

LINCOLNWOOD PARKS & RECREATION BOARD MEETING
Tuesday, April 10, 2012, 7:30 pm
Lincolnwood Village Hall – Council Chambers

AGENDA

- I. Call to Order
- II. Approval of Minutes of March 13, 2012 meeting
- III. Audience Participation
- IV. Old Business
 - A. Review of the Draft Park Renaming Policy
 - B. Review of the 2012-2015 Draft Strategic Plan
- V. New Business
 - A. Approval of an Ordinance Waiving the Competitive Bid Requirements and Accepting the Construction Management Proposal from Gewalt Hamilton, Inc. for Channel Runne Phase II Construction in an Amount Not to Exceed \$24,000
 - B. Approval of an Ordinance Waiving the Competitive Bid Requirements and Accepting the Rider for Construction Management Services from Land Design Collaborative, Inc for Channel Runne Phase II Construction in an Amount Not to Exceed \$16,000
 - C. Approval of an Ordinance renaming Channel Runne Park to Lincolnwood Centennial Park
- VI. Director's Report
- VII. Recreation Staff Reports
 - a. Jan Springer, Superintendent of Recreation
 - b. Andrew Thurman, Superintendent of Parks & Facilities
 - c. Katie Smith, Community Center Program Supervisor
 - d. Genelle Iocca, Community Outreach Coordinator
 - e. Melanie Unterfranz, Youth Program Coordinator
- VIII. Adjournment

Posted: April 5, 2012



**Lincolnwood Parks and Recreation
Board Meeting – March 13, 2012
Lincolnwood Village Hall – Council Chambers
Draft Minutes**

CALL TO ORDER

The meeting was called to order at 7:30 P.M.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Art Lovering, Judith Snyder, Laura Tomacic, Barbra Pabst, Barry Bass

Parks and Recreation Department Staff: Jan Hincapie, Jan Springer, Andrew Thurman, Katie Smith

Village Board Liaison: John Swanson

Audience: Steve Pawlow, Treasurer, Lincolnwood Baseball Association, Berle Herman, Village Clerk

APPROVAL OF MINUTES

On motion, Ito/Tomacic to approve the regular meeting minutes of February 14, 2012 meeting. 7-0, motion passed.

PUBLIC INPUT/COMMUNICATION FROM THE PUBLIC

None

OLD BUSINESS

A. Lincolnwood Fest

The newly adopted Village Code requires an amusement license for the Fest approved by the Finance Director. The Parks and Recreation Board is required per the code to approve any event with over 150 people in Proesel Park. The Village Board has to approve the waiving of the section of the Village Code governing business license fees for both the food and car show vendors upon review by the Park Board.

On motion, Lovering/Snyder to recommend approval of allowing over 150 people in Proesel Park for the 2012 Lincolnwood Fest and to recommend the waiving of business license fees for food and car show vendors. 7-0 motion passed.

Hincapie – Proposed changes to the site include the expansion of the “kiddie” area and moving the food vendors closer to the performance tent, which will be slightly larger than last year. Parking will be allowed in the park for handicapped (3), committee members (5) and performers adjacent to stage. Park Patrol will assist with access off of Lincoln Avenue.

Ito – There seemed to be more cars in the park in 2011; may have been entertainers.

NEW BUSINESS

A. Multicultural Task Force Proposal

Hincapie – Presented proposal as noted in packet.

Ito – Distributed revised mission and goals of the task force. Would like to see the purpose language changed to include “identify how to better provide recreation services to the diverse ethnic groups”

Bass – Likes Ito’s language – more broad and in line with Parks and Recreation Board’s mission

Gratch – Integrate Ito’s input, holding off on Goal #3

Hincapie – Will modify and redistribute to board.

Lovering – “Ongoing” is too nebulous, set a date. Will we get enough involvement on the task force, and if so, we need to put recommendations into action to help build momentum

Hincapie – Interest from Passport committee. Will start with this group.

Herman – Have talked to people and feel there is interest

Ito – Similar groups have been formed in Wheeling and Addison. Have seen success in both communities. Must make a commitment to carry through even if there is little initial involvement from the community.

Snyder – Involve Human Relations Commission

On motion, Ito/Tomacic to support Multicultural Task Force proposal with noted changes to mission and goals. 7-0 motion passed.

B. HIAS VIP Event at Channel Runne Park

Hincapie – Immigration ceremony will be held on June 5. Citizenship class in the fall.

Thurman – June 21 event will include the set up of a large tent, beer and wine and music. There will be more than 150 people in attendance, so per the new Village Code, a recommendation is needed to move forward.

Lovering – Will need a guard to assist with pedestrian crossing at McCormick. Will there be beer/wine restrictions?

Hincapie – Finalizing details with group on liquor. Have consulted our attorney and may come back regarding this item.

Tomacic – Will there be security for the event?

Thurman – Yes, Park Patrol, Lincolnwood Police Department and the Jewish Federation will all be involved in security for the event.

On motion, Ito/Bass to recommend approval of allowing over 150 people in Channel Runne Park on June 21, 2012 for the Hebrew Immigration Aid Society VIP reception. 7-0 motion passed.

C. Renaming of Channel Runne Park

On motion, Gratch/Snyder to recommend tabling renaming of Channel Runne Park until the April 10, 2012 board meeting. 7-0 motion passed.

D. Field Lighting Bid

Thurman – Presented overview of field lighting project including timeframe for project, pricing and impact on existing programs.

Lovering – When they bring in materials, where will they be placed?

Thurman – Will need to put up safety fence surrounding materials.

Ito – Any concerns regarding the budget?

Hincapie – No, project is within budget parameters.

Pabst – What happens if Lincolnwood Baseball Association is unable to pay for the project for all five years of the payment plan? Participation numbers are currently down.

Hincapie – Would need to set up a meeting immediately with the Village Manager to discuss concerns. If there are financial concerns, item would need to be removed from Village Board agenda.

Pabst - \$120,000 was presented as a total cost one year ago.

Pawlow – Have nothing in writing. Need to know what LBA would be required to pay and when.

Hincapie – The goal was to arrange a partnership with LBA for capital items that would account for LBA usage.

Snyder – What is the status of the fence and scoreboard requested some time ago?

Pabst – Can't put up a fence. Would interfere with other field uses.

Hincapie – Ready to revisit partnership piece.

Bass – Is there a remedy in place for non-performance by contractor? Have had a history of problems with work on the fields.

Hincapie – Article 2.2 covers delays. A Change Order would have to be presented and agreed upon by both parties to change the completion date of the project.

On motion, Lovering/Ito to recommend approval of resolution awarding bid for the purchase and installation of sports field lighting to Adlite Electric of Des Plaines. 7-0 motion passed.

E. Sponsorship Policy Draft

Hincapie – Presented draft Advertising and Sponsorship Policy. Approval of advertising/sponsorship up to \$20,000 can be approved by the Village Manager or designee. Anything over \$20,000 or involving signage would be brought to the Village Board. The purpose of this information is to open discussion at the Park Board level and solicit feedback.

Ito – Will advertising/sponsorship require Park Board approval?

Hincapie – No, this is being presented for informational purposes.

Lovering – Feel this is a Village issue, not Park Board. Where parks are involved, it is important to be mindful of the “visual noise” brought about by signage/advertising. Parks are an area for serenity.

Hincapie – Signage is the biggest concern. Can add to the policy that signage will be reviewed by the Parks and Recreation Board.

Ito – Important to make sure the donation and park naming policies work in concert with the advertising/sponsorship policy.

Hincapie – Send additional feedback on policy. This is the first draft. Will revise/update based on Park Board input.

COMMITTEE REPORTS - None

DIRECTOR'S REPORT

- **FY 2012-13 Budget**

Budget will be presented to the Village Board on March 20, 2012. The budget includes 2000 pool passes. **Snyder** – Feels strongly the number of passes should be capped at 1800 as communicated during past Park Board discussions.

Ito – Raised concerns about parking if the number of passes is increased. People complained of parking concerns last year.

Hincapie – Reallocated unsold business passes last year. Will find out when the item will be discussed at the Village Board level and will report back to Parks and Recreation Board.

- **Bike Paths**

Projects are moving forward for both Com Ed and UP. Met with publishing company located at Lincoln and Jarvis to discuss project. Com Ed has drafted a lease up to Touhy Avenue. Waiting to see what happens with the Purple Hotel site, which will be discussed on April 4, 2012 at the Village Board meeting. UP phase #1 has been approved. Permission to move forward with appraisal. If all goes well, both paths will be constructed in 2013.

Ito – Congratulations to Jan Hincapie!

- Pleased with the response to the brick campaign thus far. Have sold approximately 12 bricks. Deadline for first order is April 30.
- Congrats to Andy Thurman on one year of employment with the Village!
- Sent letter to Vernon Hills Park District thanking them for the generous offer to donate a replacement statue to District 74 for the theft that took place in January at Todd Hall.
- Shelter reservation date has been moved to Monday, April 2 due to April 1 falling on a Sunday.

Snyder – If the Village Board approves the FY 2012-13 budget, when will money be available for park renovations?

Hincapie – Money will be available May 1, 2012.

RECREATION STAFF REPORTS

A. SUPERINTENDENT OF RECREATION – JAN SPRINGER

Thank you to all that came out to the Winter Carnival. Special thanks to Laura Tomacic for volunteering for the event.

B. SUPERINTENDENT OF PARKS AND FACILITIES – ANDY THURMAN

As noted in report.

C. COMMUNITY CENTER PROGRAM SUPERVISOR, KATIE SMITH

As noted in report.

D. COMMUNITY OUTREACH COORDINATOR, GENELLE IOCCA

As noted in report.

E. YOUTH PROGRAMS COORDINATOR, MELANIE UNTERFRANZ

As noted in report.

Trustee Swanson – Suggest attending the budget workshop held in February to learn more about the budget process.

Hincapie – Department would need to come up with \$30,000-\$40,000 in revenue if pool passes were capped at 1800. Bather load is 1000. Staff is always mindful of keeping the pool accessible to residents.

ADJOURNMENT

On motion, Ito/Snyder to adjourn the meeting at 9:07 P.M.

Park Board Minutes prepared by: Jan Springer, Superintendent of Recreation

Parks and Recreation Board President:

Signature

Date

	<p>Village of Lincolnwood Policy</p> <p>Park, Building, & Facility Naming</p>	<p>Effective Date: 1994</p> <p>Revision Date: 1999, 2011</p>
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Purpose:

To establish a systematic and consistent approach for the official naming or renaming of park land, buildings, and facilities. It is the responsibility of the Park Board to recommend names for new park land, buildings, or facilities, or when appropriate, to change the existing name of park land, buildings, or facilities of the Village.

It is the objective of the Village of Lincolnwood:

- A. To ensure that the park land is easily identified and located.
- B. To ensure that names of buildings and facilities will engender a strong public image and have public support.

Policy:

It is the policy of the Village of Lincolnwood to reserve the naming or renaming of park land, buildings and/or facilities in a manner that best serves the interest of the community and ensures a worthy and enduring legacy for the Village’s park and recreation system.

- A. Park land (Tot Lots, Neighborhood Parks, Community Parks and Bikeways) may be named after streets, geographical locations, events, or concepts.
- B. Park land (Tot Lots, Neighborhood Parks, Community Parks and Bikeways) may not be named after individuals.
- C. The Park Board may solicit public input on proposed building or facility names through public meetings or other means.
- D. The Park Board may hold public contests for the naming of Park building or facility names. such contests shall also be subject to the policies outlined above and are advisory, not binding.
- E. Renaming of existing park land, buildings or facilities is discouraged except where it is found that an individual’s character is or was such that continued use of their name for park land , a building or facility is not in the best interest of the Village.
- F. Park buildings or facilities should be named only after discussion and then a waiting period of at least sixty days before voting. A supermajority vote is needed to name a Park building or facility or to change the name of Park land, or buildings or facilities of the Village.



**VILLAGE OF LINCOLNWOOD
PARKS AND RECREATION DEPARTMENT**

**Strategic Plan
2012-2015**

*"Planning for the Future of
Parks and Recreation in Lincolnwood"*



**Lincolnwood Parks and Recreation Department
Strategic Plan 2012-2015**

Strategic Planning Team

Parks and Recreation Advisory Board

Demerise Gratch, Chairperson

Barry Bass

Gail Ito

Art Lovering

Barbra Pabst

Judy Snyder

Laura Tomacic

John Swanson, Village Board Liaison

Parks and Recreation Department Staff

Jan Hincapie, Parks and Recreation Director

Andrew Thurman, Superintendent of Parks & Facilities

Jan Springer, Superintendent of Recreation

Katie Smith, Community Center Program Supervisor

Genelle Iocca, Community Outreach Coordinator

Melanie Unterfranz, Youth Programs Coordinator

Department History **And Executive Summary**

The Village of Lincolnwood Parks and Recreation Department, currently serving a population of 12,600, has a desire to position and prepare itself for the future through the development of a strategic plan. The Lincolnwood Parks and Recreation Department, then known as the Parks and Recreation Board, was created in 1955 to establish, maintain and conduct a recreation program. Prior to the establishment of the Parks and Recreation Board, the Lincolnwood Day Association, a non-profit organization began to acquire land to build a network of neighborhood playgrounds.

In 1914, Village President Proesel acquired land for the first Lincolnwood Park. It was a lot 50 X 125 on Keeler Avenue. It was on that lot in 1916 that the first Village Hall was built. In the late 1920's, five more acres, known as the Kaufman Tract, were added and the first baseball diamond was built. In 1955 through condemnation proceedings, the Lincoln-Kostner subdivision consisting of 58 lots was acquired. In 1960, also through condemnation, 26 lots on the north side of Morse Avenue were added. Then the next acquisition was 226 feet of Lincoln Avenue frontage giving the Village 24 acres of village owned property in one five-sided piece, now the site of the Village Hall campus and Lincolnwood's beloved Proesel Park.

In 1973 the League of Women Voters of Skokie-Lincolnwood did a study and analyzed the needs of the Lincolnwood community, relative to recreation programs and parks. The League recommended that a professional consulting firm be hired by the Village to prepare a long-range plan to best implement the recreational needs of Lincolnwood. There was a need for improved communication and better publicity. An experiment of a "lighted school house" was recommended to serve the whole community from senior citizens to pre-school children. The group also thought that the resources allocated to the delivery of parks and recreation services were not being used to their best advantage.

A needs assessment of the community was undertaken in 1995. Focus Groups were done in 2000.

In 2005 a ten year plan was developed, and updated in 2006. An update on the current plan is included in this document. It was the goal of the current staff to decrease the duration of the plan to three years and to develop concrete action plans for the areas of need, assigning tasks to positions within the department and establishing a timeline for updating and completion. This plan will reflect the timeframe of May 1, 2012 through April 30, 2015.

A Strategic Planning process was held in November of 2008. Board members and department staff were in attendance. The process was facilitated by an outside consultant.

A community survey was generated through *Survey Monkey* as part of the Comprehensive Master Plan. The Comprehensive Master Plan was presented to the Park Board and Village Board and was officially adopted at the May 5, 2011 meeting of the Village Board. The recommendations of that plan were used to form this strategic plan and will be used as an action plan for implementation.

Prior to the January 2012 meeting of the Park Board a strategic planning session was held. A recap was given by the Director to show the status of the 2009-2012 Plan. Analysis of the Mission and Vision of the Department was done and discussion ensued regarding the initiatives. Comments and suggestions were included in notes from that meeting which were approved at the February meeting. That information is incorporated into this document which will serve as a roadmap for the next three years. The document should be updated again in early 2015 for the implementation of a new document on May 1, 2016.

Mission Statement

The Lincolnwood Parks & Recreation Department is committed to providing safe, quality programs, green spaces and facilities ultimately improving the social, environment and physical welfare of the diverse constituency of Lincolnwood

Department Vision

It is the vision of the Parks and Recreation Department of the Village of Lincolnwood to promote a feeling of community and stewardship with quality recreational programs, green space and facilities that meet the needs of each age, ability, culture and interest represented in the Community

Strategic Initiatives

- 1. Maintain and Develop Parks to meet the needs of residents and program users.**
- 2. Plan, Implement and Evaluate Quality Recreation Programs and Services to Meet the Needs of Lincolnwood and Area Program Users.**
- 3. Strengthen Community and Regional Public Relations and Publicity.**
- 4. Supplement the Capital Budget through the use of grants**
- 5. Expand and Improve Public Relations and Publicity Efforts**

**Village of Lincolnwood
Department of Parks and Recreation**

**Strategic Plan
ACTION PLAN**

	Recommendations	Fiscal Year	Responsibility
1.	Maintain and Develop Parks and Facilities to Meet the Needs of the Lincolnwood Residents and Program Users		
1.1	Continue to explore possibilities for the development of additional programming spaces	2012-2015	Director Supt. of Parks and Facilities, Supt. of Recreation
1.2	Create a Multicultural Task Force with Representatives from various cultures in the community	2012	Supt. of Recreation Director of Parks and Recreation
1.3	Pursue Soccer Partner to develop soccer fields	2012	Supt. of Parks & Facilities
1.4	Continue to Renovate Parks	2012-2015	Supt. of Parks & Facilities
1.5	Pursue the Development of the Land on the East Side of the Channel	2013	Director Supt. of Parks & Facilities
1.6	Purchase and Develop the Union Pacific Pro	2012-2015	Director Supt. of Parks & Facilities
1.7	Develop the ComEd Bike Path (part of the Skokie Valley Trail) including an overpass at Touhy	2012-2015	Director and Supt. of Parks & Facilities
1.8	Develop On-Street Bike Paths throughout Lincolnwood based on the Recommendations of the Bikeway Plan	2012-2013	Supt. of Parks & Facilities with the Public Works Department
1.9	Evaluate Aquatic Center and Develop a Master Plan for the facility	2013-2014	Supt. of Parks & Facilities

1.10	Develop an Environment Statement for the Maintenance of Parks and Facilities, including a recycling program for the parks	2010	Supt. of Parks & Facilities and Public Works Department
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	Recommendation	Fiscal Year	Responsibility
2.	Plan, Implement and Evaluate Quality Recreation Programs and Services to Meet the Needs of Lincolnwood and Area Program Users		
2.1	Develop quarterly program reports with data that will allow for the thorough analysis of program offerings on a seasonal basis allowing for the filling of program voids and the elimination of programs that are through their life cycle	2012-2015	Supt. of Recreation
2.2	Create a Multicultural Task Force with Representatives from various cultures in the community	2012	Supt. of Recreation Director
2.3	Research the purchase of a mini-bus for use with programs	2012-2013	Supt. of Recreation
2.4	Restructure the Concert Series and Farmers Market as Music and Market Summer Series	2012	Supt. of Recreation Community Relations Coordinator
2.5	Explore cooperative programming options with bordering parks and recreation agencies and private enterprise	2012-2015	Director of Parks and Recreation Supt. of Recreation
2.6	Work with School District #74 to establish an after school drop-in option for middle school-aged	2013	Supt. of Recreation

	children		
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	Recommendation	Fiscal Year	Responsibility
3.	Strengthen Community and Regional Public Relations		
3.1	Monitor and refine the School Park Agreement with School District #219	2012-2015	Director and Supt. of Parks
3.3	Attend coordination meetings with School District #74 on a quarterly basis during school year	2013-2015	Director, Supt. of Parks and Supt. of Recreation
3.4	Coordinate one cooperative program with the ELL Center	2012	Supt. of Recreation
3.5	Staff to attend one legislative/lobbying function per year, securing CEUs and visiting at least one legislator	2012-2015	Director, Supt. of Parks or Supt. of Rec.
3.6	Explore cooperative program possibilities with area park districts	2012-2015	Director and Supt. of Rec.
3.7	Research the possibility of partnerships for a recreation community center	2013-2014	Director and Supt. of Rec.

	Recommendation	Fiscal Year	Responsibility
4	Supplement the Capital Budget through the use of grants		
4.1	Explore partnership opportunities	2012-2015	All Staff
4.2	Research and Apply for a grant for the renovation of the Proesel Park playground and the renovation of the Aquatic Center bathhouse.	2014	Director
4.3	Stay abreast of federal and state grant opportunities	2012-2015	All Staff
4.4	Increase sponsorship solicitation utilizing newly formed sponsorship policy	2012-2015	Community Outreach Coordinator
4.5	Work with Community Development Department to get bike racks in new business developments	2014	Director and Community Development Director

4.6	Work with State (Dept of Commerce and Economic Opportunity) to get grant agreement for the construction of the skate park	2012-2013	Director and Supt. of Parks
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	Recommendation	Fiscal Year	Responsibility
5	Expand and Improve Public Relations and Publicity Efforts		
5.1	Implement email marketing program through an outside vendor	2012	Supt. of Recreation
5.2	Distribute information via a recreation newsletter to Edgebrook, Wildwood and Sauganash on a quarterly basis	2010	Supt. of Recreation
5.3	Publish and distribute pool schedule cards for families to post in their home for easy viewing	2013	Supt. of Parks & Facilities
5.4	Publish Bike Path Map for website and distribution	2014	Supt. of Recreation
5.5	Implement a system for home delivery, not utilizing the services of the US Post Office to ensure timely delivery of the parks and recreation brochures	2013	Supt. of Recreation

Lincolnwood Parks and Recreation
Strategic Planning Meeting – January 10, 2012
Lincolnwood Village Hall – Council Chambers

CALL TO ORDER

The meeting was called to order at 5:38pm.

PRESENT AT MEETING

Park Board Members: Demerise Gratch, Gail Ito, Art Lovering, Judith Snyder, Laura Tomacic, Barbra Pabst

Parks and Recreation Department Staff: Jan Hincapie, Andrew Thurman

Village Liaison: Not Present

Audience: None

APPROVAL OF MINUTES

There are no minutes to approve.

AUDIENCE PARTICIPATION

None

STRATEGIC PLAN 2009 – 2012 UPDATE

Hincapie reported on the background of the Strategic Plan and the initiatives and input from five years ago. An overview was given in a PowerPoint presentation. This included an explanation and update on progress in all areas of the 2009-2012 strategic plan.

Initiative #1:

Maintain and Develop Parks and Facilities to Meet the Needs of the Lincolnwood Residents and Program Users

Snyder brought up the discussion of the opportunity for a skate park at Springfield Park.

Ito brought up the fact of the ComEd project and the future areas we should be working on and not developing parking lots.

Lovering: Inquired about schedule for the ComEd project. What is Skokie timeline for the project?

Discussion will be initiated with Skokie to determine how the two paths will meet at Lincoln and Jarvis.

Snyder: Remind other Village committees and staff about park projects and plans to help them see the whole picture. Open space and park amenities do attract businesses to the community. Supporting parks helps everyone.

Initiative #2:

Plan, implement and evaluate quality recreation programs and services to meet the needs of Lincolnwood and area program users.

Hincapie: Staff is working on developing reports and department wide evaluation forms.

Special events are very important to our objectives i.e.; summer concerts

Initiative #3:

Strengthen Community and Regional Public Relations

Hincapie: Great centennial events, cooperation with d219 and d74

What else can we do with ELL center and what have we done in the past?

Initiative #4:

Supplement the Capital Budget through the use of Grants

Hincapie: Grant work could help with the possibility for bathhouse renovations.

This could be an OSLAD Grant.

Initiative #5:

Expand and improve Public Relations and Publicity Efforts

1. Discussion regarding Comprehensive Master Plan

2. Review of Department Mission and Vision

Review the Mission:

Snyder: How can we think about being more green, implementing green initiatives and maintaining green space, parks, gardens, “spaces” Reminding the village residents that green space is important, What about recycling? we are implanting green initiatives, but the statements don’t say it.

Ito: We do represent the green beauty of the Village, people don’t see the value of the green spaces and we need to make them aware.

Lovering: social, environmental welfare and physical wellness. Diversity has rolled into many of the issues. Diverse population include in mission. Staff will report next month on new Mission ideas.

- “green” included in statement, the mission shouldn’t just be for facilities, PARKS!!!
- Social, environmental, and physical welfare
- Wellness
- Include Diversity in the mission

Value:

- Facilities should be equivalent to environment and park land.

Vision Statement:

Green spaces, people think buildings when they hear facilities.

Ito: changing a couple words can be important. The vision seems so out of touch and it's not that old. In the past they said no to the Park Board all of the time. We are getting support. The pool is a positive revenue producer for the Village.

Lovering: where is the mission statement in many organizations, ongoing fluid document. We should look at it more often.

3. Strategic Plan Update and Discussion

Board Conversation Initiative #1:

Ito: Community Center renovations, if we don't have items in place then it's hard to get the grants, Health Club option should be kept at the forefront of our discussions

Snyder/Ito: What are our priorities? Keep our "wish list" in the capital plan so we don't lose sight of what we think the community needs. We need to get back onto that schedule of replacing playgrounds.

Lovering: reprioritize or refocus on the parks and the schedule of maintaining parks. Population should be looking to us, people should be more aware of what we are doing and distribute these plans to different people and help get things done. Need a little energy or initiatives. Excite the community.

Ito: What is happening with the east side of Channel Runne. If there is the opportunity for a soccer facility on that side will people come? The argument has been that no one will know it is Lincolnwood. We need a park sign at the south end of Channel Runne that tells people that it is Lincolnwood's park.

The east side is one of our largest green spaces. Low cost temporary green space, community garden, soccer rental facility. Let's pursue.

Lovering: Do we have access to the UP and ComEd property before construction? Can we make sure everything looks nice and do some trimming and upkeep?

When that's said can we do signage, marketing, dog park, core bushes back, people walking through. Incremental low cost upkeep. We can get volunteers to help with this.

Pool Facility: Support to do the bathhouse.

Ito: The bathhouse floor is terrible and even though it's cleaned it still looks dirty the plumbing is old too.

Ito: Let's use the environmental report card to influence change in the Village.

Hincapie: Staff will continue working towards recycling program in the parks..

Board Conversation Initiative #2:

Gratch: Task force initiatives over the next year.

Hincapie: We will do the Passport again.

Discussion of: Kids in middle school, what can we do? It's a problem in multiple areas.

Ito: What is the indoor playground?

Hincapie: Get funding for our scholarship program maximum \$500 per family per year from outside sources. Alternate revenue source and generation? Areas that have potential for alternate revenue source.

Lovering: College scholarship some \$ amount? We give a local person a scholarship if they choose to go into parks and recreation in college.

This idea received positive support from the board members.

Ito: Put out marketing at special events and become more transparent about all of our projects and gain support.

Special Recreation Levy: Snyder asked about this. Fund includes MNASR and inclusion of aids and handicapped accessible tables. Staff will continue to present costs related to ADA compliance to board for consideration in the levy.

Ito: It's very expensive to have assistance for children and adults with disabilities, which is why this levy was created. Why not use it?

Cooperative programming issues.

Middle school kids: Ito: This is a community issue, these are our kids. CPS uses the Parks.

Gratch: Should an after school program for middle school be free?

Hincapie: We will continue talks about cooperative programs and facility usage with the schools

Snyder: Looking at more of the junior high school students. Some teen centers have been successful. Teen and Middle School programs always have to be changing.

Gratch: If there was community space where they could go, they don't want adults. Some kids still need computers to do their school work.

Board Conversation Initiative #3:

Meetings with D74

Ito: address the reasoning behind attending lobbying sessions, what is your goal for attending these sessions? Director should continue to keep us abreast of issues at state and federal level. Continue to address current legislative issues facing municipalities.

Hincapie: We continue cooperative programming with Skokie and other area fitness centers to discuss a cooperative use agreement. Contact will be made with the Galter Center at Swedish Covenant Hospital.

Snyder: Invite ELL to a task force, reach out and keep them in mind.

Jan will reword the legislative lobbying piece.

Board Conversation Initiative #4:

Gratch: Do other municipalities require green space when areas are being developed? It can be viewed as a deterrent for businesses to come in as it costs them money. This was presented to the board around 2007-8 and did not receive support.

Continue to get money from grants.

Continue to send out emails and collect emails at events. Use constant contact in the future.

Lovering: Could we send out a Rec Newsletter?

Gratch: this would be something small, just highlighting some programs.

Pabst: Can we get into some other publications?

Lovering: There are people from other communities using our facilities/programs. Could we put our published documents in multiple languages? Would this help reach other residents?

Ito: Diversity Task Force can help with this.

Board Conversation Initiative #5

Promote motor-less transportation. Connecting to everyone, it makes sense to get to work.

Snyder: Explore translation for five languages for promotional information, possibility on the website

Other Initiatives:

Sponsorships

Marketing plans – Who can help initiate plans? Should we budget for a plan?

How about a marketing intern?

Sponsorship – Alternate Revenue Solicitation memo sent to the Board. We are developing a policy

Task Force - Diversity

Ito: it opens up the door to work with people from different cultures, slowly gets them saying this could work for us.

Pabst- Giving kids the opportunity to try and offer the program

Free programs are so important

Recommendations document:

Develop a volunteer program, based on hours can earn points and programs

Village is looking at branding Lincolnwood, possibly a tag line.

- Marketing our wonderful community is very important

We should develop standards for programs, parks and facilities.

4. Adjournment

On motion Snyder/Ito to adjourn the meeting at 7:25 P.M.

Strategic Planning Meeting Minutes prepared by: Andy Thurman, Superintendent of Parks and Facilities

Request For Board Action

REFERRED TO BOARD: April 7, 2011

AGENDA ITEM NO: 6

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of an Ordinance Waiving the Competitive Bidding Process and Accepting a Proposal from Gewalt Hamilton Associates, Inc. for the Provision of Design and Construction Management Services for Channel Runne Phase II in the Not-to-Exceed Amount of \$24,000

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

A Master Plan for Channel Runne Park was approved by the Village Board in October of 2006. The Master Plan includes a development plan in phases for improvements that will allow for both active and passive recreation, utilizing the natural landscape whenever possible and being attentive to issues of safety and accessibility.

The park offers great opportunities for nature and conservation education, as well as drop-in and organized recreation. One of the goals of the development is to be able to offer in-house programming and to provide field trip opportunities to other agencies and schools to study the numerous ecosystems in the park.

The Village has completed phase I of the plan, which included the renovation and realignment of the existing bike path. The bike path is heavily used by residents of the region.

The next phase of construction, referred to as phase II, will be 50% funded by an Open Space Land Acquisition and Development (OSLAD) grant from the State of Illinois. The bid for this phase was awarded by the Board on January 17, 2012 in the amount of \$640,417.96.

Phase II construction will begin in late April. This phase includes the development of the outdoor amphitheatre, accessible pathway to the water's edge, a disc golf course, fishing area/channel access/stage combination, a bike and pedestrian entrance, vehicular access off McCormick Boulevard and a parking lot.

The Village Engineer provided a proposal for professional civil engineering services for construction management for the Channel Runne Phase II project. The total engineering cost is \$24,000 which is 3% of the estimated construction cost of the project. Staff will also be presenting a proposal from Land Design Collaborative.

The Village has utilized Gewalt Hamilton Associates, Inc. as the Village Engineer for the last 18 years. They act in an official capacity as the Village Engineer on all Public Works, Parks and Recreation and Community Development construction projects and consistently complete projects in a timely fashion.

Listed below is a summary of some of the services they provide:

- Engineering design and analysis
- Project coordination
- Meetings and hearings
- Observation

FINANCIAL IMPACT:

Engineering fees in the amount of \$24,000 will be paid out of Gewalt-Hamilton, Inc.

DOCUMENTS ATTACHED:

1. Proposed Ordinance
2. Proposal from Village Engineer Steven Berecz of Gewalt Hamilton
3. Draft Minutes of the April 10, 2012 Parks and Recreation Board Meeting

RECOMMENDED MOTION:

Move to approve an Ordinance waiving competitive bidding and accepting a proposal from Gewalt Hamilton Associates, Inc., of Vernon Hills, Illinois for the provision of design and construction services For the construction of Phase II of Channel Runne Park Development in the not-to-exceed amount of \$24,000.

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2012-_____

**AN ORDINANCE WAIVING COMPETITIVE BIDDING AND ACCEPTING A
PROPOSAL FROM GEWALT-HAMILTON ASSOCIATES, INC.,
OF VERNON HILLS, ILLINOIS, FOR THE PROVISION OF
CONSTRUCTION MANAGEMENT SERVICES AT CHANNEL RUNNE PARK**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF _____, 2012.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois this
_____ day of _____, 2012

Village Clerk

**AN ORDINANCE WAIVING COMPETITIVE BIDDING AND ACCEPTING A
PROPOSAL FROM GEWALT-HAMILTON ASSOCIATES, INC.,
OF VERNON HILLS, ILLINOIS, FOR THE PROVISION OF
CONSTRUCTION MANAGEMENT SERVICES AT CHANNEL RUNNE PARK**

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, on January 17, 2012, the City Council adopted Resolution No. R_____, approving an agreement with Continental Construction, of Evanston, Illinois for the development of Channel Runne Park ("*Continental Agreement*"); and

WHEREAS, in order to provide for the effective and efficient completion of the development contemplated by the Continental Agreement, the Village has determined that it will serve and be in the best interest of the Village to retain a third-party engineering firm for the provision of construction management services in connection with the Continental Agreement ("*Construction Management Services*"); and

WHEREAS, Gewalt-Hamilton and Associates, Inc. of Vernon Hills, Illinois ("*Gewalt-Hamilton*") has submitted a proposal to the Village for the provision of the Construction Management Services, in an amount not to exceed \$24,000 ("*Proposal*"); and

WHEREAS, Gewalt-Hamilton has served as Village Engineer for the past 18 years; and

WHEREAS, Gewalt-Hamilton is uniquely familiar with the design and condition of Channel Runne Park and with other parks in the Village; and

WHEREAS, the Village President and Board of Trustees have determined that Gewalt-Hamilton is uniquely qualified to provide the Construction Management Services in an efficient and cost-effective manner, and that is appropriate and in the best interests of the Village for Gewalt-Hamilton to provide the Construction Management Services; and

WHEREAS, in order to accept the Proposal, the President and Board of Trustees have determined that it is appropriate to waive competitive bidding for the acceptance of the Proposal and the provision of the Construction Management Services by Gewalt-Hamilton, pursuant to Section 8-8-13 of the Municipal Code of Lincolnwood, as amended ("*Village Code*"); and

WHEREAS, the President and Board of Trustees has determined that it will serve and be in the best interests of the Village to accept the Proposal submitted by Gewalt-Hamilton for the provision of the Construction Management Services;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. WAIVER OF COMPETITIVE BIDDING. The advertising and bidding requirements for the Proposal, and for the provision of the Construction Management Services by Gewalt-Hamilton, shall be, and they are hereby, waived in accordance with Section 8-8-13 of the Village Code and the home rule powers of the Village.

SECTION 3. ACCEPTANCE OF PROPOSAL. The President and Board of Trustees shall, and do hereby, accept the Proposal submitted by Gewalt-Hamilton for the provision of the Construction Management Services.

SECTION 4. EXECUTION OF PROPOSAL. The Village President, Village Manager and Village Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the Village, the Proposal and all related documentation necessary for the provision of the Construction Management Services by Gewalt-Hamilton.

SECTION 5. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by applicable law.

SECTION 6. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, by a vote of two-thirds of the Board of Trustees, and approval and publication in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

PASSED this ____ day of _____, 2012.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this ____ day of _____, 2012.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
____ day of _____, 2012

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#11109503_V1

Request For Board Action

REFERRED TO BOARD: April 10, 2012

AGENDA ITEM NO:

ORIGINATING DEPARTMENT: Parks and Recreation

SUBJECT: Approval of an Ordinance Waiving the Competitive Bidding Process and Accepting a Proposal from Land Design Collaborative Inc. for the Provision of Design and Landscape Management Services for Channel Runne Phase II in the Not-to-Exceed Amount of \$16,000

SUMMARY AND BACKGROUND OF SUBJECT MATTER:

A Master Plan for Channel Runne Park was approved by the Village Board in October of 2006. The Master Plan includes a development plan in phases for improvements that will allow for both active and passive recreation, utilizing the natural landscape whenever possible and being attentive to issues of safety and accessibility.

The park offers great opportunities for nature and conservation education, as well as drop-in and organized recreation. One of the goals of the development is to be able to offer in-house programming and to provide field trip opportunities to other agencies and schools to study the numerous ecosystems in the park.

The Village has completed phase I of the plan, which included the renovation and realignment of the existing bike path. The bike path is heavily used by residents of the region.

The next phase of construction, referred to as phase II, will be 50% funded by an Open Space Land Acquisition and Development (OSLAD) grant from the State of Illinois. The bid for this phase was awarded by the Board on January 17, 2012 in the amount of \$640,417.96.

Phase II construction will begin in late April. This phase includes the development of the outdoor amphitheatre, accessible pathway to the water's edge, a disc golf course, fishing area/channel access/stage combination, a bike and pedestrian entrance, vehicular access off McCormick Boulevard and a parking lot.

The Village's Landscape Architect provided the development documents, development estimate for probable construction cost and development review of the Channel Runne Phase II project. The total design cost is \$16,000. Staff will also be presenting a proposal from Gewalt-Hamilton.

The Village has utilized Land Design Collaborative, Inc. as the Village Architect for the first phase of the Channel Runne project.

Listed below is a summary of some of the services they provide:

- Landscape design and analysis
- Project coordination
- Meetings and hearings
- Observation

FINANCIAL IMPACT:

Landscape Architectural fees in the amount of \$16,000 will be paid out of Land Design Collaborative, Inc.

DOCUMENTS ATTACHED:

1. Proposed Resolution approving Rider to Land Design Collaborative Agreement
2. Form of Rider to Master Agreement
3. Draft Minutes of the April 10, 2012 Parks and Recreation Board Meeting

RECOMMENDED MOTION:

Move to approve a Resolution waiving competitive bidding and accepting a proposal from Land Design Collaborative, Inc., Evanston, Illinois, for the provision of landscape design and oversight of Phase II of Channel Runne Park Development in the not-to-exceed amount of \$16,000.

FORM OF RIDER TO MASTER AGREEMENT

RIDER NUMBER # 35 Channel Runne Park Construction Management TO MASTER AGREEMENT

This Rider Number #35 to the Master Agreement ("**Rider**") is made as of this ____ day of _____, 2012 by and between the Village Of Lincolnwood Illinois, a body politic and corporate (the "**Village**") and Land Design Collaborative, Inc., (the "**Consultant**") an Illinois corporation, (collectively, the "**Parties**").

WHEREAS, the Village and the Consultant have previously entered into a Master Agreement dated December 18, 2003 (the "**Master Agreement**").

WHEREAS, the Village received a proposal ("Proposal") from the Consultant for the Services more particularly set forth in **Rider Exhibit "A"** attached hereto and incorporated by reference.

WHEREAS, the Village wishes to retain the Consultant under the terms and conditions of the Master Agreement and this Rider.

WHEREAS, the Consultant wishes to be retained by the Village under the terms and conditions of the Master Agreement and this Rider.

NOW THEREFORE IN CONSIDERATION of their mutual promises, the Parties further agree as follows:

R.1.0 INCORPORATION OF MASTER AGREEMENT. This Rider incorporates all terms and conditions specified in the Master Agreement unless specified otherwise hereunder. In the event of any conflict between the provisions of Master Agreement to which this Rider is attached and the provisions of this Rider, the provisions of this Rider shall govern.

R.2.0 CONSULTANT'S DUTIES AND OBLIGATIONS UNDER THE AGREEMENT.

R.2.1 Commencement and Completion of Duties. Section 1.1 of the Master Agreement is hereby amended as follows: Services shall be completed by October 15, 2012.

R.2.2 Consultant's Services. Section 1.2 of the Master Agreement is hereby amended as follows: The Consultant's Services are set forth in Rider Exhibit "A" attached hereto and made a part hereof.

R.3.0 PROJECT AREA. Section 2.0 of the Master Agreement is hereby amended as follows: The Project Area(s) shall be as set forth in Rider Exhibit "A" hereto.

R.4.0 SUBCONSULTANTS. Section 3.0 of the Master Agreement is hereby amended as follows: The Sub consultants for the Services are identified in Rider Exhibit "A" hereto.

R.5.0 COMPENSATION. Compensation for the Services, additional services and expenses specified in this Rider shall be as set forth in Exhibit "B" to the Master Agreement.

IN WITNESS, the Parties hereto have caused this Rider to be executed by the properly authorized officials as of the date and year first above written.

Timothy C. Wiberg
Village Administrator
Village of Lincolnwood

James C. Gamble
President,
Land Design Collaborative, Inc.

Attest: _____

Title: _____

Attest:

Beryl Herman
Village Clerk

RIDER NUMBER 35
Channel Runne Park Construction Management
EXHIBIT A

A-1. Assignment Description and Summary of Consultant Services:

To monitor and inspect at appropriate phases, the construction of the park improvements to assure compliance with the bid specifications and to assure good quality workmanship; to review and make recommendations as necessary regarding any change orders and payment requests and to otherwise observe the contractor in the construction of the park improvements to completion. In undertaking this assignment, during certain times, it is anticipated that LDC will confer with GHA the Village Engineer who will also be reviewing and approving elements of the project. In addition LDC will be assisted by Village Staff in the layout and installation of the Disk Golf and tree planting elements of the project.

A.2. Subconsultant(s): (name(s), address(es), phone number(s)):

NA

A.3. Assignment/Project Area:

The Channel Runne Park improvements between Touhy Avenue and Devon Avenue.

A.4. Compensation:

A.4.1 Compensation for Services and Reimbursable Expenses:

The Village shall compensate the consultant based on hourly rates contained in Exhibit "B" of the Master Agreement in an amount not-to-exceed \$16,000.00 for this assignment which assumes a total of hours of on-site and in-office time of 141 hours. Reimbursable expenses as defined in the Master Agreement shall be in addition to this not-to-exceed amount and are estimated not to exceed \$300. The Consultant shall provide the Village with a detailed monthly invoice of the hourly costs and reimbursable expenses incurred, a description of the work performed and an estimate of the percent of the assignment completed to date.

A.4.2 Additional Services:

If during the performance of this assignment, due to unforeseen circumstances, additional consultant services are determined necessary, the consultant shall promptly advise the Village of these additional services and provide a written cost estimate for these additional services.

VILLAGE OF LINCOLNWOOD

RESOLUTION NO. R2012-_____

A RESOLUTION APPROVING RIDER #35 TO THE MASTER AGREEMENT WITH LAND DESIGN COLLABORATIVE, INC., OF SKOKIE, ILLINOIS, FOR THE PROVISION OF LANDSCAPE DESIGN AND CONSTRUCTION MANAGEMENT SERVICES AT CHANNEL RUNNE PARK

WHEREAS, the Village of Lincolnwood is a home rule municipality in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, on January 17, 2012, the Village President and Board of Trustees adopted Resolution No. R_____, approving an agreement with Continental Construction, of Evanston, Illinois for the development of Channel Runne Park ("*Continental Agreement*"); and

WHEREAS, the Village has entered into a master agreement with Land Design Collaborative, of Skokie, Illinois ("*LDC*"), dated December 18, 2003, for the provision by LDC of general landscape design and construction services ("*LDC Agreement*"); and

WHEREAS, the Village and LDC desire to execute Rider #35 to the LDC Agreement, in an amount not to exceed \$16,000, for the provision by LDC of landscape design and construction management services in connection with the Continental Agreement ("*Rider*"); and

WHEREAS, the President and Board of Trustees have determined that it will serve and be in the best interests of the Village to enter into the Rider with LDC;

NOW, THEREFORE, BE IT RESOLVED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Resolution are found to be true and correct and are hereby adopted as part of this Resolution.

SECTION 2. APPROVAL OF RIDER. The Rider by and between the Village and LDC shall be, and is hereby, authorized in substantially the form attached to this Resolution as **Exhibit A**.

SECTION 3. EXECUTION OF RIDER. The Village Manager and the Village Clerk shall be, and they are hereby, authorized and directed to execute and attest, on behalf of the Village, the Rider upon receipt by the Village Clerk of at least one original copy of the Rider executed by LDC; provided, however, that if the executed copy of the Rider is not received by the Village Clerk within 30 days after the effective date of this Resolution, then this authority to execute and attest shall, at the option of the President and Board of Trustees, be null and void.

SECTION 4. EFFECTIVE DATE. This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

PASSED this ____ day of April, 2012.

AYES: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this _____ day of April, 2012.

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office this
_____ day of April, 2012

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

#11109366_v1

EXHIBIT A

RIDER

VILLAGE OF LINCOLNWOOD

ORDINANCE NO. 2012-____

**AN ORDINANCE AMENDING ARTICLE 3 OF CHAPTER 6
OF THE MUNICIPAL CODE OF LINCOLNWOOD
TO RENAME "CHANNEL RUNNE PARK" AS
"LINCOLNWOOD CENTENNIAL PARK"**

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE VILLAGE OF LINCOLNWOOD
THIS ____ DAY OF MARCH, 2012.

Published in pamphlet form
by the authority of the
President and Board of Trustees
of the Village of Lincolnwood,
Cook County, Illinois
this ____ day of _____, 2012

ORDINANCE NO. 2012-_____

**AN ORDINANCE AMENDING ARTICLE 3 OF CHAPTER 6
OF THE MUNICIPAL CODE OF LINCOLNWOOD
TO RENAME "CHANNEL RUNNE PARK" AS
"LINCOLNWOOD CENTENNIAL PARK"**

WHEREAS, the Village of Lincolnwood is a home rule municipal corporation in accordance with Article VII, Section 6(a) of the Constitution of the State of Illinois of 1970; and

WHEREAS, the Village has the authority to adopt ordinances and to promulgate rules and regulations that pertain to its government and affairs; and

WHEREAS, the President and the Board of Trustees desire to amend Article 3 of Chapter 6 of the Municipal Code of Lincolnwood, as amended ("*Village Code*") to rename "Channel Runne Park" as "Lincolnwood Centennial Park"; and

WHEREAS, the President and the Board of Trustees have determined that it will serve and be in the best interests of the Village to amend the Village Code pursuant to this Ordinance;

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF LINCOLNWOOD, COOK COUNTY, ILLINOIS, as follows:

SECTION 1. RECITALS. The facts and statements contained in the preamble to this Ordinance are found to be true and correct and are hereby adopted as part of this Ordinance.

SECTION 2. RENAMING OF "CHANNEL RUNNE PARK" TO "LINCOLNWOOD CENTENNIAL PARK". The public park commonly known as "Channel Runne Park", and located adjacent to McCormick Boulevard and extending from Touhy Avenue south to Devon Avenue along the North Shore Channel, shall be, and is hereby, renamed as "Centennial Park".

SECTION 3. PUBLIC PARKS - RULES AND REGULATIONS. Section 1 of Article 3 of Chapter 6 of the Village Code shall be amended further, and shall read as follows:

"6-3-1. APPLICABLE RULES AND REGULATIONS.

All rules and regulations governing the conduct of persons and operation of the public parks either contained within or authorized by the ordinances of the Village are applicable to all public parks within the Village, including, without limitation, the following parks, but specifically excluding parks that are not operated by the Village.

* * *

Additions are bold and double-underlined; deletions are struck through.

- (M) ~~Channel-Runne~~ **Lincolnwood Centennial** Park located adjacent to McCormick Boulevard and extending from Touhy Avenue south to Devon Avenue along the north shore channel."

SECTION 4. PUBLIC PARKS - HOURS. Section 2 of Article 3 of Chapter 6 of the Village Code shall be amended further, and shall read as follows:

"6-3-2. HOURS.

- (A) No person shall be or remain in G.G. Rowell Park, Goebelt Park, Flowers Park, Kenneth Park, Kildare Park, Drake Park, Central Park, O'Brien Park, Springfield Park, Rossi Park, Columbia Park, or ~~Channel-Runne~~ **Lincolnwood Centennial** Park between the hours of 9:00 p.m. and 6:00 a.m. on the following day, except as to ice skating or activities for which permits are issued.
- (B) No person shall be or remain in Henry A. Proesel Park between the hours of 11:00 p.m. and 6:00 a.m. on the following day, each and every day of the year.
- (C) Picnic hours. No picnic may be held in the parks of the Village except during the following times or upon the prior written approval of the Department of Parks and Recreation:
- (1) Proesel Park and ~~Channel-Runne~~ **Lincolnwood Centennial** Park: 9:00 a.m. to 10:00 p.m.
- (2) All other parks: 10:00 a.m. to 6:00 p.m."

SECTION 5. PARK PERMIT REQUIRED. Section 4 of Article 3 of Chapter 6 of the Village Code shall be amended further, and shall read as follows:

"6-3-4. PARK PERMIT REQUIRED.

A permit shall be obtained from the Village Department of Parks and Recreation by any group wishing to reserve all or any portion of Proesel Park or ~~Channel-Runne~~ **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 Park and Recreation 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

Additions are bold and double-underlined; deletions are struck through.

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."

SECTION 6. PARK RULES AND REGULATIONS. Section 9 of Article 3 of Chapter 6 of the Village Code shall be amended further, and shall read as follows:

"6-3-9. RULES AND REGULATIONS.

The following rules and regulations shall apply to every person in and upon the public parks of the Village:

* * *

(B) Animals. No person shall permit a dog, cat, horse or other domestic, agricultural or wild animal to enter into any portion of a public park, including the playground area, except that:

(1) Animals may be allowed in a public park in connection with an amusement license specifically granted pursuant to Chapter 9, Article 2, of this Code.

(2) Dogs may be allowed in ~~the Channel Runne~~ **Lincolnwood Centennial** Park: (1) as part of any program or event operated by the Department of Parks and Recreation; and (2) at all other times, but only if the dog is kept on a leash of sufficient size and strength for the dog."

* * *

SECTION 7. SEVERABILITY. If any provision of this Ordinance or part thereof is held invalid by a court of competent jurisdiction, the remaining provisions of this Ordinance shall remain in full force and effect, and shall be interpreted, applied, and enforced so as to achieve, as near as may be, the purpose and intent of this Ordinance to the greatest extent permitted by law.

SECTION 8. EFFECTIVE DATE. This Ordinance shall be in full force and effect from and after its passage, approval, and publication in the manner provided by law.

[SIGNATURE PAGE FOLLOWS]

Additions are bold and double-underlined; deletions are struck through.

PASSED this ____ day of March, 2012.

AYES:

NAYS:

ABSENT:

ABSTENTION:

APPROVED by me this ____ day of March, 2012

Gerald C. Turry, President
Village of Lincolnwood, Cook County, Illinois

ATTESTED and FILED in my office the
____ day of March, 2012.

Beryl Herman, Village Clerk
Village of Lincolnwood, Cook County, Illinois

Additions are bold and double-underlined; ~~deletions are struck through.~~



DIRECTOR'S REPORT

April, 2012

Jan Hincapie, Director of Parks and Recreation

jphincapie@lwd.org

Illinois Parks and Recreation Association

I will be attending the Illinois Park and Recreation Association Board meeting on Thursday, April 12 for the presentation of the audit of the association.

Illinois Legislative Forum, Springfield, IL

Andy will be attending the Illinois Legislative Forum in Springfield on Tuesday, May 1 and Wednesday, May 2 in my place. He will attempt to speak with Lou Lang and Ira Silverstein to discuss parks and recreation initiatives.

Multicultural Task Force

The Kick-off meeting of the Multicultural Task Force will be held at 6 pm on Tuesday, May 8 just prior to the Park Board meeting. Berle Herman has already recruited four participants to the group.

Public Hearing

As part of the bike path development process, we will be holding a public hearing at the Park Board meeting on Tuesday, May 8. We will do a short presentation at the beginning of the meeting regarding the two paths and take comments and questions from the public. This isn't a mandatory part of the process, but we feel it is in the best interest of the community to allow for input regarding the projects. Staff will send out letters to the adjacent homeowners of the two paths inviting them to the meeting.



Superintendent of Recreation's Report

Jan Springer, CPRP

April 2012

jspringer@lwd.org

Website Updates & Enhancements

Please take some time to peruse the Parks and Recreation content on the Village website. I have made several changes including:

- New pages have been added for Birthday Parties and Athletics/Fitness
- Added content to Youth Programs including Sticks for Kids, Lil' Cubbies, Basketball at Todd Hall and Rutledge Hall, Archery, Magic, Tae Kwon Do and Lincolnwood Baseball Association
- Updated fillable PDF forms for day camp including camper data form, permission to dispense medication, allergy form and the new friendship request form

I welcome any feedback you have and look forward to continuing improvements on the website.

Summer Brochure

The summer brochures arrived and were delivered to the Post Office during the week of March 20. We've received positive feedback on the publication thus far. Our next publication is the fall brochure, slated for completion in late July with an early August anticipated delivery date.

Constant Contact

I am pleased to announce we are now members of the Constant Contact family! By partnering with Constant Contact, we will be able to enhance our email marketing efforts. There is also an online survey component, which means we will discontinue using Survey Monkey for our event and program evaluations. In addition, there is also a social campaign application which should help us increase our number of fans on Facebook as well as better engage our current audience. Stay tuned! This is really an exciting time for our department!

Social Club

The seniors are busy as ever! Activities for the months of April and May include Breaking Up is Hard to Do (Pheasant Run), Pirates of Penzance (Lincolnshire Marriott), Glenn Miller Orchestra (Drury Lane), City Style Lunch Bunch at Ann Sather's in Andersonville and The Pump Room and the Annual Fireman's Luncheon just to name a few. In-house activities include several movies and lunches and monthly birthday celebrations as well as drop-in exercise, bridge and mah jongg.

Membership for the 2011-2012 year has reached 144 members. A recent press release has helped increase membership. I am hopeful we can continue to grow this number with the new membership year beginning June 1, 2012.



Superintendent's Report

April 2012

Andy Thurman, Superintendent of Parks and Facilities

athurman@lwd.org

Pool

I have two co-managers who have accepted positions this summer at the pool and will start our guard, front desk and maintenance staff hiring shortly. The positions will work together to oversee all staff and keep their hours to an appropriate amount. One position will work closely with the front desk and maintenance staff, while the other position will work on guard scheduling and guard issues. Both positions will work together, but with this split of major responsibilities we can count on a manager being on duty more often.

I have also hired a Safety Coordinator to work closely with guard trainings, red-shirt drills, filter room safety and guard re-certification.

We will also look to promote two or three staff members to the Assistant Manager position.

Our Public Works Department has gone through the pool and we have listed items that will need to be fixed or replaced by the start of the season. I will work closely with the Public Works staff this summer to keep up on the locker room floors. They will be power-washing several times a month.

Non-resident pool passes go on sale on Saturday, April 21. We have started working with Rackspace.com to build our site to accept the non-resident passes.

On Thursday, April 5, I will attend a Pool Symposium put on by Halogen Supply in Niles. The discussion will be ADA compliant aquatic lifts, Disinfection Systems and Resource Savings. I attended a separate symposium this past fall put on by Halogen as well.

Proesel Park Shelter Rentals/Field Rentals

On Monday, April 02, we had six individuals waiting at the door at 7:30am to get a number to reserve the shelter this summer. We are considering a later time on registration day to hand out numbers. Most individuals came and received a number and then left for over an hour before returning to our 9:00am opening time.

The soccer fields will be rented on Sunday, Monday, Tuesday, Thursday and Friday this summer. We have soccer groups who use the fields and will be interested in the new lights for play into the fall. One group is looking into renting the roller hockey rink for indoor soccer. They will purchase a large net to protect the fence and the ball is a smaller ball that will not do damage to the fence. This group is interested in helping with donations for soccer facilities and programs through the Parks and Recreation Department.

United States of America Track and Field Seminar

Jan Springer and I attended a USATF on Monday, March 19 in Oak Brook. There was a session on sponsorships and working with your local shoe stores to set-up packet pick-up or registration discounts.

This morning seminar also discussed the Race Director's University the USATF will be starting in May. They covered the classes and materials offered.

Intergovernmental Risk Management Association

I attended a round table discussion in Westchester on Wednesday, March 21 with other Parks and Recreation Members of IRMA. We discussed the new pool lift laws and independent contractor agreements.



Community Center Program Supervisor

Katie Smith

April 2012

ksmith@lwd.org

Youth Programs

For the first time in several years, we were able to run a successful spring break program. This year, Spring Break Escapes was offered six days with field trips planned on five days. We had five participants take advantage of our discount by registering for all six days (10% discount), and we had 19 registrations for the Pick-A-Day option. Thanks to the Northfield Park District who let us borrow their mini bus for the week, we were able to keep the transportation cost down while we traveled to new and fun destinations. Field trips included Jumpin Jungle, Sunshine Arts and Crafts, Monkey Island, Classic Bowl, and Sky High. The group had a great time and we look forward to running the program again next year. Attached you will find the financial breakdown for Spring Break Escapes.

Memorial Day

We are proud to work with the American Legion Post #1126 to host the annual Memorial Day Parade. We will take the same route as last year from Kow Kow Resturant down Pratt to Madeleine's Garden. The schedule for the day is the same as last year with kick off starting around 10:20am followed by the ceremony at Madeleine's Garden at approximately 11am. If you are interested in participating in the parade, please let me know. We would love to have a strong Parks and Recreation Board presence.

Community Center

We have 11 rentals scheduled in the Community Center in April, and we have kicked off our spring sessions of classes. Here is a recap of Community Center programming:

- Tai Chi will run both a morning and evening session this spring
- Yoga is running smoothly on Monday nights
- Zumba will be running on Tuesday mornings and evenings, Thursday evenings and Sunday mornings. Due to low enrollment, Thursday morning classes have been cancelled
- Gary Kantor's Magic Class will run April 5

2012 Spring Break Escapes Financial Report
 Prepared by Katie Smith, Community Center Program Supervisor

Spring Break Escapes		
Revenue		
5 kids @	\$243.00	\$1,215.00
19 kids @	\$45.00	\$855.00
Total Revenue		\$2,070.00
Expenses		
Jumpin Jungle		
7 kids @	\$8.00	\$56.00
Sunshine Arts and Crafts		
9 crafts @	\$9.00	\$81.00
Monkey Island		
9 kids @	\$8.40	\$75.60
2 adults@	\$4.20	\$8.40
Classic Bowling		
11 bowl @	\$8.68	\$95.45
Snake Craft		
12 crafts		\$16.00
Sky High Tickets		
7 kids @	\$11.00	\$77.00
2 adults@	\$11.00	\$22.00
Staff		
51.5 hours		\$608.00
Snack		
		\$25.00
Gas		
		\$175.00
Total Expenses		\$1,239.45
Revenue		\$2,070.00
Expenses		\$1,239.45
Net		\$830.55



Community Outreach Coordinator's Report

Genelle Iocca

April, 2012

giocca@lwd.org

Fridays for the Family

On March 9, 2012, birthday parties were promoted at the Lincolnwood Town Center from 5:30 to 6:30pm. A folded display was created highlighting the birthday party themes. Four young girls assisted at the event dressed in princess and pirate themed clothing. They played ring toss, miniature golf and handed out candy and flyers to kids that passed by. There was also an opportunity for parents to sign up for \$50 off a birthday party package. The activity was well received by passersby and a birthday party was booked the following Monday!

The next event will be held April 13. The day camp program will be promoted. We would love to have you stop by!

Winter Carnival

The Winter Carnival report with the survey results and financial breakdown is attached for your review.

Summer Market and Music Series

The vendor application has been sent out to a variety of businesses and is available on our website. Individuals and businesses are expressing interest in participating in the market portion of the event. Priority will be given to Lincolnwood residents and businesses. Sponsorship information is also available.

Pedal the Parks

Planning is under way and we are finalizing the bike routes. We now have the following confirmed sponsors: Groot, Airoom and Peak Performance will be providing challenges. B96 is willing to provide on-site music. Lifeway is donating Kefir yogurt drinks for participants, and Natural Path Forestry Consultants is coordinating the tree planting and bike recycling activities. Other businesses are still considering their participation. We are beginning to reach out to food vendors for the lunch stop. We would also like to get helmets donated for all participants.

The tentative schedule of activities is as follows:

9am to 10:30am	Event and bike registration and packet pick-up
9am to 3pm	Bicycle recycling pick-up at Proesel Park
9:30am to 10:30am	Bike Clinics (two 20-minute clinics held at 9:30am and 10:00am)
11am	Arbor Day tree planting at Flowers Park
10am to 3pm	Challenges at various parks
12pm to 3pm	Lunch at Proesel Park
2:30 to 3:00pm	Finale at Proesel Park

Winter Carnival Reconciliation

Date: Sunday, February 26, 2012
Time: 1pm to 3pm
Fees: Free
Total Attendance: 400
Staff: Lead: Genelle Iocca, Community Outreach Coordinator
Assisting staff: Katie Smith, Jan Springer, Melanie Unterfranz, Andy Thurman
Volunteers: 7 volunteers from the community

Program Detail:

The Winter Carnival was held at Proesel Park in and around the shelter area. Within the shelter a roaring fire kept attendees warm. Six carnival games were available to play with candy prizes. There was food and drinks for sale (firehouse chili, brats, hotdogs, chips, s'mores, bottled water and soda). Firemen were on duty to grill the food and serve chili. Registration for the Winter Waddle kids' race was also available at the shelter as well as a team from K-HITS Radio 104.3 playing music and enticing guests with a prize wheel. Two more fires were built outside the shelter for attendees to roast marshmallows and keep attendees warm.

Near the shelter, the NorthShore University Health Systems hot chocolate truck was parked giving away free hot cocoa. The horse and carriage ride pick up area was at the corner of Morse and Kostner Avenues. The carriage route carried guests to the Community Center and back for a 15-20 minute ride. The Winter Waddle kids' race was held in the street at 2pm. Kostner Avenue was blocked off by Fire Department vehicles, so the street was clear and safe for the kids to race. At the ball field next to the shelter, dog sled demonstrations took place. In between demonstrations, attendees had the opportunity to talk with the handlers and pet the dogs. Inflatables, set up on the tennis courts, included an obstacle course, bounce house and all-star basketball game. Mother Nature cooperated, providing us with a couple of inches of snow and temperatures reaching 50 degrees with full sun.

Promotion of the event consisted of:

- Program information in the winter brochure
- Flyers and postcards distributed throughout the community
- Emails sent to Turkey Trot (Drumstick Dash) participants and 2011 pool pass holders
- Flyers distributed through District 74 and surrounding schools
- Promotion at the Lincolnwood Town Center
- Banner at the Community Center
- Signs around Proesel Park
- Penguin mascot visit to District 74 schools handing out postcards
- Promotion on K-HITS Radio 104.3

Survey:

A survey link was placed on the Parks and Recreation website the Monday following the event. The survey was also sent to the Winter Waddle participants. A total of five people took the survey. The survey results included the following information:

- Participants learned about the event via email, flyers through schools, winter brochure, the Village website and word of mouth
- No one had been in attendance last year (2011)
- Everyone felt the location was ideal as well as parking
- Two were satisfied with registration for the Winter Waddle, one was somewhat dissatisfied, one was neutral, two were very satisfied
- Everyone thought the duration (two hours) was just about right
- Three people were very satisfied with the quantity of activities; one was somewhat satisfied
- The Winter Waddle was the favorite activity, followed by the dog sled demonstration and the horse and carriage rides. The carnival games and inflatables were also mentioned favorably.
- Attendees enjoyed the fires, hot chocolate, music and fire truck
- Most attendees were very satisfied with staff/volunteers; one was somewhat dissatisfied
- Three participants were very satisfied and one was somewhat satisfied with the overall event, while one was somewhat dissatisfied.
- Three out of five people said it was highly likely they would attend this event again and would recommend it to a friend, and two would very likely become a volunteer for the event; one person was somewhat unlikely to attend and recommend the event to a friend
- Three people thought the activities served all of the different ages in their family, while two people did not

The following were comments on how to improve the event:

- The bounce house looked like tons of fun, but our daughter (2 years) was too young to venture in without us.
- Please, please, please organize your Winter Waddle by age groups! My 3 year old was mowed down by the big kids. Also, just do a 50 yard dash for the little ones - out and back just confuses them. Figure out where your start and finish line are before the event! I love you guys but "jeez louse" be nice to the little ones!
- More volunteers Porta-Potties near the event- too far to travel to the rec center for everyone. Many complaints.
- Better organized - the Winter Waddle race was very disorganized. Even though we paid for it, there were many kids who didn't pay and were in the race. The registration and check-in process were dissatisfying.
- Wonderful Event :)

Miscellaneous Notes:

This was a year of experimentation for the Winter Carnival. We added more warming fires, centralized the location of the activities and added music, concessions and the kids' race. The event received mixed reviews and still needs to be developed further to become a successful event.

The time of year and uncertainty of weather makes this event very tough to plan and execute. Getting the right mix of activities with the weather for the day and being able to promote the event in advance is a challenge.

Staff agreed to hold the event in February again next year due to time constraints with the Turkey Trot in November and the holidays in December. It was felt that staff needed January to plan the event and vendors expressed more availability in February.

The addition of the kids' race was a success. We registered more kids than we anticipated, confirming its popularity. The race provided income for the event, but did not quite break even with expenses incurred. The survey results and staff comments after the event determined that the race needs to be better organized and executed. Everyone from our staff agreed we could have two races for different age groups and add a start and finish line. Also, it would be worth trying to start the race at 2:45 to keep people at the event longer. The staff really enjoyed having Mayor Turry start the race!

The selling of concessions also brought in revenue, making a small profit because the fire department donated the chili. The food count should be altered for next year to 25 brats, 75 hot dogs, add sliced apples and caramel sauce, carrots and ranch dressing. Following Health Department guidelines for food preparation and service was also stressed by staff. It was also mentioned that soda was not popular and should not be offered next year.

There needed to be more signage at the event for the concession area. Signage at the fireplaces promoting the roasting of s'mores was suggested. Signs for the individual activities were also needed, especially for the line for the carriage rides.

Porta-potties will need to be added to the event next year for the convenience of attendees. Riding or walking to the Community Center took a little too long, especially for people working at the event.



Youth Program Coordinator's Report

April 2012

Melanie Unterfranz

munterfranz@lwd.org

Day Camp

We are continuing our group interviews and are beginning our one-on-one interview process. The strongest candidates from the group interview are asked to participate in an individual interview and then the top candidates are hired for summer camp positions. We feel this tiered process will allow us to hire the best of the best for this summer.

The Camp Coordinator position will be filled by the end of April. We look forward to having that person on board to start assisting with camp preparations. Field trip reservations are progressing quickly with the majority of the field trips planned and confirmed. A couple of new trips we are incorporating this year include Second City's – Improv Explosion interactive show, The Round Lake Theater Company performing The Little Mermaid and Skokie Sports Park which offers mini golf and batting cages.

We are beginning the accreditation process with the American Camp Association. The process involves much of the same preparation as the IAPD process for our department including a mentor visit to see if we are ready to proceed with a committee visit and on-site walk through of our day camp operations. If all goes well, we should be able to complete this goal during the 2012 day camp season.

Youth Programs

Mother/Son Kickball will be postponed to late summer/early fall due to low enrollment. Safety Town is a new program that we will offer starting April 30th for 4-6 year old children, educating them on stranger danger, playground safety, bike safety and other important everyday safety situations.