

**VILLAGE OF LINCOLNWOOD
PRESIDENT AND BOARD OF TRUSTEES
MEETING OF THE COMMITTEE OF THE WHOLE
VILLAGE HALL COUNCIL CHAMBERS
MEETING HELD VIA GOTO MEETING AND
AVAILABLE LIVE AT WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/
FEBRUARY 2, 2021**

Call to Order

Village President Bass called the Meeting of the Committee of the Whole of the Lincolnwood Board of Trustees via GoToMeeting to order at 6:05 P.M. Tuesday, February 2, 2021, meeting held via GoToMeeting and available live at WWW.LINCOLNWOODIL.ORG/LIVE-CABLE-CHANNEL/, County of Cook, and State of Illinois.

Before calling the roll the Village President read into the record the requirements for public comments for later in the meeting.

Upon roll call by Village Clerk Beryl Herman the following were:

Present: President Bass, Trustee Patel, Trustee Nickell. The following trustees were present via GoToMeeting, Trustees Halevi, Sargon, Klatzco

Absent: Trustee Cope

A quorum was present.

Also present: Anne Marie Gaura, Village Manager; Chuck Meyer, Assistant Village Manager; Heather McFarland, Assistant to the Village Manager; Jon Bogue, Management Analyst; Nadim Badran, Public Works Director; Scott Mangum, Community Development Director; Jay Parrott, Police Chief; Melissa Rimdzius, Director of Parks and Recreation; Doug Hammel, Development Manager.

Approval of Minutes

The minutes of January 19, 2021 Meeting of the Committee of the Whole were presented for approval.

Trustee Nickell moved to approve the minutes of January 19, 2021 of the Committee of the Whole as amended, seconded by Trustee Patel.

Upon Roll Call the results were:

Ayes: Trustees Halevi, Patel, Nickell, Sargon, and Klatzco

Nays: None

Regular Business

1. Biennial Report of the Board of Fire and Police Commission

This item was introduced by Jay Parrot, Police Chief, before turning it over to Sheri Doniger, Chair, of the Board of Fire and Police Commission (BFPC) for a PowerPoint presentation.

Chair Doniger presented the membership of the BFPC which includes Sheri Doniger, Stephen Lasker, Pablo Alcantara, Georgia Talaganis, Glen Werfel, and liaison, Trustee Jean Halevi.

Chair Doniger provided an overview of the activities of the BFPC including recent retirements/resignations, promotions, and new hires for the organization. Chair continued with a discussion of the evaluation process and steps that are taken to create an eligibility list. Chair Doniger added the demographics for the applicants and Department. Chair Doniger concluded with a summary of projected goals for the upcoming years.

Trustee Halevi said that it has been a pleasure being the liaison to the Commission and stated that since she stepped in she has been impressed by them. Trustee Halevi stated that she was proud of them and appreciated their hard work.

Trustee Patel stated that he thanked the BFPC for their hard work and said that without the hard work of these Commissions the Board couldn't do their work.

Mayor Bass stated that he wanted to thank the BFPC for their work and the presentation tonight. Mayor Bass continued that he was appreciative of the quality of candidates that have been approved by the BFPC.

Mayor Bass asked if there was the possibility of getting someone into the upcoming Academy.

Chief Parrott stated that they are working on the background check and to get someone set and in the Academy March 1.

Chair Doniger stated that the BFPC will be meeting twice in the coming month to get the person hired.

Trustee Nickell stated that she was very appreciative of the work of the BFPC and commented on how well the Commission was run. Trustee Nickell continued by complimenting the quality of the Police Department and asked them to keep up the good work.

Trustee Sargon thanked them for their work and all of the work that they do for the Village.

Trustee Klatzco stated that as a former liaison for the BFPC he knows how unselfish they are in their work and thanked them again for their work.

Chief Parrott echoed the Board's comments and shared his thanks to the BFPC, Liaison Halevi, and the entire Village Board for their support of the Police Department.

Mayor Bass continued that with House Bill 3653 passing and waiting for the governor's signature, it will severely impact the ability of the Village to operate and asked if the Chief could bring them up to date on the matters.

Chief Parrott stated that he along with several other Chiefs and legislators to address some deficiencies in the Bill and providing some suggested changes and they are not sure where this will go but are hopeful that this will be adjusted.

Commissioner Doniger stated that they have a great Police Department and they protect the Village of Lincolnwood and they are only able to do so with the support from the Village Board.

2. Discussion Concerning Lincolnwood Fest Update

This item was presented by Melissa Rimdzius, Parks and Recreation Director using PowerPoint.

Ms. Rimdzius provided background on the Lincolnwood Fest including:

- After five years, the Friends of Lincolnwood 2015, Inc., the current volunteer organization that manages and operates Lincolnwood Fest will be wrapping up their oversight of the event in 2021.
- Lincolnwood Fest is a four-day festival that takes place in late-July each year and features carnival rides and games, children's activities, musical entertainment, bingo, food vendors, a beer garden, and more.
- With the history of the charitable purpose of the event planning committee, Lincolnwood Fest has led to the contribution of funds to Parks and Recreation projects for several years that most recently amounted to donations between \$20,000 and \$30,000 per year.
- The Village works cooperatively with the Friends of Lincolnwood 2015, Inc. to ensure permit, insurance, and other requirements are met each year and to provide multi-department support; the Village is not involved in the detailed planning of the event.
- In the week leading up to the event and during the event, the Public Works and Police Departments provide a significant amount of support, amounting to approximately \$17,830 in regular time (\$5,300), overtime (\$11,900), and supplies (\$630).
- With the history of the charitable purpose of the event planning committee, Lincolnwood Fest has led to the contribution of funds to Parks and Recreation projects for several years that most recently amounted to donations between \$20,000 and \$30,000 per year.
- In anticipation of a transition of management, the Village is seeking feedback as to what the community envisions for Lincolnwood Fest 2022 and beyond.
- During the October 8 Committee of the Whole meeting, the Village Board referred the topic of the future of Lincolnwood Fest to the Parks and Recreation Board and Human Relations Commission for feedback and dialogue.
- Through a series of meetings, the Parks and Recreation Department has sought feedback from the Village's elected and appointed officials as to the community's desires for the future of Lincolnwood Fest in 2022 and beyond.

Ms. Rimdzius continued with a summary of the Parks and Recreation Board's deliberations including:

- On November 11, 2020 the Parks and Recreation Board shared feedback about the community's desires for the structure, features, and management of Lincolnwood Fest.
- Core takeaways and themes from the conversation include:
- Structure
 - Consider alternative location options, such as the mall or closing a street
 - Consider moving the date to a fall festival
 - Consider coordinating event with a long weekend
- Features
 - Event unique to Lincolnwood
 - Cultural showcase (*while not competing with Skokie's event*)
 - Musical entertainment is important
 - Consider reducing carnival (*potential revenue decrease*)
 - Food-based festival
 - Family-friendly event
 - Smaller scale event
 - Community-focused event
 - Include aspects for our older population
- Management
 - Consider contacting the Chamber of Commerce
 - Several volunteers available who want to help
 - Is internal management of the event being considered
- On December 8, 2020 the Parks and Recreation Board had a conversation regarding their level of interest in the management of Lincolnwood Fest.
- Based on information provided by the Friends of Lincolnwood 2015, a description of the work, time commitment, and technology commitment associated with the planning and implementation of Lincolnwood Fest as it currently stands as a multi-day and multifaceted event was provided.
- During the meeting, one Commissioner expressed potential interest in shared management of the event, other Commissioners expressed support of the event without interest in the Parks and Recreation Board taking ownership. A formal, roll call vote was not taken.

Ms. Rimdzius continued with a discussion of the deliberative process of the Human Relations Commission:

- On December 14, 2020 the Human Relations Commission shared feedback and had a conversation on these same topics.
- Core takeaways and themes from the conversation include:
- Structure
 - Well organized and thought-out event
 - Consider a better, electronic ticketing option
- Features
 - The event is fun; great feedback has been received
 - Attractions are open to all ages
 - Musical entertainment is good
 - Consider better food options

- The December meeting presentation included information and an opportunity for conversation regarding future management of Lincolnwood Fest.
- Each Commissioner shared input as to their individual interest levels in the Commission taking over the management of the event, based on the information shared during the meeting.
- Four Commissioners indicated that they would be interested in additional time to consider the idea and review additional information about the event's financials and planning process. Three Commissioners indicated that they were not interested in the Human Relations Commission taking over management of the event.
- On January 12, 2021 the Human Relations Commission reviewed additional information regarding the event's financials and planning process.
- While expressing support for the community event, the Human Relations Commission unanimously voted to recommend the Human Relations Commission not be involved with the planning of the Lincolnwood Fest going forward from 2022.

Ms. Rimdzius provided an overview of the survey that was conducted by the Parks and Recreation Department:

- During the Committee of the Whole Meeting and the Parks and Recreation Board Meeting, the topic of an open survey was mentioned.
- The Parks and Recreation Department posted a survey on January 18 that provided community members an opportunity to provide feedback on the importance of aspects of the event as they relate to one's enjoyment of the overall event, and to provide input as to whether they would like to volunteer to manage the event.
- The survey was shared on social media accounts and in e-newsletters distributed through the Parks and Recreation Department and Village Manager's Office.
- As of January 25, 30 people completed the survey, including 25 residents and 5 members of other communities who enjoy Lincolnwood Fest. Two people indicated that they would be interested in assisting or managing the coordination of Lincolnwood Fest.
- As of February 2, 77 people completed the survey, including 69 residents. Six people indicated they would be interested in assisting in the coordination of the event.
- Additional responses to the survey are included on the next few slides. The data in the charts was updated at 1:00 pm on February 2. The comments are identical to what was included in the meeting packet.

In concluding the presentation, Ms. Rimdzius requested direction from the Village Board in regards to how the Village would like to handle the oversight of the Lincolnwood Fest going forward.

Mayor Bass stated that he was interested in having an iconic event for the Fest and asked for the Trustees to provide feedback.

Trustee Halevi thanked staff for their multiple presentations on this topic and asked if the intention was to have a group run this for multiple years?

Ms. Rimdzius stated that the intent was to have an entity oversee the program for a longer period of time as has previously occurred.

Trustee Halevi stated that she loves the Lincolnwood Fest but has concerns about it being run going forward and asked if staff were widening their search to find a potential opportunity to run the event.

Ms. Rimdzius stated that the Village is looking at other options if there is not a group or other organization that can handle this program.

Ms. Gaura stated that the Village Board originally asked if the HRC or Parks and Recreation Board would be able to handle this and as part of this review and the feedback from these groups was that they would not be able to do handle this task.

Trustee Sargon thanked everyone's efforts in running this event and said that based on the results she wanted to see if there could be an event planner that would be hired to run this event. Trustee Sargon noted that the Village does receive \$20,000 - \$30,000 in donations but those are offset by the Village's costs. Trustee Sargon asked if fellow Trustees would be interested in hiring an event planner.

Trustee Patel stated the Fest has been discussed multiple times and if they are looking at possibly having a professional running the event then it may be good to have a professional come in to handle this process going forward. Trustee Patel stated that looking at things like the Chicago street fairs and that instead of finding residents to run the event which seems to be difficult but maybe a consultant would be able to assist with this process. Trustee Patel said that he was interested in if the staff have seen anything with professional event planners.

Mayor Bass asked staff if staff had looked at companies that specialize in event planning that could be shared with the Village Board. He shared the name of a company which might be interested.

Ms. Rimdzius said that they have reached out to get ideas but do not have quotes. Ms. Rimdzius continued that communities have contractual agreements with event planning company and the Village could look at those companies for such an event.

Trustee Nickell asked if Chief Parrott was still on the line and asked if there is an uptick on crime or other issues during the days of the Fest.

Chief Parrott stated that there really isn't an uptick and they did respond to a dispute but that wasn't related to the Fest. Chief Parrott stated that they didn't see a correlation between the Fest and crime.

Trustee Nickell asked if there was a spillover in the neighborhood.

Chief Parrott stated that there will be a visual presence at the end of the Fest but don't see many calls after the Fest.

Trustee Nickell asked about the restoration of the Park and what are the Village's costs related to the Park once the Fest is over.

Ms. Rimdzius stated that they worked with Friends of the Fest to address restoration.

Mr. Badran stated that there is usually some damage to the park and normally Public Works will let the grass grow out a little bit to minimize the damage and that it depends on the weather but it can range from mild to more involved restoration.

Trustee Nickell stated that she was appreciative of the responses on these questions and said that she was interested in getting a request for quotes from different organizations to get an idea for costs. Trustee Nickell said that a lot of these organizations that run events will take a percentage of sales. Trustee Nickell continued that there are events that we can emphasize like the Car Show or Art Shows that are very popular as opposed to jamming this all into a single four day period. Trustee Nickell stated that she could share some of the information that she has received on some vendors that specialize in this field.

Trustee Klatzco stated that his kids went to the Fest the whole time that they were here. Trustee Klatzco continued that the Village needs to look at the financials related to this and said that before the Village takes this on there needs to be a conversation on how it will be funded and that with everything going on the Village needs to determine how it will be funded.

Ms. Gaura said that they have done a lot of research on this matter and it leads to a policy discussion for the Village Board's decision on how to handle the Fest. Ms. Gaura continued that the Village has been fortunate for everyone who has volunteered to run the Fest for all of these years but as the Village Board looks at possibly running this in 2022 then the Village will start looking at an event planner and come back to the Board with more direction and options for the Village Board to consider.

3. Discussion Concerning Summer Camp and Aquatic Center Operations for 2021

This item was presented by Ms. Rimdzius, using PowerPoint.

Ms. Rimdzius provided an introduction and overview of the programs:

- The COVID-19 pandemic has had a significant impact on the Lincolnwood Parks and Recreation Department's operations. In 2020, the Proesel Park Family Aquatic Center closed for the summer season and a small, modified summer camp program was offered.
- In preparation for the 2021 season, the Parks and Recreation Department has prepared safe, flexible, and viable options to operate both the summer day camp and aquatic center in 2021.

Ms. Rimdzius continued with an overview of alternative options that were developed during the pandemic including the 2020 Fundamental Care program:

- Last summer, the Parks and Recreation Department operated FUNdamental Care in lieu of summer day camp.
 - Provided full workday care
 - Provided care for up to 24 children in kindergarten through fifth grade
 - The program operated for six weeks and provided care for 7 to 17 children weekly

Ms. Rimdzius added the tentative plans for the 2021 Summer Camp:

- The Parks and Recreation Department plans to operate a similar, but expanded, camp program this upcoming summer based on last summer's experiences, observations of the operation of general recreational program, schools, and daycares
- The 2021 Summer Camp Program is anticipated to:
 - Serve up to 34 children in kindergarten through fifth grade each week
 - Operate from June 7 through August 13 (ten weeks total)
 - The program will be an on-site camp utilizing the Community Center and Proesel Park facilities
 - Option to expand if additional indoor space in the community can be secured
 - Safety precautions will be in place and will ultimately be determined based on the most up-to-date guidance from the American Camping Association, Illinois Department of Health, State of Illinois, and Federal Government
- The summer camp program is anticipated to be advertised beginning in February in order to allow adequate time for families to plan.
- Lincolnwood residents will have priority registration available two weeks prior to the date that non-residents can begin to register.
- The priority registration schedule aligns with the Department's typical camp registration processes.
- In 2020, The FUNdamental Care program served 79% resident and 21% non-resident participants in 2020. The Lincolnwood Summer Day Camp's typical ratios are approximately 51-54% resident and 46-49% non-resident participation.
- It is anticipated that the 2021 summer camp program will provide a service to a similar blend of resident and non-residents of 2019 and prior, which is reflected in the estimated program budget.
- If additional indoor space within the community can be secured, the status of the COVID-19 pandemic changes significantly, or guidelines for camp operations are updated, the Parks and Recreation Department will adapt summer camp program opportunities, features, and structure accordingly.

Ms. Rimdzius continued her presentation by describing the tentative plans for 2021 Aquatic Center activities:

- If additional indoor space within the community can be secured, the status of the COVID-19 pandemic changes significantly, or guidelines for camp operations are updated, the Parks and Recreation Department will adapt summer camp program opportunities, features, and structure accordingly.

- During the November 2020 Parks and Recreation Board Meeting, the Board provided feedback on the 2021 Proesel Park Family Aquatic Center Season, which was based on:
 - Existing guidelines from the Illinois Department of Public Health, the Restore Illinois Plan, the Center for Disease Control
 - Research from neighboring agencies who opened their pools during the 2020 season
- After receiving the initial feedback from the Parks and Recreation Board, a survey was sent out to past season pass holders to obtain feedback regarding:
 - Customer user experience
 - Timeslot reservations
 - Non-resident access pass sales
 - COVID-19 safety measures
 - Frequency of visits
 - Use of activities and features
 - Pool rentals
 - Guest access needs

In concluding the research conducted by Staff, Ms. Rimdzius continued with a description of the plan for 2021 to include:

- An updated plan for the operation of the aquatic center was developed and presented to the Parks and Recreation Board in January 2021, based on:
 - Feedback provided from the Parks and Recreation Board
 - Survey respondents
 - A system that is as customer-friendly as possible
 - Existing policies
 - Current COVID-19 safety guidelines
- While there are many uncertainties as to what this summer will look like, the Parks and Recreation Department developed a strategy that is designed to be flexible in the event of tightened or loosened pandemic-related safety guidelines compared to last summer.
- After thorough review of options and processes over the past couple months, the Parks and Recreation Department team anticipates that it is possible and beneficial to sell season passes for the 2021 aquatic center season as has been done in years past.
- Many of the residents and non-residents who completed the survey expressed they would prefer season passes but were understanding of why timeslots may be required.
- Resident and non-resident passes are anticipated to be made available for sale in April. By doing so, it will provide time to continue monitoring the COVID-19 pandemic while also ensuring adequate time to process pass sales prior to the start of the summer season.
- To ensure capacity limits, contact tracing abilities, and other safety measures are in-place a timeslot reservation system would also be in place
 - Season pass holders would not need to pay for each timeslot individually
 - Provides flexibility in that capacity limits can be raised or lowered if needed
 - The timeslot registration system could be eliminated altogether if found to no longer be necessary based on daily attendance or the status of the pandemic
 - The number of timeslots each pass holder can reserve each day will likely need to be limited

- Pass holders will have the ability to remove their timeslot reservation up until the start of the timeslot
- A penalty will be communicated and instituted if pass holders “no show/no call” for a reserved timeslot multiple times
- Three hour increments and 125 patrons per timeslot
- **2018 Statistics**
 - Average of 413 total visitors per day
 - Busiest day had 1,401 visitors total
- **2021 Projections**
 - Potential for 447 visitors Monday through Friday
 - Potential 375 daily visitors on Saturdays and Sundays
 - Timeslot capacity will be adjusted if and when it is possible to do so

Ms. Rimdzius concluded her presentation on the 2021 plan for the Aquatic Center by summarizing the recommendations:

- Timeslots are opened seven days in advance for:
 - Resident pass holders
 - Resident guests or daily visitors
 - Non-resident pass holders
 - Guests of residents and pass holders
- Existing guest entry policies remain in place.
- As the summer progresses, there would be opportunities to widen the window if found that it would be beneficial to the operation of the facility, members, and/or community.
- The recommendations are rooted in the feedback provided by survey respondents, to ensure the timeslot purchasing system is as straightforward and customer-friendly as possible within its abilities and within policy guidelines, and to provide value to the season passes.

Ms. Rimdzius concluded her presentation with a summary of actions to date and next steps:

- After reviewing the information included in this presentation, the Parks and Recreation Board voted unanimously to:
 - Recommend the Village Board proceed with the operation of a summer day camp program and the aquatic center in 2021.
 - Recommend the Village Board approve the proposed aquatic center fees for summer 2021.
- The Parks and Recreation Department team is seeking a consensus of the Village Board as to whether or not the Village should operate the summer camp program and aquatic center facility during the upcoming summer season.
- The recommendation to approve the aquatic center season pass fees for summer 2021 will be considered as part of the annual fee schedule approval process.

Mayor Bass stated that he was all for the Village being able to hold these events.

Trustee Halevi stated that she is hopeful but concerns about where the country will be this summer. Trustee Halevi stated that Dr. Fauci stated that the Village will not be back to normal until October.

Trustee Halevi asked if this plan was based on everything going as planned by Memorial Day.

Ms. Rimdzius stated yes.

Trustee Halevi asked if temperature taking would be needed.

Ms. Rimdzius stated that the Village would take a look at the best guidelines from IRMA.

Trustee Halevi asked if there will be guidelines in regards to vaccines or other items related to the pool's usage.

Ms. Gaura stated that the Village would be taking guidance from IDPH and other authorities on these matters.

Trustee Patel said that the last time the Village discussed the Pool there were different numbers provided for what the finances would look like based on the capacity available. Trustee Patel asked if the numbers provided by staff would be able to give guidance on the capacity would change.

Ms. Rimdzius stated that they may not have the information yet for the IDPH guidelines and it may not be available yet by the next meeting.

Trustee Patel said that if there is an uncertainty then it is anticipated that the typical buyer will also have this uncertainty in terms of committing to purchase their pool passes. Trustee Patel stated that typically the pool runs at cost or a slight loss but doesn't want that cost to balloon. Trustee Patel said that with the registration process and time-based registration we want to make sure that are able to be cognizant of people of different technical abilities being able to register.

Trustee Nickell said that we should be hopeful and that if they are able to roll out the vaccine but stated that with the \$52,000 costs will that be absorbed in some other place within the budget?

Ms. Rimdzius stated that the expenses would be related to the overall capital improvement process and would need to be absorbed. Ms. Rimdzius stated that if there are opportunities to increase the pass sales.

Trustee Nickell asked if the Village can sell or rent out space for the area south of the Pool?

Ms. Rimdzius stated that there may be opportunities for this space and that the concession provider may be able to provide some off hours usage and the concession vendors would be able to assist.

Trustee Nickell asked if there is an interest for off of normal hours for people to rent out and get additional revenue.

Ms. Rimdzius stated that they may be able to look at this item.

Trustee Patel asked if anything in the \$100,000 budget items were related to deferrals from last year and ask if the camp could utilize space with School District 74 for alternate programming.

Trustee Sargon stated that she was in favor of the recommendations to open the summer camp and the Aquatic Center option can proceed. Trustee Sargon stated that she believed that the capital improvement was related to a deferred capital expense and wanted to confirm that was correct. Trustee Sargon said that she did speak with Ms. Rimdzius earlier and wanted to see when the Village Board will need to make a decision on this matter.

Ms. Rimdzius stated that she does not have a hard date in mind, but normally by this time the Village is interviewing staff.

Ms. Rimdzius stated that she would look at the deferral of that matter and that staff would look at the construction and determine if there is an issue outstanding for it.

Trustee Nickell asked if the deferral for the capital made it worse?

Ms. Rimdzius stated that there are several things to look at in regards to how things are prepped and sometimes it is just weather and some of it could have been as a result of us pushing the items off. Ms. Rimdzius stated that as they were looking at the paint it was possible that there were other factors that could impact this item.

Trustee Sargon stated she was in favor to move forward with the recommendations.

Trustee Klatzco asked how the other communities went with the timeslots?

Ms. Rimdzius stated that it varied based on the community and expectations. Ms. Rimdzius continued that there may be headaches with how the software operates and we have contacted our vendor to mitigate any potential issues for our customers and the Village would take the extra steps to help them to communicate how the system works.

Trustee Klatzco asked what the costs are if the Village setups up the pool and then not open.

Ms. Rimdzius stated that they can look at the costs for the Village if they prepare to open and get the pool set but do not open.

Trustee Klatzco said that he was preparing for the worst and hoping that it works out but wanted to make sure that the Village understands the cost.

Mayor Bass asked how neighbors such as Skokie and Wilmette did their pools.

Ms. Rimdzius stated that the pools from neighboring communities did operate differently than what we are proposing but we can look into that.

Mayor Bass stated that the consensus was to move forward with this operation for opening the pools and camps as presented.

Public Forum

Ms. Gaura stated that there was no public forum but due to the broadcast not being visible on Channel 6 the Village has been sharing on different platforms the link to attend the Village Board Meeting via GoToMeeting.

Adjournment

At 7:53 P.M. Trustee Nickell made a motion to adjourn the Meeting of the Committee of the Whole, seconded by Trustee Sargon.

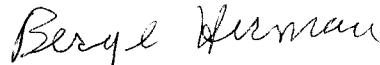
Upon roll call the results were:

Ayes: Trustees Halevi, Patel, Nickell, Sargon, and Klatzco

Nays: None

Meeting Adjourned.

Respectfully Submitted,



Beryl Herman
Village Clerk