</b>	<b>2025 Resident</b>	<b>2025 Non- Resident</b>	<b>2025 Totals</b>
<b>Community Center</b>	64	10	<b>74</b>	51	19	<b>70</b>
<b>Shelter</b>	30	13*	<b>43</b>	26	17*	<b>43</b>
<b>Pod</b>	14	15	<b>29</b>	25	12	<b>37</b>
<b>Full Pool</b>	5	8	<b>13</b>	5	12**	<b>17</b>

	<b>2024 Resident</b>	<b>2024 Non-Resident</b>	<b>2024 Totals</b>	<b>2025 Resident</b>	<b>2025 Non-Resident</b>	<b>2025 Totals</b>
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<b>Shelter</b>	\$6,580	\$10,969*	<b>\$17,549</b>	\$6,375	\$11,973*	<b>\$18,348</b>
<b>Pod</b>	\$3,220	\$5,185	<b>\$8,405</b>	\$5,920	\$3,520	<b>\$9,440</b>
<b>Full Pool</b>	\$4,190	\$6,640	<b>\$10,830</b>	\$3,480	\$18,895**	<b>\$ 22,375</b>

# Proesel Park Rental

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- A softball tournament has been held in Proesel Park for at least the past six years.
  - The renter requested a concession vendor and merchandise sales several years ago.
  - The request was denied due to the current practice of not allowing charging admission, collecting fees, or selling goods/services.
  - The Park and Recreation Board reaffirmed this practice at that time.
- In 2025, staff became aware of the extensive nature of this rental. It has greatly expanded from a softball tournament to a full-scale special event that raised over \$500,000 for the organization

# Pre-Event Concerns

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- A walk-through was completed with Parks and Recreation and Public Works staff and the rental organization on August 14, 2025, where several concerns arose among staff.
  - Petting Zoo
  - Bounce Houses
  - Golf Cart Usage in the Park
  - Food Trucks, Catering, and Gas Grills
  - Number of Expected Participants
- Parks and Recreation and Public Works staff worked with the organizer to address concerns that arose during the walk-through.

# Event Day Concerns

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- Smoking and Drinking in the Park
- Parking
- Utility Needs
- Organizer Owned Tent
  
- Lincolnwood Police was contacted throughout the day to address many parking issues throughout the neighborhood and at the park.
- Public Works staff was called in to address excessive garbage the day following the event.
- Full-time Parks and Recreation staff were on-site throughout the entire weekend of the event to address concerns.

# Special Events

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- If the Village chooses to allow an event like this to occur in the future, the current ordinance will need to be revised to reflect specific requirements and reclassify this type of event from an athletic field permit and shelter rental to a “special event.”
- The Village should also include specific requirements be met to host a special event on Village Property.
- Suggested requirements are listed on the next slide.

# Suggested Requirements

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1. Proof of 501(c) (3) not-for-profit status.
2. Written approval by the Director of Parks and Recreation and the Village Board.
3. Requests must be submitted at least 90 days in advance of the event to be placed on the Village Board agenda for approval or denial.
4. Organizers for the event must be present at the Village Board meeting where approval or denial will take place.
5. Organizers must comply with all Village Code requirements.
6. Organizers must make all aspects of the event clear on the application (a new special event application will be created).

# Suggested Requirements

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7. Higher fees will be associated (potentially \$25,000 or more) with events of this size to address all costs, including all Village labor associated with the planning, execution, and clean-up of the event, in addition to all other fees associated with the rental. This includes police, parks and recreation, and public works staff.
8. Certificate of Insurance naming the Village as an additional insured.
9. A dumpster and portable toilets will be required and coordinated by the Village, with the expense charged to the renter.
10. Utilities needs must be coordinated in advance by the Village and at the expense of the renter.
11. Other requirements as determined and approved by the Village Board.

# Staff Recommendation

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- Staff recommend reaffirming the current practice of not allowing these types of rentals under any circumstance, as staff believe that organizations and individuals should not profit from taxpayer-funded facilities.
- If the Village wishes to amend the current policy to allow a “special event,” staff recommends implementing specific requirements listed above to determine which organizations or groups may be eligible to charge admission, collect fees, fundraise, or sell goods/services.

# Park and Recreation Board Discussion and Recommendation

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At the December 9, 2025, Park and Recreation Board meeting, the Board discussed the current practice of not allowing rentals to charge admission, collect fees, or sell goods/services. In a unanimous vote, the Board recommended that the Village continue with the current practice of not allowing any rentals to charge admission, collect fees, or sell goods/services.

# Policy Question

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## **Policy Question #1**

- Does the Village Board wish to amend the current practice of not allowing any rentals to charge admission, collect fees, or sell goods and services?

# Policy Question

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## **Policy Question #2**

- Does the Village Board want to amend the Village Code to accommodate special events that utilize various components of the park and raise funds for those organizations?

# Policy Question

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## **Policy Question #3**

- If the Village Board chooses to allow special events that raise funds for their organization, does the Board want to establish specific requirements for the types of events or organizations that would be allowed to charge admission, collect fees, or sell goods/services?

# Direction

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Staff are seeking direction from the Village Board regarding Parks and Recreation rental policy questions above.



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# MEMORANDUM

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**TO:** Anne Marie Gaura, Village Manager

**FROM:** Karen Hawk, Parks and Recreation Director

**DATE:** January 20, 2026

**SUBJECT:** Aquatic Center Admission Process and Non-Resident Pool Pass Cap Increase

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## **Background**

Aquatic Center admissions and pool passes were discussed at a budget workshop meeting on Monday, October 20, 2025, as part of a revenue enhancement discussion. The Village Board requested that staff consider updates to the Aquatic Center admission process regarding age and residency verification, as well as potential increases to the non-resident pool pass cap.

## **Youth Admission Policy and Age Verification**

Youth attendees at the Proesel Park Family Aquatic Center may visit the pool as passholders or by paying the daily admission fee.

The current youth admission policy at Proesel Park Family Aquatic Center requires youth to be 13 years old to attend the pool without an adult. Children aged 12 and under must be accompanied by a responsible person age 16 or older.

Currently, Aquatic Center Guest Services Attendants can verify pool pass members' birthdate by checking their household account after they've scanned in. However, staff are unable to verify the age or residency of youth patrons entering via daily admission, as these patrons typically do not have identification with their date of birth or address. While verification is not always possible, staff currently ask youth patrons their age and residency upon entry.

Staff surveyed other aquatic facilities regarding their youth admission policies and age verification processes. The following chart summarizes responses from nearby agencies.

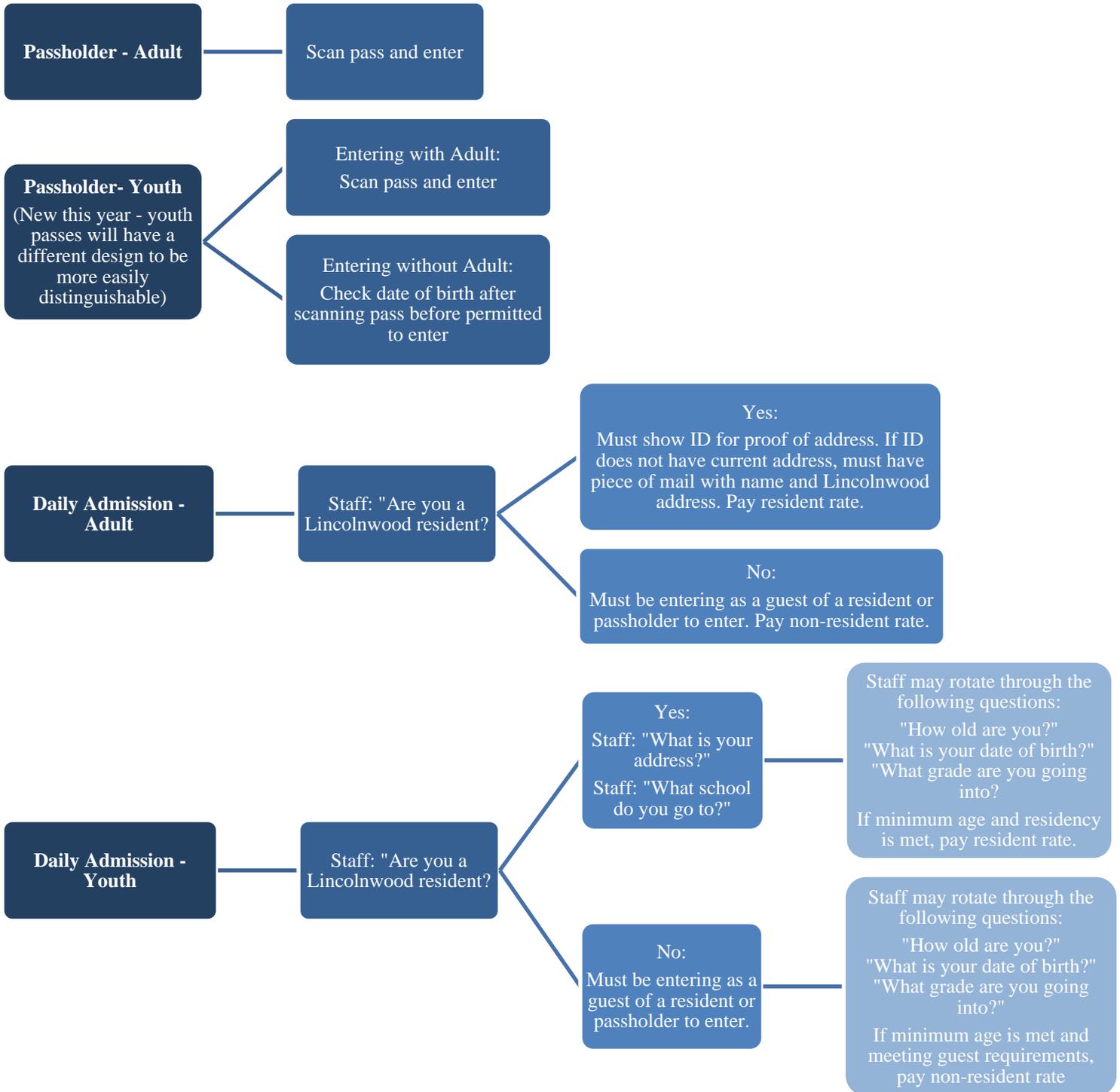
*Youth Admission Policy and Age Verification Process Comparison:*

Agency	Minimum age to come without adult	Minimum age to accompany youth	Age Verification
Lincolnwood	13	16	Ask for residency and date of birth. If there is an issue, call the child's household.
Arlington Heights	9	14	No response.
Buffalo Grove	13	16	Ask for school ID. If necessary, call home or a lookup in registration system. Typically, don't run into this as most youth in the community are in camp.
Deerfield	13	18	Ask their age. If it is found out that the kids lie, they are removed with a warning and then share their names with front desk staff. Generally, it is the honor system until it's a problem. Passes display date of birth when scanned.
Des Plaines	10	18	No way to verify it if they do not have a membership. They take their word, and make a parent sign their name and their child's name on a sign-in sheet stating that they are being honest about the age.
Elgin	13	18	Ask the kids how old they are if staff think they are under 13. If there is an issue, ask for a parent/guardian phone number and call. If that doesn't work, get non-emergency police involved.
Elk Grove	10	16	Ask and trust. Until the child causes a problem, then staff call home. Make a note on their registration account. If they're not in registration software, ask what school they go to.
Evanston	10	15*	Do not verify age unless there is an issue with the patron. *Persons 11-14 may supervise children ten and under with written parental permission.
Glenview	13*	16	No response
Homewood-Flossmoor	12	16	Ask if resident or non-resident. If a resident, ask if they have their school ID. If there is no ID, ask what grade and school they are going into. Non-residents are harder to verify age - more of an honor system.
Morton Grove	12	16	For pool passes, the date of birth comes up when scanned. For daily admissions, staff ask for their date of birth.
Mt. Prospect	10	18	Do not verify.
Niles	12	18	No response.
Oak Park	12	16*	Everyone coming to the pool must: A. Scan their Amilia barcode using the app on their phone, or B. Sign in with a picture ID. Children who do not have the Amilia app may attend without signing in if an adult accompanies them. Any unattended minors require the barcode or an ID. Minors 12+ may come without a parent, and they should have a middle school ID. Most unattended minors use the app since they typically have a pool pass. *A "guardian" 16+ can bring up to 4 children with them.
Park Ridge	9	16	Do not verify age unless there is an issue with the patron.
Schaumburg	9	16	Do not verify age unless there is an issue with the patron.
Skokie	10	16	Ask the age of the youth and "adult" accompanying them.
Wilmette	13	18	No response.

Most agencies do not verify the ages of youth unless a concern arises, at which point they will attempt to contact the child’s home. Residency verification for youth daily-admission patrons is also limited.

**Staff Recommendation**

Staff recommend implementing a more thorough Aquatic Center check-in process. See the flowchart below.



**Non-Resident Pool Pass Cap**

Currently, the Aquatic Center has a cap of 2,150 non-resident passes sold per year. This cap was raised in 2024 from 2,100 passes. Non-resident pool passes went on sale on Tuesday, April 1, 2025, at 7:00am, and passes sold out within seven minutes. Many non-residents who were unable to purchase passes contacted staff to join a waitlist. Only a few individuals were taken off the waitlist and were able to purchase a pass. There were over 338 individuals on the non-resident pass waitlist this year equating to potential increases in revenue of just over \$61,000.

Non-resident pass rates increased for the 2025 season, as resident rates rose by 3%, and non-resident pass rates remain three times those of resident passes.

Staff conduct an hourly head count to determine the number of patrons at the pool at any one time. The charts below show the monthly average headcounts per hour. As shown below, the average attendance is highest between 1:00-6:00pm, consistent with trends last summer. It should be noted that high headcounts between 12:30 and 2:30pm also include Lincolnwood Summer Camp youth each weekday (except Friday) during camp sessions. This season, the highest recorded hourly attendance was 587 patrons at 3:00pm on Sunday, June 21. This was during a heat wave, when the temperature was nearly 100 degrees.

*Hourly Head Counts*

2025 Average Hourly Head Counts				
Time	June	July	August	Average
10am	45	45	23	38
11am	70	85	52	69
12pm	104	117	103	108
1pm	184	188	153	175
2pm	185	188	164	179
3pm	163	136	165	155
4pm	196	140	145	160
5pm	185	145	96	142
6pm	156	125	71	117
7pm	103	90	43	79
8pm	66	68	21	52

Highest hourly head count: 587 patrons

2024 Average Hourly Head Counts				
Time	June	July	August	Average
10am	41	35	7	28
11am	59	54	24	46
12pm	124	128	18	90
1pm	165	170	35	123
2pm	165	149	93	136
3pm	174	159	133	155
4pm	161	168	144	158
5pm	163	143	167	158
6pm	125	126	151	134
7pm	82	84	110	92
8pm	41	47	85	58

Highest hourly head count: 774 patrons

The capacity of Proesel Park Family Aquatic Center is limited to 1,000 patrons in the pool and on the pool deck at any one time.

The following charts show the average number of passholder scans by hour and month. The busiest hours for membership swipes are between 11:00am-5:00pm on weekdays and between 10:00am-4:00pm on weekends.

*2025 Weekday Pool Pass Swipes*

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
11a-12p	15	23	8	20	19	13
12-1pm	17	24	11	19	17	12
1-2pm	15	27	11	18	22	8
2-3pm	14	24	6	13	15	8
3-4pm	21	23	9	17	17	6
4-5pm	28	30	16	20	12	11
5-6pm	19	22	13	14	13	11
6-7pm	13	18	7	13	11	4
7-8pm	5	9	4	5	5	3
8-9pm	1	4	1	<1	<1	<1

*2024 Weekday Pool Pass Swipes*

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
11a-12p	23	14	9	21	17	9
12-1pm	23	16	8	22	20	11
1-2pm	23	19	11	25	20	12
2-3pm	22	19	8	16	17	11
3-4pm	26	24	9	16	18	9
4-5pm	33	24	23	17	12	20
5-6pm	26	19	19	16	13	16
6-7pm	14	12	8	9	9	6
7-8pm	7	5	3	4	3	4
8-9pm	2	1	<1	1	1	<1

*2025 Weekend Pool Pass Swipes*

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
10-11am	21	21	17	45	39	31
11a-12p	25	17	16	41	29	29
12-1pm	28	15	14	26	20	29
1-2pm	20	16	17	30	24	25
2-3pm	26	22	18	25	20	22
3-4pm	21	20	17	21	24	25
4-5pm	20	18	14	14	12	11
5-6pm	9	14	7	10	12	5
6-7pm	4	2	<1	3	4	<1

*2024 Weekend Pool Pass Swipes*

Time	Resident			Non-Resident		
	June	July	Aug	June	July	Aug
10-11am	12	17	10	39	44	22
11a-12p	18	21	24	37	46	54
12-1pm	18	25	24	37	39	47
1-2pm	24	31	25	32	48	47
2-3pm	24	30	28	27	33	35
3-4pm	15	18	21	28	25	32
4-5pm	20	12	21	21	13	20
5-6pm	11	12	11	10	9	9
6-7pm	2	3	2	1	2	2

**Staff Recommendation**

Staff recommend increasing the number of non-resident pool passes sold by 150 passes. The increase could potentially generate more than \$27,000 in additional revenue.

**Park and Recreation Board Discussion and Recommendation- December 9, 2025**

The Park and Recreation Board had a brief discussion regarding an increase in the non-resident pool pass cap and the check-in procedures for youth.

The Board unanimously recommended implementing a more thorough check-in process for youth, as outlined by staff. Motion passed 4-0.

The Board also unanimously recommended increasing the non-resident pool pass cap by 150 passes.

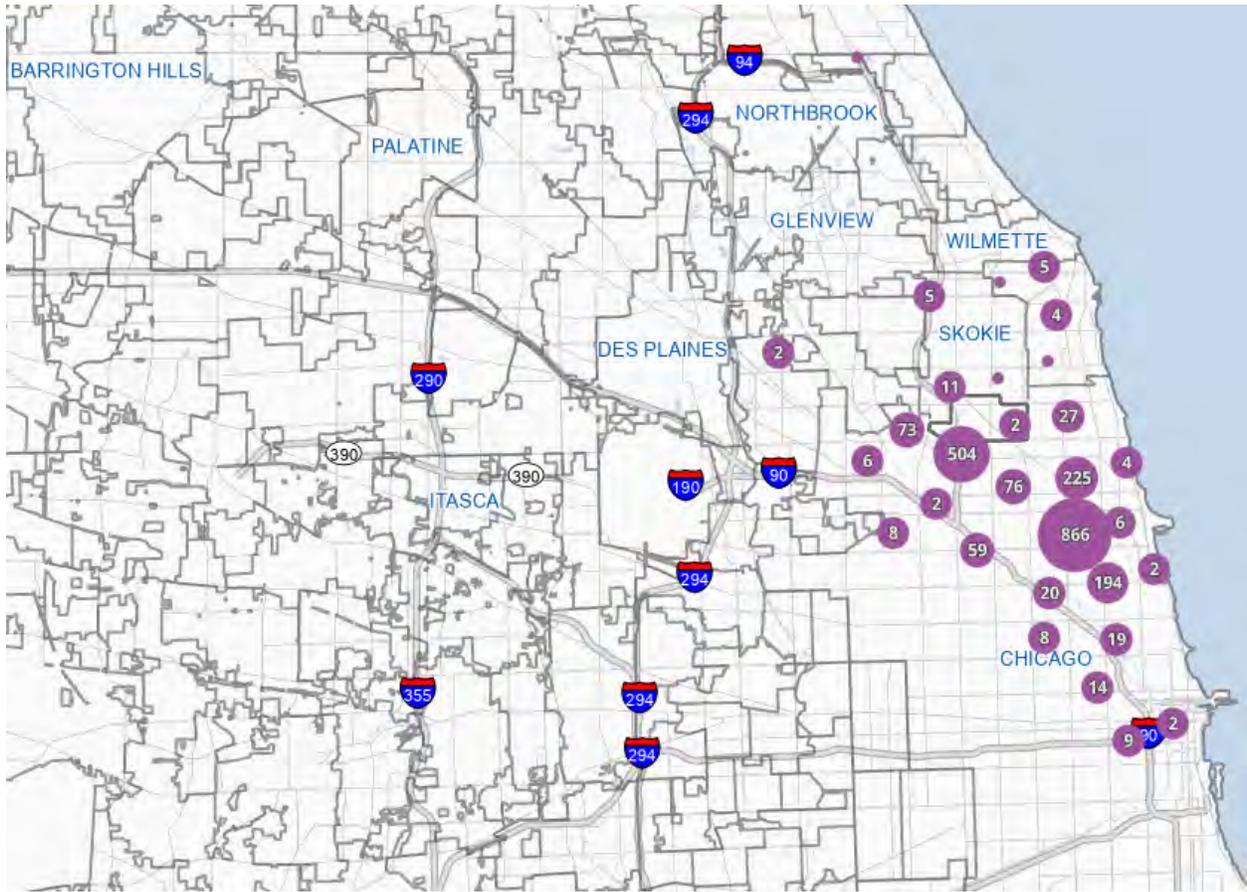
**Direction**

Village staff are seeking direction from the Village Board on increasing the non-resident pool pass cap by 150 passes.

**Documents Attached**

1. 2025 Map of Non-Resident Pool Pass Members
2. PowerPoint Presentation

# Map of 2025 Non-Resident Pool Pass Members



# Background

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- Aquatic Center admissions and pool passes were discussed at a budget workshop meeting on Monday, October 20, 2025, as part of a revenue enhancement discussion.
- The Village Board requested that staff consider updates to the Aquatic Center admission process regarding age and residency verification, as well as potential increases to the non-resident pool pass cap.

# Youth Admission Policy and Age Verification

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- The current youth admission policy at Proesel Park Family Aquatic Center requires youth to be 13 years old to attend the pool without an adult. Children aged 12 and under must be accompanied by a responsible person age 16 or older.
- Aquatic Center Guest Services Attendants can verify pool pass members' birthdate by checking their household account after they've scanned in.
- Staff are unable to verify the age or residency of youth patrons entering via daily admission, as these patrons typically do not have identification with their date of birth or address.
- While verification is not always possible, staff currently ask youth patrons their age and residency upon entry.

# Youth Admission Policy and Age Verification Comparison

Agency	Minimum age to come without adult	Minimum age to accompany youth	Age Verification
Lincolnwood	13	16	Ask for residency and date of birth. If there is an issue, call the child's household.
Arlington Heights	9	14	No response.
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Deerfield	13	18	Ask their age. Honor system until there is a problem. Passes display date of birth when scanned.
Des Plaines	10	18	No way to verify it if they do not have a membership. Parent signs their name and their child's name on a sign-in sheet stating that they are being honest about the ages.
Elgin	13	18	Staff ask kids how old they are. If there is an issue, ask for a parent/guardian phone number and call. If that doesn't work, get non-emergency police involved.
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Skokie	10	16	Ask the age of the youth and "adult" accompanying them.

**Passholder - Adult**

Scan pass and enter

**Passholder- Youth**  
(New this year - youth passes will have a different design to be more easily distinguishable)

Entering with Adult:  
Scan pass and enter

Entering without Adult:  
Check date of birth after scanning pass before permitted to enter

**Daily Admission -  
Adult**

Staff: "Are you a  
Lincolnwood resident?"

Yes:

Must show ID for proof of address. If ID does not have current address, must have piece of mail with name and Lincolnwood address. Pay resident rate.

No:

Must be entering as a guest of a resident or passholder to enter. Pay non-resident rate.

**Daily Admission - Youth**

Staff: "Are you a Lincolnwood resident?"

Yes:  
Staff: "What is your address?"  
Staff: "What school do you go to?"

Staff may rotate through the following questions:  
"How old are you?"  
"What is your date of birth?"  
"What grade are you going into?"  
If minimum age and residency is met, pay resident rate.

No:  
Must be entering as a guest of a resident or passholder to enter.

Staff may rotate through the following questions:  
"How old are you?"  
"What is your date of birth?"  
"What grade are you going into?"  
If minimum age is met and meeting guest requirements, pay non-resident rate

# Staff Recommendation

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Staff recommend implementing a more thorough Aquatic Center check-in process with a flowchart of actions and questions to ask depending on the admission type.

# Non-Resident Pool Pass Cap

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- Currently, the Aquatic Center has a cap of 2,150 non-resident passes sold per year. This cap was raised in 2024 from 2,100 passes.
- Non-resident pool passes went on sale on Tuesday, April 1, 2025, at 7:00am, and passes sold out within seven minutes. There were over 338 individuals on the non-resident pass waitlist this year equating to potential increases in revenue of just over \$61,000.
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# Hourly Head Counts

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- Highest recorded head count in 2025: 587 patrons
- Highest recorded head count in 2024: 524 patrons
- Capacity is limited to 1,000 patrons in the pool and on the pool deck at any one time.

# Average Membership Swipes - Weekdays

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5-6pm	19	22	13	14	13	11
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7-8pm	5	9	4	5	5	3
8-9pm	1	4	1	<1	<1	<1

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5-6pm	26	19	19	16	13	16
6-7pm	14	12	8	9	9	6
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# Average Membership Swipes - Weekends

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2025 Weekend Pool Pass Swipes						
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3-4pm	15	18	21	28	25	32
4-5pm	20	12	21	21	13	20
5-6pm	11	12	11	10	9	9
6-7pm	2	3	2	1	2	2

# Staff Recommendation

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Staff recommend increasing the number of non-resident pool passes sold by 150 passes. The increase could potentially generate more than \$27,000 in additional revenue.

# Park and Recreation Board Recommendation

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At the December 9, 2025, Park and Recreation Board meeting, the Board unanimously recommended the following:

1. To implement a more thorough check-in process for youth as outlined by staff.
2. To increase the non-resident pool pass cap by 150 passes.

# Discussion and Recommendation

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Village staff are seeking direction from the Village Board on increasing the non-resident pool pass cap by 150 passes.