



**Village of Lincolnwood  
Parks and Recreation**

**Board Meeting  
Tuesday, June 8, 2021  
7:00pm**

Public hearings and meetings are currently being held virtually due to Section 7(e) of the Open Meetings Act. Please be advised that if, prior to the scheduled public meeting date, Governor Pritzker rescinds, or does not extend, his current disaster declaration, the Village will be required to conduct the public meeting in the traditional in-person format only, at Village Hall, 6900 N. Lincoln Ave., Lincolnwood, IL 60712. This will be the only notice of the meeting, and where and how the meeting will be conducted. Information regarding the location of the public meeting and instructions for participating in the public hearing will be posted on the Village's website ([www.lincolnwoodil.org](http://www.lincolnwoodil.org)) and will include updates as needed. Please contact the Recreation Department at (847) 677-9740 for confirmation of meeting location.

**Agenda**

- I. Call to Order
- II. Approval of the Minutes from the April 11, 2021 Parks and Recreation Board Meeting
- III. Audience Participation and Letters/Notes/Emails from the Public
- IV. Old Business
- V. New Business
  - A. Winter Spring Program Report
  - B. Farmer's Market/Food Truck Discussion
- VI. Chairperson's Report
- VII. Commissioners' Reports
- VIII. Director's Report
- IX. Staff Reports
- X. Adjournment



## Village of Lincolnwood Parks and Recreation

Board Meeting  
Tuesday May 11, 2021  
7:00pm

Council Chambers  
Lincolnwood Village Hall – 6900 North Lincoln Avenue

### DRAFT MINUTES

#### **I. CALL TO ORDER**

**Audisho**-The meeting was called to order at 7:08PM. Oral declaration read regarding virtual meetings.

#### **PRESENT AT THE MEETING**

Park Board Chairperson: Christina Audisho

Park Board Commissioners Present: Erin Oleniczak, Laura Tomacic, Courtney Tucker

Village Board Liaison: Atour Sargon

Parks and Recreation Department Staff: Melissa Rimdzius, Anna Koperski-Walsh, Olivia Zdeb

Park Board Commissioners Absent: Victor Shaw

#### **II. APPROVAL OF MINUTES OF THE MARCH 9, 2021 BOARD MEETING.**

**Tucker:** Comments that in April minutes board discussions, there are no names. Shares that in the past there were names. Inquires if there a reason for this change.

**Rimdzius:** Shares that the style of the minutes has varied over years. This is a style that was used in the past and leaned upon when the conversation involves various speakers at a time. Mentions that the meeting videos are available online for viewing and that the minutes have shifted back to this style.

On motion Tucker/Oleniczak approve the meeting minutes of the April 13, 2021 Parks and Recreation Board meeting. 4-0, motion passed.

AYES: Audisho, Oleniczak, Tomacic, Tucker

NAYS: None

#### **III. AUDIENCE PARTICIPATION AND LETTERS/NOTES/EMAILS FROM THE**

## **PUBLIC**

No audience participation.

## **IV. OLD BUSINESS**

No old business.

## **V. NEW BUSINESS**

### **A. Discussion Regarding Sixth Amendment to the Bus Services Contract**

**Koperski-Walsh:** Presents information from memo included in the Board Packet.

**Board Discussion:** None.

On Motion Tomacic/Oleniczak recommend the Village Board adopt a Resolution approving the Sixth Amendment to the Contract for Department of Park and Recreation and Bus Services with Alltown Bus Service, Inc. 4-0, motion passed.

**AYES:** Audisho, Oleniczak, Tomacic, Tucker

**NAYS:** None

### **B. Message of Gratitude from the Direction of Parks and Recreation**

**Rimdzius:**

- Mentions that she wanted to formally take a moment to thank the Board.
- Shares that this is her last week here and Lincolnwood has been a second home for the last seven years.
- Expresses gratitude for the support, involvement and open communication. Mentions that a lot of wonderful things have happened as a result of our collaboration.
- Expresses gratitude for the way the Board embraces and empowers the Parks and Recreation team, as it is a small but mighty team.
- Comments that she is looking forward to observing Lincolnwood from afar and seeing all the amazing things to come for the great Lincolnwood community.

## **VI. CHAIRPERSON'S REPORT**

**Audisho:**

- Shares gratitude and comments that many people know that she, herself started working in the Parks and Recreation Department.
- Mentions Melissa has a strong work ethic and has done a very good job at supporting the community. Shares on behalf of the Board and most of our community, Melissa has done an astounding job.

## **VII. COMMISSIONERS' REPORTS**

**Tucker:**

- Shares a comment from a resident: wind screens are great, can numbers be put on the tennis courts, and does the Village sweep the Central Park courts?
- Expresses gratitude for Melissa and that we will miss her.

**Rimdzius:** States that our team will follow up regarding the requests.

**Olencziek:**

- Expresses gratitude and mentions being so impressed by Melissa's visionary and detail oriented leadership.
- Mention of being impressed by Melissa's customer service and ability to receive feedback.
- Shares well wishes and nothing but the best in Melissa's future endeavors in Glenview.

**Sargon:**

- Expresses gratitude and thanks Melissa for her service; wishes her the best of luck in her new roll.
- Mentions that Melissa is leaving a void, but hopes that she can come back and visit often.

**Tomacic:**

- Mentions missing Melissa, her approachability, patience and pure professionalism; expresses gratitude for it.
- States that whenever you go into Parks and Rec it feels like home.
- Mentions that it's going to be tough to not have Melissa around and wishes her nothing but the best because she is simply the best.

**Audisho:** Shares that we are going to make sure Melissa stays in touch and visits often.

**VIII. DIRECTOR'S REPORT**

None.

**IX. STAFF REPORTS**

**Koperski-Walsh-**

- States the Virtual Honor Walk and Run for Remembrance is free and now open for registration.
- Comments that Memorial Day Ceremony plans are underway, the event will be held on May 31, at 10:20am at Madeleine's Garden.
- States that we are now taking in unserviceable American Flags at Village Hall to be properly disposed of by the American Legion.
- Notes that lawn signs with messages of honor and remembrance will be posted along the recreational paths and in some parks over Memorial Day weekend.
- States IDPH updated their guidelines for swimming pools last week and we will now be able to allow 200 patrons in the pool during each timeslot.
- Shares that the summer brochure will be mailed next Monday. A digital version is available online.

**X. ADJOURNMENT**

Meeting adjourned at 8:26PM

Motion to adjourn: Tucker/Tomacic

AYES: Audisho, Oleniczak, Tomacic, Tucker

NAYS: None

Park Board Minutes prepared by Anna Koperski-Walsh, Superintendent of Parks and Recreation.

Park and Recreation Board Chairperson: \_\_\_\_\_  
Signature Date



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## MEMORANDUM

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**TO:** Parks and Recreation Board

**FROM:** Anna Koperski-Walsh, Superintendent of Parks and Recreation

**DATE:** June 8, 2021

**SUBJECT:** Winter Spring 2021 Program and Special Event Report

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This report outlines the number of participants, revenues and expenses related to recreation activities offered from January through June of 2021. The programs were offered over a series of three, seven week sessions for a total of twenty-one weeks. The program session dates were:

- Winter: January 4 through February 19
- Spring 1: March 1 through April 17
- Spring 2: April 26 through June 5

The winter session held in January was not as successful, as indoor programming was not allowed. Due to the pandemic a variety of virtual classes were offered, but the majority of the programs didn't run as a result of lack of interest. Gratefully, the COVID-19 restrictions were loosened at the end of January and the Department quickly switched gears and offered a mini-winter session for the month of February. The COVID-19 restrictions continued to be lifted through both spring sessions as Lincolnwood moved from Tier 1 of the Mitigation Plan to the Bridge Phase of the Restore Illinois Plan. In the end, the two spring sessions both thrived.

The activities and programs offered during the winter and spring can be categorized in the following areas:

- Youth and Tot Programs
- Racquet Sports
- Adult Programs
- Special Events

### **YOUTH AND TOT PROGRAMS**

The youth and tot programs have nearly tripled in the last year. Since the summer of 2020, the Department has gone into contract with four new contractors. All of the new contractors have provided

quality, consistent programming and have been flexible with the changes as the pandemic has evolved. A few new classes were offered in the winter and spring sessions, including Mini Ninja Warrior, Ultimate Frisbee and Boys Breakdance. Due to popular demand, additional classes were added for to accommodate waitlists. Popular classes include Nerf, Mini Ninja Warrior, and Crafty Kids. It is important to note that due to required wellness screenings at each class, there have been additional expenses to cover the cost of staffing.

Session	# of Classes	# of Participants	Total
Winter	5	19	\$1,398.00
Spring 1	7	60	\$8,256.50
Spring 2	23	167	\$20,495.00
<b>Total Revenue</b>			<b>\$30,149.50</b>
<b>Total Expenses</b>			<b>\$12,299.71</b>
<b>Total Net (59%)</b>			<b>\$17,849.79</b>

*Future Considerations: The Department is continuing to work without contractors and adding more session of popular classes for the summer and fall. There have been requests to offer more classes for younger children and weekend classes. As a result, the summer program offerings include additional weekend classes and more classes for children under the age of four years.*

### **RACQUET SPORTS**

The tennis program through E-Town Tennis continues to grow each season. As a result, an additional session was added in the Spring 2 session on Saturdays. Private and semi-private tennis lessons were offered this spring, but there wasn't any interest. It is anticipated that there will be more interest in private tennis lessons the summer months.

Session	# of Classes	# of Participants	Total
Spring 1	3	17	\$1,760.00
Spring 2	4	24	\$2,604.00
<b>Total Revenue</b>			<b>\$4,364.00</b>
<b>Total Expenses</b>			<b>\$2,927.40</b>
<b>Total Net (33%)</b>			<b>\$1,436.60</b>

*Future Considerations: The Department plans to continue offer four classes in the summer and through the fall season. There has been a few requests for adult group lessons. Adult group lessons will be considered in future offerings if they can be accommodated by the contractor and the schedule.*

### **ADULT PROGRAMS**

Unlike many of the other Parks and Recreation programs, the adult programs maintained consistent attendance throughout the winter and spring months. The dedicated participants of the Forever Fitness classes continued to attend the classes through January, despite being held outdoors. The class was held on Tuesdays and Thursdays at the Proesel Park shelter with outdoor heaters. Additionally, the Peace Yoga program was able run virtually in January. Once restrictions were lifted in February, the programs were able to resume indoors and attendance grew. The overall net is negative as Forever Fitness is

partially subsidized by the overall Department budget when the fee paid by participants does not cover the expense of the instructor.

Session	# of Classes	# of Participants	Total
Winter	3	10	\$302.00
Spring 1	4	22	\$684.00
Spring 2	4	37	\$968.00
<b>Total Revenue</b>			<b>\$1,954.00</b>
<b>Total Expenses</b>			<b>\$3,353.00</b>
<b>Total Net</b>			<b>(\$1,399.00)</b>

*Future Considerations: It is anticipated that the adult programs will generate a positive net moving forward when there are fewer COVID restrictions in place.*

## SPECIAL EVENTS

### LINCOLNWOOD LIMITS

After running a successful Virtual Turkey Trot in the fall of 2020, the Department developed a new and engaging way to keep the community active in the winter months. Lincolnwood Limits was a program offered for the first time from January through March of 2020. Individuals could register for the one to three month challenge and log the miles they walked, ran or biked. After completing each month, participants received a unique pin of one of three Lincolnwood landmarks, a shirt, medal, and reflective bands.



### BUNNY BINGO

In lieu of an Egg Hunt in 2021, the Department hosted its first ever Bunny Bingo. Bunny Bingo was held on Saturday, March 27. The event was held outside on a sunny day at the Proesel Park shelter. To ensure the event was following the current COVID-19 guidelines, it was split up in two different sessions of 50 patrons. The first session was sold out and the second session was 60% full. Each participant received a bag filled with treats and eggs. The Lincolnwood Bunny came for a visit to dance with the families and handed out eggs with treats and toys to the bingo winners. Overall, the event was enjoyed by all including the participants and staff.



Activity	# of Participants	Total
Lincolnwood Limits	201	\$5,933.43
Bunny Bingo	80	\$492.00
	<b>Total Revenue</b>	<b>\$6,425.43</b>
	<b>Total Donations</b>	<b>\$3,272.50</b>
	<b>Total Expenses</b>	<b>\$3,219.66</b>
	<b>Total Net (66%)</b>	<b>\$6,478.72</b>

### PROGRAM EVALUATIONS AND SURVEY

The Department has been sending out program surveys at the end of each session since October 2020. The survey responses are very limited, but the responses that are received are informational. As a result of the responses the Department has offered additional programs and changed locations of some programs. The survey responses also provide feedback regarding quality of instruction and program content.

#### Example Survey Responses:

- *I love the Zumba class with Maria. I tried other classes with other instructors, but Maria is by far the best!*
- *I understand that during the summer months the class will be help outside but I am concerned about the excessive heat - I don't do well in the heat. We held a class outside a few weeks ago, and the people passing by were distracting. There were also children who were running in and out and around the shelter so that made it even more distracting and dangerous. Jack tried his best to keep the kids away and quiet, but he could only do so much. They were so loud we could barely hear the music.*
- *Jack LOVED Ninjas! Obstacle courses are his favorite and he's so excited to do it OUTSIDE in the next session!*

During the Spring 1 session, the Department staff evaluated and observed each Parks and Recreation program. While observing each class, staff made notes on start and end time, distractions, program objectives, quality of instruction, engagement level, and instructor preparedness. The Department will

continue to observe and evaluate programs each session moving forward. Data received from the observations will help the Department fine tune program offerings and procedures.

## **CONCLUSION**

Overall, the winter and spring sessions were challenging at times but the end results were very prosperous. As COVID-19 guidelines change and evolve, the Department has learned how to adjust quickly. The Department will continue to survey and evaluate all Parks and Recreation programs to ensure all programs maintain a high standard of quality and consistency.



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## MEMORANDUM

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**TO:** Parks and Recreation Board

**FROM:** Dan Schimmel, Interim Director of Parks and Recreation

**DATE:** June 8, 2021

**SUBJECT:** Food Truck/Farmers Market Discussion

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Commissioner Erin Oleniczak and Chairperson Christina Audisho contacted me with a desire to discuss the possibilities of running a Food Truck Event and/or Farmer's Market. I've included Lincolnwood Village Code language relative to food trucks. At this time, there isn't any language in the code related to farmer's market events.

### Chapter 9. Business Licenses and Commercial Regulations

#### Article 5. FOOD ESTABLISHMENTS

##### 9-5-8. Food vending vehicles.

In addition to the requirements and restrictions set forth in this Article 5, the following additional restrictions apply to all food vending vehicles:

(A)

All foods must be individually packaged and shall be labeled to identify contents and the name and address of the supplier, provided that receipts for packaged, unlabeled, bakery items are acceptable.

(B)

All vehicles shall have the name of the licensed firm written or printed on the vehicle so that it is clearly visible from a distance of 50 feet.

(C)

All such vehicles shall have a mechanical refrigeration system subject to the approval of the Village.

(D)

Food vending vehicles shall be subject to all applicable provisions of the Codes and regulations referenced in this Article 5.

(E)

All vehicles shall display a current Village license, or a valid license or permit from the jurisdiction in which such vehicle is based.

(F)

Inspections. Inspections shall be made of all food vending vehicles as provided herein. It shall be the responsibility of the business licensee to arrange with the Village for required inspections. The Village or its designee will make, or cause to be made, such inspections as may be necessary to ensure compliance with the provisions of this Chapter **9** and Article 5 and all other ordinances relating hereto.

(G)

Driver/operator violations; suspension; revocation. In addition to the other requirements and restrictions set forth herein, all drivers or operators of food vending vehicles shall be deemed agents of the licensed company. Should any driver or employee of the business licensee commit a violation or violations applicable to this Code on three or more separate occasions in any twelve-month period, the Village shall have the right, in addition to its right to impose all fines or to suspend or revoke the business license, to prohibit the driver to continue driving a food vending vehicle in the Village.

#### **9-5-9. Food establishments located outside Village.**

Food from food establishments located outside the jurisdiction of the Village may be sold within the Village if such food establishments conform to all applicable Village and county ordinances, state regulations, laws, codes and federal laws, codes and regulations. The Village may, but need not, accept inspection reports from responsible authorities (e.g., the state, county or local board of health or other proper enforcing agency) in other jurisdictions where such food establishments are located, that such extraterritorial food establishment is in compliance with all of the requirements of that jurisdiction's sanitation and health code and that such other jurisdiction's sanitation and health code provisions are substantially equivalent to that of the Village. On receipt of such reports the Village may permit the sale or serving of the products from such extraterritorial food establishments in the Village as long as the establishment remains in compliance with the requirements of the applicable code.