



## **Village of Lincolnwood Park and Recreation Board**

**Board Meeting  
June 10, 2025  
6:15 pm**

**Gerald C. Turry Village Board Room  
Lincolnwood Village Hall – 6900 North Lincoln Avenue**

### **Meeting Agenda**

- I. Call to Order**
- II. Minutes Approval**
  - a. April 8, 2025, Meeting
- III. Public Forum**
- IV. Old Business**
- V. New Business**
  - a. Recommendation Regarding Community Center Rental Policy
  - b. Recommendation Regarding Herbicide and Pesticide Use in Lincolnwood Parks
- VI. Director's Report**
- VII. Staff Report**
- VIII. Chairperson's Report**
- IX. Commissioners' Reports**
- X. Adjournment**

Posted: June 6, 2025



**Village of Lincolnwood  
Park and Recreation**

**Board Meeting  
Tuesday, April 8, 2025  
6:15pm**

**Council Chambers  
Lincolnwood Village Hall – 6900 North Lincoln Avenue**

**DRAFT MINUTES**

**I. CALL TO ORDER**

**Tucker:** The meeting was called to order at 6:15PM.

**PRESENT AT THE MEETING**

Chairperson: Courtney Tucker

Park Board Commissioners Present: KJ Malca, Victor Shaw, Sokol Delisi, Laura Tomacic

Village Board Liaison: Grace Diaz Herrera

Parks and Recreation Department Staff: Karen Hawk, Julie, Glowacki, Michelle Artis, Kandice Newton, Alex Tagle

**II. APPROVAL OF MINUTES OF THE MARCH 11, 2025, BOARD MEETING.**

On motion Tucker approves the meeting minutes of the March 11, 2025, Park and Recreation Board Meeting. 5-0, motion passes.

AYES: Tucker, Delisi, Tomacic, Malca, Shaw

NAYS: None

ABSTAIN: None

**III. PUBLIC FORUM/AUDIENCE PARTICIPATION**

None

**IV. OLD BUSINESS**

None

## V. NEW BUSINESS

### A. Recommendation of a Resolution Approving the Closure of a Portion of Lincoln Avenue on Sunday, November 23, 2025, between the Hours of 6 A.M. to 11 A.M. for the Annual Turkey Trot Race.

**Glowacki:** Presents information from the memo included in the Board Packet

**Board Discussion:** A discussion followed among the Park and Recreation Board and the Parks and Recreation staff.

On motion, Tomacic makes a motion to approve the closure of a portion of Lincoln Avenue on Sunday, November 23, 2025, between the hours of 6:00 A.M. to 11A.M. for the Annual Turkey Trot Race. Seconded by Delisi. Motion passes 5-0.

AYES: Malca, Tucker, Delisi, Shaw, Tomacic,

NAYS: None

ABSTAIN: None

## VI. DIRECTOR'S REPORT

**Hawk:**

- Congratulations Commissioner Delisi
- Congratulations Trustee Diaz-Herrera
- Woodchips have been deployed to all of the parks
- Replaced refuse containers at the small parks. Replaced a number of them at Proesel Park
- New building foreman started yesterday. They will be stationed at the pool
- Concession agreement going to Village Board next week
- Lincolnwood Fest Car show is moving to Saturday, rain date of Sunday. All bands are booked.
- We have over 300 people on the Non-Resident Pool Pass waitlist

## VII. STAFF REPORT

**Glowacki:**

- Thursday, March 13<sup>th</sup> was our Bingo and Scoops event, we had 30 participants.
- Easter Egg Hunt is on Saturday, April 19<sup>th</sup> at 10am
- Fully staffed for Summer Camp
- Registration is still open for Summer Camp
- EID was held this past Saturday, 44 participants were in attendance.
- Working on Memorial Day planning
- Working on Fall programming, also working on exercise programs for adults

- Started planning for Turkey Trot

**Tagle:**

- Onboarding Park Patrol staff
- Aquatic Center Prep
- Wrapping up seasonal staff interviews
- Almost done with hiring and onboarding
- Swim Team starts May 12
- Non-Resident Pool Passes went on sale on Tuesday, April 1, sold out in 7 minutes. Working on getting people off the waitlist. 1,123 Resident pool passes sold

**VIII. CHAIRPERSON’S REPORT**

**Tucker:**

- Congratulations Sokol and Grace! Sokol we’re going to miss you!

**IX. COMMISSIONER’S REPORTS**

**Tomacic:**

- Wish you the best of luck Sokol! Been working a couple assignments at Bridges, there is a desire to volunteer for Lincolnwood events. They would like to be more involved

**Delisi:**

- I have always been asked why the Parks and Recreation Board. It started when I was a child going to Richard R. Rossi Park and the water fountain was not working. I called the Parks and Recreation Department that evening to let them know the water fountain was not working. The next day I went back to Richard R. Rossi Park and the water fountain was fixed.

**X. ADJOURNMENT**

Meeting adjourned at 6:32PM

Motion to adjourn: Delisi/Malca

AYES: Tucker, Delisi, Tomacic, Malca, Shaw

NAYS: None

Park Board Minutes prepared by Kim Voulgarakis

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



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## MEMORANDUM

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**TO:** Parks and Recreation Board

**FROM:** Karen Hawk, Parks and Recreation Director  
Michelle Artis, Parks and Recreation Assistant Director

**DATE:** June 10, 2025

**SUBJECT:** Recommendation Regarding 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.

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.

**Discussion and Recommendation**

Staff are seeking a discussion and recommendation to the Village Board regarding the Community Center rental policy.



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## MEMORANDUM

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**TO:** Park and Recreation Board

**FROM:** Michelle Artis, Assistant Director of Parks and Recreation  
Brendon Mendoza, Assistant to the Public Works Director

**DATE:** June 10, 2025

**SUBJECT:** Recommendation Regarding Herbicide and Pesticide Use in Lincolnwood Parks

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### **Background**

Lincolnwood has thirteen parks that the Public Works Department primarily maintains. Currently, the Village has two landscape maintenance contracts. One is a contract with Fleck's for lawn maintenance, which includes mowing and manual weed control at the Village's eleven satellite parks, trails, and a separate maintenance contract with Brightview for Centennial Park. The use of herbicides or pesticides is currently not in practice in the Village parks, except for Centennial Park, which utilizes a broadleaf pesticide and applies it twice per season.

This year has seen an abundance of weed growth in the small parks, most notably at Drake Park, Springfield Park, Goebelt, and GG Rowell Parks. These parks have experienced significant growth in dandelions and clover. The considerable rainfall and wind that the Village has experienced in 2025 are causing weeds to spread quickly throughout the parks.

Fleck's mows the eleven satellite parks each week over three days, then trims and provides limited manual weed control on the other two days of the week. Even with Fleck's mowing each park once per week, dandelions return within a couple of days, leaving the parks looking unkempt. Brightview mows and trims Centennial Park weekly. The Village's Public Works Department maintains Proesel Park, which is also mowed on a weekly basis.

While the Village does see some weed and dandelion growth in Proesel and Centennial Park, it is significantly less than in the satellite parks. Staff have received numerous comments regarding the poor condition of the satellite parks due to the abundance of weeds and dandelions throughout Spring 2025.

Staff research indicates that herbicides and pesticide use may have been discontinued in Village parks, except Centennial Park, sometime around 2016, based on conversations with previous Public Works and Parks Department Directors. This timeframe aligns with the period when the nation was under heightened awareness after the World Health Organization's International Agency for Research on Cancer (IARC, 2015) classified the active ingredient, glyphosate in Roundup (manufactured by Monsanto) as "probably carcinogenic to humans" and noted its decision was based on "limited" evidence. The U.S. Environmental Protection Agency (EPA) stated that glyphosate is not likely carcinogenic to humans.

Glyphosate is a non-selective systemic herbicide that kills plants down to the roots by blocking key enzymes that are essential to plant growth, causing plants to wither and die over a period of several days to a week. It is very effective on virtually all types of weeds and is relatively inexpensive. According to EPA, an average of 280 million pounds of glyphosate products are applied annually in the United States. While most glyphosate-based herbicides (GBHs) are used for agriculture, they are also the primary herbicides for forestry, highways, rights-of-way, commercial and industrial areas, public parks, and other public and private lands. However, there are continued concerns about toxicity, persistence in the environment and the effects on wildlife and human health. (Dolesh, R., January 23, 2020)

One of the most important considerations regarding the use of GBHs is the safety of the public and park workers who apply it. In practice, park and recreation employees who intend to apply pesticides must become certified pesticide applicators under the classification of "public agency applicators" and have licensed operators which are tied to the applicator's license. To become certified, employees must first be registered with the state's departments of agriculture, complete a training program, and then work under an already certified applicator for a year. Maintaining certified status requires annual testing and annual recertification. (Dolesh, R., January 23, 2020) On the Illinois Department of Agriculture website it lists the cost of a Commercial Not-for-Hire Applicator License Fee as \$120 for a 3-year license and \$90 for a 3-year Commercial Not-for-Hire Operator License. Training and study materials are available through the University of Illinois Extension Pesticide Safety Education Program, and study guides/manuals available in English and Spanish for additional costs.

There are agencies across the United States that have been looking for or trying a variety of alternatives including organic herbicides. As of 2019, there were less than 40 communities nationwide that have implemented an organic land management (OLM) program for their green spaces. This approach does not use synthetic fertilizers, pesticides, or herbicides. The most common method of organic weed management is "mechanical" which is removal by hand – this is a tedious and time-consuming approach but is highly and most effective way to remove unwanted species. Another organic approach that is more common is an integrated pest management (IPM) program; this is less strict and allows for use of traditional chemical treatments when necessary. Weed control without pesticides, such as glyphosate, will be much more expensive, less effective, and require greater time commitment from staff.

The National Park Service on its website states that all pesticides used on national park lands must be approved before use. The regional coordinator reviews and approves pesticides, biological control agents, and genetically modified organisms proposed by park IPM coordinators. Pesticide usage is reported and tracked on an annual basis. Methods include manual, mechanical, cultural, biological, and chemical applications. (National Park Service, March 19, 2025)

The current state of Lincolnwood's parks reveals a significant infestation of weeds, particularly dandelions and clover. The Village does not have an ordinance against the use of pesticides or herbicides. An article featured by the National Parks and Recreation Association in its monthly Parks & Recreation magazine lists steps that agencies should take into consideration; they are listed below:

### **Seven Steps Your Agency Should Take Now**

1. Commit to a system-wide re-evaluation of your entire weed control and landscape maintenance program.
2. Develop an agency-wide or intergovernmental procedure to evaluate your current applications of glyphosate-based herbicides (GBHs) and alternative methods to control weeds in your park landscapes.
3. Review your internal safety training program, giving special attention to your protections for workers who apply GBHs. Perform spot inspections to improve your training program.
4. Look at alternatives to glyphosate and test safer, less toxic methods. These can include flame, hot foam, organic herbicides, manual and mechanical control, and, seriously, goats.
5. Evaluate the circumstances and occasions that you need to use glyphosate as a last resort and justify such uses.
6. Consult with peer agencies, such as public works and transportation departments, to evaluate alternative methods.
7. Look to the future.

The Illinois Department of Agriculture implemented the Pesticide Application on Rights-of-Way Notification Act beginning on January 1, 2025, see below:

Effective January 1, 2025, Public Act 103-0976 regulates the use of pesticides in municipalities. This Act requires municipalities and government entities to provide 24 hours' notice to the public before applying a pesticide on a public right-of-way within the corporate boundaries of a municipality.

The notice must include location and date of intended applications, name and type of pesticide to be used, reason for use, concentrations, any special instructions, name and telephone number of the applicator, and the contact information for the Illinois Department of Agriculture. The notice must be in writing and posted at least 24 hours before the intended application. Written notice is sufficient if posted in newsletters, websites, calendars or other correspondence currently published by the government entity. Posting on a bulletin board is not sufficient.

A municipality or local government who applies a pesticide to a public right-of-way is required to give notice to the public with the exception of the following: park districts, forest preserve districts, conservation districts, and school districts; they are exempt from the requirements of the Notification Act. While park districts are exempt, the parks in Lincolnwood are part of the municipality and may still require notice. This is being investigated by staff.

When using a pesticide, the communication to the public must be in written form and posted in newsletters, websites, calendars or other correspondence currently published by the municipality or local government and contain the information below in the Notice:

1. The intended location, date range and range of times during the day that the material may be applied;
2. The brand name, common name, and scientific name of each product that may be applied;
3. The type of pesticide contained in any product that may be applied;
4. The reason for use of each product that may be applied;
5. The range of concentrations of any end-use product that will be applied;
6. Any special instructions appearing on the label of the product applicable to an individual's use of the public right-of-way following an application;
7. The State agency, mosquito abatement district, or other unit of local government name and telephone number of the certified applicator;
8. Contact information for the Illinois Department of Agriculture's Pesticide Misuse Section, including a telephone number and website information for the Department.

Illinois Department of Agriculture  
Bureau of Environmental Programs  
217-785-2427  
800-641-3934 (Pesticide Hotline)  
[www.agr.illinois.gov](http://www.agr.illinois.gov)

Staff conducted research on how other agencies in Illinois are treating their parks and have listed them below:

- Park Ridge Park District (21 parks): Minimal reliance on pesticide and synthetic fertilizers. Strive to manage lawns as naturally as possible; has Lawn Care Application Program on their website including product labels and Safety Data Sheets (SDS) for all chemicals they use
- City of Evanston (76 parks): The City passed Ordinance 20R-10 adopting the City of Evanston Sustainable Pest Control and Pesticide Reduction Policy (2010) to reduce pesticide applications on City owned or leased property and includes a prohibited pesticides section (excerpt: Those classified by the United States Environmental Protection Agency (US EPA) as known, probable, likely, possible, or suspected carcinogens); in 2015 started pesticide free parks pilot program for 5 parks (Ackerman, Perry, Burnham Shores, Trahan, Eiden)
- Chicago Park District (616 parks): Limits use of pesticides, uses scheduled mowing to manage dandelions and reminds the public that the sight of dandelions indicates a safe space for all park patrons to play; avoids spraying weed control chemicals in close to 90% of its parks, has partnered with Midwest Grows Green (MGG) for over 15 straight years, following organic lawn care basics such as keeps the grass 3 inches high
- City of Lake Forest (17 parks): In 2023, launched a pilot program with MGG for 1 of their parks (Everett Park) to be a pesticide-free park
- Skokie Park District (45 parks): Limits the use of pesticide and has an Integrated Pest Management Plan. As stated on their website, their control measures are done in a way that minimizes environmental health and economic risk. Currently five of the parks are chemical free. These five parks are small, low-use parks.

MGG defines a pesticide-free park as one that is maintained under the principles of natural lawn care. Natural lawn care uses a combination of sustainable practices and natural products to promote an optimal relationship between plants and soil, making lawns naturally more resistant to weeds, insects, and diseases without the use of synthetic chemicals or fertilizers.

MGG, a company used throughout the United States, recommends four simple and cost-effective tips for a pesticide-free park, and are listed below:

- Mowing high to shade out weeds.
- Choosing the right species with characteristics designed to adapt to the current climate and conditions of the planting area.
- Using natural fertilizers for slower nutrient release, which feeds the soil and helps prevent runoff.
- Watering correctly at 1 inch per week to encourage strong deep roots and discourage pests.

Weed control will be a significant and costly undertaking, considering the amount of staff and time that would need to be dedicated to each park over several years, or the cost of outsourcing to bring the weeds under control. Additionally, there is no quick fix. This process will take considerable time, given the large number of parks and the extensive overgrowth of dandelions, clover, and other weeds.

While dandelions may be considered unsightly, they are a sign of a chemical-free park. Additionally, dandelions are an essential food source for pollinators.

### **Staff Recommendation**

Staff recommend using natural lawn care and weed control methods in the parks and avoiding the use of herbicides or pesticides. While this may be more costly than using potentially harmful herbicides and pesticides, it creates a safe environment for children to play without exposure to chemicals.

Staff also recommend budgeting additional funds in CY 2026 for costs associated with increased weed control in satellite parks.

### **Discussion and Recommendation**

Park and Recreation staff are seeking a discussion and recommendation from the Park and Recreation Board to the Village Board regarding the use of pesticides and herbicides within Village Parks.

### **Documents Attached:**

1. Exhibit A – Photos of Drake, Springfield, Goebelt, G.G. Rowell Parks

**Drake Park – May 18, 2025**



**Close-up of Drake Park – May 18, 2025**



**Springfield Park – May 18, 2025**



**Goebelt Park – May 16, 2025**



**G.G. Rowell Park – May 16, 2025**



**G.G. Rowell Park – May 20, 2025**



G.G. Rowell Park – May 16, 2025



G.G. Rowell Park – May 20, 2025

